

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, June 27, 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**
  - Regular Meeting of May 23, 2024
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
  - None
7. **NEW BUSINESS**
  - APPROVE Lending Library Specialist Job Description
8. **UNFINISHED/OLD BUSINESS**
  - None
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
  - None
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
  - None
11. **ADJOURNMENT**

**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

**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.

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**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, June 27, 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, June 27, 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.

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**May 23, 2024  
MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on May 23, 2024.

**1. ROLL CALL**

Present: Larry Wirsig, Chair  
Vernetta Buckner, Vice Chair  
Phillip Front, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of March 28, 2024.

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of March 28, 2024. Chair Wirsig seconded the motion. The Regular Meeting Minutes of March 28, 2024, were approved by the following vote:

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

**5. PUBLIC COMMENT**

**SPEAKERS: Cordell Hindler**

Cordell Hindler would like the revision or retitle from Chief Harbor Engineer to Deputy Director, the revision to Port Administrator, and establish the classification of Economic Development Marketing Manager placed on the July 25<sup>th</sup> meeting agenda. Cordell Hindler spoke with Charles Gerard and it seems he would be interested in bringing two positions forward. Doing his own analysis, Cordell Hindler looked at the City of Walnut Creek, and the Economic Development Marketing Manager reports to the Community Development Director.

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

## 6. CONSENT AGENDA

- None

## 7. NEW BUSINESS

- a. Establish the classification of Senior Permit Technician and approve the job specification.

### **SPEAKERS:**

- Public Comment: Cordell Hindler – Cordell Hindler didn't have any objection and suggested the Board approve the position as presented and direct staff to work with a consultant on the classification.

Human Resources Director, Sharrone Taylor, presented the Senior Permit Technician job classification. Ms. Taylor informed the board after a review of the organization; it was determined that the establishment of the class would be conducive to increasing service delivery. The department is interested in placing a lead between the building inspector supervisor and the permit technicians to oversee day-to-day operations.

Ms. Taylor confirmed Vice Chair Buckner's inquiry that the presented classification would allow the acting supervisor to oversee major projects and or allow more time to inspect.

Board Member Front requested clarification if the duties in the proposed classifications were currently performed by someone already employed with the City. Ms. Taylor confirmed that currently, the Building Inspector Supervisor oversees the day-to-day operations of the permit desk, and the day-to-day operations for the building inspection unit, and conducts inspections himself.

Vice Chair Buckner made a motion to approve the establishment of the Senior Permit Technician classification and approve the job specification. Board Member Front seconded the motion. The establishment of the Senior Permit Technician classification and job specification was approved by the following vote:

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

- b. Approve the revisions to Permit Technician I and Permit Technician II

### **SPEAKERS:**

- Public Comment: Cordell Hindler – Cordell Hindler reviewed the revisions and didn't have any objections. Cordell Hindler suggested the Board approve the revisions and direct staff to work with a consultant on the classifications.

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Human Resources Director, Sharrone Taylor, presented the revisions to Permit Technician I and Permit Technician II. Currently, the position is only in the building division and only issues permits related to planning and building permits. After looking at the organization in Public Works, it was discovered that there's a need for a Permit Technician in the Public Works Department to assist with traffic permitting, encroachments, and other permits related to the functions in the Public Works Department. The language that states it must be in the Building Division has been taken out and made general to state the classification can be in any City department that requires the role.

Vice Chair Buckner inquired if this would allow the Permit Technician in the Building Division to move lateral across many functions and serve those departments without any additional training or resources. Ms. Taylor responded there would be an added FTE to the Public Works Department and our current Permit Technicians would have the opportunity to be considered for the position in Public Works if they were interested in transferring.

Board Member Front inquired who currently works on permits for the Public Works Department if the classification doesn't exist for the department. Public Works Director Daniel Chavarria clarified a Junior Engineer is covering the needs. The revision would allow the tasks to be appropriately assigned and free up the engineer to help where needed on capital improvement projects.

Chair Wirsig requested whose budget the additional FTE would fall under. Ms. Taylor responded the additional FTE would be in the Public Works Department, likely in the engineering division.

Board Member Front motioned to approve the revisions to Permit Technician I and Permit Technician II. Chari Wirsig seconded the motion. The revision to Permit Technician I and Permit Technician II was approved by the following vote:

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

c. Approve the revision/retitle of Plan Check Engineer.

**SPEAKERS:**

- Public Comment: Cordell Hindler – Cordell Hindler didn't have any objection and suggested the Board approve the classification and direct staff to work with a consultant on the recruitment process.

Human Resources Director, Sharrone Taylor, presented the revision and retitle of Plan Check Engineer. Ms. Taylor provided background information that through a market study and review of job descriptions from 12 comparable agencies, it was discovered that the position must have a professional engineer or PE license to be able to perform the duties in the position. The license wasn't previously in the job description.

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Board Member Front inquired if there was someone currently in the role and if they have their PE license. Ms. Taylor informed the Board there is someone currently in the role and the incumbent does have their PE license.

Chair Wirsig motioned to approve the revision and retitle of Plan Check Engineer. Vice Chair Buckner seconded the motion. The revision and retitle of Plan Check Engineer was approved by the following vote:

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

d. Approve the revision to Senior Civil Engineer.

**SPEAKERS:**

- Public Comment: Cordell Hindler – Cordell Hindler didn't have any objection and suggested the Board approve the position as presented and direct staff to work with a consultant on the recruitment process.

Human Resources Director, Sharrone Taylor, presented the revision to Senior Civil Engineer. Ms. Taylor stated the increased demand for engineers has made the search difficult. The recruitment for Senior Civil Engineer is open and applicants are applying from outside the state of California who have a strong skill set with lots of experience. However, due to the limitations of the job description, which requires a California PE, these applicants were automatically rejected. The revision to the minimum qualifications would allow an individual to start as a Senior Civil Engineer with an out-of-state license with the caveat that they would need to attain their California PE within a year of appointment.

Vice Chair Buckner asked if the City would supply the training dollars for the incoming individual. Ms. Taylor clarified that the individual would already have a professional engineering license in another state and would need to have their PE in California. The City would support the candidate and allow them time to study and provide the resources they need to gain their PE within California.

Board Member Front requested clarification if the candidate would be able to practice as a Senior Civil Engineer before they attain their PE in California and what are the differences between California license and other states. Ms. Taylor stated the individual would be able to practice in the role because there is a Chief Engineer who would sign off on the work and the understanding is California PE license requires two additional exams.

Vice Chair Buckner made a motion to approve the revisions to the Senior Civil Engineer job specification. Board Member Front seconded the motion. The revisions of Senior Civil Engineer was approved by the following vote:

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

***Audio recordings of Personnel Board Meetings are available at:***  
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**8. UNFINISHED BUSINESS**

- None

**9. REVIEW OF SUBPOENA(S)**

- None

**10. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**11. ADJOURNMENT OF SPECIAL MEETING**

The meeting adjourned at 6:36 p.m.



# STAFF REPORT

## HUMAN RESOURCES

**DATE:** June 27, 2024

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

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

**SUBJECT:** ESTABLISH THE CLASSIFICATION OF LENDING LIBRARY SPECIALIST  
AND APPROVE THE JOB SPECIFICATION

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### **BACKGROUND**

The Community Services Department - Recreation has observed a consistent uptick in the utilization of its Tool Lending library facilities over the past few years. As a result, there is a growing need to introduce specialized roles to enhance service delivery and operational efficiency. The individuals in these positions may also be responsible for driving or towing the Mobile Tool Lending Library and undertaking associated tasks as required.

Currently, the Community Services Department - Recreation lacks a specific classification for Lending Library Specialists. Ongoing discussions have occurred between the City and labor over several months to establish this classification as a standalone position, a move that the Union supports. After carefully evaluating the needs of the Recreation Department, the Deputy Director of Community Services - Recreation has determined that the creation of a permanent Lending Library Specialist position is crucial to meet the organizational needs of the Tool Lending Library.

The City is creating the Lending Library Specialist as a new classification to staff and support the lending library operations.

### **RECOMMENDATION**

The Human Resources Department recommends establishing the classification of Lending Library Specialist and approving the job specification.

### **ANALYSIS**

The Community Services Department has operated a tool lending library on a small

# Personnel Board June 27, 2024

## Lending Library Specialist

scale with limited hours. They have both a fixed location and a Mobile Tool Library (operated via a trailer). The department has plans to expand the lending library operations to include tools and equipment related to home maintenance and repair, culinary arts, bike repair, automotive, home appliances, and similar do-it-yourself libraries. As well, they will be expanding their open hours. As such they are in need of establishing a job classification that will staff the lending library and assist lending library patrons with finding and checking out equipment and performing related work.

The Lending Library Specialist position will play a crucial role in providing support for the Tool Lending Library. The Specialist will deliver direct services and assist patrons with accessing a wide range of tools, equipment, and information for various DIY projects, home maintenance, culinary arts, bike repair, automotive needs, and home appliances. This position is essential to meet the increasing demands of our patrons and to ensure the efficient management of the Tool Lending Library resources.

### **CONCLUSION**

On March 14, 2024, the City sent the proposed job specification for the new classification to SEIU 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification. Staff met and conferred with the union, and they are in agreement with the establishment of the classification and the job specification. HR staff recommends approving the establishing the classification of Lending Library Specialist and the job specification.

**ANALYST:** Nicole Williams, Human Resources Analyst I

**Attachments:** Draft Lending Library Specialist Job Specification



## Classification Specification

<b>Classification Title</b>	Lending Library Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt

### GENERAL SUMMARY

The position assists lending library patrons with locating tools, equipment, and information, regarding home maintenance and repair, culinary arts, bike repair, automotive, home appliances, and similar do-it-yourself libraries; orders, maintains and repairs tools and equipment. In addition, this classification will perform administrative tasks, such as maintaining logs and records, inventory, document preparation, and social media marketing. The incumbent may also drive or tow the Mobile Tool Lending Library and perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class is a specialist class responsible for performing complex support work for the lending libraries in the Recreation Division. The incumbent will use independent judgment and apply technical knowledge and/or related skills. All positions are characterized by clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from other library support classes in that the duties specifically apply to lending libraries and to basic home improvement and building construction-related reference service, the circulation of tools and building construction equipment, and can also include knowledge of other do-it-yourself lending library specialties.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Provides customer service and assists lending library patrons with locating lending library tools, equipment, and information.
- Selects and lends a variety of building trade and gardening tools and other equipment to patrons.
- Recommends the purchase of tools and equipment.
- May provide input on specialized policies and procedures.

## Classification Specification

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

- Maintains tools and equipment in an operable condition, including making basic repairs, and sending tools and equipment out to private tool repair companies when more difficult repair is required.
- Maintains the reserve and waiting list, retrieves overdue materials, and collects fines.
- Processes lending requests and advises patrons on the correct and safe use of tools and equipment; provides basic recommendations for patrons regarding home maintenance and repair.
- Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, inquiries, and the amount of fees and fines collected.
- Monitors expenditures related to tool and equipment repair and purchase; may assist with program budget preparation and administrative duties.
- May drive and tow the Mobile Tool Lending Library.
- Engages the community through various means, including attending meetings and events, conducting door-to-door outreach, and updating social media and websites for the lending libraries.
- Prepares a variety of written materials, including publicity flyers, news releases, program brochures, and narrative reports.
- Maintains lending library in a clean and orderly condition.
- Assists with monitoring developments related to tools, equipment, and instructional material on home maintenance and repair.
- Maintains inventory records.
- Orients and trains support staff and volunteers.
- Performs related work as assigned.

### **SUPERVISORY RESPONSIBILITIES**

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

### **HUMAN COLLABORATION AND JOB IMPACT**

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

- Work requires regular interaction involving exchange and receipt of information.

## Classification Specification

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

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

### FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High school diploma or GED equivalent.
- One (1) to three (3) years of library, customer service, and computer experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

#### Required Licenses or Certifications

- Must be able to travel to various locations within and outside of Richmond to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

#### Additional Requirements

- Must be able to work evenings, weekends, and irregular shifts.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Customer service
- Databases and online and print resources
- Neighborhoods and organizations in the City of Richmond
- Tools, equipment, and instructional manuals used in building repair and construction trades; culinary arts, bike repair, and automotive equipment
- Basic building maintenance repair and maintenance procedures and terminology
- Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending

## Classification Specification

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

- Record keeping, report preparation, and filing methods and techniques
- Standard safety practices and techniques
- Basic tool and equipment repair, and repair resources

**Skill in:**

- Organization and time management
- Customer service
- Lending and inventory control procedures
- Prepare and maintain accurate records and reports

**Ability to:**

- Select lending library tools and equipment that are reflective of the community served
- Safely operate lending library vehicles, and communicate with administration about mechanical issues
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Multi-task and prioritize work
- Utilize appropriate Personal Protective Equipment (PPE)

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

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

### WORKING CONDITIONS & PHYSICAL DEMANDS

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

- Contingent on assignment, this position may be in an indoor environment relatively free from unpleasant environmental conditions or hazards, or may work in an outdoor environment for mobile services.
- **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.

Established:

Revised:

EEO Code:

Bargaining Unit: General Employees