

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, January 25, 2024**  
**6:15 p.m.**

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



## AGENDA

### Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
  - a. Special Meeting of October 19, 2023
  - b. Special Meeting of December 13, 2023
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
  - a. APPROVE the revision of Park Supervisor job description.
  - b. DISCUSS nomination of and ELECT Personnel Board Chair and Vice Chair
8. UNFINISHED/OLD BUSINESS
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
10. CONSIDERATION OF PROBLEMS AND REPORTS
11. ADJOURNMENT

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

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

NOTICE: SEATING WILL BE LIMITED AND MASKS ARE STRONGLY ENCOURAGED.

**How to watch the meeting from home:** The meeting may be accessed by using the following Zoom meeting link:

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

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

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

Via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, January 25, 2024, 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, January 25, 2024. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

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

Public comment is limited to two (2) minutes.

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

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

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

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

**PERSONNEL BOARD  
SPECIAL MEETING**

**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 perform 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

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

**PERSONNEL BOARD  
SPECIAL MEETING**

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

**December 13, 2023**  
**MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on December 13, 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 October 19, 2023

**SPEAKERS:**

None

Vice Chair Buckner requested dates of the special meeting in October be reviewed for accuracy.

Special Meeting Minutes of October 19, 2023, were not approved and will be placed on next agenda for approval by the following vote:

YEA: None NAY: V. Buckner, P. Front, L. Wirsig. ABSENT: K. Worthy.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: Email received and read.

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**6. CONSENT AGENDA**

- None

**7. NEW BUSINESS**

- a. Approve the revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor.

**SPEAKERS:**

- Cordell Hindler: Stated he is a Richmond resident, and he has reviewed the job descriptions and has no objections. Would like the job descriptions to be approved by the Board and staff to work with the consultants on the positions.

Human Resources Director, Sharrone Taylor, presented the three (3) job descriptions. Ms. Taylor provided background on the presented job descriptions. The Communications Center Manager was reviewed by the Police department and requested to add more refined job duties. The Housing Program Analyst and Housing Services Supervisor were updated to include work that is being done in the Community Development Department surrounding the unhoused initiatives. Ms. Taylor added the City has received numerous grants, multimillion dollar grants, to address the concerns around the City's unhoused.

Vice Chair Buckner questioned if the scope of the Housing Programs Analyst and Housing Services Supervisor would be limited in any capacity. Ms. Taylor answered that the update to the job descriptions is expanding the scope.

Chair Wirsig made a motion to approve the revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor. Vice Chair Buckner seconded the motion. The revised job descriptions for Communications Center Manager, Housing Programs Analyst and Housing Services Supervisor by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: K. Worthy.

- b. Approve the fiscal year 2022/2023 annual report of classified service.

**SPEAKERS:**

- Cordell Hindler: Looked at the annual report and thought it looked perfect. Mr. Hindler liked how it outlined what the HR department has done in the last 18 months and has no objections. Mr. Hindler gave direction for the Board to hear the annual report and approve the report so staff can forward it to City Council.

Human Resources Director, Sharrone Talor, presented the annual report.

***Audio recordings of Personnel Board Meetings are available at:***  
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The Board thanked the staff for their work.

Board member Front inquired how the 108 recruitments were measured? The source of the data and what system was used to track recruitments. Board member Front also requested clarification on how a recruitment is defined.

Ms. Taylor informed the board that the department uses the NeoGov platform. With the green initiative the City no longer accepts paper applications and all applications are accepted through NeoGov. Ms. Taylor clarified that a recruitment involves having a vacancy and going out and opening a recruitment, opening a job announcement, accepting applications, and taking them all the way to the establishment of an employment list. Ms. Taylor further added that a recruitment is an open opportunity for people that are interested in working in that position to apply. The Human Resources department reviews the applications for minimum qualifications. The numbers reflect the hard data as to the number of actual recruitments. It was added that not all recruitments are successful and may need to be open again.

Vice Chair Buckner inquired if the recruitments and applications data captures those already employed with the City.

Ms. Taylor confirmed the data does reflect promotional recruitments.

Board member Front inquired if the departments also conduct cold outreach to people who may be qualified or if it's primarily an open recruitment that receives applications.

Ms. Taylor informed the board that staff is actively involved in recruiting such as making calls, word of mouth, following up on referrals, and using platforms such as LinkedIn, indeed, and ZipRecruiter.

Board member Front asked if the City does any kind of annual or engagement surveys to measure the satisfaction of the employees, from a data standpoint.

Ms. Taylor responded that the City has in the past and plans to start back up. This year's focus is employee engagement, morale, and wellness.

Board member Front suggested a regular cadence of employee engagement surveys would be beneficial. Board member Front asked the number of employees the City has.

Human Resources Manager Catherine Selkirk informed the board the City has about 620 full-time employees. Human Resources Director Sharrone Taylor added the City has about 150 part-time employees.

Board member Front made a motion to approve the fiscal year 2022/2023 annual report of classified service. By the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: K. Worthy.

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

**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 6:44 p.m.

## Rozma Paiz

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**From:** Cordell Hindler  
**Sent:** Saturday, December 9, 2023 11:44 AM  
**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 for Placement on the February 22nd 2024, Agenda

1. Approve The revision/retitle of Deputy Director of Housing to Deputy Director of Economic Development
2. Approve Revision to Job Description for Port Administrator
3. Also to Direct Staff to Work with KOFF & Associates to Assist in the Recruitment for Administrative Services Coordinator and Administrative Analyst.

I Had Looked Into the City of Emeryville and the Deputy Director Reports to the Community Development Director

Sincerely  
Cordell

# 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



CITY OF

*Richmond* CALIFORNIA



# Introduction

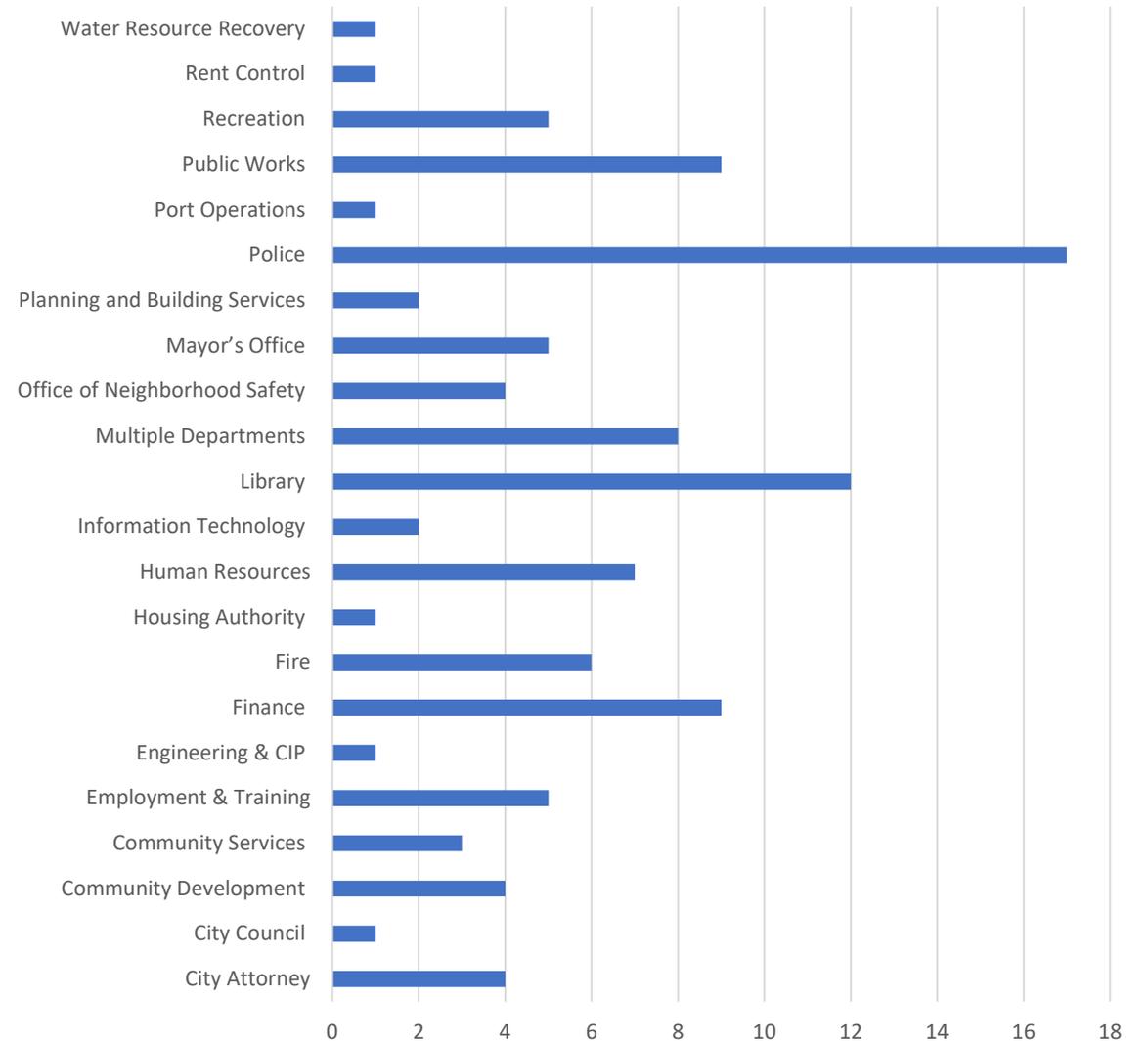
The Personnel Board is responsible for the adoption and modification of the Personnel Rules, the creation and modification of class specifications, and the hearing of appeals resulting from disciplinary actions or allegations of discrimination.

## 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.

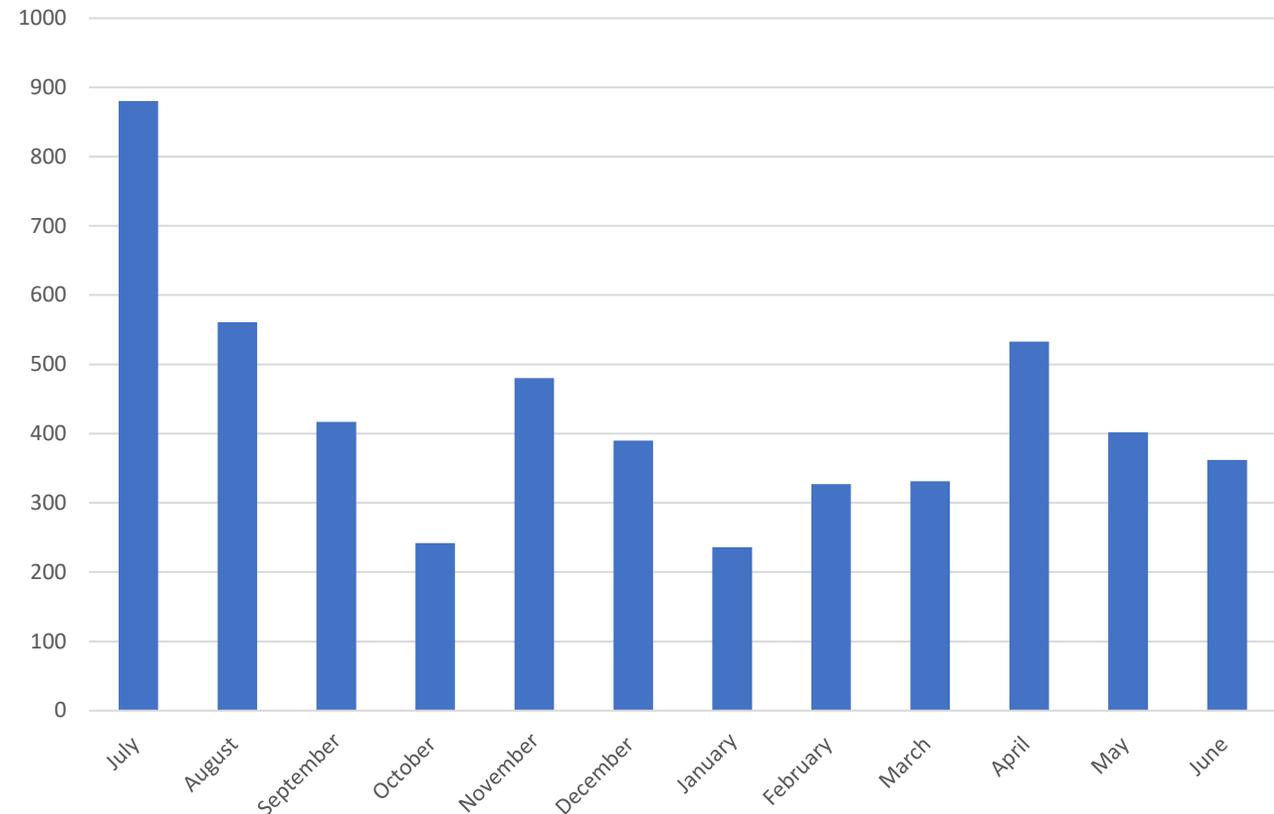
# City of Richmond Recruitments

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?



# STAFF REPORT

## HUMAN RESOURCES DEPARTMENT

**DATE:** January 25, 2024

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

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

**SUBJECT:** APPROVE THE REVISION OF PARK SUPERVISOR JOB DESCRIPTION

### **BACKGROUND**

The Public Works Department would like to revise the Parks Supervisor job description to remove language regarding a certification that is no longer required for the position.

### **RECOMMENDATION**

The Human Resources Department recommends approval of the revisions to the job specification.

### **ANALYSIS**

Human Resources Staff have revised the current Parks Supervisor job description to remove language regarding possession of a California Qualified Applicator's Certificate. This certificate is explicitly for spraying pesticides.

On July 24, 2012, Richmond City Council adopted Ordinance 06-12, requiring the City to manage pests at City-maintained properties using integrated pest management principles and techniques. In effect, this ordinance bans the use of pesticides (herbicides and the like) that are classified as carcinogenic. Since the adoption of the ordinance, City staff have not been using pesticides on City facilities.

### **CONCLUSION**

On January 11, 2024, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted description. The Union notified Human Resources on January 16, 2024, that they are in agreement with these changes. HR staff recommends approval of the revisions of the classification of Parks Supervisor.

Personnel Board  
Police Administrative Manager

**ANALYST:** Jessica Somera, Senior Personnel Analyst

**Attachments:** Proposed Parks Supervisor Job Specification Clean  
Proposed Parks Supervisor Job Specification Redline  
Current Parks Supervisor Job Specification



## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, supervises and participates in the work of employees engaged in the construction, operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class report to the Senior Parks Supervisor and provide direct supervision of parks maintenance crews. Supervision may include participation in formal grievance procedures as well as preparations of performance evaluations. Incumbents differ from the Senior Parks Supervisor Class in that they are working supervisors with the responsibility for identifying and correcting hazardous or unsafe conditions and the general maintenance of an assigned geographical or functional crew.

### 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 participates in the work of a crew of employees engaged in the development and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities.
- Assigns personnel to the maintenance of particular areas.
- Guides the work in the preparation of sites and the planting, cultivating, weeding, fertilizing, spraying, watering, trimming and removal of grass, trees, shrubs, plants, and flowers, and the regular mowing of grass.
- Supervises and participates in the maintenance and cleaning of park facilities such as restrooms, recreation buildings, fences, roads, walks, playing fields, grandstands, play equipment, and natural areas.
- Inspects, reviews and evaluates the work of crew personnel; estimates need for, and requisitions tools, equipment, supplies and materials.
- Instructs and assists crew members in more difficult work; circulates and enforces safety regulations.

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

- Ensures the safety of parks area by conducting regular inspections and reporting needed maintenance or improvements.
- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/effectiveness, issue 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.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of progressively responsible experience in park operations or maintenance.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

- California Driver's License is an ongoing requirement.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Parks construction and repair methods, materials and tools
- Maintenance and repair of light power equipment
- General propagating, planting, cultivating, pruning and care of flowers, shrubs, trees and lawns
- Plant and tree diseases and pests common to the San Francisco Bay Area and the methods and materials used in their control and eradication.
- Occupational Safety and Health Standards
- Personnel practices and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Leadership
- Problem-solving
- Organization and time management

#### Ability to:

- Assign, supervise and evaluate the work of subordinate personnel
- Prepare routine operational reports and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e. weekly tailgate meetings)
- Maintain complete and accurate records

### WORK ENVIRONMENT/CONDITIONS

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT



## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under general supervision, supervises and participates in the work of employees engaged in the construction, operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class report to the Senior Parks Supervisor and provide direct supervision of parks maintenance crews. Supervision may include participation in formal grievance procedures as well as preparations of performance evaluations. Incumbents differ from the Senior Parks Supervisor Class in that they are working supervisors with the responsibility for identifying and correcting hazardous or unsafe conditions and the general maintenance of an assigned geographical or functional crew.

### 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 participates in the work of a crew of employees engaged in the development and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities.
- Assigns personnel to the maintenance of particular areas.
- Guides the work in the preparation of sites and the planting, cultivating, weeding, fertilizing, spraying, watering, trimming and removal of grass, trees, shrubs, plants, and flowers, and the regular mowing of grass.
- Supervises and participates in the maintenance and cleaning of park facilities such as restrooms, recreation buildings, fences, roads, walks, playing fields, grandstands, play equipment, and natural areas.
- Inspects, reviews and evaluates the work of crew personnel; estimates need for, and requisitions tools, equipment, supplies and materials.
- Instructs and assists crew members in more difficult work; circulates and enforces safety regulations.

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

- Ensures the safety of parks area by conducting regular inspections and reporting needed maintenance or improvements.
- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/effectiveness, issue 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.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

### FISCAL RESPONSIBILITY

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

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

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of progressively responsible experience in park operations or maintenance.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

- California Driver's License is an ongoing requirement.
- ~~Incumbents must possess a California Qualified Applicator's Certificate at the time of appointment to this classification.~~

**Commented [JS1]:** Request to remove certification as it is no longer required of the position per Public Works.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Parks construction and repair methods, materials and tools
- Maintenance and repair of light power equipment
- General propagating, planting, cultivating, pruning and care of flowers, shrubs, trees and lawns
- Plant and tree diseases and pests common to the San Francisco Bay Area and the methods and materials used in their control and eradication.
- Occupational Safety and Health Standards
- Personnel practices and procedures
- Modern office practices and equipment, including applicable software

#### Skill in:

- Leadership
- Problem-solving
- Organization and time management

#### Ability to:

- Assign, supervise and evaluate the work of subordinate personnel
- Prepare routine operational reports and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e. weekly tailgate meetings)
- Maintain complete and accurate records

## Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

### WORK ENVIRONMENT/CONDITIONS

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

### Classification Specification

<b>Classification Title</b>	Parks Supervisor
<b>Job Code</b>	2530
<b>FLSA Status</b>	Exempt

- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT



# Parks Supervisor

Class Code:  
2350

Bargaining Unit: Local 21 Mid-Management

CITY OF RICHMOND (CA)  
Established Date: Dec 11, 1985  
Revision Date: Jun 15, 2023

## SALARY RANGE

\$8,257.22 - \$10,036.68 Monthly

### GENERAL SUMMARY:

#### General Summary

Under general supervision, supervises and participates in the work of employees engaged in the construction, operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; performs related work as required.

#### Distinguishing Characteristics

Incumbents in this class report to the Senior Parks Supervisor and provide direct supervision of parks maintenance crews. Supervision may include participation in formal grievance procedures as well as preparations of performance evaluations. Incumbents differ from the Senior Parks Supervisor Class in that they are working supervisors with the responsibility for identifying and correcting hazardous or unsafe conditions and the general maintenance of an assigned geographical or functional crew.

### 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 participates in the work of a crew of employees engaged in the development and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities.
- Assigns personnel to the maintenance of particular areas.
- Guides the work in the preparation of sites and the planting, cultivating, weeding, fertilizing, spraying, watering, trimming and removal of grass, trees, shrubs, plants, and flowers, and the regular mowing of grass.
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- Inspects, reviews and evaluates the work of crew personnel; estimates need for, and requisitions tools, equipment, supplies and materials.
- Instructs and assists crew members in more difficult work; circulates and enforces safety regulations.
- Ensures the safety of parks area by conducting regular inspections and reporting needed maintenance or improvements.
- Enforces or directs the enforcement of all City and shop safety rules and practices; conducts safety meetings; and organizes safety programs.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of progressively responsible experience in park operations or maintenance.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement
- Incumbents must possess a California Qualified Applicator's Certificate at the time of appointment to this classification.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Parks construction and repair methods, materials and tools
- Maintenance and repair of light power equipment
- General propagating, planting, cultivating, pruning and care of flowers, shrubs, trees and lawns
- Plant and tree diseases and pests common to the San Francisco Bay Area and the methods and materials used in their control and eradication.
- Occupational Safety and Health Standards
- Personnel practices and procedures

- Modern office practices and equipment, including applicable software

**Skill in:**

- Leadership
- Problem-solving
- Organization and time management

**Ability to:**

- Assign, supervise and evaluate the work of subordinate personnel
- Prepare routine operational reports and maintain related records
- Train and advise staff in the proper and safe operation of equipment
- Deal effectively and courteously with the general public
- Understand and effectively handle supervisory problems
- Train subordinates to work effectively and safely
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Make operating decisions in conformance with budget limitations
- Effectively manage supply inventory
- Conduct CAL OSHA-compliant regular safety training (i.e. weekly tailgate meetings)
- Maintain complete and accurate records

**SUPPLEMENTAL INFORMATION:**

**Supervisory Responsibilities**

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

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

**Working Conditions & Physical Demands**

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

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

**CLASS INFORMATION:**

- FLSA Status: Exempt
- Job Class: 2350 / SM-854



# STAFF REPORT

## **PERSONNEL BOARD**

**DATE:** January 25, 2024

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

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

**SUBJECT:** ELECT PERSONNEL BOARD CHAIR AND VICE CHAIR

### **BACKGROUND:**

September 23, 2021, annual election of Chair and Vice Chair was adopted by the seated Personnel Board Members.

### **RECOMMENDATION:**

**ELECT** Personnel Board Chair and Vice Chair.

### **DISCUSSION:**

### **CONCLUSION:**

The Human Resources Department is recommending the election of a Chair and Vice Chair as per the procedures for annual election

**Attachments:** Procedures for Annual Election of Chair and Vice Chair

City of Richmond Personnel Board  
Procedures for Annual Election of Chair and Vice Chair

The purpose of this procedure is to establish a process for the annual election of the Chair and Vice Chair of the Personnel Board.

1. At the first regular meeting of the calendar year, a Chair and Vice Chair shall be elected by the majority vote of the Board present.
2. The newly elected Chair shall preside for one year.
3. The newly elected Vice Chair shall perform all the duties of the Chair in his or her absence or inability to act.
4. In the absence of both the Chair and Vice Chair, the Board Members present shall elect a Chairperson pro tem.
5. After the Chair and Vice Chair have been seated, the remaining Board Members shall select their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Personnel Board; however, any two Board Members may change seats at any time by mutual consent.

Adopted: 9/23/2021