

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.

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

6. CONSENT AGENDA

- None

7. NEW BUSINESS

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

SPEAKERS:

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

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

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

Board Member Front requested clarification if the duties in the proposed 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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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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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.

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8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF SPECIAL MEETING

The meeting adjourned at 6:36 p.m.