

# PERSONNEL BOARD

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



## SPECIAL MEETING

Thursday, October 19, 2023

6:15 p.m.

@ 450 Civic Center Plaza – Richmond Room

**PLEASE NOTE HYBRID MEETING FORMAT**



### AGENDA

#### Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
  - a. Regular Meeting of September 28, 2023
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
  - a. APPROVE the new and revised job descriptions per the Segal classification and compensation study adopted by the City Council
8. UNFINISHED/OLD BUSINESS
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
10. CONSIDERATION OF PROBLEMS AND REPORTS
11. ADJOURNMENT

**NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.**

**COMMUNICATION ACCESS INFORMATION** This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator at [ADACoordinator@ci.richmond.ca.us](mailto:ADACoordinator@ci.richmond.ca.us) or (510) 620-6974 at least three business days before the meeting date.

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<https://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

**Webinar ID: 850 1189 2620      Passcode: ezyKB0**

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

Via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, October 19, 2023, by 12:00 Noon.

**Public comment for an agenda item may be submitted by:** sending an email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Thursday, October 19, 2023. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

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

Public comment is limited to two (2) minutes.

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

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

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

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**September 28, 2023**  
**MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on September 28, 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 27, 2023

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the minutes of July 27, 2023. Board Member Front 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

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**<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:**

- Cordell Hindler: Stated he reviewed the classification and has no objections. Mr. Hindler added he would like to see a consultant working with the department on the Administrative Services Coordinator classification as well as the Human Resources Analyst. Mr. Hindler asked the board to consider the classification presented by staff to be approved so that it can be put on the City Council agenda for October.

Interim Human Resources Director Sharrone Taylor presented the seventh batch of job descriptions per the Segal classification and compensation study. Thirty-three (33) job classifications were brought to the Personnel Board. Ms. Taylor noted there were a few job descriptions presented with a star to state that there was an added entry to those job descriptions that were previously approved. The Union and the City had agreed to add additional language to these job descriptions.

Chair Wirsig request clarity on Combination Equipment Mechanic.

Ms. Taylor informed the board that a Combination Equipment Mechanic is able to work on equipment from small engines to larger apparatuses and differs from a regular mechanic because of the range of equipment that they are able to work on.

SEIU President Gregory Everetts confirmed Ms. Taylor was correct and added that a regular mechanic has specific duties and equipment they can operate on, while a combination equipment mechanic can operate on all.

Chair Wirsig noted that the combination equipment mechanic needed a class B license by end of probation, which would be airbrakes, and questioned why a class A license is not required.

Mr. Everetts stated he believes most of the mechanics do have a class A license.

Chair Wirsig stated that he noticed Maintenance Worker II needs an A License, and questioned if there is a different set of equipment that has to be driven and why the difference between the two.

Ms. Taylor offered that it is something that can be brought to the superintendent to get more information related to actual job duties.

Mr. Everetts added an explanation that the Maintenance Worker II are the ones who would tow the heavy equipment for the equipment operators, therefore they are required to have

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

a class A license for the bigger equipment that would be on a trailer because of the extra axles.

Chair Wirsig questioned if that would be like the asphalt crew. Mr. Everetts confirmed it would be the street paving crew and some of the Abatement workers.

Vice Chair Buckner inquired about how one would acquire the experience to work on multiple equipment.

Ms. Taylor explained that it's a journey level classification so it would be acquired by working on the job and acquiring the skills through work experience.

Board member Front questioned and sought confirmation if the driver license requirement across all job classifications would be reviewed before posting to ensure only those jobs truly requiring a driver license is stated. Ms. Taylor confirmed the language that will be incorporated into the job descriptions and determined which job descriptions will no longer have that requirement.

Chair Wirsig inquired about the Stationary Engineer classification, specifically if it is a journeyman position or an apprenticeship since the City requires to have your EPA before starting. Ms. Taylor confirmed that one would need the certification before starting and while there are apprenticeship programs and training programs that are available in the industry, the City doesn't currently offer them. Ms. Taylor also stated the City of Richmond, however, does partner with the Employment and Training division to look into opportunities to provide training for individuals who are interested.

Chair Wirsig wanted clarification of hiring and promoting within. Mr. Everetts confirmed the City does both. Promote within and hire externally. Mr. Everetts added that currently that is what's happening with the Stationary Engineers. He believes they have someone, a Maintenance Worker II, that is working on getting them on-site job training. Ms. Taylor added that it's part of the succession plan to find avenues to help promote within whether that's creating positions that are entry level like trainee positions or junior positions and then giving them on the job training so they can transition up.

It was discussed that Stationary Engineers are part of SEIU Local 1021 and that encompasses all of general employees. If an employee wants to be part of their own union that is specific to their skill, they can do that, but the City's general employees are members of SEIU Local 1021.

Vice Chair Buckner liked and appreciated the idea of retaining good employees and training them and promoting within.

Chair Wirsig inquired about the pay scale when an employee is promoted. Interim HR Director Sharrone Taylor stated that part of the process of the Segal study was compensation. Ms. Taylor stated the Personnel Board portion is the approval of the job descriptions to ensure that they are in compliance with the personnel rules and that they

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comport with the direction of the City. The next part, the compensation portion, is taken to the council for approval via salary schedule. Ms. Taylor stated the Segal compensation study looked at all the classifications to ensure they were at market level. The study was completed two years ago and at that time recommendations were made based on the market research to set the salary ranges for the positions. Ms. Taylor also added it was negotiated to give a 4% increase across the board in consideration of the time it took between the completion of the study and the actual implementation. With the process of mapping out employees based on their current salary and in agreement with the unions, employees will be placed at a step in which they would not receive a salary decrease.

Mr. Everetts added in that the new salary schedule every classification will have five pay steps.

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

**9. ADJOURNMENT OF SPECIAL MEETING**

The meeting adjourned at 6:39 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Sunday, September 24, 2023 3:37 PM  
**To:** Personnel Board  
**Subject:** Public Comments

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

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 Submitting the Following Items for Placement on the Agenda for November 15th:

1. Approve the Revision/Retitle Of Chief Harbor Engineer To Deputy Port Director Job Description
2. Approve Revision to Job Description for Port Administrator

I AM Bringing the Positions Forward Is That The Port Generates Revenue into The City and Both Classifications Will Represent the Port at the Discretion of the Port Director

Sincerely  
Cordell



# STAFF REPORT

## **PERSONNEL BOARD**

**DATE:** October 19, 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 8<sup>th</sup> batch of job description changes for your approval. The job descriptions are as follows (retitles and new titles notated):

### **SEIU Local 1021 General Employees:**

- Crime Scene Technician
- Library Associate
- Parking Enforcement Representative
- Payroll Coordinator

# Personnel Board Staff Report

- Police Records Specialist

## **Local 21 Mid-Management Bargaining Unit:**

- Administrative Analyst (retitled from Assistant Administrative Analyst)
- Associate Administrative Analyst
- Code Enforcement Manager
- Communications Shift Supervisor
- Crime Prevention Manager
- Deputy Building Official
- Emergency Services Analyst
- Environmental Manager
- GIS Administrator
- Project Coordinator
- Recreation Supervisor
- Senior Administrative Analyst
- Senior Buyer
- Senior Management Analyst
- Workforce Coordinator (retitled from Workforce Program Coordinator)

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

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

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

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

### **Attachments:**

Attachment A: SEIU Local 1021 Job Descriptions

Attachment B: Local 21 Mid-Management Job Descriptions

**SEIU Local 1021**  
**General Employees**



## Classification Specification

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

### GENERAL SUMMARY

Identifies, collects, and preserves evidence at crime scenes in support of law enforcement activities.

### DISTINGUISHING CHARACTERISTICS

The Crime Scene Technician is a non-sworn, professional position assigned to the Patrol Division in the Police Department. This classification requires the exercise of initiative and independent judgment in implementing established work methods and procedures. Supervision is received from a police sergeant and/or police officer crime scene investigator (CSI) who reviews work through reports, meetings, field observations, and overall results achieved.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Responds to calls for crime scene services, and processes scenes of major crimes.
- Photographs crime and accident scenes, including burglaries, robberies, deaths, thefts, and assault victims to record the appearance of evidence using highly-skilled photographic and evidence-gathering techniques.
- Identifies, collects, and secures physical evidence, including but not limited to blood, body fluids, hair, fibers, and firearms for laboratory testing and use as evidence in criminal prosecutions.
- Searches for and develops latent prints at crime scenes.
- Photographs and fingerprints suspects, victims (including deceased individuals), witnesses, and applicants.
- Produces castings of footprints, tire tracks, and other impressions.
- Determines procedures to be used when identifying, collecting, and processing evidence.

## Classification Specification

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

- Comprehends and makes inferences from written material, including procedure manuals and departmental administrative and field orders in order to learn and apply crime scene processing techniques.
- Performs basic mathematical calculations to measure distance.
- Testifies in court.
- Writes detailed reports, and establishes and maintains records to ensure proper chain of custody of physical evidence.
- Communicates and interacts with sworn officers, co-workers, supervisors, and the public in answering questions, processing crime scenes, explaining procedures, and handling complaints. Interacts with victims and witnesses.
- Requires shift work, working weekends and holidays.
- Conducts training for new staff 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 no fiscal responsibility.

### **MINIMUM QUALIFICATIONS**

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

## Classification Specification

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

- At least 60 semester units of college coursework from an accredited college or university with coursework in Photography, Criminalistics, and Physical Science (Biology/Biochemistry, Chemistry, or Forensic Science)
- Two (2) years of experience working as a Crime Scene Technician for a law enforcement agency can substitute for 30 units of the required college coursework
- 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 be able to qualify to use protective respirator equipment based on passing a specialized physical examination by the hire date, and maintain certification.

### 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
- Law enforcement activities, and the organization of a police department
- Police investigative techniques, search and seizure, and the police officer's role in criminal prosecution
- Standard techniques for classification, development, transfer, and chemical processing of fingerprints
- Hazards and safety precautions related to crime scenes, chemicals and equipment used in processing evidence

### Skill in:

- Observing and recalling details
- Photography
- Organization and time management

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read maps, and learn the geography of the City

## Classification Specification

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

- Learn photographic techniques and methods, including the use of a variety of film, digital equipment, lighting, filtration, infrared, and ultraviolet techniques
- Learn to use powders and chemicals to process scenes for latent fingerprints and subsequent lifting/photographing
- Learn gunshot residue testing
- Present accurate and professional testimony in court

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

## Classification Specification

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

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- 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. Incumbents will be subject to a variety of weather conditions, noises, and various chemicals and odors associated with job responsibilities, including possible exposure to hazardous chemicals and evidence that may be bio-hazardous or carcinogenic. Must be able to use protective respirator equipment. Incumbents must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. Lifting heavy items may be required.
- **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 SCENE TECHNICIAN**

**DEFINITION**

Under general supervision, identifies, collects and preserves evidence at crime scenes in support of law enforcement activities, and performs related work as required.

**CLASS CHARACTERISTICS**

The Crime Scene Technician is a non-sworn, professional position assigned to the Patrol Division in the Police Department. This classification requires the exercise of initiative and independent judgment in implementing established work methods and procedures. Supervision is received from a police sergeant and/or police officer CSI who reviews work through reports, meetings, field observations, and overall results achieved. The work requires exposure to hazardous chemicals and evidence that may be bio-hazardous or carcinogenic. Incumbents may be required to use a respirator when these elements could be present. The Crime Scene Technician position requires shift work, working weekends and holidays.

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

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

1. Responds to calls for crime scene services as quickly as good judgment and safety allow.
2. Processes scenes of major crimes at any hour of the day or night under any weather conditions.
3. Photographs crime and accident scenes including burglaries, robberies, deaths, thefts and assault victims to record the appearance of evidence using highly-skilled photographic and evidence-gathering techniques.
4. Identifies, collects and secures physical evidence including: blood, body fluids, hair, fibers, and firearms for laboratory testing and use as evidence in criminal prosecutions.
5. Searches for and develops latent prints at crime scenes.
6. Photographs and fingerprints suspects, victims (including deceased individuals), witnesses, and applicants.
7. Produces castings of footprints, tire tracks, and other impressions.

CITY OF RICHMOND, CA  
**CRIME SCENE TECHNICIAN**

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8. Determines procedures to be used when identifying, collecting, and processing evidence.
9. Comprehends and makes inferences from written material including procedure manuals and departmental administrative and field orders in order to learn and apply crime scene processing techniques.
10. Performs basic mathematical calculations to measure distance.
11. Testifies in court.
12. Writes detailed reports and establishes and maintains records to ensure proper chain of custody of physical evidence.
13. Communicates and interacts with sworn officers, co-workers, supervisors and the public in answering questions, processing crime scenes, explaining procedures, and handling complaints; interacts with victims and witnesses.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Law enforcement activities and the organization of a police department; police investigative techniques, search and seizure, and the police officer's role in criminal prosecution.

Ability to: Read maps and learn the geography of the City; observe and recall details; learn photographic techniques and methods including the use of a variety of film, digital equipment, lighting, filtration, infrared, and ultraviolet techniques; learn to use powders and chemicals to process scenes for latent fingerprints and subsequent lifting/photographing; learn standard techniques for classification, development, transfer and chemical processing of fingerprints; learn the techniques for gathering and preserving physical evidence; learn the rules of evidence and court methods and procedures; learn the hazards and safety precautions related to crime scenes, chemicals and equipment used in processing evidence; learn gunshot residue testing and field drug testing; present accurate and professional testimony in court; and establish and maintain effective working relationships with associate personnel, federal, state, and regional law enforcement agencies, court personnel and the public.

**EDUCATION AND EXPERIENCE:**

Applicants must have completed at least 60 semester units of college coursework from an accredited college or university with coursework in Photography, Criminalistics, and Physical Science (Biology/Biochemistry, Chemistry, or Forensic Science).

License/Certification: Possession and maintenance of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Because of the confidential, sensitive nature of the work required, successful completion of a polygraph and background investigation is required. Must be able to qualify to use protective respirator equipment based on passing a specialized physical examination by the hire date and maintain certification.

### **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. Incumbents will be subject to a variety of weather conditions, noises, and various chemicals and odors associated with job responsibilities. Incumbents must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. Lifting heavy items may be required.



## Classification Specification

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

### GENERAL SUMMARY

Assists library patrons with locating materials and information, utilizing the online catalog, databases, and other non-print and print resources. May perform duties in a public service functional area, for example Children's Reference Services, Extension Reference Services including mobile library reference services, Adult References Services.

### DISTINGUISHING CHARACTERISTICS

This is a paraprofessional and experienced class in which incumbents are expected to perform completely a full range of technical and complex duties. All positions are characterized by the presence of guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Provides excellent customer service; performs limited reference including assisting patrons with locating library materials and information; performs limited circulation tasks as required.
- Assists with or oversees the operation of a branch library, a unit of the library, or the delivery of a specialized program or service.
- Assists in the preparation of information and marketing materials such as signage, brochures, flyers, social media content, and pamphlets for library services, resources, and programs.
- Assists in gathering data for and preparing reports and schedules.
- Assists with service effectiveness and program outcome measurement, and makes recommendations for improvements.
- Assists with planning library events.
- Performs outreach at community meetings and events.
- Assists librarians in the maintenance of library collections.

## Classification Specification

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

- Advises patrons on the use of technological tools such as the library online catalog, patron accounts, electronic databases, and other available digital resources.
- Responds to and answers patron questions, inquiries, and complaints.
- Assists in preparation of the budget.
- Orders library materials including books, DVDs, and audiobooks from designated vendors.
- Contacts vendors regarding materials ordered or faulty billings of materials.
- Participates in the rotation of reference service desk staffing to include Adult, Children, and branch assignments.
- May operate fleet for mobile library services such as the bookmobile.
- May provide recommendations of library materials to librarians.
- Orients and trains Senior Library Assistants, Library Assistants I/II and Library Aides.
- May provide direction and work review for Library Assistants I/II and Library Aides.
- Assists patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources at the Library.
- 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 AND JOB IMPACT**

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

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

### **FISCAL RESPONSIBILITY**

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

## Classification Specification

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

- High school diploma or GED equivalent. Some college coursework in library technical support or library science is desirable.
- Three (3) to five (5) years of library support experience, including one year of technical experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

#### Additional Requirements

- Must be willing to work evenings and weekends

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Library circulation software
- Customer service
- Databases and online and print resources
- City purchasing procedures and guidelines

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

- Read and interpret library data
- Assists in the selection of library materials that are reflective of the community served
- Assist library users on the public computers
- Safely operate library vehicles, and communicate with administration about mechanical issues

## Classification Specification

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

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Multi-task and prioritize work

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

## Classification Specification

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

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

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

## LIBRARY ASSOCIATE

### DEFINITION

Under general supervision, performs paraprofessional work in support of library operations; may direct the work of assigned Senior Library Assistants, Library Assistants and other library support staff; performs related work as assigned.

### CLASS CHARACTERISTICS

This is a paraprofessional and experienced class in which incumbents are expected to perform competently a full range of technical and complex duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Duties may vary based upon area of assignment and incumbents are expected to assist with the training of Senior Library Assistants, Library Assistants, Library Aides, Pages and other support staff.

### EXAMPLES OF DUTIES

Assists library professional staff in developing and implementing library programs; assists in short and long range planning for library automation needs and the coordination of the acquisitions, cataloging and circulation systems; may have primary responsibility for operation and maintenance of computerized systems; writes training and procedural manuals as they pertain to assigned section; assists in preparation of the budget; assists and advises patrons in the use of the catalog and helps patrons locate library materials; assists in performing limited reference, copy cataloging and reader's advisory assistance to the public using reference materials, on-line databases and other appropriate tools; performs basic bibliographic searches and verification for materials in preparation for cataloging; assists in the selecting of library materials; orders and receives new library materials; contacts vendors regarding materials ordered or faulty billings of materials; assists in developing and implementing library programs for children and adults; assists in compiling and recommending reading lists; orients and trains and may provide direction and work review for Senior Library Assistant, Library Assistant, Library Aide and Page staff concerning the duties, rules and procedures of the assigned section or branch; assists in preparing bibliographies and maintains special files or indices; assists in preparing informational materials including book displays, exhibits, bulletin boards, book reviews and publicity releases; assists library professional staff on special projects.

### QUALIFICATIONS

#### Knowledge of:

General municipal library services, organization and functions

Standard terminology and practices related to paraprofessional and technical library support work

**LIBRARY ASSOCIATE  
PAGE 2**

**Basic supervisory principles and practices  
Standard office practices, procedures and equipment  
Basic business arithmetic**

**Skill in:**

**Assigning, directing and reviewing the work of others  
Training staff in work procedures  
Using sound independent judgment within established guidelines  
Performing paraprofessional library work involving the use of computers and software programs  
Performing paraprofessional reference and descriptive or copy cataloging work  
Performing office support work, including typing and filing  
Operating standard office equipment including typewriter, word processor, computer terminal or copy reproduction equipment  
Establishing and maintaining effective working relationships with those contacted in the course of the work  
Working with the public in a variety of situations**

**Other Requirements:**

**Must be willing to work evenings and weekends. Some positions in this classification may require possession of a valid California Driver License.**

**Education and Experience**

**Equivalent to graduation from high school and three years of library support experience, including one year of technical and/or paraprofessional level work. College level coursework in library technical support or library science is desirable.**



## Classification Specification

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

### GENERAL SUMMARY

Under the direction of a Police Supervisor, performs a variety of police duties such as reporting safety and traffic hazards, enforcing parking regulations, ordinances, and laws, answering inquiries from the public, and doing related work as required.

### DISTINGUISHING CHARACTERISTICS

This classification is a non-sworn position and its primary responsibility is to enforce parking and investigate complaints of abandoned vehicles. Positions in this class work under general supervision within established procedures. Incumbents have frequent contact with the public responding to a variety of procedural questions and providing information.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Issues citations for parking violations subject to the California Vehicle Code and the Richmond Municipal Code. Arranges for towing of vehicles from the public right-of-way as necessary.
- Answers a wide variety of questions from the public regarding parking and related traffic regulations, and the location of public buildings, parks, transportation facilities, and other general directions.
- Observes and reports inoperative traffic signals or damaged street signs.
- Reports urgent problems or unusual occurrences to supervisor, and acts in accordance with instructions received.
- Prepares reports as required.
- Operates a Department vehicle, and responds to service calls as assigned,
- Operates computer and radio equipment, and accesses the California Law Enforcement Telecommunication System (CLETS) to determine vehicle identity.
- Provides information to public about the Department's policies and procedures.

## Classification Specification

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

- Provides crime scene security.
- Coordinates and oversees the removal of hazardous vehicles and materials from the public right-of-way by Public Works or abatement staff.
- May direct traffic and provide traffic control.
- Conducts training for new staff 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 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 involving considerable public contact
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including computers and applicable software

## Classification Specification

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

**Skill in:**

- Organization and time management
- Interpersonal relationships and diffusing difficult situations

**Ability to:**

- Develop and maintain satisfactory relationships with people to achieve compliance with requests through persuasion; work in cooperation with supervisors and peers to maintain good public relations
- Learn City ordinances, rules, and regulations affecting area of assigned responsibility, and apply this knowledge in order to accomplish work
- Communicate effectively, both orally and in writing
- Follow oral and written instructions
- Provide verbal instructions and information in a clear and concise manner
- Generate and maintain records of activities, such as traffic flow reports, accident reports, citation records, and routine police reports
- Accurately record written, numerical, and alphabetical information
- Make detailed observations, accurately remember facts, and compile descriptive reports

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

City of Richmond

Class Code: TE-371

Established: 9-24-96

Unit Group: General

FLSA: Non-Exempt

## **PARKING ENFORCEMENT REPRESENTATIVE**

### **DEFINITION**

Under the direction of a Police Supervisor, performs a variety of paraprofessional police duties such as reporting safety and traffic hazards; enforcing parking regulations, ordinances and laws; and doing related work as required.

### **EXAMPLES OF DUTIES**

1. Issues citations for parking violation such as overtime parking, double parking, illegal parking in restricted zones, and parking in front of fire hydrants.
2. Answers a wide variety of questions from the public regarding parking and related traffic regulations and the location of public buildings, parks, transportation facilities, and other general directions.
3. Observes and reports inoperative traffic signals or damaged street signs.
4. Reports urgent problems or unusual occurrences to supervisor and acts in accordance with instructions received.
5. Accounts for citation books and prepares reports as required.
6. Transports evidence to and from Crime laboratories and courts.
7. Operates a Department vehicle and responds to service calls as assigned and may prepare routine reports.
8. Operates radio equipment
9. Directs traffic
10. Provides information to public about the department's policies and procedures.
11. Provides crime scene security.

## **QUALIFICATIONS**

### **Ability to:**

develop and maintain satisfactory relations with people so as to bring about compliance with requests through persuasion, and work in cooperation with supervisors, peers and maintain good public relations; learn City ordinances, rules and regulations affecting area of assigned responsibility and apply this knowledge in order to accomplish work; read, write, and speak English, including ability to provide verbal instructions and information in a clear and concise manner; and ability to understand written and oral directions that are well outlined; keep records of activities, such as traffic flow reports, accident reports, citations records, routine police reports and possess the ability to accurately record written, numerical and alphabetical information; make detailed observations, accurately remember facts and compile descriptive reports.

### **Education and Experience:**

Equivalent to graduation from high school or possession of a G.E.D. certificate.

### **License:**

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



## Classification Specification

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

### GENERAL SUMMARY

Under direction, plans, organizes, coordinates, and performs the work of the City's Finance Department's payroll section; performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is responsible for the City's payroll processing, distribution, and required reporting to outside agencies. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and city, state and federal rules and regulations. The incumbent is knowledgeable of payroll, general accounting procedures, and ordinances, rules, and regulations governing the processing of municipal payroll.

### 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 procedures and controls for payroll processing and distribution.
- Maintains current knowledge of City, state, and federal legislation affecting payroll.
- Interprets and applies appropriate ordinances, rules, regulations, and Memorandums of Understanding (MOU); implements changes necessary to comply with new provisions.
- Answers questions related to payroll and benefit transactions.
- Develops and makes necessary recommendations for procedural, policy, and system changes.
- Assists other City departments in matters pertaining to payroll.
- Researches, verifies, calculates, and approves payroll data for processing.
- Maintains payroll records; discusses policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
- Maintains leave and payroll schedules.

## Classification Specification

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

- Reviews the receipt, audit, control, and processing of all computer payroll documents, and maintains internal controls on payment of salaries; interfaces with outside agencies, insurance companies, and auditors on payroll-related matters.
- Researches and analyzes data regarding salaries and benefits for cost studies.
- Reviews and approves all manual payroll checks.
- Analyzes payroll input data, reports, and systems for accuracy and effectiveness.
- Reviews and approves all wage and tax reports.
- Prepares a variety of periodic and special reports related to payroll activities.
- Participates in the preparation and administration of the payroll section budget.
- Reviews and approves all vouchers for payment of payroll liabilities by established deadlines.
- Prepares reports to CalPERS and other benefits.
- Assists in preparation of audit reports.
- May provide lead direction, training, and work review to assigned staff.
- Performs related work as assigned.

### **SUPERVISORY RESPONSIBILITIES**

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

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

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

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

### **FISCAL RESPONSIBILITY**

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

- Position has 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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of responsible bookkeeping, payroll accounting for financial clerical, or office experience. Some college or business school coursework in accounting, bookkeeping, and office administration or supervision is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- None

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles and practices of municipal payroll transaction preparation, audit, and distribution
- Principles and methods of accounting records management
- Principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents
- Local, state, and federal rules and regulations governing payroll processing and distribution
- Basic accounting principles and terminology
- Modern business office practices and equipment, including computers, spreadsheet and word processing applications, and applicable software

#### Skill in:

- Analytical thinking
- Problem solving
- Organization and time management

#### Ability to:

- Answer inquiries from employees and public regarding payroll and benefits
- Demonstrate interpersonal sensitivity
- Interpret, explain, and apply a variety of laws and regulations governing payroll administration
- Develop forms, records, systems, and procedures for achieving internal control of payroll operations

## Classification Specification

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

- Review and verify the accuracy of financial data and information, and ensure appropriate authorizations as required
- Maintain close attention to detail
- Prepare clear, concise, and complete payroll reports and other written correspondence
- Perform accurate arithmetic calculations, and make accurate financial reconciliations
- Recommend improved payroll processing, reporting methods, and procedures
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Multi-task and adapt to changing priorities
- Maintain quality and accuracy of work under the pressure of urgent deadlines

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position 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:**

## PAYROLL COORDINATOR

### DEFINITION

Under direction, plans, organizes, coordinates and reviews the work of the City Finance Department payroll section; performs related work as assigned.

### CLASS CHARACTERISTICS

This single position class is responsible for the City's payroll processing, distribution and required reporting to outside agencies. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and city, state and federal rules and regulations. The incumbent is expected to be knowledgeable of payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations and accounting office support staff.

### EXAMPLES OF DUTIES

Provides lead direction, training and work review to assigned staff; develops procedures and controls for payroll processing and distribution; maintains current knowledge of City, state and federal legislation affecting payroll; interprets and applies appropriate ordinances, rules, regulations and memoranda of understanding; answers questions related to payroll and benefit transactions; develops and makes necessary recommendations for procedural, policy and system changes; assists other City departments in matters pertaining to payroll; researches, verifies, calculates and approves payroll data for processing; supervises the maintenance of payroll records; discusses policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood; reviews the receipt, audit, control and processing of all computer payroll documents and maintains internal controls on payment of salaries; interfaces with outside agencies, insurance companies and auditors on pay-related matters; researches and analyzes data regarding salaries and benefits for cost studies; reviews and approves all manual payroll checks; analyzes payroll input data, reports and systems for accuracy and effectiveness; reviews and approves all wage and tax reports; prepares a variety of periodic and special reports related to payroll activities; reviews new MOU provisions and provides for implementation; participates in the preparation and administration of the payroll section budget; reviews and approves all vouchers for payment of payroll liabilities.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of municipal payroll preparation, audit and distribution  
Principles and methods of accounting records management  
Principles and practice of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents  
Local, state and federal rules and regulations governing payroll processing and distribution  
Basic accounting principles and terminology  
Basic supervisory principles and practices

**Skill in:**

Organizing, assigning, directing, reviewing and evaluating the work of assigned staff  
Training staff in work procedures  
Interpreting, explaining and applying a variety of laws and regulations governing payroll administration  
Developing forms, records, systems and procedures for achieving internal control of payroll operations  
Reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required  
Preparing clear, concise and complete payroll reports and other written correspondence  
Performing accurate arithmetic calculations and making accurate financial reconciliations  
Recommending improved payroll processing and reporting methods and procedures  
Exercising sound independent judgment within established guidelines  
Establishing and maintaining effective working relationships with those contacted in the course of work

**Experience and Education**

Equivalent to graduation from high school and five years of responsible bookkeeping, payroll accounting or financial clerical or office experience. Some college or business school coursework in accounting, bookkeeping and office administration or supervision is desirable.



## Classification Specification

<b>Classification Title</b>	Police Records Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs a wide variety of general and specialized clerical and technical duties in support of the Richmond Police Department's Records and Special Services Division, and other law enforcement agencies in West Contra Costa County as assigned through specialized computer operations, including initiating, processing, and maintaining documents, correspondence, and statistics; assists in processing prisoners, including the pat or strip search of prisoners and safekeeping of prisoners' property; provides information and services to the public and other law enforcement agencies; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Positions under this class work under general supervision and, within established procedures, are expected to perform a variety of typing, data entry, retrieval and general enforcement support duties. Incumbents have a high volume of contact with the public and other law enforcement agencies both over the telephone and in person. These contacts entail answering a variety of procedural questions and providing information from established Department records. Police Records Specialists are also required to work shifts, including holidays and weekends. Police Records Specialists may be called upon to assist in booking, searching prisoners, and providing temporary care and oversight of juveniles.

### 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 remote computer terminals for the entry, review, and data retrieval of the California Law Enforcement Telecommunications System (CLETS), California Justice Information Systems (CJIS), National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), the Records Management System (RMS), Justice Automated Warrant System (JAWS), and a Digital Photo Imaging System.
- Types and inputs a variety of law enforcement information on computerized and manual records and logs as specified; teletypes confidential reports,

## Classification Specification

<b>Classification Title</b>	Police Records Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

correspondence, and other sensitive informational issues to local, state, and national law enforcement agencies.

- Receives fees for services and Richmond bails, as well as other outside agencies, disseminates to their specifications, issues receipts, and reconciles cash drawers.
- Fingerprints prisoners and citizens as required under City ordinances; types and processes the necessary fingerprint cards for state and federal law enforcement agencies; and registers and processes newly-released felons on parole and probation, and disseminates information to the appropriate divisions of the Department of Justice (DOJ). Maintains and validates records as mandated by the DOJ.
- Indexes and files basic law enforcement information, and checks and maintains a variety of files and departmental records specific to the work unit; enters pertinent law enforcement data from criminal police reports into the computerized Records Management System (RMS); verifies reports for accuracy; duplicates and disseminates reports to the appropriate divisions within the Police Department; and numerically files reports for retrieval.
- Photocopies and distributes crime, incident, arrest and accident reports to the general public and various agencies; prepares misdemeanor court packets for the District Attorney's Office to assist in prosecution including crime reports, amendment information and supporting documents or records; follows federal, state and local laws when releasing information.
- Assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone, including forwarding calls to appropriate personnel, and taking and providing phone messages.
- Processes, tracks, and distributes witness appearance subpoenas, and coordinates appearances for Richmond Police Department personnel.
- Assists in escorting prisoners for transportation to jail or court; assists in the processing of juveniles, and may be assigned to watch juveniles pending notification of child protective services for release to relatives.
- Required to work various shifts associated with a 24-hour, 365-day operation and wear a uniform.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

## Classification Specification

<b>Classification Title</b>	Police Records Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Two (2) years of full-time clerical experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- None

#### Additional Requirements

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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Filing methods and procedures
- Principles and procedures of recordkeeping
- Proper use of spelling, grammar, and punctuation
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

## Classification Specification

<b>Classification Title</b>	Police Records Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Organization

### Ability to:

- Learn the organization, procedures, and operation details of the City, the Police Department, and other law enforcement agencies
- Learn to perform a full range of specialized police and public safety technical tasks under minimal supervision
- Learn to correctly interpret and apply the laws, codes, policies, and procedures related to the processing of law enforcement documents and information
- Learn the operation and application of specialized law enforcement automated information and records management systems
- Maintain complete and accurate records and reports
- Type at the minimum rate of 45 net words per minute
- Follow oral and written directions
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Work courteously with the public, other law enforcement agencies, and departmental staff

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

<b>Classification Title</b>	Police Records Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

**CITY OF RICHMOND**

**CLASS CODE: OC-695  
ESTABLISHED: 8/52  
FORMERLY TITLED: POLICE CLERK  
REVISED: 3/26/98  
UNIT GROUP: LOCAL 790  
FLSA: EXEMPT**

### **POLICE RECORDS SPECIALIST**

#### **DEFINITION**

**Performs a wide variety of technical and specialized clerical duties in support of the Richmond Police Department's Records and Special Services Division and other law enforcement agencies in West Contra Costa County as assigned through specialized computer operations including initiating, processing and maintaining documents, correspondence and statistics; assisting in processing prisoners including the pat or strip search of female prisoners and safekeeping of prisoners' property; providing information and services to the public and other law enforcement agencies; and performing related work as required.**

#### **CLASS CHARACTERISTICS**

**Positions under this class work under general supervision and, within established procedures, are expected to perform a variety of typing, data entry, retrieval and general enforcement support duties. Incumbents have a high volume of contact with the public and other law enforcement agencies both over the telephone and in person. These contacts entail answering a variety of procedural questions and providing information from established Department records. Police Records Specialists are also required to work shifts, including holidays and weekends. Police Records Specialists may be called upon to assist in booking, searching prisoners, and providing temporary care and oversight of juveniles.**

#### **EXAMPLES OF DUTIES**

- 1. Operates remote computer terminals for the entry, review and data retrieval of the California Law Enforcement Telecommunications System (CLETS), California Justice Information Systems (CJIS), National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), the Records Management System (RMS), Justice Automated Warrant System (JAWS) and a Digital Photo Imaging System.**
- 2. Types and inputs a variety of law enforcement information on computerized and manual records and logs as specified; teletypes confidential reports, correspondence and other sensitive informational issues to local, state and national law enforcement agencies.**

**POLICE RECORDS SPECIALIST  
PAGE 2**

- 3. Receives fees for services and Richmond bails as well as other outside agencies and disseminates to their specifications.**
- 4. Responds to inquiries from the public and other law enforcement and governmental agencies.**
- 5. Fingerprints prisoners and citizens as required under City ordinances; types and processes the necessary fingerprint cards for state and federal law enforcement agencies; and registers and processes newly released felons on parole and probation, and disseminates information to the appropriate divisions of the Department of Justice.**
- 6. Indexes and files basic law enforcement information, and checks and maintains a variety of files and departmental records specific to the work unit; enters pertinent law enforcement data from criminal police reports into the computerized Records Management System (RMS); verifies reports for accuracy; duplicates and disseminates reports to the appropriate divisions within the Police Department; and numerically files reports for retrieval.**
- 7. Assists in escorting prisoners for transportation to jail or court; assists in the processing of juveniles, and may be assigned to watch juveniles pending notification of child protective services or release to relatives.**
- 8. Photograph City vendors for business licenses, City employees and volunteers, and others as assigned.**
- 9. Performs related duties as required.**

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

**Knowledge of:**

**Office practices, procedures and equipment including computerized equipment; filing methods and procedures; principles and procedures of record keeping; and of proper use of spelling, grammar and punctuation.**

**Ability to:**

**Learn the organization, procedures and operating details of a law enforcement agency; learn to perform a full range of specialized police and public safety technical tasks under minimal supervision; learn to correctly interpret and apply the laws, codes, policies and procedures related to the processing of law enforcement documents and information; learn the operation and application of specialized law**

## **POLICE RECORDS SPECIALIST**

**PAGE 3**

**enforcement automated information and records management systems; maintain accurate records and files; operate a variety of office equipment including a computer terminal; type at the minimum rate of 45 net words per minute; work courteously with the public, other law enforcement agencies and departmental staff; understand and carry out written and oral directions; and communicate clearly and concisely, orally and in writing.**

### **Experience/Education Requirements:**

**Experience: Two (2) years of full-time clerical experience.**

**Education: High school graduation or the equivalent.**

**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 walk from individual work station to various areas of the work environment; and prolonged sitting, standing and repeated twisting of the upper body.**

# **Local 21**

# **Mid-Management**



## Classification Specification

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

### GENERAL SUMMARY

Performs responsible administrative, organizational, systems, budgetary, statistical, community liaison and project/programmatic work for a department. Makes recommendations for action, and assists in policy and procedure development and implementation. May perform duties related to contracts, procurement, communications or grants, and may lead or train lower-level or part-time staff.

### DISTINGUISHING CHARACTERISTICS

This class is the entry level classification in the Administrative Analyst series. Incumbents perform responsible analytical work in varied departmental staff support areas as designated by management staff. This position may provide guidance and training for lower-level employees.

### 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.
- Plans and organizes administrative studies relating to the activities or operations of assigned department. Determines analytical techniques and information-gathering processes, and obtains required information and data for analysis.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, and productivity. Confers with management, and prepares reports of study conclusions.
- May assist with the management of grant related functions including grant writing, reporting and reimbursements.
- Assists in the development, administration, and monitoring budget to actual and fund draw down of project budgets, including grant, bond, and various funding sources.
- May administer contracts and other City agreements.

## Classification Specification

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

- Leads, participates and assists in City and community initiatives, meetings, and events.
- Provides liaison and staff support to a variety of committees, boards, and commissions.
- Provides technical assistance to others on administrative and analytical matters, including guiding and reviewing the work of subordinate employees.
- Prepares technical and staff reports, correspondence, and other written materials.
- 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, businesses, vendors, and residents to explain or coordinate plans for proposed projects, and to solicit their support.
- Updates community resource guides, maintains social media presence, and may be responsible for content and online material to maintain community engagement
- 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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university in Public Administration, Business Administration, or a closely-related field
- One (1) to three (3) years of professional administrative experience in several of the following areas: budget, project or program coordination, contract administration, procurement, grant management, and public relations
- 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
- Program and fiscal management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Coordinate multiple projects and meet deadlines
- Collect, evaluate, and interpret varied information and data
- Interpret rules and regulations

## Classification Specification

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

- Prepare clear and concise reports
- Maintain accurate and complete records

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

## Classification Specification

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT



## Classification Specification

<b>Classification Title</b>	Associate Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs responsible administrative, organizational, systems, budgetary, statistical, community liaison, and project/programmatic work for a department. Makes recommendations for action, and assists in policy and procedure development and implementation. May perform duties related to contracts, procurement, and communications or grants, and may lead or train lower-level or part-time staff.

### DISTINGUISHING CHARACTERISTICS

This class is the experienced or professional classification in the Administrative Analyst series. Incumbents perform responsible analytical work in varied departmental staff support areas as designated by management staff. This position may provide guidance and training for lower-level employees.

### 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.
- Plans and organizes administrative studies relating to the activities or operations of assigned department. Determines analytical techniques and information-gathering processes, and obtains required information and data for analysis.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, and productivity. Confers with management, and prepares reports of study conclusions.
- May assist with the management of grant related functions including grant writing, reporting, and reimbursements.
- Develops, administers, and monitors budget to actual and fund draw down of project budgets, including grant, bond, and various funding sources.
- May administer contracts and other City agreements.

## Classification Specification

<b>Classification Title</b>	Associate Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Leads, participates and assists in City and community initiatives, meetings, and events.
- Provides liaison and staff support to a variety of committees, boards, and commissions.
- Provides technical assistance to others on administrative and analytical matters, including guiding and reviewing the work of lower-level employees.
- 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, businesses, vendors, and residents to explain or coordinate plans for proposed projects, and to solicit their support.
- Prepares technical and staff reports, correspondence, and other written materials.
- Updates community resource guides, maintains social media presence, and may be responsible for content and online material to maintain community engagement
- 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

<b>Classification Title</b>	Associate Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university in Public Administration, Business Administration, or a closely-related field.
- Two (2) years of experience at a level comparable to the City's Administrative Analyst classification or four (4) years of professional administrative experience in several of the following areas: budget, project or program coordination, contract administration, procurement, grant management, and public relations.
- 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
- Program and fiscal management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Coordinate multiple projects and meet deadlines
- Collect, evaluate, and interpret varied information and data
- Interpret rules and regulations

## Classification Specification

<b>Classification Title</b>	Associate Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Prepare clear and concise reports
- Maintain accurate and complete records

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

## Classification Specification

<b>Classification Title</b>	Associate Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

**ASSISTANT/ASSOCIATE ADMINISTRATIVE ANALYST**

**DEFINITION**

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical, community liaison and programmatic work to the department to which assigned; makes recommendations for action and assists in policy and procedure development and implementation; performs related work as assigned.

**CLASS CHARACTERISTICS**

**Assistant Administrative Analyst** is the entry level in this professional administrative support series. Initially under close supervision, incumbents perform the more routine administrative support and analysis duties while learning city and departmental policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision. This class is alternately staffed with Associate Administrative Analyst and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

**Associate Administrative Analyst** is the journey level class of the series, fully competent to perform responsible and difficult analytical work in varied departmental staff support areas as designated by management staff. Projects may include statistical analyses, operations support, policy, procedure and budget development, or program implementation and administration. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques, and in making sound recommendations. This class is distinguished from Senior Administrative Analyst in that the latter is normally a supervisory class with responsibility for the administration of multiple or large programs with City-wide impact.

**EXAMPLES OF DUTIES (Illustrative Only)**

1. Plans and organizes administrative studies relating to the activities or operations of department or functional areas to which assigned.
2. Determines analytical techniques and information-gathering processes and obtains required information and data for analysis.

**CITY OF RICHMOND**  
**ASSISTANT/ASSOCIATE ADMINISTRATIVE ANALYST**  
**PAGE 2**

3. Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
4. Discusses findings with management and prepares reports of study conclusions.
5. Assists in the development and implementation of department or division goals and objectives; may develop and administer specified portions of the annual budget, including gathering information and monitoring expenditures.
6. Coordinates activities with those of other departments, depending upon the nature of the project to which assigned.
7. Confers with representatives of other governmental agencies, business, professional and citizens' groups, vendors and the public.
8. Provides liaison and staff support to a variety of committees, boards and commissions.
9. Reviews and may administer contracts and other City agreements.
10. Provides technical assistance to others on administrative and analytical matters.
11. Prepares technical reports, correspondence and other written materials.
12. May be responsible for the development, implementation and/or administration of a specified program area.
13. May direct the work of support staff on a project or ongoing basis.

**QUALIFICATIONS**

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

**Knowledge of:** Principles, practices and methods of administrative, budgetary and organizational analysis; financial/statistical/comparative analysis principles and techniques; business computer applications, including data management software; public administration principles and practices; basic budgetary

**CITY OF RICHMOND  
ASSISTANT/ASSOCIATE ADMINISTRATIVE ANALYST  
PAGE 3**

principles and practices; basic organization functions and operations of a municipality.

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

**Education/Experience**

Any combination of education and experience which demonstrates competency of the requisite qualifications, such as:

**Assistant Administrative Analyst:** Equivalent to graduation from a four year college or university with major course work in business or public administration or a field related to the work. Responsible office administrative support work may be substituted for the education on a year for year basis to a maximum of two years.

**Associate Administrative Analyst:** In addition to the above, two years of professional level experience in administrative, management, public information systems, operations; budgetary or similar analyses at a level equivalent to the City's class of Assistant Administrative Analyst.

**Other Requirements:**

Specified positions may require a valid California Driver License.



## Classification Specification

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

### GENERAL SUMMARY

Manages Code Enforcement Division staff and activities, including policy development, strategic planning, budget management, and organization and direction of division programs to ensure compliance with federal, state and local laws and ordinances.

### DISTINGUISHING CHARACTERISTICS

This class is a single position management classification. The incumbent is responsible for the management of the Code Enforcement Division and its various programs in the areas of housing, health, sanitation and cleanliness, zoning, weed abatement, blight abatement, vacant property abatement and securing, graffiti abatement, vehicle abatement, building/housing inspection and parking enforcement; policy development; budget administration; long-term and short-term strategic planning; cost recovery; and the supervision of assigned staff. This position is distinguished from the Code Enforcement Supervisor in that it is responsible for broad and complex planning, budgeting, and policy development.

### 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.
- Prepares and manages division budget, including forecasting funds needed for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and implementing adjustments.
- Oversees Administrative Hearing Appeals, Liens, and Special Assessments. Collaborates with City Attorney's office to authorize referrals and legal requests.
- Works with agency staff, public/private sector business owners/residents, other government agencies, and non-governmental organizations to address private property nuisance violations and blight throughout the City of Richmond.
- Manages code enforcement programs, cost recovery and enforcement activities, including cannabis, alcohol and tobacco, taxi, and rental inspection programs

## Classification Specification

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

- Responds to inquiries, complaints, investigations, and community requests. Develops creative solutions to complex Code problems.
- Oversees preparation and presentation of Code cases for legal action, and drafts agenda reports, requests for legal opinions, and abatement warrants.
- Conducts presentations before the City Council.
- Identifies opportunities for improving service delivery methods and procedures, identifies resource needs, and implements improvement.
- Attends and participates in professional group meetings and training. Stays abreast of new trends and innovations related to the field of Code Enforcement.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

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

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

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

### **FISCAL RESPONSIBILITY**

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

- Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.

## Classification Specification

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university in Business Administration
- Three (3) to five (5) years of experience managing a multi-faceted Code Enforcement 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 on-going requirement
- Current certification as a Certified Code Enforcement Officer (supervisory level or equivalent) by the California Association of Code Enforcement Officers (CACEO) is desirable

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Applicable federal, state and local laws and ordinances
- Principles and practices of employee supervision
- Department and division policies, procedures, and protocols
- Principles and practices of budget administration
- Operational characteristics, services, and activities of assigned programs and functions
- California Law Enforcement Telecommunication Systems (CLETS)
- Criminal and civil laws, legal processes, court procedures, standards, and enforcement methods for Code Enforcement

#### Skill in:

- Organization and time management
- Proofreading and editing

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Network, collaborate, and partner with colleagues, City officials, Community groups, and other government agencies

## Classification Specification

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

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- Office and inspection site environment. The ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and to do light lifting is required. Occasional exposure to dust, noise, cold, heat, outdoors, confined space,

## Classification Specification

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

electrical and mechanical hazards, and chemicals is part of the working conditions. The wearing of a uniform and/or protective breathing apparatus may be required.

- **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-308  
ESTABLISHED: 06/22/06  
REVISED: 04/28/11  
GROUP: MGMNT.  
FLSA: EXEMPT

## **CODE ENFORCEMENT MANAGER**

### **DEFINITION**

Under general direction, is responsible for organizing, planning and directing the overall operations of comprehensive code enforcement-related programs for the Police Department's Code Enforcement Division, to ensure uniform enforcement of a wide variety of codes, regulations and ordinances that impact the City's commercial, industrial and residential districts; is also responsible for cost recovery efforts, policy development, budgeting, and performing related duties as required.

### **CLASS CHARACTERISTICS**

This is a single position classification. The position incumbent is responsible for the management of the Code Enforcement Division and its various programs in the areas of housing, health, sanitation and cleanliness, zoning, weed abatement, blight abatement, vacant property abatement and securing, graffiti abatement, vehicle abatement, building/housing inspection and parking enforcement; policy development; budget administration; long-term and short-term strategic planning; cost recovery; and the supervision of assigned staff. This position is distinguished from the Code Enforcement Superintendent in that it is responsible for broad and complex planning, budgeting, and policy development.

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

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

1. Plans, organizes and directs, through subordinate staff, all operations of the Code Enforcement Division; directs, develops and manages various code enforcement programs; administers City-wide enforcement of state, local, and federal code enforcement efforts.
2. Plans, schedules, assigns and evaluates the performance of Code Enforcement staff to ensure compliance with codes, regulations and ordinances; initiates disciplinary actions against civilian staff; develops and implements ongoing staff training, and selects and motivates staff.
3. Prepares, administers and monitors the Code Enforcement Division's budget; establishes and maintains the division's cost recovery efforts.

CITY OF RICHMOND, CA  
**CODE ENFORCEMENT MANAGER**  
Page 2 of 5

4. Develops policies and procedures; provides technical code enforcement leadership, expertise, and advice on enforcement strategies, enforcement issues and administrative matters; and provides Code Enforcement staff and other City staff with the interpretation and application of applicable municipal codes and ordinances.
5. Provides direction and coordination of the City's efforts towards the revitalization of City neighborhoods through community service programs such as: One Block at a Time, Community Health Action Team, neighborhood clean-ups, illegal dumping stings and vehicle abatement sweeps.
6. Responds to inquiries regarding complaints and investigations; participates in investigations, in the resolution of problems, and in the preparation and presentation of cases for legal action, as requested by legal staff.
7. Attends meetings with staff, City officials, community groups, residents, other governmental agencies, utility companies and property owners to explain policies, regulations and department functions, and to resolve conflicts. Represents the City at local and inter-governmental meetings, court hearings, commission meetings and committee meetings.
8. Provides information to the public, community representatives, outside agencies, City staff and City officials; makes presentations ~~and prepares reports for review~~; and serves as liaison with other City departments and governmental agencies.
9. Prepares clear and concise written reports, correspondence and technical documents, including staff reports, agenda reports, letters to the public, legal documents and memorandums.
10. Prepares Requests for Proposals (RFPs) and contracts; monitors the work performed by various vendors and contractors.
11. May conduct property inspections.

**MINIMUM QUALIFICATIONS**

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

Thorough Knowledge of:

Principles of organizational management, including personnel administration, cost recovery, planning, and budgeting;

Principles and practices of supervision, including effective employee development, work planning, goal setting, team building, and progressive discipline procedures and requirements;

Current and innovative methods related to the principles and practices of code enforcement, parking enforcement, graffiti abatement, building inspection, vehicle abatement, and litter and weed abatement, including investigation techniques and evidence collection and preservation;

Principles and procedures associated with the Uniform Code for the Abatement of Dangerous Buildings and the California Code of Regulations (State Building and Housing Codes);

Complaint resolution and mediation techniques used in making decisions and resolving difficult problems;

Federal, state, and local laws; codes and ordinances and their application to enforcement provisions; and

Relevant computer applications in relation to work management, cost recovery, and data collection.

Ability to:

Plan, organize, manage, evaluate and motivate staff engaged in code enforcement, parking enforcement, vehicle abatement, graffiti abatement, inspections and other code enforcement-related activities;

Prepare, administer, and manage budgets;

Develop and implement goals, objectives, policies, procedures, performance measures, and management controls;

Research, analyze and evaluate new service delivery and cost recovery methods and techniques;

Analyze administrative and operational problems; identify alternative solutions; project consequences of proposed actions; and implement solutions in support of division's goals;

Integrate the concerns, needs and desires of the public, neighborhood councils, the business community, elected officials and management;

Coordinate assigned programs with other City departments and governmental agencies;

Develop and maintain cooperative working relationships with staff and members of the public from diverse socio-economic and cultural backgrounds;

Manage sensitive and confidential issues; determine and implement appropriate course of action in stressful situations;

Apply principles, practices, methods and techniques of code violation investigation and enforcement of facts observed with impartiality and efficiency;

Learn, interpret and apply City codes and ordinances, state and local policies, procedures, laws and regulations pertaining to code enforcement;

Prepare correspondence, technical documents, reports, legal documents and memorandums using proper grammar, spelling and sentence structure; respond to inquiries, complaints and requests for service in a fair, tactful and timely manner;

Communicate clearly and concisely, both orally and in writing; and

Work a flexible schedule that may include weekends and evenings.

### **COMPUTER SKILLS**

Effectively operate a variety of office equipment, including a computer and applicable programs.

### **EDUCATION/EXPERIENCE**

Possession of a Bachelor's degree from an accredited college or university with a major in planning, criminal justice, environmental studies, public or business administration or a closely-related field. Six (6) years of increasingly responsible code enforcement or closely-related experience including three (3) years supervisory experience, which includes program development, is required.

### **LICENSE/CERTIFICATION REQUIRED**

Possession of a valid California Driver's License is an on-going requirement, and Code Compliance Certification, Supervisory Level (or equivalent), issued by the California Association of Code Enforcement Officers or other approved agency.

**PHYSICAL DEMANDS**

The ability to work in an office and inspection site environment and be physically able to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and to do light lifting is required. Exposure to dust, noise, cold, heat, outdoors, confined work space, electrical and mechanical hazards, and chemicals is part of the working conditions. The wearing of a uniform and/or protective breathing apparatus may be required.



## Classification Specification

<b>Classification Title</b>	Communications Shift Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides first-line supervision of the Communications Dispatchers on an assigned shift. Dispatches emergency police, fire, and other public safety units in a coordinated manner. Operates a variety of communications equipment and computer-related emergency 911 center software.

### DISTINGUISHING CHARACTERISTICS

Positions in this classification are distinguished from those of Communications Dispatcher I, II and III by the performance of supervisory duties related to scheduling, interpretation of policy and procedure; training requiring the exercise of individual judgment and discretion; and participation in the performance evaluations and disciplinary matters of Communications Dispatchers supervised.

### 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.
- Receives emergency and non-emergency calls, complaints, and inquiries from the public, first responders, and other agencies. Evaluates information, and dispatches police, fire, and other public safety units to incidents and events.
- Operates a variety of communications equipment including radio and telephone consoles. Utilizes the Computer-Aided Dispatch (CAD) system, and makes appropriate data entries to ensure accurate details and incident summaries. Operates other collateral hardware and software related to emergency communications.
- Provides information to the public by telephone, and contacts other agencies to coordinate public safety operations.
- Processes calls for medical assistance using the Emergency Medical Dispatch (EMD) system, and provides instructions for first-aid, CPR, AED and other pre-arrival instructions.

## Classification Specification

<b>Classification Title</b>	Communications Shift Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Reports center emergencies and operating problems to the Communications Center Manager or sworn personnel in charge.
- Maintains various logs, indexes, and records, and generates reports as required.
- Creates audio recordings from archived phone and radio activity.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- The impact the job has on the City of Richmond is 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
- Three (3) to five (5) years of experience as an emergency dispatcher in a law enforcement agency
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Communications Shift Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- Current and compliant POST certificate in good standing is an ongoing requirement
- Emergency Medical Dispatch (EMD) certification is an ongoing requirement
- California Law Enforcement Telecommunications System (CLETS) certificate in good standing is an ongoing requirement
- CPR certification
- Driver's license

### 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
- Principles and practices of employee supervision
- Police communications center equipment and operations
- Computer-Aided Dispatch (CAD) system
- City and surrounding area streets, businesses, and community facilities

#### Skill in:

- Organization and time management
- Reacting quickly, accurately, and calmly in handling emergency calls
- Customer service
- Leadership

#### Ability to:

- Type a minimum of 30 words per minute
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Accurately dispatch public safety equipment
- Interpret written instructions, policies, and procedures
- Follow written and oral directions
- Analyze and retain information gathered from citizens and other agencies

## Classification Specification

<b>Classification Title</b>	Communications Shift Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

## Classification Specification

<b>Classification Title</b>	Communications Shift Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Must have vision sufficient to read printed materials, hearing and speech sufficient to exchange information over the telephone, and manual dexterity for extensive use of computer terminal and a keyboard to input data.
- **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

## **COMMUNICATIONS SHIFT SUPERVISOR**

### **DEFINITION**

Under the supervision of the Communications Manager, provides first-line supervision of the Communications Dispatchers on an assigned shift; dispatches emergency police, fire, and other public safety units in a coordinated manner; operates a variety of communications equipment; and does related work as required.

### **CLASS CHARACTERISTICS**

Positions in this classification are distinguished from those of Communications Dispatcher I and II by the performance of supervisory duties related to scheduling, interpretation of policy and procedure; training requiring the exercise of individual judgment and discretion; and participation in the performance evaluations and disciplinary matters of Communications Dispatchers supervised.

### **EXAMPLES OF DUTIES**

1. Supervise, counsel, coach and provide training to shift personnel to improve their job skills and overall job performance.
2. Assist in preparing performance reviews of employees supervised. May consist of preparing preliminary performance review and participating in meetings regarding employee performance.
3. Make recommendations to the Communications Manager regarding employee performance.
4. Ensure shift personnel follow Department policies, regulations and guidelines.
5. Review and approve requests for overtime, compensatory time off, vacation, sick leave and shift substitutions. Ensure that all leave time, including lateness, is recorded and forwarded to the Communications Manager for review and documentation.
6. Receive emergency calls, complaints and inquiries from the public; evaluate information to determine jurisdiction and equipment to be dispatched; and dispatch police, fire, and other public safety units to the scene of the situation.

**CITY OF RICHMOND  
COMMUNICATIONS SHIFT SUPERVISOR  
PAGE 2**

7. Operate a variety of communications equipment including radio transmitters and receivers, mobile data terminals, telephone, and telephone consoles.
8. Utilize the Computer Aided Dispatch System (CAD) and make appropriate data entries to ensure accurate details and incident summaries.
9. Monitor fire and burglar alarm systems and other police frequencies.
10. Make copies of tape recordings for court, attorneys, etc.
11. Provide information to the public by telephone; advise them on what agency to contact for services not provided by the City.
12. Periodically scan and distribute messages received from mobile data terminals and computer printers.
13. Contact other agencies to coordinate public safety operations.
14. Report emergencies and operating problems to the Communications Manager or sworn personnel in charge.
15. Maintain various logs, indexes and records; prepare special reports as required.
16. Operate a computer keyboard to provide input information to the Computer Aided Dispatch System, the Police Information Network System and the California Law Enforcement Telecommunications System.

**MINIMUM QUALIFICATIONS**

Knowledge of: supervisory practices; police communications center equipment and operations; PIN CLET Systems, Computer Aided Dispatch System.

Skill in: accurately dispatching public safety equipment; relaying messages exactly as received; interpreting written instructions, policies and procedures.

Ability to: use good judgment as to when to act independently and when to refer situations to a higher authority; speak clearly and concisely in English; react quickly, efficiently, and calmly in handling emergency calls for assistance; prepare records and able to type 30 words per minute; follow written and oral directions; establish and maintain effective relationships with those contacted in the course of work; provide supervision and training to others.

**EDUCATION/EXPERIENCE**

Equivalent to high school graduation and three years experience as an emergency dispatcher in a law enforcement agency.



## Classification Specification

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

### GENERAL SUMMARY

Manages staff, activities, and programs of crime prevention services. Develops and executes programs, and trains staff. Responsibilities are both internal, pertaining to City coordinated responses, and external, pertaining to community responses.

### DISTINGUISHING CHARACTERISTICS

The Crime Prevention Manager performs a variety of non-sworn office and field duties to support the Police Department's Crime Prevention Program and strategies; areas include the volunteers program, crime-free housing program, and the Junior Neighborhood Watch Program. Responsible for developing and implementing Crime Prevention programs and educational materials for businesses and the public; recruiting, training, and scheduling police service volunteers; and tracking and managing a variety of concurrent 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.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Provides technical assistance and information regarding the crime prevention program to communities, schools, and other agencies.
- Develops education and outreach campaigns for emerging crime issues in the department and crime analysis trends. Provides educational services from the Police Department, including crime prevention presentations.
- Evaluates program effectiveness in the community through the development of the appropriate evaluation methodology and the use of information obtained from the Police Department.
- Represents the department in City, community, regional and multi-jurisdictional efforts and issues involving law enforcement and community building.
- Manages and contributes to various unhoused intervention programs.

## Classification Specification

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

- Manages contracts in area of oversight.
- Provides organizational development and training procedures to impact internal and external training standards pertaining to crime prevention, Crime-Free Multi Housing, and department organizational goals and objectives.
- Leads or participates in task forces and committees that address public interest.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in a field related to Criminal Justice, Community Development, Media Relations, or Mass Communications

## Classification Specification

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

- Three (3) to five (5) years of experience in public relations, media relations, education and training, organizational development, or event planning
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### Additional Requirements

- Must 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
- Principles and practices of employee supervision
- Police organization, structure, and mission
- City, county, and state homeless protocols and procedures
- Crime-prevention practices and methods
- Public relations and marketing techniques
- Crime-prevention related resources available to the community

#### Skill in:

- Organization and time management
- Crisis management
- Customer service
- Delivering presentations

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Develop short- and long-term project goals
- Develop and manage a diverse taskforce with goals, priorities, and objectives
- Plan, utilize, and evaluate problem-solving strategies in response to community needs
- Analyze criminal activity data and identify trends

## Classification Specification

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

- Apply crime-related statistics, information, and crime prevention measures in the development of crime prevention and safety awareness informational and educational programs, seminars, meetings, and special events

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

## Classification Specification

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

**CITY OF RICHMOND**

CLASS CODE: PR-222

ESTABLISHED: 10/28/87

REVISED: 9/24/15

BARGAINING UNIT: IFPTE LOCAL 21

FLSA: EXEMPT

*(Formerly Crime Prevention Program Coordinator)*

## **CRIME PREVENTION MANAGER**

### **DEFINITION**

Under direction, manages, organizes and maintains the voluntary components of the Richmond Crime Prevention Program at the neighborhood level.

### **CLASS CHARACTERISTICS**

Under general supervision, the Crime Prevention Manager performs a variety of non-sworn office and field duties to support the Police Department's Crime Prevention Program and strategies; areas include the volunteers program, crime-free housing program and the Junior Neighborhood Watch Program. The Crime Prevention Manager is responsible for developing and implementing Crime Prevention programs and educational materials for businesses and the public; recruiting, training and scheduling police service volunteers; and tracking and managing a variety of concurrent assignments.

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

1. Plans, develops and promotes the neighborhood watch and business watch programs and maintains ancillary crime prevention support services.
2. Manages unit budgeting, fiscal reporting, expenditure records, contracting and oversight.
3. Provides technical assistance and information regarding the crime prevention program to communities, schools, and other agencies; distributes crime prevention materials; schedules and coordinates neighborhood watch presentations; prepares meeting notices.
4. Evaluates program effectiveness for watch programs in the community through the development of the appropriate evaluation methodology and the use of information obtained from the Police Department.
5. Acts as the City of Richmond's representative for its Crime Prevention Program to monthly California Crime Prevention Officers Association meetings and annual statewide conference.
6. Organizes and conducts meetings with community groups in an effort to increase community awareness and reduce the incidence of crime.

**CITY OF RICHMOND**  
**CRIME PREVENTION MANAGER**  
**PAGE 2**

7. Coordinates the use of volunteers, soliciting participation from community groups and assigning individuals to work on specific community projects.
8. Establishes unit policies and procedures for staff and volunteers in alignment with departmental goals.
9. Trains and supervises professional staff, providing relevant training in crime prevention to sworn and professional staff, volunteers and community members.
10. Develops and provides relevant cultural competency training in crime prevention to sworn and professional staff, volunteers and community members.
11. Provides training in personal safety; internal/external security; child safety/abuse; conflict resolution; cross-cultural awareness; stress management; drug awareness; block captains' training; volunteer training; and plans meeting agendas, and acts as group facilitator for speakers who make similar presentations.
12. Supervises the TECHS Junior Neighborhood Watch Program, Crime Prevention Assistants and internship staff.
13. Oversees and participates in the coordination, design, preparation and distribution of reports and memorandums within established guidelines; articles for the crime prevention newsletter; publicity, brochures, flyers and program correspondence; agenda information and flyers for task force meetings; and compiles statistical information for reporting purposes and for appropriate committees.
14. Maintains appropriate records and files; maintains mailing lists and inventory of office supplies.
15. Consults with supervisor, City representatives, community representatives and agencies regarding the progress of the existing program and the institution of new program components.
16. At the direction of the Assistant Police Chief or designee, duties could also include assignments involving other community and City activities/projects

**MINIMUM QUALIFICATIONS**

Knowledge of: crime prevention practices and methods; principles and methods of volunteer management; problems of crime and delinquency; contemporary

**CITY OF RICHMOND**  
**CRIME PREVENTION MANAGER**  
**PAGE 3**

issues affecting law enforcement and the community, including problems, needs, concerns and attitudes of residents; principles of community organizing and techniques to address and improve the needs of the community; needs assessment methodologies; principles and practices of leadership development; public relations and marketing techniques; crime-prevention related resources available to the community; principles and techniques of public speaking and audience-appropriate presentation design; methods and techniques of design for informational materials such as flyers and brochures; visual displays; techniques for effectively managing multiple schedules and projects; methods and practices for effective supervision and employee training; computer software programs, including word processing and graphic design programs; oral and written presentation skills; report preparation and analysis; records management and general office procedures and practices.

Ability to: plan, utilize, and evaluate problem-solving strategies in response to community needs; analyze criminal activity data and identify trends; apply crime-related statistics, information and crime prevention measures in the development of crime prevention and safety awareness informational and educational programs, seminars, meetings and special events; prepare and deliver effective audience-appropriate oral presentations and programs using data, charts and graphs; understand and assess community needs for crime prevention program information; work independently and exercise sound judgment within established guidelines; communicate effectively in writing and orally; plan and organize work to meet schedules and deadlines, assure efficient and timely completion of reports, projects, programs and activities, and manage multiple projects simultaneously; organize and provide leadership and direction in a diverse community; speak effectively in large and small group settings; coordinate a variety of programs and activities; formulate and carry out plans; conduct meetings and training workshops; solicit volunteer participation and properly assign participants to program; maintain cooperative relationships with persons contacted; identify the program needs and make appropriate recommendations; exercise good judgment in making decisions according to departmental procedures, policies and practices; work effectively under pressure with frequent interruptions, and with limited supervision; and work a flexible schedule, including evenings and weekends.

**EDUCATION**

A Bachelor's degree from an accredited college or university with major course work in public administration, communications, social science, political science, or a related field of study.

**CITY OF RICHMOND  
CRIME PREVENTION MANAGER  
PAGE 4**

**EXPERIENCE**

Two years of increasingly-responsible experience in community-based crime prevention or community organizing which included developing informational materials, making presentations and managing multiple programs and projects with extensive interaction with the public in a law enforcement or social service setting.

**LICENSE**

Possession of a valid California Driver's License is an ongoing requirement.



## Classification Specification

<b>Classification Title</b>	Deputy Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Develops, administers, supervises, enforces, and participates in a variety of activities related to permit processing, plan review, issuing building permits, and inspection to ensure compliance with established requirements.

### DISTINGUISHING CHARACTERISTICS

Receives general supervision from the Building Official, and exercises direct supervision over plan review staff. Assists in managing the day-to-day operations of the plan check, permit issuance, and inspection functions of the Building Division; assumes responsibilities of the Building Official in his/her absence; and provides highly responsible and complex staff assistance to the Building Official. This position exercises broad discretion in the administration and operation of the Building Division and requires extensive contact with industry professional groups, code committees, governmental agencies, other City departments/divisions.

### 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.*

- Checks plans and specifications of proposed buildings or structures, and electrical, mechanical, and plumbing installations for compliance with applicable municipal and state codes and regulations.
- Manages the Building Division functions in administering, implementing, and enforcing Richmond Municipal Code 12.56 Flood Damage Prevention.
- Manages the Building Division's Fabricator Approval program.
- Interprets and reviews codes and regulations.
- Confers with architects, engineers, contractors, and others in connection with the application of building and zoning codes and regulations to various construction projects.
- Stays informed of new methods and materials in construction.

## Classification Specification

<b>Classification Title</b>	Deputy Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Assists in analysis of designs and/or alternative materials and methods of construction.
- Assists with planning, coordinating, and directing the activities of technical and clerical staff in the review, inspection, and enforcement of municipal and state codes and regulations governing building construction, improvement, use, and occupancy.
- Assists with formulation of code amendments.
- Assists with staff selection, training, and evaluation.
- Prepares reports as required.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

## Classification Specification

<b>Classification Title</b>	Deputy Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Associate's or Bachelor's degree in Architecture, Engineering, Construction Management, Building Inspection, or a closely-related field
- Four (4) to six (6) years of experience as a Senior Building Inspector or as a Plan Checking Engineer
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

### Required Licenses or Certifications

- International Code Council (ICC) Combination Inspector and Plans Examiner certifications OR registration as licensed Architect or Engineer in California
- Certified Access Specialist (CAS) certification within one (1) year of hire
- International Code Council (ICC) certification as a Building Official is required within one year of hire. Certification must be maintained as an ongoing requirement.
- California driver's license is an ongoing requirement

### Desired Licenses or Certifications

- Certified Floodplain Manager (CFM)

## REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- Modern office practices and equipment, including applicable software
- California Code of Regulations Title 24, Building Standards Code
- Construction methods, materials, and safety standards
- Principles and methods of employee supervision
- Principles of plan checking and field inspections
- Building department operations and procedures
- Special inspection requirements and programs
- State Housing and Community Development regulations

### Skill in:

- Conflict resolution
- Organization and time management

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret and enforce applicable codes, ordinances, and regulations

## Classification Specification

<b>Classification Title</b>	Deputy Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Read, examine, and write corrections for submitted plans
- Detect deviations from plans, specifications, and standard installation practices

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

## Classification Specification

<b>Classification Title</b>	Deputy Building Official
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

**DEPUTY BUILDING OFFICIAL**

**DEFINITION**

Under general direction of the Building Official, the Deputy Building Official develops, administers, supervises, enforces and participates in a variety of activities related to permit processing, plan review, issuing building permits and inspection to assure compliance with established requirements; performs related work as assigned.

**CLASS CHARACTERISTICS**

Receives general supervision from the Building Official and exercises direct supervision over plan review staff. Assists in managing the day-to-day operations of the Plan Check, Permit Issuance and Inspection functions of the Building Division; assumes responsibilities of the Building Official in the absence of same; and provides highly responsible and complex staff assistance to the Building Official.

**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. Checks plans and specifications of proposed buildings or structures, and electrical, mechanical, and plumbing installations for compliance with applicable municipal and state codes and regulations governing building construction, improvement, use and occupancy.
2. Manages the Building Division functions in administering, implementing and enforcing Richmond Municipal Code 12.56 Flood Damage Prevention.
3. Manages the Building Division's Fabricator Approval program.
4. Interprets and reviews codes and regulations.
5. Confers with architects, engineers, contractors and others in connection with the application of building and zoning codes and regulations to various construction projects.
6. Reviews and keeps informed of new methods and materials of construction.

**CITY OF RICHMOND  
DEPUTY BUILDING OFFICIAL  
PAGE 2**

7. Assists with making analysis when required to justify the adequacy and safety of questionable designs and/or alternative materials and methods of construction.
8. Assists with planning, coordinating and directing the activities of technical and clerical staff in the review, inspection and enforcement of municipal and state codes and regulations governing building construction, improvement, use and occupancy.
9. Assists with formulation of code amendments.
10. Assists on staff selection, training and evaluation.
11. Prepares reports as required.
12. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough Knowledge of: California Code of Regulations Title 24 (California Building Standards Code); construction methods, materials and safety standards; principles and methods of supervision and conflict resolution; and principles and practices of plan checking and field inspections.

Working Knowledge of: Building Department operation and procedures; Special Inspection requirements and programs; and State Housing and Community Development (HCD) regulations.

Skill and Abilities to: interpret and enforce applicable codes, ordinances and regulations in a uniform and systematic manner; read, examine and write corrections for submitted plans; detect deviations from, plans, specifications and standard installation practices; express ideas clearly and concisely both orally and in writing; effectively supervise and direct the work of others; and establish and maintain effective and cooperative working relationships with those contacted in the course of work.

**EDUCATION/EXPERIENCE**

Four (4) years' experience as a Senior Building Inspector or four (4) years' experience as a Plan Checking engineer and an Associate of Arts or Bachelor's Degree in either architecture, engineering, construction management, building inspection technology or related fields.

**CERTIFICATIONS:**

Possession of ICC Combination Inspector and Plans Examiner certifications **or** Registration as a licensed Architect or Engineer in California is required.

Certified Access Specialist (CASp) certification is required within one (1) year of date of hire.

Possession of International Code Council (ICC) Building Official certification is required within one (1) year of date of hire.

**LICENSE**

Possession of a valid California Driver's License and a satisfactory driving record are on-going requirements for this position.



## Classification Specification

<b>Classification Title</b>	Emergency Services Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs a variety of professional duties in the area of fire and emergency prevention and preparedness; promotes Fire Code safety and compliance by administering the Fire permit program; assists in the day-to-day administration of the Fire Department office. Responds to inquiries and requests for information, and performs other related analytical and advanced-level administrative tasks.

### DISTINGUISHING CHARACTERISTICS

Incumbents are expected to complete routine technical, analytical, and advanced-level administrative tasks, assist in identifying emergency preparedness training needs for public employees and others, and assist in developing and conducting emergency preparedness disaster drills and exercises.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Serves as primary contact person for visitors and telephone requests for information, records, and/or fire or emergency preparedness related services.
- Assists in the development and coordination of the Department's community education and risk reduction media campaigns, performs social media and public outreach efforts, maintains department website and social media accounts, and assists with publishing emergency notifications.
- Develops professional and comprehensive participant handouts, PowerPoint presentations, class flyers, pamphlets, inspection forms, checklists, and mailings to support community education and risk reduction training needs.
- Assists with the coordination and management of Department's community education and risk reduction programs and training classes for City representatives, community members, and businesses.

## Classification Specification

<b>Classification Title</b>	Emergency Services Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Assists in designing and conducting emergency/disaster preparedness exercises, and assists in identifying training for City employees and others designated as Disaster Service Workers.
- Ensures that patrons are compliant with the City Fire Code by accepting fire permit applications, reviewing them for accuracy and completeness, and advising the public on permit requirements and processes. Enters and maintains required information in various systems, researches permit status, and records and tracks permitting activities.
- Ensures that the proper administration of the Fire permitting process by assessing appropriate fees for annual fire permits, fines, and reimbursements for Fire Department services; processes invoices to customers; responds to inquiries,; researches and resolves issues; maintains accurate records in database; and initiates collection techniques to obtain payment.
- Maintains, creates, and updates calendars. Keeps and maintains records and accounts in a variety of systems and databases.
- Assists staff with various administrative projects and events, participates in special studies, and gathers and analyzes data to prepare reports, charts, spreadsheets, and other documents.
- Performs procurement duties as needed, including administering contracts, entering requisitions, paying invoices, and ordering and maintaining accounts for supplies.
- Ability to prepare and make presentations to citizens, employees and management, including Executive Management and the City Council.
- Ability to write and edit staff reports for City Council meetings.
- Assists in the operation of the City's Emergency Operations Center and with 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.
- Assists in preparing the budget for emergency preparedness and planning activities. Assists with tracking expenditures reimbursable by FEMA and/or other government entities.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

## Classification Specification

<b>Classification Title</b>	Emergency Services Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### HUMAN COLLABORATION & JOB IMPACT

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

- Work requires regular interaction involving exchange and receipt of information.
- 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 a major directly related to the list of skills, knowledge, and abilities
- Three (3) to five (5) years of progressively-responsible administrative support
- 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 working in emergency preparedness services or in related agencies or organizations is highly desirable

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office procedures and practices and equipment, including applicable software such as Word, Excel, Publisher and, PowerPoint
- Correct punctuation, spelling, and grammatical usage
- Recordkeeping, filing, and indexing methods
- Updating websites and use of social media
- Administrative techniques, including principles of organization, budgeting, and basic mathematical skills and simple accounting techniques

## Classification Specification

<b>Classification Title</b>	Emergency Services Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Rules and regulations as may be required to comply with state OES and FEMA-funding eligibility procedures
- Some knowledge of principles and practices of emergency preparedness and planning

**Skill in:**

- Organization and time management
- Customer service

**Ability to:**

- Follow oral and written directions
- Work effectively in dealing with visitors and callers to the Department, and provide excellent customer service
- Learn, interpret, and apply policies and procedures
- Apply the techniques of administrative analysis
- Initiate, plan, and organize work effectively
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Research, compile, and summarize a variety of information
- Meet and interact with others effectively, and develop cooperative working relations necessary to coordinate emergency planning activities with other responsible agencies and organizations
- Maintain accurate records
- Gather and analyze data for 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

<b>Classification Title</b>	Emergency Services Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**EMERGENCY SERVICES ANALYST**

**DEFINITION**

Under general supervision, performs a variety of professional duties in the area of fire and emergency prevention and preparedness; promotes Fire Code safety and compliance by administering the Fire permit program; assists in the day-to-day administration of fire department office; responds to inquiries and requests for information; and performs other related analytical and advanced-level administrative tasks.

**CLASS CHARACTERISTICS**

Incumbents are expected to complete routine technical, analytical, and advanced-level administrative tasks, assist in identifying emergency preparedness training needs for public employees and others, and assist in developing and conducting emergency preparedness disaster drills and exercises.

**EXAMPLES OF DUTIES**

1. Serves as primary contact person for visitors and telephone requests for information, records, and/or fire or emergency preparedness related services.
2. Assists in the development and coordination of the Department's community education and risk reduction media campaigns, performs social media and public outreach efforts, maintains department website and social media accounts, assists with publishing emergency notifications.
3. Develops professional and comprehensive participant handouts, PowerPoint presentations, class flyers, pamphlets, inspection forms, checklists, and mailings to support community education and risk reduction training needs.
4. Assists with the coordination and management of department's community education and risk reduction programs and training classes for City representatives, community members, and businesses.
5. Assists in designing and conducting emergency/disaster preparedness exercises and assists in identifying training for City employees and others designated as Disaster Service Workers.
6. Ensure that patrons are compliant with the City Fire code by accepting fire permit

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

applications, reviewing them for accuracy and completeness, and advising the public on permit requirements and process, enters and maintains required information in various systems, researches permit status, records and tracks permitting activities.

7. Ensure the proper administration of the Fire permitting process by assessing appropriate fees for annual fire permits, fines, and reimbursements for Fire Department services; processes invoices to customers; responds to inquiries, researches, and resolves issues; maintains accurate records in database; and initiates collection techniques to obtain payment.
8. Maintains, creates and updates calendars. Keeps and maintains records and accounts in a variety of systems and databases
9. Assists staff with various administrative projects and events, participates in special studies, and gathers and analyze data to prepare reports, charts, spreadsheets, and other documents.
10. Perform procurement duties as needed, including administering contracts, entering requisitions, paying invoices, and ordering, and maintaining accounts for supplies.
11. Ability to prepare and make presentations to citizens, employees and management, including Executive Management and the City Council.
12. Assists in the operation of the City's Emergency Operations Center and with 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.
13. Assists in preparing the budget for emergency preparedness and planning activities. Assist with tracking expenditures reimbursable by FEMA and/or other government entities.
14. Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

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 and three years of progressively responsible administrative support.

Experience working in emergency preparedness services or in related agencies or organizations is highly desirable.

**CITY OF RICHMOND  
EMERGENCY SERVICES ANALYST  
PAGE 3**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Office procedures and practices; correct punctuation, spelling and grammatical usage. Personal computers and software programs such as Word, Excel, Publisher, PowerPoint. Recordkeeping, filing, indexing methods. Updating websites and use of social media. Administrative techniques including principles of organization, budgeting, and basic mathematical skills and simple accounting techniques.

Some knowledge of: Principles and practices of emergency preparedness and planning. Rules and regulations as may be required to comply with State OES and FEMA funding eligibility procedures.

Ability to: Follow oral and written direction. Work effectively in dealing with visitors and callers to the department and provide excellent customer service. Learn, interpret and apply policies and procedures. Apply the techniques of administrative analysis. Initiate, plan, and organize work effectively. Communicate effectively, orally and in writing. Research, compile, and summarize a variety of information. Meet and interact with others effectively and develop cooperative working relations necessary to coordinate emergency planning activities with other responsible agencies and organizations.



## Classification Specification

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

### GENERAL SUMMARY

Under direction, plans, organizes, and administers the work of the: (1) City's Wastewater and/or Stormwater Programs; or (2) municipal and City-wide environmental initiatives and sustainability efforts. Assures the City's compliance with applicable environmental federal, state, and regional codes and regulations, and performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is a supervisory classification that may be assigned to the Office of the City Manager, Economic Development, or the Public Works Department. Depending on assignment, this class is responsible for overseeing regulatory compliance with federal, state, and regional agencies, and managing wastewater and/or stormwater or environmental initiatives programs. This position also assists in developing and administering budgets and performing policy and program development activities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned program.
- Develops and administers annual budgets, including forecasting resources needed for staffing, services, materials, and supplies; monitors and approves expenditures.
- Supervises assigned staff; develops staff's work plans and goals; assigns, reviews, and evaluates work products, methods, and procedures; meets with staff regularly to provide ongoing feedback and to identify and resolve problems.
- Oversees or administers the City's contracts regarding wastewater and/or stormwater, or environmental services projects; prepares, reviews, and evaluates requests for proposals.
- Provides technical expertise to the City Council, Office of the City Manager, other departments, employees, committees, and the general public regarding environmental issues related to sustainability, water quality, energy efficiency,

## Classification Specification

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

renewable energy, climate change, solid waste management, transportation and other environmental issues.

- Prepares and reviews a variety of written documents, including regulatory agency reports, and City Council agenda reports, resolutions and ordinances, and a variety of complex narrative reports and correspondence required by City administration and federal, state, and private agencies.
- Ensures compliance with applicable federal, state, regional, and local laws related to water quality and environmental issues. Maintains current knowledge of legislation affecting water quality and environmental issues, and reviews and comments on affected legislation.
- Makes public presentations before the City Council, other agencies, businesses, and the public; represents the City at various meetings, events, and conferences.
- Directs and implements public information, marketing, and long-term outreach strategies; directs workshops or events to educate the public about water quality and environmental sustainability; prepares and/or oversees the preparation of outreach and educational materials such as brochures, flyers, press releases, etc.
- Identifies potential sources, and applies for grants from federal, state, and private sources to fund programs and services.
- Enforces the Richmond Municipal Code (RMC) requirements related to wastewater, stormwater, and environmental programs.
- Serves as a liaison with other City departments, including coordinating and collaborating across departmental boundaries to increase municipal and City-wide sustainability or water quality efforts.
- May serve as a City representative on various city or regional boards or committees.

### **ADDITIONAL DUTIES WHEN ASSIGNED TO WASTEWATER AND STORMWATER PROGRAMS**

- Utilizes databases to create spreadsheets and reports.
- Reviews wastewater fees for industrial and commercial businesses within Richmond's Municipal Sewer District, and stormwater fees for the entire City limits.

### **ADDITIONAL DUTIES WHEN ASSIGNED TO ENVIRONMENTAL INITIATIVES AND SUSTAINABILITY PROGRAMS**

- Manages various programs and projects related to implementing the Urban Environmental Accords which includes enhancing solid waste and recycling services; reducing energy consumption; overseeing and implementing renewable

## Classification Specification

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

energy projects; establishing and maintaining waste reduction and climate action goals; increasing opportunities and demand for green jobs; implementing green transportation projects; and establishing and maintaining municipal purchasing standards.

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

- Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university with a degree in Chemistry, Biology, Natural Resources, Environmental Policy, Environmental Science, or a closely-related field.
- Five (5) to seven (7) years of experience in a regulatory environment, including at least two (2) years of supervisory experience. A Master's degree in one of the related majors may be substituted for the two (2) years of supervisory experience.

## Classification Specification

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

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

### Required Licenses or Certifications

- California driver's license may be an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles and practices of program development and implementation
- Supervisory principles and practices, including goals and objective development and work planning and organizing
- Principles and practices of municipal budget preparation and administration
- Principles and practices of wastewater and/or stormwater program-related elements, including wastewater pre-treatment, treatment, analysis, water quality control, and/or water resources management
- Federal, state, and local laws which govern water quality
- Basic principles of chemistry and bacteriology
- Safety practices associated with wastewater and stormwater laboratory practices
- Principles and practices to implement various environmental initiatives programs, including strategies to reduce energy consumption, increase renewable energy supply, reduce greenhouse gas emissions, address climate change impacts, institute green building standards and practices, divert waste, support green jobs, and reduce pollution and toxins to help create healthy communities
- Current environmental laws, rules, ordinances, and regulations; principles and procedures of grant preparation and administration

#### Skill in:

- Analytical thinking
- Organization and time management
- Multi-tasking and managing multiple deadlines
- Grants management

#### Ability to:

- Communicate effectively, both orally and in writing
- Prepare clear and concise reports, correspondence, and written materials
- Prepare and make presentations
- Use initiative and independent judgment within general policy guidelines

## Classification Specification

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

- Organization and time management
- Interacts with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone and via e-mail.
- Establish and maintain effective working relationships
- Read, interpret, negotiate, and write ordinances, legislation, contracts, and legal documents
- Monitor and enforce contract provisions and agreements
- Develop work procedures and determine priorities, including interpreting and consistently applying program rules and regulations

### **WHEN ASSIGNED TO WASTEWATER AND STORMWATER PROGRAMS**

Thorough Knowledge of: principles and practices of wastewater and/or stormwater program-related elements, including wastewater pre-treatment, treatment, analysis, water quality control, and/or water resources management; federal, state and local laws which govern water quality; basic principles of chemistry and bacteriology; safety practices associated with wastewater and/or stormwater laboratory practices; and computer applications related to the work.

### **WHEN ASSIGNED TO ENVIRONMENTAL INITIATIVES AND SUSTAINABILITY PROGRAMS**

Thorough Knowledge of: principles and practices to implement various environmental initiatives programs, including strategies to reduce energy consumption, increase renewable energy supply, reduce greenhouse gas emissions, address climate change impacts, institute green building standards and practices, divert waste, support green jobs, and reduce pollution and toxins to help create healthy communities; current environmental laws, rules, ordinances, and regulations; and principles and procedures of grant preparation and administration.

### **WORK ENVIRONMENT/CONDITIONS**

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

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	

## Classification Specification

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position 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.
- In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone. Duties also require sufficient mobility to attend meetings. The position assigned to wastewater and/or stormwater programs also requires sufficient mobility to monitor field

## Classification Specification

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

inspections at various sites, which may include standing, walking, bending, and climbing.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

CITY OF RICHMOND, CA

CLASS CODE: PR-334  
ESTABLISHED: 06/28/07  
REVISED: 06/24/10  
BARGAINING UNIT: MGMNT  
FLSA: Exempt

## **ENVIRONMENTAL MANAGER**

### **DEFINITION**

Under direction, plans, organizes and administers the work of the (1) City's Wastewater and/or Stormwater Programs, or (2) municipal and City-wide environmental initiatives and sustainability efforts; assures the City's compliance with applicable environmental federal, state and regional codes and regulations; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class is a supervisory classification that may be assigned to the Office of the City Manager or the Engineering Services Department. Depending on assignment, this class is responsible for overseeing regulatory compliance with federal, state and regional agencies, and managing wastewater and/or stormwater or environmental initiatives programs. This position also assists in developing and administering budgets, and performing policy and program development activities.

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

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the assigned program.
2. Develops and administers annual budgets, including forecasting resources needed for staffing, services, materials and supplies; monitors and approves expenditures.
3. Supervises assigned staff; develops staff's work plans and goals; assigns, reviews and evaluates work products, methods and procedures; meets with staff regularly to provide ongoing feedback and to identify and resolve problems.
4. Selects, trains, motivates and evaluates staff; provides or coordinates staff training; implements discipline, termination and other personnel procedures.
5. Oversees or administers the City's contracts regarding wastewater and/or stormwater or environmental services projects; prepares and reviews request for proposals and evaluates proposals.

CITY OF RICHMOND, CA  
**ENVIRONMENTAL MANAGER**  
Page 2 of 5

6. Provides technical expertise to the City Council, Office of the City Manager, other departments, employees, committees and the general public regarding environmental issues related to sustainability, water quality, energy efficiency, renewable energy, climate change, solid waste management, transportation, etc.
7. Prepares and reviews a variety of written documents, regulatory agency reports, and City Council resolutions and ordinances, including a variety of complex narrative reports and correspondence required by City administration and federal, state and private agencies.
8. Ensures compliance with applicable federal, state, regional and local laws, related to water quality and environmental issues. Maintains current knowledge of legislation affecting water quality and environmental issues, and reviews and comments on affected legislation.
9. Makes public presentations before the City Council, other agencies, businesses and the public; represents the City at various meetings, events and conferences.
10. Directs and implements public information, marketing and long-term outreach strategies; directs workshops or events to educate the public about water quality and environmental sustainability; prepares and/or oversees the preparation of outreach and educational materials such as brochures, flyers, press releases, etc.
11. Identifies potential sources for grants from federal, state and private sources to fund programs and services.
12. Enforces the Richmond Municipal Code (RMC) requirements related to wastewater, stormwater and environmental programs.
13. Serves as a liaison with other City departments, including coordinating and collaborating across departmental boundaries to increase municipal and City-wide sustainability or water quality efforts; may serve as a City representative on various committees.

**ADDITIONAL DUTIES WHEN ASSIGNED TO WASTEWATER AND STORMWATER PROGRAMS**

14. Utilizes databases to create spreadsheets and reports.
15. Reviews wastewater fees for industrial and commercial businesses within Richmond's Municipal Sewer District and stormwater fees for the entire city limits.

**ADDITIONAL DUTIES WHEN ASSIGNED TO ENVIRONMENTAL INITIATIVES AND SUSTAINABILITY PROGRAMS**

16. Manages various programs and projects related to implementing the Urban Environmental Accords which includes enhancing solid waste and recycling services; reducing energy consumption; overseeing and implementing renewable energy projects; establishing and maintaining waste reduction and climate action goals; increasing opportunities and demand for green jobs; implementing green transportation projects; and establishing and maintaining municipal purchasing standards.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of:

Principles and practices of program development and implementation;

Supervisory principles and practices, including goals and objective development and work planning and organizing;

Principles and practices of municipal budget preparation and administration; and

Techniques for effective public presentation and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone and via e-mail.

Skill in:

Planning, organizing, assigning, supervising, training, reviewing and evaluating the work of staff;

Preparing clear and concise reports, correspondence and written materials;

Preparing and making presentations;

Using initiative and independent judgment within general policy guidelines; and

Utilizing computerized programs and software (Microsoft Office Suite, AutoCAD, Utility Manager and ArcGIS).

Ability to:

Communicate effectively with the public and elected officials;

Read, interpret, negotiate, and write ordinances, legislation, contracts and legal documents;

Monitor and enforce contract provisions and agreements;

Plan, organize and direct the efforts of groups and individuals with various and diverse goals and objectives;

Develop work procedures and determine priorities, including interpreting and consistently applying program rules and regulations; and

Establish and maintain effective working relationships with those contacted in the course of the work, including City staff, businesses, industries, regulatory agencies and other municipalities.

**WHEN ASSIGNED TO WASTEWATER AND STORMWATER PROGRAMS**

Thorough Knowledge of:

Principles and practices of wastewater and/or stormwater program-related elements including wastewater pre-treatment, treatment, analysis, water quality control and/or water resources management;

Federal, state and local laws which govern water quality;

Basic principles of chemistry and bacteriology; and

Safety practices associated with wastewater and stormwater laboratory practices; and computer applications related to the work.

**WHEN ASSIGNED TO ENVIRONMENTAL INITIATIVES AND SUSTAINABILITY PROGRAMS**

Thorough Knowledge of:

Principles and practices to implement various environmental initiatives programs; including strategies to reduce energy consumption, increase renewable energy supply, reduce greenhouse gas emissions, address climate change impacts, institute green building standards and practices, divert waste, support green jobs and reduce pollution and toxins to help create healthy communities;

Current environmental laws, rules, ordinances and regulations; and

Principles and procedures of grant preparation and administration.

**EDUCATION AND EXPERIENCE**

**Depending on Assignment**

Education:

Graduation from a four (4) year accredited college or university with a degree in chemistry, biology, or a closely related field OR a degree in natural resources, environmental policy, environmental science or a closely related field.

Experience:

Six (6) years of full-time experience in a regulatory environment of which at least two (2) years was at the supervisory level. A master's degree in one of the related majors may be substituted for the two (2) years of supervisory experience.

**PHYSICAL DEMANDS**

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone. Duties also require sufficient mobility to attend meetings. The position assigned to wastewater and/or stormwater programs also requires sufficient mobility to monitor field inspections at various sites which may include standing, walking, bending and climbing.



## Classification Specification

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

### GENERAL SUMMARY

Manages and updates the City's Geographical Information System (GIS), including hardware, software, databases, and applications. Performs GIS-related projects for a wide range of City departments and needs and supports end users as they engage in GIS-related projects of their own.

### CLASS CHARACTERISTICS

This position is the City's focal point of contact for all GIS-related inquiries and activities, both internally and externally. Work in this classification is distinguished by the complexity of assignments, independent judgment and discretion in problem analysis, and development of solutions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Directs and manages the GIS-related activities of staff including development, integration and maintenance of the City's GIS, and identifying GIS staffing and training requirements and needs.
- Supervise and execute database development projects including database design, automation/conversion planning, pilot automation/conversion, full-scale automation/conversion, and deployment.
- Creates and/or updates GIS data and GIS web applications, including the enterprise geodatabase.
- Supervises and execute application development projects including functional requirements, system design, prototyping, testing, full-scale development, and deployment.
- Supervises and perform quality control for all GIS data and applications.
- Supervises installation and operation of GIS hardware and software including servers, RDBMS, internet-related software, and GIS software.

## Classification Specification

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

- Supervises and perform the posting of data to the City's enterprise-wide GIS storage and delivery environment (SDE).
- Supervises the day-to-day delivery of the City's GIS data, over dedicated networks (LAN/WAN) or internet/intranet.
- Maintains and updates the GIS portion of the City's internal/external website.
- Supports formulation of project objectives and system development requirements for GIS-related activities including preparing specific project plans of scoping, budgeting, and scheduling.
- Manages contractor activities including contract specifications, budgeting, progress tracking, and deliverables.
- Supervises and prepares technical documents and instructional materials, including status reports and requests for continuing GIS projects and funding.
- Prepares budgets for GIS departmental activities.
- Makes presentations to public forums on City's GIS activities and accomplishments.
- Provides on-going GIS functional and technical support to City departments including coordinating with internal departments regarding new and continuing GIS data and functional requirements and coordinating with the IT department regarding new and continuing GIS infrastructure requirements.
- Directs and manages the City's website and the citywide open data and performance reporting system.
- 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.

## Classification Specification

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

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in GIS, Computer Science, Geography, City Planning or a related field; Master's degree is preferred
- Five (5) to seven (7) years of GIS experience in local government or urban fields, including experience with Desktop GIS, Database development/management, GIS web applications, and programming
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Enterprise geodatabase
- Geographic concepts and principles
- City purchasing procedures
- Principles and practices of budget administration
- GIS application development processes
- GIS database design techniques and principles

#### Skill in:

- Database management
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing

## Classification Specification

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

- Establish and maintain effective working relationships
- Review legal and/or technical agreements
- Prepare documents and reports on GIS projects and work progress
- Update organizational websites
- Manage contractor activities including contract specifications

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

**GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR**

**DEFINITION**

Under general direction, provides day-to-day management of the City's Geographical Information System (GIS), including all hardware, software, databases, applications, telecommunications, peripherals, and associated supplies. This includes management of, or support for, City-wide GIS-related activities including requirements gathering, database design and development, application development, hardware/software acquisition and installation, staffing and training, public presentations, GIS committee coordination, contractor management, and inter-agency coordination.

**CLASS CHARACTERISTICS**

This position is the City's focal point of contact for all GIS-related inquiries and activities, both internally and external agencies. Work in this classification is distinguished by the complexity of assignments, independent judgment and discretion in problem analysis and development of solutions.

**EXAMPLES OF DUTIES** (Not all inclusive)

1. Direct and manage the GIS-related activities of staff including development, integration and maintenance of the City's GIS and identifying GIS staffing and training requirements and needs.
2. Facilitate the City's GIS Coordination and Technical Committees including communication of GIS-related activities, development of policies and procedures and promoting cross-organizational sharing of GIS-related activities and responsibility coordinating/direction GIS activities of GIS Technical Committee members.
3. Participate as a member of City's GIS Steering Committee and as required participate as a non-voting member of the City's Information Technology Steering Committee.
4. Supervise and execute database development projects including database design, automation/conversion planning, pilot automation/conversion, full-scale automation/conversion and deployment.
5. Supervise and execute application development projects including functional requirements, system design, prototyping, testing, full-scale development and deployment.
6. Supervise and perform quality control for all GIS data and applications.

**CITY OF RICHMOND**  
**GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR**  
**PAGE 2**

7. Supervise installation and operation of GIS hardware and software including servers, RDBMS, internet-related software and GIS software.
8. Supervise and perform the posting of data to the City's enterprise-wide GIS storage and delivery environment (SDE).
9. Supervise the day-to-day delivery of the City's GIS data, over dedicated networks (LAN/WAN) or internet/intranet.
10. Maintain and update the GIS portion of the City's internal/external website.
11. Support formulation of project objectives and system development requirements for GIS-related activities including preparing specific project plans of scoping, budgeting and scheduling.
12. Manage contractor activities including contract specifications, budgeting, progress tracking and deliverables.
13. Supervise and prepare technical documents and instructional materials, including status reports and requests for continuing GIS projects and funding.
14. Prepare budgets for GIS departmental activities.
15. Make presentations to public forums on City's GIS activities and accomplishments.
16. Provide on-going GIS functional and technical support to City departments including coordinating with internal departments regarding new and continuing GIS data and functional requirements and coordinating with the IT department regarding new and continuing GIS infrastructure requirements.

**MINIMUM QUALIFICATIONS**

Knowledge of: computerized GIS technology and concepts within the local government or urban fields including GIS theory, operations and applications; GIS database design techniques and principles including spatial/tabular elements, geographic metadata definition, normalization, primary/foreign key identifiers; GIS data automation/conversion techniques and principles including data preparation, digitizing, scanning, projection, georeferencing, transformation, and post-processing; GIS application development processes including requirements gathering, system designing, prototyping, testing, QA/QC and full-scale development and deployment; GIS software and tools (ARC/INFO, ArcView); web authoring tools; project management software tools and applications; geodatabase data structure; quality control principles as applied to GIS.

**CITY OF RICHMOND**  
**GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR**  
**PAGE 3**

Ability to: update organizational websites; model geodatabases using CASE tools; prepare technical documentation such as user guides or help files; manage contractor activities including contract specifications, budgeting, progress tracking and deliverable reviewing; to develop and make presentations, making the best use of available GIS applications and design; communicate orally and in writing; and to establish and maintain cooperative and effective relationships with staff at all levels and others contacted in the course of work.

**EDUCATION/EXPERIENCE**

Education:

Bachelor's degree from an accredited college or university in GIS, Computer Science, Geography or City Planning, or related fields. Master's Degree is preferred.

Experience:

Six (6) years experience in GIS, database design or development and applications/system development. Experience should include managing GIS-related projects, GIS application development projects, both desktop and internet/intranet, and managing staff on GIS-related projects. At least two (2) years of the six (6) years experience should be GIS experience in the local government or urban fields.

**LICENSE/CERTIFICATION**

California Driver License is an on-going requirement.

**PHYSICAL DEMANDS**

Vision sufficient to read computer screens and operating manuals, must be able to communicate effectively both orally and in writing with co-workers and internal/external customers; must be able to have flexibility to work standing for long periods of time. This position emphasizes speech, hearing and vision.



## Classification Specification

<b>Classification Title</b>	Project Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Assists with planning, coordinating, and overseeing administrative activities and development of intergovernmental and community relations for various City projects. Negotiates and monitors related agreements, reviews and recommends project management needs, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Can be assigned to the day-to-day responsibility for planning, developing, coordinating, implementing, and overseeing the administrative activities of a variety of City projects. The incumbent will typically report directly to the Department Director and/or Project Manager. The position exercises a high degree of independent judgment in representing the City's interest in planning and coordinating projects internally, with outside public agencies and the community at large.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Develops and maintains project management systems and programs consistent with the City's goals, and objectives for various projects.
- Coordinates the participation of private parties, governmental agencies, and City departments in project activities.
- Reviews support needs and makes related organizational and fiscal recommendations.
- Provides specified project support services, being responsible for task definition and timely project scheduling. Monitors and evaluates project compliance and performance.
- Represents the Department in negotiations and project meetings.
- Produces financial analyses, reports, action plans, and project budgets. Identifies and recommends financing methods and sources.
- Administers contract provisions to assure compliance.

## Classification Specification

<b>Classification Title</b>	Project Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Participates in the planning, programming, and implementation of related activities.
- Maintains responsibility for all aspects of both annual and grant-program budgets, and develops and submits formal grant project and budget modifications for grantor approval.
- Oversees and manages all contracts with project participants and service providers, and negotiates terms and resolves issues, concerns, and/or conflicts.
- Manages, assigns, and evaluates project staff, and provides training and development.
- Facilitates monthly meetings with staff, partners, and consultants to review and discuss program performance, objectives, and funding.
- Develops, administers, and monitors budget to actual and fund draw down project budgets, including grant, bond, and various funding sources.
- Prepares or reviews written and verbal reports and resolutions for City Manager, City Council and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups, and residents to explain or coordinate plans for proposed projects, and to solicit their support.
- Analyzes proposed and current project management regulations, and develops recommendations for implementation and compliance.
- Prepares cost forecasts, variances, and analysis, including project closeout procedures for grant programs.
- Prepares grant applications and reports, administers and monitors grant awards, administers grant contracts, and ensures grant guideline compliance.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

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

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

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

## Classification Specification

<b>Classification Title</b>	Project Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

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

### FISCAL RESPONSIBILITY

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

- Position has major fiscal responsibility. Is responsible for Department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university in Public Administration or Business Administration
- Five (5) to seven (7) years of relevant experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Applicable local, state, and federal laws pertaining to program projects
- Business practices applicable to the project
- Project planning, organizing, and management techniques
- Legislation and funding sources through state and federal grant programs
- Budgeting and fiscal management
- Basic supervisory principles and practices

#### Skill in:

- Critical and analytical thinking
- Organization and time management

## Classification Specification

<b>Classification Title</b>	Project Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Leadership
- Interpersonal relations
- Public speaking

### Ability to:

- Analyze complex problems and develop appropriate solutions
- Delegate and organize staff assignments
- Coordinate a variety of functional specialties with overlapping work areas
- Demonstrate good judgment and decision making
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

<b>Classification Title</b>	Project Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position 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:**

## **PROJECT COORDINATOR**

### **DEFINITION**

Under general direction, assist with planning and coordinating administrative activities and development of intergovernmental and community relations for various city projects; negotiates and monitors related agreements; reviews and recommends project management needs; and performs related work as required.

### **CLASS CHARACTERISTICS**

This class can be assigned the day to day responsibility for planning, developing, coordinating, implementing and overseeing the administrative activities of a variety of city projects. The incumbent will typically report directly to the Department Director and/or Project Manager. The position exercises a high degree of independent judgment in representing the City's interest in planning and coordinating projects internally, with outside public agencies, and the community at large.

### **EXAMPLES OF DUTIES**

1. Develops and maintains project management systems and programs consistent with the City's goals, and objectives for various projects.
2. Coordinates the participation of private parties, governmental agencies and City departments in project activities.
3. Reviews support needs and makes related organizational and fiscal recommendations.
4. Provides specified project support services, being responsible for task definition and timely project scheduling. Monitors and evaluates project compliance and performance.
5. Represents the Department in negotiations and project meetings.
6. Produces financial analyses, reports, action plans, and project budgets. Identifies and recommends financing methods and sources.
7. Administer contract provisions to assure compliance.
8. May supervise other professional and clerical staff.
9. Participates in the planning, programming and implementation of related activities.

**MINIMUM QUALIFICATIONS**

Knowledge of: applicable local, State and Federal laws pertaining to the project; business practices applicable to the project; project planning, organizing and management techniques; budget preparation, fiscal management and analysis; financial resources available for public and private projects.

Ability to: plan and organize work effectively; analyze complex problems and develop appropriate solutions; communicate effectively, both orally and in writing.

Skill in: management Control, including the ability to guide and motivate individuals to achieve tasks; the ability to provide leadership for a variety of activities, committees, task forces and programs; interpersonal Relations, including the ability to interact with individuals from diverse backgrounds, representing both private and public concerns, and with City staff at all levels.

**Education/Experience**

Any combination of training and experience equivalent to graduation from a four-year college or university **AND** five (5) years of professional experience which demonstrates possession of the knowledge, skills, and abilities listed.

**License**

May require possession of a valid California Driver's License or access to another reliable form of personal transportation.



## Classification Specification

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

### GENERAL SUMMARY

Supervises staff, facility, programs, services, and activities of program areas and affiliated facilities to maximize service delivery to the community.

### DISTINGUISHING CHARACTERISTICS

This class is characterized by its responsibility for the day-to-day management and supervision of recreation staff, programs, and services. Incumbents supervise recreation staff and activities at neighborhood community and senior centers; direct, plan and coordinate programs and events for a diverse community including specific programs for seniors, adults, teens, youth, and persons with special needs; and coordinate services and events, including specialized recreational activities such as aquatics, youth, and adult sports, etc.

### 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 day-to-day operation and overall management of the assigned community center(s) and facilities.
- Plans, organizes, develops, coordinates, supervises and implements special events, recreation services, programs and activities for a diverse population; plans programs by analyzing the needs for the program and anticipates the number of participants; and prepares justifications for programs.
- Supervises, directs and provides leadership to recreation staff in the performance of duties; plans and assigns work; motivates, trains, and evaluates staff; recommends the selection of personnel.
- Communicates regularly with program coordinators, and provides oversight to ensure operational policies, protocols, and procedures are observed.
- Organizes, plans, implements, and budgets for division-related annual special events, programs, and activities.

## Classification Specification

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

- Creates marketing materials, program flyers, and press releases to inform the community of special events.
- Collaborates with interdepartmental management to troubleshoot facility issues and address buildings' maintenance needs.
- Interacts with the public, and responds to inquiries and concerns.
- Gathers program data, evaluates program effectiveness, and makes recommendations for improvement to guide in departmental planning.
- Coordinates with members of the community, staff, and other stakeholders to assess programming needs and develop budgets.
- Identifies and develops opportunities for enhancements to program services.
- Assists in the preparation and administration of a budget for assigned community and/or senior center or program.
- Performs various reporting activities, contract management, and verbal and written correspondence with stakeholders.
- 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.*

## Classification Specification

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Three (3) to five (5) years of experience supervising and evaluating recreational programs
- Bachelor's degree from an accredited college or university in Recreation, Physical Education, Counseling, Early Childhood Development, or a related field is highly desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Current cardiopulmonary resuscitation (CPR) and first aid certification
- California driver's license is an ongoing requirement

#### Additional Requirements

- Ability to work evenings and weekends as assigned

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- The needs of the community served
- Budgeting and fiscal management
- Community programs and delivery systems
- City personnel rules and policies
- Department policies and procedures

#### Skill in:

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

#### Ability to:

## Classification Specification

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

- Collect and analyze data
- Motivate and empower staff members in a team environment
- Delegate the work of others
- Document and maintain accurate records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Manage multiple tasks and prioritize assignments

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

## Classification Specification

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: PR-309  
ESTABLISHED: 06/22/06  
GROUP: MGMNT.  
FLSA: EXEMPT

## **RECREATION SUPERVISOR**

### **DEFINITION**

Under direction, supervises part-time and full-time recreation staff; plans, organizes, evaluates, supervises, and implements specific recreation programs, services and special events; and performs related work as required.

### **CLASS CHARACTERISTICS**

This class is characterized by its responsibility for the day-to-day management and supervision of recreation staff, programs and services. Incumbents supervise recreation staff and activities at neighborhood community and senior centers; direct, plan and coordinate programs and events for a diverse community including specific programs for seniors, adults, teens, youth and persons with special needs; and coordinate services and events, including specialized recreational activities such as aquatics, youth and adult sports, etc. This classification is distinguished from the Community Services Program Manager in that the latter is responsible for all activities for a major division.

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

1. Directs the daily activities and operations at a community center, senior center or for a specialized recreation program.
2. Plans, organizes, develops, coordinates, supervises and implements special events, recreation services, programs and activities for a diverse population; plans programs by analyzing the needs for the program and anticipates the number of participants; and prepares justifications for programs.
3. Supervises, directs and provides leadership to recreation staff in the performance of duties; plans and assigns work; motivates and evaluates staff.
4. Recommends the selection of personnel and provides and/or monitors continuous training.

CITY OF RICHMOND, CA  
**RECREATION SUPERVISOR**  
Page 2 of 3

5. Establishes and maintains contact with representatives of various community, civic and educational organizations.
6. Prepares or monitors the preparation of news releases, posters and brochures to publicize recreation programs, services and events.
7. Prepares a variety of reports and presentations related to community and senior centers, recreation programs, activities and events.
8. Assists in the preparation and administration of a budget for assigned community and/or senior center or program.
9. Collects and interprets statistics; evaluates recreation programs, events and services; makes recommendations for improvements.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Methods, techniques and procedures in the delivery of recreation programs.

Recreational and social needs of various age and cultural groups.

Principles and procedures for planning, implementing and directing recreation activities and services.

Principles for monitoring budgets for program(s).

Ability to:

Supervise, motivate, train and evaluate staff.

Plan, develop, coordinate and implement community services or recreation programs suited to the needs of the community.

Manage the operation of community and/or senior centers.

Establish and maintain effective working relationships with individuals from diverse socio-economic and cultural backgrounds.

Communicate effectively orally and in writing.

Collect and analyze statistics.

Prepare detailed written documents.

### **EDUCATION/EXPERIENCE**

1. Bachelor's degree from an accredited college or university in recreation, physical education, leisure studies, social services or a closely related field, **AND**;
2. Two (2) years of full-time responsible professional experience leading and directing recreation activities. At least one year experience must be in a recreation related specialty (e.g., aquatics, youth and adult sports, seniors, etc.).

### **OR**

1. Two (2) years of college level course work from an accredited college or university in the areas of recreation, physical education, leisure studies, social services or a closely related field, **AND**;
2. Four (4) years of full-time responsible professional experience leading and directing recreation activities. At least one (1) year experience must be in a recreation related specialty (e.g., aquatics, youth and adult sports, seniors, etc.).

### **LICENSE/CERTIFICATIONS**

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

### **PHYSICAL REQUIREMENTS**

Must have sight and hearing sufficient to perform essential functions of the position, and be able to perform the physical functions of the area to which assigned.



## Classification Specification

<b>Classification Title</b>	Senior Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general direction, is responsible for analysis of complex and diverse operations, making recommendations to resolve difficult organizational/operational problems, assists in implementing solutions to problems, formulating administrative procedures and programs in a department or division, coordinating with other departments and agencies, and performing related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is highest level in the Administrative Analyst series. Incumbents perform at a broader and a higher level of independence, deal with more complex issues, and require more skill. Incumbents are expected to exercise independent judgment in selecting study approaches and analytical techniques. This position may supervise employees, be responsible for a major functional area, or provide independent staff work for a department or division.

### 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 directs the staff services for a City department or division, usually including personnel and fiscal management, budget preparation and analysis, procurement, public relations, and related functions.
- Performs and/or oversees management studies of administrative and operational methods and procedures.
- Determines financial methods, procedures, and costs pertaining to departmental services; reviews and prepares financial and statistical reports, and cost effectiveness analysis.
- Recommends and develops departmental policies and regulations.
- Analyzes alternatives, and makes recommendations regarding such matters as organizational structure, budget development and administration, contract negotiation, staffing, facilities, equipment, cost analysis, and productivity. Confers with management, and prepares reports of study conclusions.

## Classification Specification

<b>Classification Title</b>	Senior Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Develops, submits, and monitors the department/division budget.
- Prepares applications for monetary grants, and handles the details of grant implementation and administration, including contracts with federal, state, and local agencies. Prepares reports, and ensures grant guideline compliance. Administers contracts and other City agreements.
- Recommends and assists in installing improved administrative methods, procedures, equipment, and facilities.
- Participates and assists in City and community initiatives, meetings, and events which may require working evenings and weekends. Represents the department in meetings with other organizational units, with representatives of other public agencies, and the general public.
- Drafts memos, staff reports, and other documents and correspondence related to assigned program.
- 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, businesses, and vendors and residents to explain or coordinate plans for proposed projects, and to solicit their support.
- Provides technical assistance to others on administrative and analytical matters, including assigning and reviewing the work of subordinate employees.
- Updates community resource guides, maintains social media presence, and may be responsible for content and online material to maintain community engagement
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

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

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

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

## Classification Specification

<b>Classification Title</b>	Senior Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	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 in Public Administration, Finance, Business Administration, Information Systems, or a related field
- Three (3) years of experience at a level comparable to the City's Associate Administrative Analyst classification or five (5) years of administrative experience in several of the following areas: budget, project or program coordination, office management, contract administration, database, and information systems
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- 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
- Modern management theory and personnel administration
- Federal and state grant regulations
- Basic supervisory principles and practices

## Classification Specification

<b>Classification Title</b>	Senior Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Skill in:**

- Customer service
- Organization and time management
- Program and fiscal management
- Analytical and critical thinking
- Leadership

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Coordinate multiple projects and meet deadlines
- Collect, evaluate, and interpret varied information and data
- Interpret rules and regulations
- Prepare clear and concise reports
- 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		

## Classification Specification

<b>Classification Title</b>	Senior Administrative Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **SENIOR ADMINISTRATIVE ANALYST**

### **DEFINITION**

Under general direction, is responsible for analysis of complex and diverse operations, making recommendations to resolve difficult organizational/operational problems, assists in implementing solutions to problems, formulating administrative procedures and programs in a department or division, coordinating with other departments and agencies, and performing related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this classification performs at a broader and a higher level of independence dealing with more complex issues and requiring more skill than Assistant or Associate Administrative Analysts. Assignments vary by position and department and range from City Budget officer to Staff Analyst. A Senior Administrative Analyst may supervise employees, be responsible for a major functional area, or provide independent staff work for a department or division.

### **EXAMPLES OF DUTIES**

1. Plans and directs the staff services for a City department or division, usually including personnel and fiscal management, budget preparation and analysis, procurement, public relations and related functions. May also have specialized citywide responsibilities such as Budget Officer or Safety Officer.
2. Performs and/or directs management studies of valid standards or work measurement, and of administrative and operational methods and procedures; plans and directs major departmental programs involving administrative operations of considerable diversity and complexity.
3. Determines financial methods, procedures and costs pertaining to departmental services; reviews and prepares financial and statistical reports and cost effectiveness analysis.
4. Recommends and develops departmental policies and regulations.
5. Represents the department in meeting with other organizational units and with representatives of other public agencies and the general public.

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

6. Prepares applications for monetary grants and handles the details of grant implementation and administration including contracts with federal, state and local agencies.
7. Prepares reports, correspondence and other written materials.
8. Recommends and assists in installing improved administrative methods, procedures, equipment and facilities.
9. May direct or supervise other personnel.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: The principles, practices and methods used in the field of governmental administrative management and operation, organization development and interpersonal relations on the job.

General Knowledge of: modern management theory and personal administration; management analysis techniques and statistical research methods; budgeting and budgetary controls and analysis; governmental accounting techniques; grant application and administration.

Skill in: communicating effectively, orally and in writing; preparing detailed reports based on oral and written instructions; applying management principles and techniques to the solution of diverse and complex problems; developing and maintaining effective working relationships.

**EDUCATION/EXPERIENCE**

Any combination of training and experience equivalent to gradation from a four year accredited college or university in a work related major AND three years of professional experience which would demonstrate application of the knowledges, skills and abilities listed.

**LICENSE**

Must possess a valid CA driver's license or have 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 or over the telephone, duties also require sufficient mobility to attend meetings during the day or evening.

**CITY OF RICHMOND  
SENIOR ADMINISTRATIVE ANALYST  
PAGE 3**

Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.



## Classification Specification

<b>Classification Title</b>	Senior Buyer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Supervises, approves, and monitors the procurement of a wide variety of materials, supplies, equipment, and services to meet the City's operational requirements. Manages the procurement card program, oversees requisition and contract module, develops policies and procedures to streamline and improve the procurement process, and educates internal and external customers on the procurement process. Ensures City-wide and contractor adherence to City-policy ordinances as well as local, state, and federal guidelines.

### DISTINGUISHING CHARACTERISTICS

This single-position class leads the day-to-day activities of the Purchasing Division, and works closely with departments to solve complex purchasing and expediting problems. This class is characterized by the responsibility for coordinating and administering all components of the City-wide purchasing function, including the City's most complex and highly-specialized purchasing activities.

### 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, coordinates, organizes, and leads all functions and activities related to Citywide procurement of goods and services.
- Collaborates and confers with City departments, vendors, and other agencies to procure products and/or services at the best value, considering price, quantity, quality, scope, and time of delivery.
- Reviews, appraises, and approves proposals, bids, purchase requisitions, and contracts in conformity with established City policy and state/federal laws and regulations.
- Trains City staff on the purchasing and contracting processes, including entering requisitions, contracts, and contract change orders. Creates and updates training manuals, and provides lead direction to purchasing staff.

## Classification Specification

<b>Classification Title</b>	Senior Buyer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Manages City-wide contracts from bidding to Council approval, and provides contract administration oversight.
- Oversees the bidding process for products and services. Prepares formal and informal bid specifications and solicitations.
- Develops policies and procedures for the City's purchasing card program. Acts as liaison between City and bank, orders credit cards, makes changes requests, maintains accounts, and ensures all credit card holders and authorizing approvers receive appropriate training.
- Creates and updates administrative policy and training manuals.
- Conducts analyses, research and studies, formulates recommendations, and prepares reports and summaries as requested.
- Develops the criteria for the preparation and tracking of transactions, contracts, and recordkeeping.
- Develops, maintains, and monitors adherence to City purchasing and contracting policies, procedures, and standards to comply with state, federal, or local regulations, City directives, and audit findings, and to improve the efficiency of the City procurement process.
- Prepares and maintains various forms, procedures, and manuals. Makes presentations, and provides training on assigned projects, programs, and services.
- Maintains accurate records; prepares a variety of periodic and special reports, correspondence, and other written materials.
- Coordinates contract administration and related activities with staff who oversees contract compliance functions.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

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

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

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with

## Classification Specification

<b>Classification Title</b>	Senior Buyer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 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, Public Administration, or a closely-related field
- Five (5) to seven (7) years of experience in purchasing a wide variety of materials, supplies, and equipment, including developing formal specifications and sources of supply. Experience in a public agency setting is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- CPPB (Certified Professional Public Buyer) or CPPO (Certified Professional Public Officer or CPM (Certified Public Manager) is highly desirable

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- City policies, procedures, resolutions, ordinances, and applicable federal/state laws and regulations
- Public purchasing principles and practices, including bidding procedures in a public agency setting
- Contracting principles and practices, including adherence to City ordinances, and local, state, and federal guidelines.
- Principles of business administration and economics as applied to the purchasing function

## Classification Specification

<b>Classification Title</b>	Senior Buyer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Basic supervisory principles and practices

### Skill in:

- Problem solving and analysis
- Negotiation
- Organization and time management
- Leadership
- Business arithmetic

### Ability to:

- Assign, direct, review, and evaluate the work of others
- Train others in work procedures
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Coordinate several projects concurrently, and meet critical deadlines
- Interpret and implement guidelines for special purchasing restrictions imposed by local ordinances
- Draft clear, accurate, and concise records and reports
- Interpret, apply, and explain established policies, procedures, rules, and regulations
- Conceptualize and conduct effective and instructional presentations, workshops, and seminars before other City staff and other stakeholders
- Analyze information, draw conclusions, 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		

## Classification Specification

<b>Classification Title</b>	Senior Buyer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

City of Richmond, CA

CLASS CODE: PR-256B  
ESTABLISHED: 02-24-05  
GROUP: MGMT/CONFIDENTIAL UNIT  
FLSA: EXEMPT

## **SENIOR BUYER**

### **DEFINITION**

Under general direction supervises City-wide purchasing activities; performs varied professional and technical purchasing duties in support of City departments; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This single position class supervises the day-to-day activities of the Purchasing Division and works closely with departments to solve complex purchasing and expediting problems.

### **EXAMPLES OF DUTIES:**

1. Supervises the purchasing function, including the use of CalCard and credit cards.
2. Analyzes requisitions to verify completeness and accuracy, and to determine the type of materials, supplies or equipment required; confers with the requesting department to ensure that information such as order parameters are understood; and provides information regarding products and suppliers.
3. Obtains verbal or written price quotations, or prepares formal specifications and bid packages as required; prepares Council agenda information for the formal bid processes; and analyses bids, recommends awards and prepares necessary documentation.
4. Interviews salespersons, visits manufacturers and vendors, attends demonstrations, and obtains samples and literature from potential suppliers; explains purchasing policies and procedures to potential vendors; and reviews comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.
5. Places orders and negotiates with vendors as required if changes in purchase terms are required; expedites purchase orders, determining the reason for delivery or other problems; and follows up as necessary with using departments to reconcile invoices and to solve delivery, quality and other problems that arise.
6. Assists with the auction and disposal of surplus equipment, materials and supplies.
7. Maintains records and prepares reports, including vendor performance and MBE/WBE files; assists in determining reorder points, and in determining practicable order quantities for materials and supplies.
8. Monitors developments in the purchasing and materials management field; and recommends improvements to policies and procedures.

9. Supervises, evaluates and trains subordinate personnel.

City of Richmond, CA  
SENIOR BUYER  
Page 2

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Basic supervisory principles and practices;
- Public purchasing principles and practices, including competitive bidding procedures in a public agency setting;
- Store keeping, and materials management principles and practices;
- Applicable federal, state, and local laws and regulations;
- Principles and techniques of preparing and analyzing formal proposals and bids;  
and
- Standard price and purchasing reference sources for materials and supplies.

#### Skill in:

- Assigning, directing, reviewing and evaluating the work of others;
- Training others in work procedures;
- Analyzing technical or complex purchasing problems, and reaching sound, independent conclusions;
- Reading and interpreting purchase requests, plans, drawings and technical specifications;
- Buying effectively with regard to quantity, quality and price;
- Setting priorities, coordinating several projects concurrently and meeting critical deadlines;
- Making accurate arithmetic calculations;
- Maintaining accurate records and files;
- Preparing clear, accurate and concise reports, specifications, requests for proposal, correspondence and other written materials; and
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

#### Education and Experience:

Graduation from a four (4)-year college with major course work in business or public administration or a closely related field AND four (4) years of experience in purchasing and expediting a variety of materials, supplies and equipment, which has included developing formal specifications and sources of supply. Experience in a public agency setting is desirable.

Licensing and Certification:

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

Physical Demands:

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



## Classification Specification

<b>Classification Title</b>	Senior Management Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general direction, performs complex and high-level analysis in policy and program development. Incumbents are responsible for managing and overseeing major projects and/or policy areas. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the highest level in the Management Analyst class series. This classification performs complex assignments requiring a high level of independent judgment. Incumbents provide expertise and technical support to executive management and department heads in areas such as budget, personnel, policy development, and program management. This position may supervise both analysts and administrative support staff. This position will oversee a major program area and will exercise considerable discretion in making decisions in their respective area. This position may supervise employees, be responsible for a major functional area, or provide independent staff work for a department or division.

### 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 directs the staff services for a City department or division, usually including personnel and fiscal management, budget preparation and analysis, procurement, public relations, and related functions.
- Designs and implements programs in support of Citywide policy initiatives, and serves as program and/or project manager.
- Researches, collects, and analyzes data in areas such as laws, regulations, policies, and programs for reports and presentations.
- Develops, submits, and monitors the department/division budget.
- Develops and reviews policies, practices, and procedures, and makes recommendations.

## Classification Specification

<b>Classification Title</b>	Senior Management Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, and contracts.
- Conducts surveys, and performs statistical research.
- Utilizes relevant computer programs in assigned tasks and responsibilities.
- Oversees departmental or division personnel procedures and processing.
- Provides technical expertise and support to departmental and City management.
- Participates in the preparation and monitoring of grant applications.
- 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.
- Prepares or reviews written and verbal reports and resolutions for City Manager, City Council, and City boards or commissions; works closely with the City Council, City boards or commissions, public and private groups, professional groups, and residents to explain or coordinate plans for proposed projects, and to solicit their support.
- Staffs City Boards and Commissions.
- Prepares technical and staff reports, correspondence, and other written materials.
- 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. Represents the department in meetings with internal and external entities and the general public.
- May evaluate the work of assigned project staff.
- 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.*

## Classification Specification

<b>Classification Title</b>	Senior Management Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, or a related field. A graduate degree in a related field is highly desirable
- Five (5) to seven (7) 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:

- Principles, practices and methods of organizational analysis and public administration
- Municipal budgetary practices and policies
- Statistical methods and applications
- Advanced supervisory practices and techniques
- Project management principles
- Federal and state grant regulations
- Basic supervisory principles and practices

## Classification Specification

<b>Classification Title</b>	Senior Management Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Modern office practices and equipment, including computers and applicable software

### Skill in:

- Analytical and critical thinking
- Organization and time management
- Customer service
- Leadership

### Ability to:

- Interpret relevant laws, regulations, and policies
- Research, analyze, and compile data
- Maintain accurate records and files
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Demonstrate sound judgment
- Evaluate and direct the work of other staff
- Negotiate contracts
- Perform multiple tasks simultaneously and establish priorities

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

<b>Classification Title</b>	Senior Management Analyst
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: PR-338  
ESTABLISHED: 02/26/09  
GROUP: MGMNT.  
FLSA: EXEMPT

## **SENIOR MANAGEMENT ANALYST**

### **DEFINITION**

Under general direction, performs complex and high level analysis in policy and program development. Incumbents are responsible for managing and overseeing major projects and/or policy areas.

### **CLASS CHARACTERISTICS**

This classification performs complex assignments requiring a high level of independent judgment. Incumbents provide expertise and technical support to senior management and department heads in areas such as budget, personnel, policy development, and program management. This position may supervise both analysts and administrative support staff. This position will oversee a major program area and will exercise considerable discretion in making decisions in their respective area.

### **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. Assists in developing, submitting and monitoring the department/division budget.
3. Develops and reviews policies, practices and procedures and makes recommendations.
4. Conducts surveys and performs statistical research.
5. Prepares reports and makes presentations.
6. May evaluate the work of assigned project staff.
7. Participates in the preparing of 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. Serves as project and/or program 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;  
Advanced supervisory practices and techniques; and  
Project management principles.

#### **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; and  
Negotiate contracts.

### **EDUCATION/EXPERIENCE**

Graduation from a four (4) year accredited college or university in public administration, business administration, finance, or a related field and five (5) years of administrative experience related to the knowledge and abilities required. A graduate degree in a related field is highly desirable.

### **LICENSES/CERTIFICATIONS**

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



## Classification Specification

<b>Classification Title</b>	Workforce Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Oversees, directs, coordinates, and manages all Adult and Youth Employment and Training operations, staff and projects, including the RichmondWORKS America's Job Center of California (AJCC), YouthBUILD and RichmondBUILD. Maintains responsibility for strategic planning and partnerships, and resource development. Assists with staffing the Richmond Workforce Development Board, and managing grant-funded programs with the purpose of providing jobs, training, education, and business services to the Richmond community.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for assisting with program development and coordinating the administrative activities of grant-based employment and training services, projects and programs. This position is distinguished from the Workforce Program Specialist in that the latter is responsible for specific program administrative responsibilities in addition to performing the full range of case management activities.

### 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 directs the work of the division's management and support staff responsible for the administration of all adult, youth, and targeted Employment and Training service programs.
- Develops, implements, and reviews the division's goals to ensure best practices and compliance with all regulations in the delivery of workforce development programs.
- Collaborates with key stakeholders to develop and maintain strategic relationships with community partners, regional workforce development entities, agencies, and others.
- Leads the operations of the AJCC, and provides direction and support to the supervisor responsible for staffing, implementation, tracking, and coordination of job and training services.

## Classification Specification

<b>Classification Title</b>	Workforce Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Administers multiple grant-funded projects, and monitors all budgets, expenditures, and allocation of staff resources.
- Monitors projects' performance and outcome, and manages all required reporting to state/federal government and other entities.
- Researches and identifies funding opportunities, and prepares grant applications accordingly.
- Creates and develops team building and professional development training for staff and community partners as it relates to workforce development projects.
- Coordinates with the community, businesses, local leaders, non-profits, educational, and other entities to conduct needs assessment and promote the available employment and training programs.
- Analyzes, interprets, and develops operational policies and procedures as it relates to workforce development programs, department protocols, safety, and ADA compliance.
- 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 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.*

## Classification Specification

<b>Classification Title</b>	Workforce Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Business or Public Administration, Social Services, Education, or a related field
- Three (3) to five (5) years of full-time experience performing professional/technical-level case management services and support to clients of employment and training programs, including at least one (1) year of experience assisting in the planning, organizing, and coordination of employment and training-related 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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Employment and training program administration principles and practices, including regulations governing Workforce Investment Act and similar programs
- Regulations and best practices for delivering workforce development services
- State and federal Workforce Development programs
- Fiscal and procurement processes
- Principles and practices of grant programs and funding
- Project management
- Personnel policies and procedures
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Organization and time management
- Leadership
- Public speaking
- Problem solving and conflict resolution

## Classification Specification

<b>Classification Title</b>	Workforce Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### Ability to:

- Develop Memorandum of Understanding agreements, and build partnerships with key stakeholders
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Delegate and prioritize the work of staff members
- Compile and analyze data for research and reporting purposes

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

<b>Classification Title</b>	Workforce Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **WORKFORCE PROGRAM COORDINATOR**

### **DEFINITION**

Under general direction, performs responsible administrative work and assists with planning and coordinating the administration of various Federal Workforce Investment Act (WIA) and other grant-based employment and training programs; and performs related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this class are responsible for assisting with program development and coordinating the administrative activities of grant-based employment and training services, projects and programs. This position is distinguished from the Senior Employment Program Specialist in that the latter is responsible for specific program administrative responsibilities in addition to performing the full range of case management activities.

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

1. Assists with planning, developing, implementing and coordinating employment and training programs, services and projects; assists in identifying sources of grants from government and private agencies; researches and monitors changes in state and federal regulations for various grant-based programs.
2. Monitors grant funds assessments and contract expenditures and compliance; coordinates monitoring of grant programs by external agencies; ensures programs are in compliance with grant guidelines.
3. Coordinates the work of the Employment and Training Department with the work of other City departments, contractors, suppliers, public agencies, businesses, community groups, grantors and sub-grantees; discusses and resolves issues and problems.
4. Evaluates potential clients from diverse backgrounds; assesses their ability for employment and training programs; makes referrals for testing and other department services.
5. Provides outreach to local community and business organizations regarding available programs and services; coordinates services with organizations; initiates and prepares contracts in compliance with established City and grant regulations.

**CITY OF RICHMOND, CA  
WORKFORCE PROGRAM COORDINATOR  
PAGE 2**

6. Participates or represents the department at meetings; makes presentations to various businesses, community and other organizations.
7. Performs marketing activities for department, including preparing publicity materials, placing advertisements in local publications, and creating public notices.
8. Prepares a variety of complex reports, correspondences, program information and other written materials.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: employment and training program administration principles and practices, including regulations governing Workforce Investment Act and similar programs; grant and other funding sources related to employment and training programs; office administrative practices and procedures; Computer applications related to work; applicable laws, ordinances and regulations.

Ability to: plan, organize, and coordinate employment and training programs and activities; analyze problems and recommend effective course(s) of action; interpret, explain and apply ordinances, regulations, policies and procedures; prepare clear and concise reports, correspondences and other written materials; interpret and monitor various contracts and grants; maintain accurate records and files; provide effective employment and training services to clients from diverse backgrounds.

**EDUCATION/EXPERIENCE**

Baccalaureate degree in business or public administration, social services, education or a closely related field from an accredited college or university AND three (3) years of full-time experience performing professional/technical level case management services and support to clients of employment and training programs; INCLUDING at least one (1) year full-time experience assisting in the planning, organizing and coordination of employment and training related programs.

**LICENSES/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 REQUIREMENTS**

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone. Duties may require sufficient mobility to attend meetings and make site visits.