

# PERSONNEL BOARD

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



**SPECIAL MEETING**  
**Wednesday, December 13, 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. Special Meeting of October 19, 2023
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
7. **NEW BUSINESS**
  - a. **APPROVE** the revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor.
  - b. **APPROVE** the fiscal year 2022/2023 annual report of classified service.
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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**How to watch the meeting from home:** The meeting may be accessed by using the following Zoom meeting link:

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

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

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

Via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, December 13, 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 Wednesday, December 13, 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.

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

**PERSONNEL BOARD  
SPECIAL MEETING**

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

**October 19, 2023**  
**MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on October 19, 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. Regular Meeting of September 28, 2023

**SPEAKERS:**

None

Chair Wirsig made a motion to approve the minutes of September 28, 2023. Board Vice Chair Buckner 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.

Rosanne Ryken made a public comment on the functions of a Library Assistant and Library Associate and would like to see the City fund a Library Assistant/Mobile Book Driver. Ms. Ryken stated the function of the Library Assistant is to handle the circulation desk which consists of checking books in and out and handling problems with the books.

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

The Library Associate's function is to assist the reference librarian with managing the reference desk. The Librarian Associates fill in for the Reference Librarian to help answer reference questions. Rosanne Ryken stated she has an issue with the proposed duties of the Library Associate which includes drives mobile fleet. Ms. Ryken was granted an extension after two minutes. Ms. Ryken provided background information on how the current Library Associate includes the duties of driving the bookmobile. Ms. Ryken stated the Library should be receiving a new bookmobile within the year and would like the Personnel Board to recommend that when that happens, for the City to fund a new Bookmobile Driver position that would include the 20 plus duties that are specific to that position.

Vice Chair Buckner inquired if this would be a new position because the current duties are filled by the Library Assistant.

Ms. Ryken stated that recently the person completing the duties was promoted to Library Associate, a higher paying job and is a fill in for a Librarian. Ms. Ryken added that for him to continue to be a driver would not be the best service to the public.

## **6. CONSENT AGENDA**

- None

## **7. NEW BUSINESS**

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

### **SPEAKERS:**

- Cordell Hindler: Stated he reviewed the classification and had no objections. Mr. Hindler added he would like to have staff to work with Koff & Associates because they have worked with them in the past. 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 batch of job descriptions per the Segal classification and compensation study.

Chair Wirsig inquired if Crime Scene Technicians are provided a vehicle.

SEIU president Gregory Everetts confirmed Crime Scene Technicians are provided access to a vehicle.

Chair Wirsig stated he would like to see language for Parking Enforcement about adding "license in good standing" and inquired about the threshold of points on their driving record.

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Interim Human Resources Director Sharrone Taylor answered that all the language regarding the driver license is being revamped. Ms. Taylor added that for those classifications where a driver license is required, it could be added but it would then have to be added to all classifications requiring a driver license.

Chair Wirsig inquired if having no required license or certificate was a common practice for Payroll Coordinator.

Ms. Taylor stated this is standard for the industry as payroll positions start at entry level and one moves up through years of service. At the payroll supervisory level, there is a certification that is desirable but found the years of service/experience is more meaningful for this classification.

Vice Chair Buckner added that we also ask candidates to be proficient in electronic data entries.

Chair Wirsig stated that Police Records Specialist is not a sworn position, and inquired if the job description duty of pat searching people is correct.

Human Resources/ Labor Manager, Catherine Selkirk, confirmed she spoke with the Police Captain and it's not very common but if there is female prisoner, they may ask for a female records specialist to performer the search if there is not a jailer available

Mr. Everetts added there are still a number of classes that they are still working on, even ones that have been approved.

Chair Wirsig requested clarification of the handling cash duty for the Associate Admin Analyst classification.

Ms. Taylor explained that the job descriptions are broad because they cross several departments. Ms. Taylor stated that a department like the Recreation Department handles cash and the Associate Admin Analyst may oversee the employees in that area. Ms. Taylor could not recall any Associate Admin Analyst that handles cash but that doesn't mean that it couldn't happen in the future.

Chair Wirsig inquired about background checks.

Ms. Taylor stated that currently, if made aware, those handling cash, oversee financial transactions or have a credit card, have credit checks completed for those positions.

Chair Wirsig inquired about the training and certification of Communications Shift Supervisor.

Ms. Taylor confirmed Communications Shift Supervisor are highly trained, POST-certified, and CPR certified.

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Chair Wirsig inquired if the Crime Prevention Manager is engaged with neighborhood residents.

Ms. Taylor stated the Crime Prevention Manager does engage with our community stakeholders and neighborhood council. The current person in the position works with the unhoused, a lot of community outreach, and a lot of the large-scale celebrations that the City currently has and is a frontline person with community engagement.

Chair Wirsig stated he was pleased to see the degree of expertise and standards of the Deputy Building Official classification.

Chair Wirsig wanted clarification on the Emergency Service Analyst.

Ms. Taylor explained that the Emergency Service Analyst reports directly to the Emergency Service Manager and those positions are in the fire department, reporting directly to the Fire Chief.

There was a discussion on the GIS Coordinator.

There was a discussion on the clarification on the driver license language in the Project Coordinator. The new language of reliable form of personal transportation was added to this classification.

Chair Wirsig inquired about the driver license requirement for Recreation Supervisor.

Ms. Taylor answered that the Recreation Supervisor oversees the youth programming and because we do have a lot of centers, there may be times where the Recreation Supervisor may have to transport participants.

Chair Wirsig inquired what are the steps for those that are working with children.

Ms. Taylor answered there is an extensive check for people that work with protected classes.

There was discussion on the Administrative Analyst series.

Board member Front inquired about the Library Associate and the duty of driving the bookmobile added to the job descriptions specifically because of the person currently in that role.

Ms. Taylor stated that is the history presented by Rosanne Ryken, but the current Library Director is choosing to keep that in the job description. Ms. Taylor stated the job descriptions are broad to be able to be flexible as the needs of the city and community changes.

Mr. Everetts added that the City and Union will come back to review the classification.

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Ms. Taylor added that the City and Union didn't want to hold the entire process for this classification and duties, and for that the Union is willing to allow us to table it for a future date, so that it can bring about a better understanding to what the needs are.

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 6:54 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Wednesday, October 18, 2023 9:31 PM  
**To:** Personnel Board  
**Subject:** Public Comments

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

Hello Chair Wirsig, Board Members and Staff,

I AM Submitting the Following Items To Consider for Placement on The January 25,2024 Agenda

1. APPROVE the Revision To Job Classification for Community & Economic Development Finance Manager
2. APPROVE Revision To Job Specification of Port Administrator

The Purpose Of these Items Is That in the City of Livermore, The Economic Development Manager Reports to the Director of Economic Development

And The Port Administrator Will Represent The Port at Special and Regular City Council Meetings

Sincerely  
Cordell



# STAFF REPORT

## PERSONNEL BOARD

**DATE:** December 13, 2023

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

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

**SUBJECT:** APPROVE THE REVISED JOB DESCRIPTIONS

### **BACKGROUND:**

Human Resources staff has worked with the IFPTE Local 21 Mid-Management Union to refine the Communications Center Manager classification. In addition, the Community Development department petitioned Human Resources to revise the Housing Programs Analyst and Housing Services Supervisor classifications to reflect current job duties associated with the City's unhoused initiatives.

### **RECOMMENDATION:**

APPROVE the revised job descriptions that comprise Attachment A (Local 21 Mid-Management).

### **ANALYSIS:**

Staff are continuing to update and finalize job descriptions to ensure that they are relevant to the current job duties and market. The department and Union support these revisions for the following job descriptions:

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

- Communications Center Manager
- Housing Programs Analyst
- Housing Services Supervisor

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

Personnel Board  
Staff Report

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

**Attachments:**

Attachment A: Local 21 Mid-Management Job Descriptions



## Classification Specification

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

### GENERAL SUMMARY

Plans, organizes, and directs the activities and operations of the Communications Center in the Police Department, which serves as the primary public safety answering point for the City of Richmond. Develops and implements goals, objectives, policies, and procedure for the section, provides leadership and direction to staff, and coordinates section activities with other City departments, outside agencies, and the community. Responds to emergency situations during off-duty hours.

### DISTINGUISHING CHARACTERISTICS

This civilian management-level position is a single position class that reports to a police captain, or Police Chief's designee, and is responsible for supervising and managing the Communications Center. The Communications Center Manager has considerable latitude in directing the activities of the section, within general operating guidelines, and supervises and trains staff to ensure effective and efficient emergency dispatch services for the City's Police and Fire Departments, as well as other public safety agencies, pursuant to contractual agreements. This position is responsible for budget administration, program evaluation and recommendation and implementation of policies, procedures, goals, objectives, priorities and standards. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This classification is distinguished from the Communications Shift Supervisor in that it is responsible for the overall management and operations of the Communications Center and the latter serves as the first-level supervisor for staff on an assigned shift. Shift work may be required for this position to ensure adequate training and supervision around the clock.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, organizes, and supervises the day-to-day operations of the Police Department's Communications Center.
- Supervises, trains, motivates, and evaluates the work of staff on all shifts; works to correct performance deficiencies; implements disciplinary actions; assists in the

## Classification Specification

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

recruitment and testing of prospective staff; and selects and makes recommendation for new hires.

- Directs and participates in the development, implementation, support, and troubleshooting of Communications Center equipment, including Computer-Aided Dispatch (CAD) system and radio systems. Keeps abreast of new trends, innovations, and developments in the use of computers, radio systems, and other communications devices for improved communications support.
- Plans and coordinates the contracting, purchasing, installation, maintenance, and replacement of Communications Center's materials, fixtures, supplies, and equipment, including police radios, digital recording machines, battery back-up systems, generators, and computer consoles.
- Assists in developing and administering the Communication Center's budget and fiscal operations, including budget forecasting, payroll, purchasing, and monitoring expenditures and government funding.
- Establishes policies and procedures to effectively dispatch services. Develops, implements, and maintains programs and procedures to monitor the response to calls for services. Documents problems and implements solutions.
- Reviews and evaluates divisional operations to determine the efficiency and effectiveness of services and programs.
- Reviews and interprets laws, rules, regulations, ordinances, policies, legislation, and current processes and procedures to ensure compliance and determine where improvements can be made; recommends and implements changes.
- Reviews and analyzes data, prepares comprehensive memos, or reports of findings, and prepares and maintains various other records, reports, and documentation.
- Responds to inquiries, complaints, investigations, and community requests.
- Coordinates the development, implementation, and maintenance of standardized training programs and training manuals; ensures staff compliance with P.O.S.T. continuing professional training requirements.
- Represents the Communications Center, makes presentations at community meetings, and participates in professional group meetings.
- 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

## Classification Specification

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

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 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
- Four (4) years of increasingly responsible dispatching experience in a public safety communications environment, which includes at least two (2) years of experience at the supervisory or lead level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- 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.

## Classification Specification

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

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

**Knowledge of:**

- Modern office practices and equipment, including applicable software
- The operation of public safety communications centers
- Computerized public safety dispatch and information systems
- Radio equipment, alarm systems, and other related equipment
- Geography of the City of Richmond and surrounding areas
- Data processing systems used in law enforcement, the City of Richmond, and California communications networks
- Principles and practices of employee supervision

**Skill in:**

- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret and apply rules, regulations, and laws
- Present ideas and recommendations effectively

### WORK ENVIRONMENT/CONDITIONS

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

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

## Classification Specification

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

## **COMMUNICATIONS CENTER MANAGER**

### **DEFINITION**

Under general supervision; plans, organizes, and directs the activities and operations of the Communications Center in the Police Department; which serves as the primary public safety answering point for the City of Richmond. The Communications Center Manager develops and implements goals, objectives, policies and procedure for the section; provides leadership and direction to staff; coordinates section activities with other City departments, outside agencies and the community; responds to emergency situations during off-duty hours; and performs other work as required.

### **CLASS CHARACTERISTICS**

This civilian management-level position is a single position class that reports to a police lieutenant or captain, and is responsible for supervising and managing the Communications Center. The Communications Center Manager has considerable latitude in directing the activities of the section, within general operating guidelines, and supervises and trains staff to ensure effective and efficient emergency response for the City's Police and Fire Departments, as well as other public safety agencies, pursuant to contractual agreements. This classification is distinguished from the Communications Shift Supervisor in that it is responsible for the overall management and operations of the Communications Center and the latter serves as the first-level supervisor for staff on an assigned shift. Shift work may be required for this position to ensure adequate training and supervision around the clock.

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

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

1. Plans, organizes and supervises the day-to-day operations of the Police Department's Communications Center.
2. Supervises, trains, motivates, and evaluates the work of staff on all shifts; works to correct performance deficiencies; implements disciplinary actions; assists in the recruitment and testing of prospective staff; and selects and makes recommendation for new hires.

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COMMUNICATIONS CENTER MANAGER  
PAGE 2**

3. Studies and makes recommendations to resolve personnel issues and problems, including those pertaining to scheduling, assignments, seniority, productivity, time off, grievances; and related areas.
4. Directs and participates in the development, implementation, support, and troubleshooting of Communications Center equipment, including Computer-Aided Dispatch (CAD) system and radio systems. Keeps abreast of new trends, innovations and developments in the use of computers, radio systems and other communications devices for improved communications support.
5. Plans and coordinates the contracting, purchasing, installation, maintenance, and replacement of Communications Center materials, fixtures, supplies and equipment, including police radios, digital recording machines, battery back-up systems, generators, and computer consoles.
6. Assists in developing and administering the Communication Centers' budget and fiscal operations, including budget forecasting, payroll, purchasing, and monitoring expenditures and government funding.
7. Establishes policies and procedures to effectively dispatch services; develops, implements, and maintains programs and procedures to monitor the response to calls for services; documents problems and implements solutions.
8. Reviews and analyzes data; prepares comprehensive memos or reports of findings; prepares and maintains various other records, reports and documentation.
9. Represents the Communications Center and makes presentations at community meeting; participates in professional group meetings.
10. Performs dispatching duties, as needed, during times of emergencies and staffing shortages.

**MINIMUM QUALIFICATIONS**

Knowledge of: modern principles of organization, public administration, and personnel management; the operation of public safety communications centers; computerized public safety dispatch and information systems; radio equipment, alarm systems and other related equipment; geography of the City of Richmond and surrounding areas; data-processing systems used in law enforcement, the City of Richmond and California communications networks and the formats used in handling information from them.

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COMMUNICATIONS CENTER MANAGER  
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Ability to: plan , organize, supervise, and evaluate the work of staff; identify staff training needs and provide training; evaluate personnel issues and problems and make recommendations to resolve them; maintain and establish effective working relations with others; communicate effectively both orally and in writing; interpret and apply rules, regulations and laws; present ideas and recommendations effectively.

**EDUCATION/EXPERIENCE**

Equivalent to graduation from high school AND four (4) years of increasingly responsible dispatching experience in a public safety communications environment, which includes at least two (2) years of experience at the supervisory or lead level.

**OTHER REQUIREMENTS**

Must pass a thorough background investigation.



## Classification Specification

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

### GENERAL SUMMARY

Under general direction, gathers and analyzes data, as it relates to the City's housing and/or homelessness programs, assists with developing housing policies and procedures, conducts workflow analyses, conducts cost/benefit analysis, manages Federal and State reporting requirements, may supervise clerical/support staff, and performs other duties as required.

### CLASS CHARACTERISTICS

This is an experienced analyst classification. Incumbents must be fully competent to perform difficult analyses with minimal supervision. Incumbents are expected to have a general understanding of U. S. Department of Housing and Urban Development (HUD) and Housing and Community Development (HCD) housing and homeless programs and the associated financing mechanisms. Incumbents are expected to exercise independent judgment in identifying the appropriate research methods, assessing the impacts of various actions, and developing sound recommendations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Assists in the implementation, administration, and monitoring of housing/homeless programs, projects, initiatives, policies, and procedures; coordinates related activities with other City departments and outside parties.
- Conducts policy research, collects, and analyzes relevant data in areas such as laws, regulations, policies, and programs; maintains databases.
- Collects, analyzes, and evaluates data to assess division projects, programs, and activities; prepares reports of findings and makes recommendations; and assists in implementing recommendations.
- Ensures housing/homeless projects, programs, and activities are following federal, state, and other regulatory agency rules, regulations, policies, and procedures.
- Prepares periodic project status reports and other written reports and documents.

## Classification Specification

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

- Assists in the marketing of division information; prepares, publishes, reviews, updates, and maintains division content, including handouts, printed brochures, digital media, and webpages; and plans, prepares, and conducts presentations and workshops to educate and engage the public, boards and commissions, and community groups.
- Responds to inquiries and information requests from the public, tenants and landlords, officials, staff, and outside parties by phone, e-mail, or in-person; provides counseling, assistance, and supportive services on issues related to housing/homeless programs, projects, and activities.
- Conducts public outreach and promotes programs relating to affordable housing, housing rehabilitation, and homeless assistance.
- Assists with requests for proposals and contracts; participates in developer and vendor selection processes; and helps administer and track approved contracts, affordable housing loan agreements, and homeless tracking information.
- Maintains databases to monitor contract requirements, funding and expenditure standards including administrative expenditures related to direct/indirect expenses, and other administrative functions.
- Assists in the marketing & negotiations related to surplus properties.
- Documents department internal operating processes and procedures.
- Provides responsible and administrative support to supervisory and management staff.
- Acts as a lead by assigning, monitoring, and reviewing the work of clerical support staff.
- Reviews communiqués from the HUD and HCD announcing new or revised regulations and new funding programs.
- Advises on making local policies consistent with current HUD and HCD regulations; and makes recommendations for discretionary policies.
- Assists in the preparation of grants.
- 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**

## Classification Specification

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

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

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

### **FISCAL RESPONSIBILITY**

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

- Position has no fiscal responsibility.

### **MINIMUM QUALIFICATIONS**

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

- Bachelor's degree in business or public administration, planning, social work, public policy or related field.
- Two (2) years of experience as an analyst at a city housing department/division, a nonprofit housing or homeless organization, or a closely related agency; or four (4) years of professional administrative experience at a city housing department/division, a nonprofit housing or homeless organization, or a closely related agency, performing work in several of the following areas: budget, project or program coordination, contract administration, procurement, grant management. Additional years of experience may substitute for the required education on a year for year basis, up to two years.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

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

- California driver's license is an ongoing requirement

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

#### **Knowledge of:**

- Principles, practices, and methods of administrative, budgetary, and organizational analysis and public administration

## Classification Specification

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

- HUD and HCD regulations governing the administration of the Federal housing and affordable housing programs
- Administrative research and analysis
- Basic accounting and finance principles

**Skill in:**

- Analyzing a system and/or problem and developing appropriate solutions
- Exercising sound independent judgment within policy and regulatory guidelines
- Customer service

**Ability to:**

- Prepare clear and concise reports and other written materials
- Research, analyze, and compile data
- Maintain accurate records and files
- Communicate effectively, both orally and in writing
- Conduct community outreach
- Manage websites and other social media accounts

**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>	Housing Programs 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 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-273A

Established: 8/27/98

Revised: 2/27/03

Unit Group: RMEA

FLSA: Exempt

## **HOUSING PROGRAMS ANALYST**

### **DEFINITION:**

Under general direction, gathers and analyzes data; conducts a variety of housing related studies; reviews and interprets Federal regulatory and statutory rules and regulations; develops and refines housing policies and procedures; conducts work flow analyses; conducts cost/benefit analysis; manages Federal reporting requirements; may supervise clerical/support staff; and performs other duties as required.

### **CLASS CHARACTERISTICS:**

This is a journey level classification. Incumbents must be fully competent to perform difficult analyses with minimal supervision. Incumbents are expected to have a general understanding of the Housing and Urban Development (HUD) Assisted Housing, Choice Voucher (Section 8) Program and Modernization programs and the associated financing mechanisms. Incumbents are expected to exercise independent judgment in identifying the appropriate research methods, assessing the impacts of various actions, and developing sound recommendations.

### **EXAMPLES OF DUTIES:**

1. Reviews and critiques Federal Registers, Public Housing Notices and other communiqués from the U.S. Department of Housing and Urban Development announcing new or revised regulations.
2. Develops and/or revises local policies consistent with current HUD regulations; and makes recommendations for discretionary policies.
3. Assists in the preparation of the annual Agency Plan.
4. Tracks agency performance through internal program audits and compilation of data for annual HUD reporting (PHAS, SEMAP, etc).

5. Conducts annual analysis of program components (i.e.; utility allowances, market rent levels).
6. Provides technical assistance to operating and support divisions within the Authority.
7. Serves as liaison to HUD, other governmental agencies and other Public Housing Authorities.
8. Assists in the preparation of grants.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles, practices and methods of administrative, budgetary and organizational analysis; Housing and Urban Development regulations governing the administration of the Federal rental housing subsidy programs; administrative research and analysis; and basic accounting and finance principles.

**Skill in:** Analyzing a system and/or problem and developing appropriate solutions; preparing clear and concise reports and other written materials; exercising sound independent judgment within policy and regulatory guidelines; and translating complex Federal regulations into clear local policies.

**Education:** Graduation from a four (4)-year college or university; and major course work in business or public administration, planning, social work or related field; **OR**

**Experience:** Equivalent analytical experience with at least two (2) years of progressively responsible experience in an administrative capacity at a public housing authority, a major assisted housing development or a closely related agency.

**License:** Must possess a valid California Driver's License, have a satisfactory driving record and reliable private transportation.



## Classification Specification

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

### GENERAL SUMMARY

Under the direction of the Housing Manager, plans and supervises all activities of the City's housing and homelessness services, including implementing the City's Homelessness Strategic Plan, managing service providers, creating new partnerships, seeking grant opportunities, administering housing and homelessness service grant programs, ensuring compliance with administrative and legislative mandates, identifying and proposing additional programs to fill service gaps, and coordination and project management of City's assistance to, and participation in, affordable housing development projects.

### CLASS CHARACTERISTICS

This is a one position class characterized by the responsibility of managing the provision of housing and homeless services activities, overseeing City contractors and activities related to housing placement, benefit programs, and health services. The major functional responsibility is for the effective formulation and implementation of all housing and homelessness services programs. Incumbents are expected to have a good understanding of the Housing and Urban Development (HUD) and Housing Community Development (HCD) programs and the associated financing mechanisms for homeless and housing assistance and development. The incumbent performs the most difficult and responsible types of duties including financial analysis and administration, and overall program management and is expected to have experience in all procedures related to assigned areas of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, assigns, directs, trains, reviews, and evaluates the work of service providers who are responsible for the implementation of the City's housing and homelessness services programs; plans and directs the preparation of schedules, establishment of case records, determination of priorities, assignment of individual tasks and overall establishment of workload.

## Classification Specification

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

- Develops short-, mid-, and long-term prioritized implementation plans to address homelessness aligned with the City’s Homelessness Strategic Plan and the regional strategy and stakeholders, identifying resources and funding.
- Provides staff services to the Community Development Department; prepares routine and technical reports; provides information to the Housing Manager as needed for the formulation of program policies and guidelines; makes recommendations on the establishment of policies and guidelines for the City’s Housing and Homelessness Programs.
- Manages and coordinates contractors that provide housing services; assists with developing plans and work programs for counseling of clients, which may include tenants, landlords and homeowners; determines priorities, schedules, and criteria for the delivery of housing services.
- Supervises the preparation of brochures, informational releases, and marketing and outreach regarding the City’s housing and homelessness assistance programs.
- Develops and maintains collaborative partnerships with City departments, government entities, nonprofit and private sector entities, community groups, service providers, residents, businesses, and the homeless to gain support for program initiatives, solutions, and funding and implement policies and strategies to address the consequences of homelessness that build and support the continuum of services that address housing insecurity and experiences of homelessness.
- Manages various funding sources; seeks and applies for funding from various community stakeholders and grants; manages compliance with funding requirements.
- Establishes and manages a housing and homeless information referral system, including management of program web pages, gathering and interpretation of housing and homeless data, providing information to city departments.
- Creates metrics that define performance, results, collective impact, and the gaps in housing and homelessness services.
- Prepares and issues Requests for Proposal and Request for Qualifications for services providers for housing and homelessness services.
- Prepares a variety of complex analytical, statistical, and narrative reports, memorandums, and correspondence for dissemination to City Council and other internal or external entities as required by City administration and federal, state, and private agencies.
- Prepares and makes presentations to Council, community organizations, and other governmental agencies.

## Classification Specification

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

- Attends a variety of staff, Council, board, and commission meetings and represents the City at various public and community forums.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

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

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

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- The impact the job has on the City of Richmond is significant in terms of time, money, public, and 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 with major course work in Social Work, Behavioral Science, Public Health, Business Administration, Public Administration, or a closely related field.
- Three (3) to five (5) years of experience coordinating and developing housing services or programs which would demonstrate the application of the knowledge and abilities listed. Supervisory experience in housing programs is desirable.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

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

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Principles and practices of service provision to the homeless population. Homeless housing services and counseling programs as administered on the municipal level, including housing referral services, client financial counseling, and the organization of community groups.
- The needs and problems of unhoused individuals needing housing services.
- Federal, state, and local housing programs, including laws on landlord tenant relations and fair housing.
- Principles and practices of management, program planning, development, implementation, evaluation, and administration.
- The workings of local government as it relates to housing/homeless problems and programs.
- Understanding of affordable housing development.
- Principles and practices of effective communication including basic methods and techniques of active listening and conflict resolution.

#### Skill in:

- Analytical thinking
- Public speaking
- Organization and time management
- Preparing clear and comprehensive technical and financial analyses and reports

#### Ability to:

- Identify needs, formulate policy, develop, and design program objectives, procedures, materials, and evaluation techniques
- Foster effective collaborative working relationships with a wide variety of community service providers, both public and private.
- Interpret and apply laws, regulations, policies, and procedures
- Communicate effectively, both orally and in writing
- Collect, organize, interpret, summarize, and analyze data
- Supervise staff and delegate work assignments

## Classification Specification

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

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

## Classification Specification

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

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **HOUSING SERVICES SUPERVISOR**

### **DEFINITION**

Under general direction, plans and directs the work of the section's staff; manages the City's housing services activities, including housing counseling, housing relocation, housing information and referral services, and formulation of housing services programs; and does related work as required.

### **CLASS CHARACTERISTICS**

This is a one position class characterized by the responsibility of managing a unit providing housing services activities. The major functional responsibility is for the effective formulation and implementation of all housing services programs.

### **EXAMPLES OF DUTIES**

1. Plans, assigns, directs, trains, reviews, and evaluates the work of subordinates who are responsible for the implementation of the City's housing counseling and services programs; plans and directs the preparation of schedules, establishment of case records, determination of priorities, assignment of individual tasks and overall establishment of workload.
2. Provides staff services to the City's Community Development Commission; prepares reports and recommendations on the establishment of policies and guidelines for the City's housing programs; makes presentations to the Commission; provides information to the Commission as needed for the formulation of program policies and guidelines.
3. Manages the housing counseling activities; responsible for developing plans and work programs for counseling of tenants and homeowners; approves issuance of certificates of eligibility to counseled families and determines priorities, schedules, and criteria for the delivery of counseling services.
4. Manages the provision of relocation assistance and payments to persons displaced by governmental action. Responsible for the preparation of relocation plans and the establishment of relocation payment schedules. Recommends approval of claims for relocation payments.
5. Coordinates staff services to neighborhood project area committees; assigns staff to provide services and attend meetings; documents actions taken at meetings; arranges for the provision of necessary reports and information to the committees; coordinates the implementation of public improvements in the project areas; works closely with other City departments in planning and implementing public improvements requested by project area committees.
6. Supervises the preparation of brochures and informational releases on the City's

**HOUSING SERVICES SUPERVISOR  
PAGE 2**

housing programs. Supervises the marketing and outreach efforts for the City's housing rehabilitation loan programs.

7. Responsible for the establishment and management of a housing information and referral system, including gathering of housing data providing information to clients, and the establishment of a client referral system to record services delivered to all clients.
8. Responsible for the preparation of periodic reports on all activities of the unit, including reports to the federal government on all relocation and counseling activities.
9. Makes presentation to citizen groups, including boards, commissions, and other agencies on the policies and services of the department.

**MINIMUM QUALIFICATIONS**

**Thorough knowledge of**

Principles and practices of housing services and counseling programs as administered on the municipal level, including housing counseling and relocation, housing referral services, housing finance programs, client financial counseling, and the organization of community groups.

The needs and problems of individuals needing housing services.

Federal, state, and local housing programs, including laws on landlord tenant relations and fair housing.

**General knowledge of**

Principles of organization, administration, and management.

The workings of local government as it relates to housing problems and programs.

Principles of program development and evaluation.

**Ability to**

Plan, organize, direct, coordinate, and manage a major unit of a moderate sized City department; identify needs, formulate policy, develop and design program objectives, procedures, materials, and evaluation techniques; ability to train subordinate.

Orally communicate technical information and to prepare written reports.

**Education/Experience**

Three years of experience, including some at the supervisory level, which would demonstrate the application of the knowledges and abilities listed.



# STAFF REPORT

## **PERSONNEL BOARD**

**DATE:** December 13, 2023

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

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

**SUBJECT:** APPROVE THE FISCAL YEAR 2022/2023 ANNUAL REPORT OF THE CLASSIFIED SERVICE

### **BACKGROUND:**

Article XIII Personnel Administration Sec.8 of the City of Richmond's Charter directs that the Personnel Director make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article.

### **RECOMMENDATION:**

RECEIVE AND APPROVE the annual report of the Classified Service for Fiscal Year 2022/2023 as fulfillment of the requirement for the Personnel Board to submit an annual report to the Council.

### **DISCUSSION:**

Article XIII, Personnel Administration, Sec.8 of the City of Richmond's Charter states:

"The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record."

Pending approval of the Personnel Board, the Interim Human Resources Director has prepared an annual report that contains information and statistical data relating to City employment and the personnel programs and activities of the Personnel Board. The report denotes the human resources activities in Fiscal Year 2022/2023 in the topics of classification review, recruitments, employment activity, personnel rules, the formation or modification of collective bargaining units, and Personnel Board appeals.

## Personnel Board Staff Report

Once approved, the Interim Human Resources Director will agendaize the report for the City Council's receipt on the next available meeting, which adheres to the requirement that the annual report is transmitted to the Council on an annual basis.

### **CONCLUSION:**

The Human Resources Department recommends that the Personnel Board receives and approves the Fiscal Year 2022/2023 annual report of the Classified Service.

**ANALYSTS:** Sharrone Taylor, Human Resources Director  
Catherine Selkirk, Human Resources Manager

### **Attachments:**

2022/2023 Personnel Board Annual Report

# City of Richmond Personnel Board FY 2022/2023 ANNUAL REPORT

## Personnel Board Members

Chair Larry Wirsig

Vice-Chair Vernetta Buckner

Board Member Phillip Front

Board Member Kyra Worthy

Submitted by:

Sharrone Taylor

Interim Human Resources Director

Human Resources Department

November 16, 2023



# Introduction

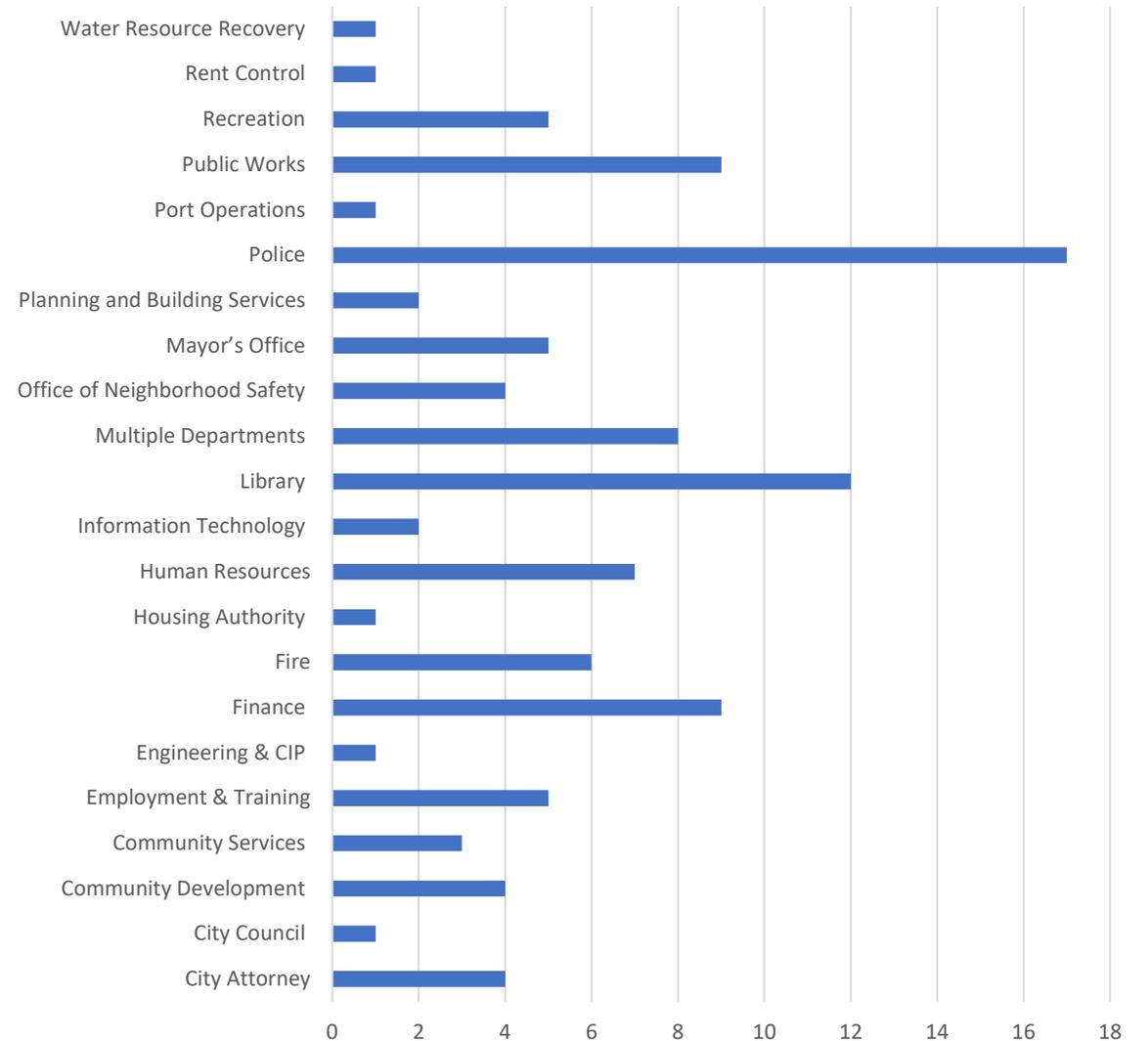
The Personnel Board is responsible for the adoption and modification of the Personnel Rules, the creation and modification of class specifications, and the hearing of appeals resulting from disciplinary actions or allegations of discrimination.

## Article XIII Personnel Administration Sec. 8 (k) states:

- The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the City Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record.

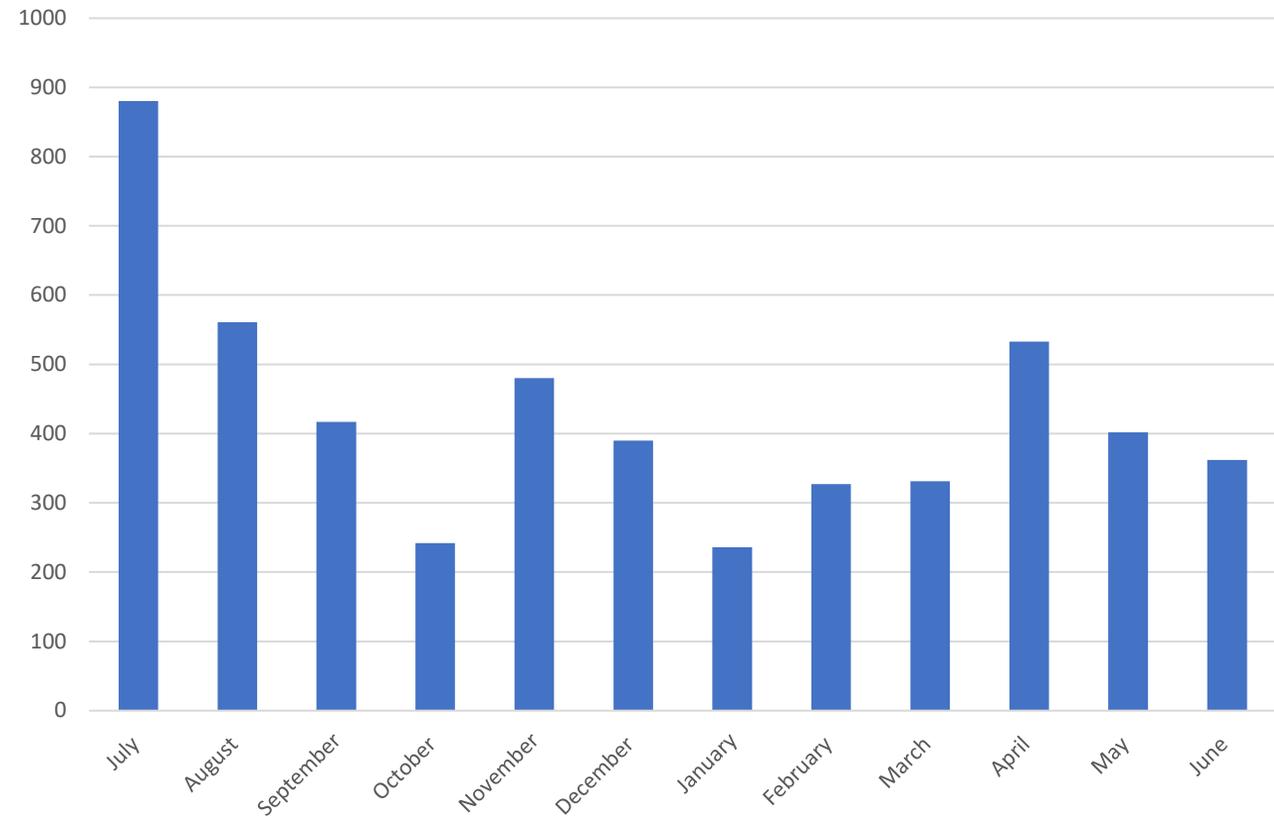
# City of Richmond Recruitments

The City conducted **108** recruitments.



# City of Richmond Applications

The City accepted and reviewed **5161** employment applications.





# Employment Activity

- The City hired **131** employees (68 Full-time and 63 Part-time)
- The City re-hired **43** employees (16 Full-Time and 27 Part-Time)
- The City promoted **70** employees and **1** employee was reclassified.

## Additional Human Resources Activity:

### Personnel Rules Amendments

- There were zero (0) Personnel Rules amendments in FY 2022/2023

### Personnel Board Appeal Hearings

- There were zero (0) appeals request and one (1) hearing in FY 2022/2023

### Formation/Modification of Bargaining Units

- The Executive Management Unit was established in IFPTE Local 21 FY 2022/2023



# FY 22/23 Human Resources Highlights

- The City continued its efforts to review approximately **230** job descriptions as part of the Classification and Compensation Study done by Segal which started in 2019.
  - Launched a virtual recruitment campaign to fill Police Department vacancies.
  - Successfully negotiated contracts (Memorandum of Understandings) with four bargaining groups: SEIU 1021, IFPTE Local 21, RPOA (Police), and Local 188 (Fire)
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Your Human Resources Department has employed several strategies focused on employee recruitment, retention, accountability and we have clear goals to improve employee morale and wellness, promote stability, provide training and workforce development, succession planning, and more.

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## YOUR HUMAN RESOURCES STAFF

We represent a combined 125 years of City of Richmond Experience!

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Questions?