

PERSONNEL BOARD

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



REGULAR MEETING Thursday, July 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**
 - Regular Meeting of May 23, 2024
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
 - None
7. **NEW BUSINESS**
 - ESTABLISH the classification of Lending Library Specialist and APPROVE the job specification
 - APPROVE the revision of Librarian I and Librarian II job specification
 - APPROVE the revision of Facilities Maintenance Work II job specification
 - APPROVE the revision of the Stationary Engineer job specification
8. **UNFINISHED/OLD BUSINESS**
 - None
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
 - None
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
 - None
11. **ADJOURNMENT**

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

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

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Webinar ID: 850 1189 2620 Passcode: ezyKB0

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

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, July 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, July 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 or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA

HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

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 25th 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.

Audio recordings of Personnel Board Meetings are available at:

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

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

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

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: July 25, 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

BACKGROUND

The Community Services Department is expanding its tool lending library operated currently by the Recreation division. 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 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.

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

Personnel Board July 25, 2024

Lending Library Specialist Staff Report

Lending Library Specialist and the job specification.

ANALYST: Nicole Williams, Human Resources Analyst I

Attachments: Draft Lending Library Specialist Job Specification



Classification Specification

Classification Title	Lending Library Specialist
Job Code	
FLSA Status	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 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 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

Classification Title	Lending Library Specialist
Job Code	
FLSA Status	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

Classification Title	Lending Library Specialist
Job Code	
FLSA Status	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, or 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

Classification Title	Lending Library Specialist
Job Code	
FLSA Status	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

Classification Title	Lending Library Specialist
Job Code	
FLSA Status	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



STAFF REPORT

HUMAN RESOURCES

DATE: July 25, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISION OF LIBRARIAN I / LIBRARIAN II JOB SPECIFICATION

BACKGROUND

The Deputy Director of Community Services - Library is requesting the addition of flexibly staff language to Librarian I and Librarian II to streamline the promotional process for this classification.

RECOMMENDATION

The Human Resources Department recommends approving the revision of the Librarian I and Librarian II classification and the associated edits to the job specification.

ANALYSIS

Currently, Librarian I and Librarian II are separate classifications. Flexibly staffed positions have a more streamlined promotional process defined in the Personnel Rules than non-flexibly staffed positions:

“When a flexibly staffed position is underfilled, and there is no vacancy for that position, advancement to higher level class(es) in that series shall be based on the employee's development of knowledge, skills, and abilities required for the higher-level class and job performance in the current class. Since promotion is based on job performance, no examination must be announced.”

Flexibly staffed Librarian I and Librarian II classifications would give employees the ability to be promoted without being required to compete in an open recruitment, thereby providing an opportunity for professional growth that promotes employee retention and contributes to positive employee morale.

Personnel Board

Librarian I, Librarian II Staff Report

CONCLUSION

On July 16, 2024, the City sent the revised draft of Librarian I and Librarian II job specifications to SEIU Local 1021 General Employees Unit and invited the union to meet and confer regarding the revised specification. HR staff recommends approving the revisions of the Librarian I and II classifications.

ANALYST: Kristi Florence, Human Resources Analyst II

Attachments:

- Librarian I Specification Edits
- Librarian II Specification Edits
- Proposed Librarian I Job Specification Clean
- Proposed Librarian II Job Specification Clean
- Current Librarian I Job Specification
- Current Librarian II Job Specification



Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides professional library reference services to the public; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for adult library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

DISTINGUISHING CHARACTERISTICS

This [class](#) is the entry-level [position-classification](#) in the Librarian series [and is flexibly staffed with Librarian II](#). Incumbents are responsible for performing professional library work in the areas of reference, technical, outreach, children's, and adult services.

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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of library materials.
- Assists in the identification, management and reporting of a variety of funding sources including library related grants.
- May work nights and weekends.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- One (1) to three (3) years of library experience is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

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.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Available reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

Skill in:

- Organization and time management
- Customer service

Ability to:

- Read reviews, and recommend works for acquisition
- Assess unreviewed materials, and determine suitability for acquisition
- Track expenditures, and work within budget
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

Established: 03/29/1965

Revised: 07/20/2023

EEO Code: PR-242

Bargaining Unit: General Employees



Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides professional library services to the public through books, magazines, media, and electronic resources, databases, and educational and recreational programs; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level position-classification in the Librarian series and is flexibly staffed with Librarian I. Incumbents have greater responsibility in the supervision and training of personnel, and more responsibility for assisting in the planning, development, and implementation of library programs than the Librarian I. Incumbents may focus on one function of library services such as adult services, children's services, circulation, collection development, or mobile services.

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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

- Assists in the identification, preparation, and submission of a variety of funding sources including library related grants and supports the administration of grant funds.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.
- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various Library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of Library materials.
- Recruits and cultivates a staff of library volunteers.
- May be required to work nights and weekends.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- Two (2) to four (4) years of experience as a librarian
- 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 willing to work evenings and weekends

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Archival practices and procedures for a library's history collection
- Processing, appraising, storing, and cataloging important documents, ephemera, and records
- The library's collections
- Library circulation operational procedures
- The community being served, and its special interests and needs
- Available programming for various ages and interest groups
- Reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

Skill in:

- Organization and time management

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

- Customer service

Ability to:

- Provide excellent and consistent customer service to library patrons
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Read reviews, and recommend works for acquisition
- Track expenditures, and work within budget
- Convert library materials to contemporary formats
- Assess feedback, and evaluate the success of various programs
- Adapt programs to educate and meet the needs of the specific community being served
- Administer and plan the activities for various library services provided to the community
- Select, assess, and coordinate sites for the library's mobile services unit
- Recognize and encourage the contributions of volunteer staff
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	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 the essential functions.

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

Established: 03/29/1965

Revised: 07/20/2023

EEO Code: PR-243

Bargaining Unit: General Employees



Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides professional library reference services to the public; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for adult library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Librarian series and is flexibly staffed with Librarian II. Incumbents are responsible for performing professional library work in the areas of reference, technical, outreach, children's, and adult services.

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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of library materials.
- Assists in the identification, management and reporting of a variety of funding sources including library related grants.
- May work nights and weekends.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- One (1) to three (3) years of library experience is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

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.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Available reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

Skill in:

- Organization and time management
- Customer service

Ability to:

- Read reviews, and recommend works for acquisition
- Assess unreviewed materials, and determine suitability for acquisition
- Track expenditures, and work within budget
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

Established: 03/29/1965

Revised: 07/20/2023

EEO Code: PR-242

Bargaining Unit: General Employees



Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides professional library services to the public through books, magazines, media, and electronic resources, databases, and educational and recreational programs; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Librarian series and is flexibly staffed with Librarian I. Incumbents have greater responsibility in the supervision and training of personnel, and more responsibility for assisting in the planning, development, and implementation of library programs than the Librarian I. Incumbents may focus on one function of library services such as adult services, children's services, circulation, collection development, or mobile services.

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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

- Assists in the identification, preparation, and submission of a variety of funding sources including library related grants and supports the administration of grant funds.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.
- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various Library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of Library materials.
- Recruits and cultivates a staff of library volunteers.
- May be required to work nights and weekends.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- Two (2) to four (4) years of experience as a librarian
- 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 willing to work evenings and weekends

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Archival practices and procedures for a library's history collection
- Processing, appraising, storing, and cataloging important documents, ephemera, and records
- The library's collections
- Library circulation operational procedures
- The community being served, and its special interests and needs
- Available programming for various ages and interest groups
- Reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

Skill in:

- Organization and time management

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

- Customer service

Ability to:

- Provide excellent and consistent customer service to library patrons
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Read reviews, and recommend works for acquisition
- Track expenditures, and work within budget
- Convert library materials to contemporary formats
- Assess feedback, and evaluate the success of various programs
- Adapt programs to educate and meet the needs of the specific community being served
- Administer and plan the activities for various library services provided to the community
- Select, assess, and coordinate sites for the library's mobile services unit
- Recognize and encourage the contributions of volunteer staff
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	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 the essential functions.

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

Established: 03/29/1965

Revised: 07/20/2023

EEO Code: PR-243

Bargaining Unit: General Employees



Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides professional library reference services to the public; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for adult library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

DISTINGUISHING CHARACTERISTICS

This is the entry-level position in the Librarian series. Incumbents are responsible for performing professional library work in the areas of reference, technical, outreach, children's, and adult services.

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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of library materials.
- Assists in the identification, management and reporting of a variety of funding sources including library related grants.
- May work nights and weekends.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- One (1) to three (3) years of library experience is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

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.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Available reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

Skill in:

- Organization and time management
- Customer service

Ability to:

- Read reviews, and recommend works for acquisition
- Assess unreviewed materials, and determine suitability for acquisition
- Track expenditures, and work within budget
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Classification Specification

Classification Title	Librarian I
Job Code	1270
FLSA Status	Non-exempt

Established: 03/29/1965

Revised: 07/20/2023

EEO Code: PR-242

Bargaining Unit: General Employees



Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides professional library services to the public through books, magazines, media, and electronic resources, databases, and educational and recreational programs; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

DISTINGUISHING CHARACTERISTICS

This is the journey-level position in the Librarian series. Incumbents have greater responsibility in the supervision and training of personnel, and more responsibility for assisting in the planning, development, and implementation of library programs than the Librarian I. Incumbents may focus on one function of library services such as adult services, children's services, circulation, collection development, or mobile services.

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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

- Assists in the identification, preparation, and submission of a variety of funding sources including library related grants and supports the administration of grant funds.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.
- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various Library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of Library materials.
- Recruits and cultivates a staff of library volunteers.
- May be required to work nights and weekends.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- Two (2) to four (4) years of experience as a librarian
- 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 willing to work evenings and weekends

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Archival practices and procedures for a library's history collection
- Processing, appraising, storing, and cataloging important documents, ephemera, and records
- The library's collections
- Library circulation operational procedures
- The community being served, and its special interests and needs
- Available programming for various ages and interest groups
- Reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

Skill in:

- Organization and time management

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	Non-exempt

- Customer service

Ability to:

- Provide excellent and consistent customer service to library patrons
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Read reviews, and recommend works for acquisition
- Track expenditures, and work within budget
- Convert library materials to contemporary formats
- Assess feedback, and evaluate the success of various programs
- Adapt programs to educate and meet the needs of the specific community being served
- Administer and plan the activities for various library services provided to the community
- Select, assess, and coordinate sites for the library's mobile services unit
- Recognize and encourage the contributions of volunteer staff
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Librarian II
Job Code	1275
FLSA Status	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 the essential functions.

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

Established: 03/29/1965

Revised: 07/20/2023

EEO Code: PR-243

Bargaining Unit: General Employees



STAFF REPORT

HUMAN DEPARTMENT

DATE: July 25, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Human Resources Director

SUBJECT: APPROVE THE REVISION OF FACILITIES MAINTENANCE WORKER II
JOB SPECIFICATION

BACKGROUND

The Public Works Department and Human Resources Department would like to revise the Facilities Maintenance Worker II job specification 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 classification and the associated edits to the job specification be approved.

ANALYSIS

Human Resources Staff have revised the current Facilities Maintenance Worker II job specification to remove language regarding possession of a Pest Control Applicator's Certificate. This certificate is explicitly for spraying pesticides and herbicides, etc. on City properties.

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 July 11, 2024, the City sent the draft revisions to the specification to SEIU Local 1021 General Employees Unit and invited the union to meet and confer regarding the revised

Personnel Board

Facilities Maintenance Worker II

specification. HR staff recommends approval of the revisions of the classification of Facilities Maintenance Worker II.

ANALYST: Jessica Somera, Human Resources Analyst Senior

Attachments: Proposed Facilities Maintenance Worker II Job Specification Edits
Proposed Facilities Maintenance Worker II Job Specification Clean
Current Facilities Maintenance Worker II Job Specification



Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs cleaning, maintenance, and general housekeeping duties in City-owned or maintained buildings. Maintains sites in an orderly, sanitary, insect, and rodent free area.

DISTINGUISHING CHARACTERISTICS

This class is the journey level classification in the Facilities Maintenance Worker series and is flexibly staffed with Facilities Maintenance Worker I Incumbents in this class are assigned to a variety of cleaning, maintenance, and general housekeeping tasks of a specific or limited nature in City-owned or maintained buildings. This position is distinguished from Facilities Maintenance Worker I in that incumbents will perform the full range of job duties with minimal supervision.

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.

- Sweeps, mops, waxes/polishes, and buffs floors.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Dusts and polishes furniture, walls, woodwork, cabinets, and ledges.
- Adjusts door closers and locks.
- Replaces depleted lights of varying types.
- Empties and cleans waste receptacles.
- Washes windows, frames, walls, and toilet fixtures.
- Maintains energy and security integrity of rooms unoccupied.
- Assists in moving and arranging furniture.
- Performs maintenance on vacuum cleaners and buffers.
- Assembles furniture, and makes minor repairs to same.

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

- Changes clocks, supplies new batteries, and adjusts as necessary.
- Maintains immediate exterior of buildings.
- Checks plumbing fixtures for leaks and other defects. Fixes clogged drains, pipes, and traps, and drains hot water heaters.
- Prepares surfaces for and applies paints and other surface preservatives to the interior of buildings.
- Performs minor rodent and insect control.
- Performs graffiti removal from public and City-owned facilities and infrastructure.
- Assists skilled crafts as directed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement
- ~~Must possess a Pest Control Applicator's Certificate at the time of appointment~~

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Methods, materials, and equipment utilized in the cleaning, maintenance, and general housekeeping operations in City-owned or maintained buildings or areas

Skill in:

- Organization and time management
- The use of hand tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain an effective work schedule program in assigned buildings or areas
- Understand and follow oral and written directions
- Work alone or with others in an effective manner
- Perform occasional lead responsibility in the absence of the Facilities Maintenance Lead Worker

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Established: 06/28/2001

Revised: 07/13/2023

EEO Code: SM-809

Formerly: Utility Worker II

Bargaining Unit: General Employees



Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs cleaning, maintenance, and general housekeeping duties in City-owned or maintained buildings. Maintains sites in an orderly, sanitary, insect, and rodent free area.

DISTINGUISHING CHARACTERISTICS

This class is the journey level classification in the Facilities Maintenance Worker series and is flexibly staffed with Facilities Maintenance Worker I Incumbents in this class are assigned to a variety of cleaning, maintenance, and general housekeeping tasks of a specific or limited nature in City-owned or maintained buildings. This position is distinguished from Facilities Maintenance Worker I in that incumbents will perform the full range of job duties with minimal supervision.

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.

- Sweeps, mops, waxes/polishes, and buffs floors.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Dusts and polishes furniture, walls, woodwork, cabinets, and ledges.
- Adjusts door closers and locks.
- Replaces depleted lights of varying types.
- Empties and cleans waste receptacles.
- Washes windows, frames, walls, and toilet fixtures.
- Maintains energy and security integrity of rooms unoccupied.
- Assists in moving and arranging furniture.
- Performs maintenance on vacuum cleaners and buffers.
- Assembles furniture, and makes minor repairs to same.

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

- Changes clocks, supplies new batteries, and adjusts as necessary.
- Maintains immediate exterior of buildings.
- Checks plumbing fixtures for leaks and other defects. Fixes clogged drains, pipes, and traps, and drains hot water heaters.
- Prepares surfaces for and applies paints and other surface preservatives to the interior of buildings.
- Performs minor rodent and insect control.
- Performs graffiti removal from public and City-owned facilities and infrastructure.
- Assists skilled crafts as directed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Methods, materials, and equipment utilized in the cleaning, maintenance, and general housekeeping operations in City-owned or maintained buildings or areas

Skill in:

- Organization and time management
- The use of hand tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain an effective work schedule program in assigned buildings or areas
- Understand and follow oral and written directions
- Work alone or with others in an effective manner
- Perform occasional lead responsibility in the absence of the Facilities Maintenance Lead Worker

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Established: 06/28/2001

Revised: 07/13/2023

EEO Code: SM-809

Formerly: Utility Worker II

Bargaining Unit: General Employees



Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs cleaning, maintenance, and general housekeeping duties in City-owned or maintained buildings. Maintains sites in an orderly, sanitary, insect, and rodent free area.

DISTINGUISHING CHARACTERISTICS

This class is the journey level classification in the Facilities Maintenance Worker series and is flexibly staffed with Facilities Maintenance Worker I Incumbents in this class are assigned to a variety of cleaning, maintenance, and general housekeeping tasks of a specific or limited nature in City-owned or maintained buildings. This position is distinguished from Facilities Maintenance Worker I in that incumbents will perform the full range of job duties with minimal supervision.

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.

- Sweeps, mops, waxes/polishes, and buffs floors.
- Collects, removes, and transports garbage and illegal debris from around the City and per code enforcement.
- Dusts and polishes furniture, walls, woodwork, cabinets, and ledges.
- Adjusts door closers and locks.
- Replaces depleted lights of varying types.
- Empties and cleans waste receptacles.
- Washes windows, frames, walls, and toilet fixtures.
- Maintains energy and security integrity of rooms unoccupied.
- Assists in moving and arranging furniture.
- Performs maintenance on vacuum cleaners and buffers.
- Assembles furniture, and makes minor repairs to same.

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

- Changes clocks, supplies new batteries, and adjusts as necessary.
- Maintains immediate exterior of buildings.
- Checks plumbing fixtures for leaks and other defects. Fixes clogged drains, pipes, and traps, and drains hot water heaters.
- Prepares surfaces for and applies paints and other surface preservatives to the interior of buildings.
- Performs minor rodent and insect control.
- Performs graffiti removal from public and City-owned facilities and infrastructure.
- Assists skilled crafts as directed.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement
- Must possess a Pest Control Applicator's Certificate at the time of appointment

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Methods, materials, and equipment utilized in the cleaning, maintenance, and general housekeeping operations in City-owned or maintained buildings or areas

Skill in:

- Organization and time management
- The use of hand tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain an effective work schedule program in assigned buildings or areas
- Understand and follow oral and written directions
- Work alone or with others in an effective manner
- Perform occasional lead responsibility in the absence of the Facilities Maintenance Lead Worker

WORK ENVIRONMENT/CONDITIONS

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

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

Classification Specification

Classification Title	Facilities Maintenance Worker II
Job Code	1422
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

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

Established: 06/28/2001

Revised: 07/13/2023

EEO Code: SM-809

Formerly: Utility Worker II

Bargaining Unit: General Employees



STAFF REPORT

HUMAN RESOURCES

DATE: July 25, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISION OF STATIONARY ENGINEER JOB SPECIFICATION

BACKGROUND

The City of Richmond requires recruitment for a Stationary Engineer position made vacant due to a promotion. Human Resources recently recruited for the position and was unsuccessful in yielding applicants for the position. To bolster our efforts, the Human Resources Department and Public Works Department reviewed the job specification for the Stationary Engineer. It was discovered that revisions to the job specification were necessary.

RECOMMENDATION

The Human Resources Department recommends that the revision of the Stationary Engineer classification and the associated edits to the job specification be approved.

ANALYSIS

The job specification for Stationary Engineer requires candidates who possess three (3) certifications, a US Environmental Protection Agency (US EPA) Certification, a Pool Operator Certification, and an Asbestos Worker Certification to be eligible for hire. The possession of two (2) of the three (3) certifications, unfortunately, narrowed our prospects considerably, having received applications from candidates who did not possess the Pool Operator and Asbestos Worker certifications. Revising the job specification will allow us to widen our talent pool. Incorporating the flexibility to allow candidates to obtain the Pool Operator and Asbestos Worker certifications with the stipulation of acquiring them during the first twelve (12) months of employment represents a strategic move to attract and retain top-tier talent. This approach will expand our recruitment efforts and promotes a culture of continuous learning and adaptability.

Personnel Board

Stationary Engineer Staff Report

CONCLUSION

On July 11, 2024, the City sent the draft revisions to the specification to SEIU Local 1021 General Employees Unit and invited the union to meet and confer regarding the revised specification. HR staff recommends approval of the revisions of the classification of Stationary Engineer.

ANALYST: Jessica Somera, Human Resources Analyst Senior

Attachments: Proposed Stationary Engineer Job Specification Edits
Proposed Stationary Engineer Job Specification Clean
Current Stationary Engineer Job Specification



Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

GENERAL SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES & RESPONSIBILITIES

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

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

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

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has minimal fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement
- US EPA Certification
- Possession of a Certified Pool Operator ~~Certification~~ Certificate must be acquired within twelve (12) months of employment and maintained throughout employment.
- Possession of a Certified Asbestos Maintenance Worker ~~Certification~~ Certificate must be acquired within twelve (12) months of employment and maintained throughout employment.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

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

Skill in:

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

Ability to:

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

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

Established: 01/27/1976

Revised: 09/28/2023

EEO Code: SC-765

Bargaining Unit: General Employees



Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

GENERAL SUMMARY

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES & RESPONSIBILITIES

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

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

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

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has minimal fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

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

Classification Specification

Classification Title	Stationary Engineer
Job Code	1367
FLSA Status	Non-exempt

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement
- US EPA Certification
- Possession of a Certified Pool Operator Certificate must be acquired within twelve (12) months of employment and maintained throughout employment.
- Possession of a Certified Asbestos Maintenance Worker Certificate must be acquired within twelve (12) months of employment and maintained throughout employment.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

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

Skill in:

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

Ability to:

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

Classification Specification

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

Classification Specification

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

Established: 01/27/1976

Revised: 09/28/2023

EEO Code: SC-765

Bargaining Unit: General Employees



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