

PERSONNEL BOARD

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



REGULAR MEETING

Thursday, September 26, 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
 - Special Meeting of August 22, 2024
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - None
7. NEW BUSINESS
 - Approve the revision/retitle of Electrical Supervisor to Chief Electrician job description
 - Revise the job specifications for Fire Inspector I and Fire Inspector II
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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NOTICE: SEATING WILL BE LIMITED AND MASKS ARE STRONGLY ENCOURAGED.

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

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

Webinar ID: 850 1189 2620 Passcode: ezyKB0

Public comments may be submitted: In Person: Anyone who desires to address the Personnel Board on items appearing on the agenda, including PUBLIC COMMENT, must complete and file a yellow speaker's card with Human Resources prior to the Personnel Board's consideration of the item. Once the 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, September 26, 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, September 26, 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
SPECIAL MEETING**

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

**August 22, 2024
MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on August 22, 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 Minutes of May 23, 2024

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of May 23, 2024. Board Member Front seconded the motion. The Regular Meeting Minutes of May 23, 2024, were approved by the following vote:

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

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Mr. Cordell Hindler stated he is a Richmond resident and has two items for placement on the October 24th Personnel Board agenda. The first item is to approve the revision of the Economic Development Finance Manager and the establishment of a Deputy Port Director. Mr. Hindler had a conversation with Charles Gerard and looked at some of the classifications and believes that this is something the Economic Development Division should have because the individual can represent the division at Task Force, committees, or commissions in the city of Richmond. Mr. Hindler also submitted documents from the City of Walnut Creek and Port of Galveston. The final item was brought to Mr. Hindler's attention by a City staff member.

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

When the Class and Comp study was concluded, Mr. Hindler stated he did his own analysis and saw that the Executive Assistant II, her salary is \$7,612 a month and the other Executive Assistant to the CM makes about \$10,000 a month. It didn't make sense Mr. Hindler to see her salary is \$2,400 more than the Executive Assistant II. Mr. Hindler was for the Class and Comp study until he saw the comparison between the Executive Assistant II and an Executive Assistant to the City Manager.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Establish the classification of Lending Library Specialists and approve the job specification.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he doesn't have a problem with the item and thinks it's perfect how it is. Mr. Hindler directed the Board to approve the classification presented by staff and directed staff to work with a consultant on the recruitment for the Lending Library Specialist.
- Rosanne Ryken: Ms. Rosanne Ryken stated she was part of the class and comp group representing the union and has one issue with the Lending Library Specialist classification. Ms. Ryken understands the Lending Library Specialist is the Tool Lending Specialist position and it doesn't take place in the library. Berkely, Oakland, and other cities do have it in their Library but it's a tool lending service, and it doesn't happen inside the library. With the renovations that will be taking place with the library, Ms. Ryken believes the people will think they will have to go to the library for the service which will possibly be handled through Recreation. Ms. Ryken suggested the title be Lending Service Specialist, Tool Lending Specialist, or Tool Lending Service Specialist so it brings clarity to the position and less confusion.

Human Resources Director, Sharrone Taylor, presented the establishment of Lending Library Specialist and the job specification. Ms. Taylor informed the board that the Tool Lending Library Specialist is currently housed in the Community Services Recreation division. The services currently provided are lending out tools for the use of Richmond residents so that they don't have to purchase large tools, and they can use them on an as-needed basis. Ms. Taylor added the term library isn't just for books. It can be used for any type of service in which they catalog and lend out items, such as tools, and eventually, it will be expanded to perhaps culinary items and other useful items for Richmond residents. The Lending Library Specialist is a brand-new classification and once approved it will be taken to City Council for establishment of the salary.

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Board member Front inquired on the potential confusion of having the word library in the title, and if the service will be in the library building after the renovation.

Human Resources Director Sharrone Taylor responded she is not aware of any plans for the service being housed in the library. Ms. Taylor also informed the board that when first established the City was using the Library Assistant classification and after several conversations with the Union and their feeling that it would be confusing it was decided to establish a unique classification.

Board Member Front had a follow-up question, whether there is an administrative relationship between the librarians at the library and the presented classification and suggested the minimum qualifications language, specifically the “one to three years of library customer service or computer experience” be changed to make it more general like lending experience like the classification is and the “computer experience” is broad and suggest instead administrative experience or office administrative experience.

Ms. Taylor explained the classification doesn’t report to the librarian in the library, currently, it reports to a management analyst in the Community Services department in the Recreation division.

Board Member Front pointed out that reading the specification it sounds like driving will be a requirement for the role and it’s not clearly stated in the job specification. Board Member Front suggested that it is explicit about having a valid driver’s license.

Board Member Front also would like to see in the knowledge section of the job specification examples of what applicable software is, so people who may have the experience would know by looking at the classification.

Vice Chair Buckner added there should be language referring to the physical requirements of the job such as loading and unloading and handling of equipment of various sizes and shapes.

Ms. Taylor confirmed that the working conditions and physical demands sections of the job description list that incumbents may be required to exert up to 35 pounds of force and up to 20 pounds of force frequently and added that the physical demands can be reviewed.

Human Resources Director, Ms. Taylor proposed the board approve the specification with the directive to review the working conditions, the driver’s license condition and to refine the experience and can provide a draft.

Vice Chair Buckner made a motion to approve the establishment of Lending Library Specialist and approve the job specification with the noted directive to review the working conditions, the driver’s license requirement and refine the experience. Chair Wirsig seconded the motion. The establishment of Lending Library Specialist and the approval of the job specification with the noted directive to review the working

conditions, the driver's license requirement and refine the experience. was approved by the following vote:

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

b. Approve the revision of Librarian I and Librarian II job specification.

SPEAKERS:

- Cordell Hindler: Mr. Hindler reviewed the classifications and liked part of the revisions but would like the board to hear from other speakers.
- Stacey Walker: Ms. Walker is a Senior Library Assistant working in the main library and has worked for the City of Richmond and in the Library division for 35 years. Ms. Walker expressed she is not solely against the proposed edits, making Librarian I and Librarian II flexibly staffed but does have concerns about the language around the minimum qualifications that could demean the profession of librarian; specifically, not requiring an MLS and the combination of experience and education equivalent. For the first time in 35 years, Ms. Walker saw the division hire a Public Service Support Librarian without the MLS. Ms. Walker questioned what is equivalent to a MLS and feels it's troublesome to have somebody who doesn't have a degree sitting next to a librarian who does and considering them to be equals. Ms. Walker is concerned that if the proposed edits are approved, they'll continue to demean the classification of Librarian. Ms. Walker expressed she wants librarians who went to college, got their degrees, and have worked in this field for many years to be upheld.
- Angela Cox: Angela Cox has worked for the City of Richmond for 39 years in the Library division. Ms. Cox has no immediate concerns about the proposed addition of the flexibly staff language because before the class and comp study there was language that made the two job classifications flexibly staffed. Ms. Cox's concern is with the education/experience qualification you don't have to be a fully credentialed, educated, and trained person who works as a librarian giving service to the public and they deserve that. Ms. Cox informed the Board they currently have staff members who are going through the expense, time, and effort of earning a master's degree.

Human Resources Director, Sharrone Taylor, presented the edits to the job specification for Librarian I and Librarian II. Ms. Taylor stated the City would like to add flexible staff language to the classification, which follows how the classification has been historically treated. Ms. Taylor expressed appreciation for the support the staff members have expressed with adding the flexibly staffed language. The City would like to memorialize the language that the two classifications are flexibly staff in the administrative record, to continue creating pathways for employees to be able to grow in the organization. Vice Chair Buckner vocalized a concern with adding the flexibility language that it would suggest the City hires someone with basic office skills, and place them in the Library,

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and then from there, they'll work next to a trained librarian and therefore acquire on the job skills and that would be the limit to possibly be fully placed in a position as a person with a degree in library studies equal.

Ms. Taylor addressed Vice Chair Buckner's concern and clarified that through the class and comp study and extensive negotiations with the unions, it was agreed upon that certain language in all of the job descriptions open up the possibility or accessibility to the position. But the presented edits are a separate issue. It is for individuals already in the Librarian I classification and it has been established that they are qualified to do those duties and have worked in the classification for between one to three years and have now acquired the education and experience that they need to be able to be promoted into Librarian II. Ms. Taylor added without the flexibly staff language a recruitment would have to be open, and employees would need to compete. It allows a pathway for growth based on the director's assessment of the skills and experience that has been acquired. Ms. Taylor added regarding the public comment, the qualifications are a separate issue. It's changes resulting from the class and comp study. Ms. Taylor did note the City has an agreement with the Union to come back to the table and hear the concerns. The any combination of education and experience is now standard language in all job descriptions so that Human Resources can fully assess all individuals for all positions to allow accessibility to work.

Chair Wirsig inquired who is on the panel to interview.

Ms. Taylor explained that it's dependent on the plan agreed upon during the recruitment planning with the department; it can be a written exam, an oral interview panel, or a test. Once the announcement is out HR carries out the examination process, which is a benchmark of all civil service positions that there must be an exam element. Ms. Taylor added for panels, subject matter experts sit on the interview panels. An example: if the recruitment is for a Librarian, then the subject matter expert would have extensive library experience to assist in assessing the individuals and is often asked to score the individuals so they can be placed on an employment list. Once HR has certified the employment list to the department the persons making up the panel or internal such as the department head and colleagues that have similar levels of experience or above. Ms. Taylor added there isn't a set rule on who sits on the panel, but it's endeavored to find subject matter experts who have either worked at that level or above to make a good assessment.

Chair Wirsig requested clarification if there are employees/library staff that sit on the panel. Ms. Taylor clarified that each panel is different and that once the employment list is certified to the department head or hiring manager, they make the determination as to who is on the panel. Staff in the hiring department can sit on the panel. There isn't a hard, fast rule on how the interview panels are done at the department head level or the hiring manager level.

Board Member Front agreed with the fear that there could be a kind of slippery slope where someone might be hired for Librarian I and has been determined to have the

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equivalent experience of an MLS and then more easily potentially get promoted to Librarian II without the MLS and inquired what is involved with a flexibly staff promotion and who determines whether that experience is equivalent.

Ms. Taylor responded stating the decision is made by the department head they have had the opportunity to work closely with individuals to assess their skills. Additionally, Ms. Taylor pointed out that there is a process that's built into our personnel rules that outline certain qualifications or certain areas that a person needs to acquire to be qualified. HR Director Ms. Taylor went on to state currently to her knowledge in the Librarian I classification she doesn't know of anyone who doesn't have the MLS degree verification and introduced the department head Kate Eppler for specific questions.

Kate Eppler requested the question be repeated and answered that when considering flexing a Librarian I, the Librarian I has been with the library for two years, demonstrated that they can work independently, received good performance evaluations, and at the determination of the manager, and department head they're eligible to be flexed up to Librarian II. Ms. Eppler stated it's important that they don't lose the opportunity to be promoted within the system and have their work and experience recognized. Ms. Eppler emphasized they don't want to lose good people. Ms. Eppler was also asked by Board Member Front if it's possible to have an equivalent experience to having an MLS and how it's determined. Ms. Eppler stated that she believes there is, in addition to organizing knowledge and matching readers with the right books; the library needs to be active citizens in the community. Ms. Eppler believes that the City needs to hire people who have roots in the community, and different kinds of experience, so that all of Richmond will be reflected in the library when they walk in, so the Library can creatively grow and bring additional value. Ms. Eppler responded there is a two-level screening practice. HR does a screen and staff managers review the applications using a point system.

Board Member Front made a motion to approve the Librarian I and Librarian II revision. Vice Chair Buckner seconded the motion. The revision of Librarian I and Librarian II job specification was approved by the following vote:

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

- c. Approve the revision of Facilities Maintenance Worker II job specification

SPEAKERS:

- Cordell Hindler: Mr. Hindler reviewed the classifications and directed the Board to approve the revision and to direct the staff to work with a consultant on the recruitment for the classification.

Human Resources Director Sharrone Taylor presented the revision. Ms. Taylor stated the revision involves taking out old language that refers to having an applicator's license for pesticides. The City is requesting the requirement be removed because it is antiquated and no longer in use, and also to improve the recruitment efforts. Ms. Taylor provided a

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brief background history of the ordinance passed by the City Council banning the use of pesticides and passed failed recruitment efforts.

Chair Wirsig inquired if currently pesticides are outsourced. Ms. Taylor clarified the City currently doesn't use pesticides.

Chair Wirsig made a motion to approve the revision of Facilities Worker II. Board Member Front seconded the motion. The revision to the Facilities Worker II job specification was approved by the following vote:

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

d. Approve the revision of the Stationary Engineer job specification.

SPEAKERS:

- **Cordell Hindler**: Mr. Hindler reviewed the classifications and had no objections. Mr. Hindler directed the Board to approve the revision of the Stationary Engineer classification presented by staff and to direct staff to work with a consultant on filing the recruitment.

Ms. Taylore presented the revision to the Stationary Engineer. The revision would expand the ability to recruit. Ms. Taylor provided a brief overview of some of the trade areas the Stationary Engineers cover and due to the uniqueness of the organization the types of certifications are widely known or acquired and the request is to give highly qualified candidates, who have done the work to acquire expertise in a series of various trades to be able to acquire the certification after a certain point of being on the job.

Board Member Front questioned if the City reimburses for the training and certification. Ms. Taylor confirmed the City does pay for certification that is required by the job description.

Chair Wirsig requested clarification if it's an entry-level, journeyman position because the duties of knowledge of are quite a lot such as HVAC, automated building controls, arc stick welding, MIG. Ms. Taylor clarified that it is not an entry-level position. The individuals that are in this area stationary engineers, have acquired the experience to be able to work on various projects in City buildings. Ms. Taylor also added there are apprenticeship programs that are available to allow people to work up into a place where they can successfully carry out their duties. Chair Wirsig questioned if the position would be filled by somebody moving into internally or recruiting actively on the outside. Ms. Taylor responded the City will be actively recruiting on the outside for this position.

Chair Wirsig pressed that based on the required knowledge of the job specification how is it proven that the candidate knows the required knowledge if the certifications are not required, and a basic building maintenance certificate should be required. Ms. Taylor responded the City follows the civil service process and there is an examination

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component for all the recruitments. Normally a skills assessment for these types of positions in which they must be able to demonstrate that they know, either by physically going through an examination process or written test to ensure that the person possesses the qualifications for the job.

Chair Wirsig again pressed that he highly recommends that this person is tested through the standards if coming in for a journeyman.

Ms. Taylor introduced Carl Capistrano, the Facilities Maintenance Superintendent to answer additional questions.

Mr. Capistrano agreed with Chair Wirsig that the skill set requirement, and that people have already picked up the skills and have been on trade for a while.

Chair Wirsig inquired if Mr. Capistrano would be on the panel for interviews and if the project is outside the scope of what can be handled is it outsourced? Mr. Capistrano responded it depends; they might request outside subject matter experts on the panels and the classification does require an EPA certificate. Mr. Capistrano confirmed that they do have contractors that come out that may assist but the City employee still goes out to see what they could do and fix themselves.

Vice Chair Buckner questioned if it's required that they are certified welders or if are they job-trained. Mr. Capistrano confirmed they are on-the-job trained. Vice Chair Buckner followed up if the Stationary Engineer is mixing chemicals for the public pools do they need a class? Mr. Capistrano responded that this is when the pool operator comes along and the person would need to know the chemistry of the pool and the pool pumps. This request is to give the employees 12 months to acquire the certificate and knowledge. Mr. Capistrano also confirmed that if the employee doesn't receive the certifications within the 12-month period they would be let go.

Board member Front inquired why is the employee given 12 months to obtain the certifications. After some research Board member Front saw that it looks like an 8-hour training. Ms. Taylor stated there would be on-the-job training and wasn't sure if the 8-hour training is the training the City is looking for.

Board member Front followed up on the consideration for the potential risk of having someone who doesn't have the certifications mixing chemicals. Ms. Taylor responded the person would not be mixing chemicals without the qualifications and experience. Ms. Taylor added the City has tenure engineers who would continue the duties. Mr. Capistrano added that the pool certification class is a two-day class with a test at the end.

Chair Wirsig inquired how many engineers the City currently has. Mr. Capistrano replied that the City currently has two engineers and one supervisor.

Board member Front asked if it's anticipated that the candidate pool will open up significantly by making the requested revision. Mr. Capistrano replied that he believed

so because with the last recruitment, 28 applications were received and none met the requirements.

Vice Chair Buckner made a motion to approve the revision of the Stationary Engineer job specification. Chair Wirsig seconded the motion. The revision to the Stationary Engineer job specification was approved by the following vote:

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

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

The meeting adjourned at 7:10 p.m.



City of Walnut Creek
Economic Development Manager

CLASS CODE	M260	SALARY	\$61.47 - \$86.06 Hourly \$4,917.96 - \$6,885.14 Biweekly \$127,866.96 - \$179,013.64 Annually
ESTABLISHED DATE	April 26, 2011	REVISION DATE	March 26, 2014

Position Description

Function:

Under administrative direction, administers, directs, and provides project leadership for activities and programs of the City's Economic Development Division, including business attraction, retention, and expansion strategies; develops strong public relationships and serves as a liaison on projects and programs; conducts research studies and provides analysis; assists in the development of City policies related to the local economy; serves as a member of the Community and Economic Development Department's management team and participates in departmental policy development, administrative planning, and problem resolution; and performs related work as required.

Class Characteristics:

This single-position, management classification reports to the Community and Economic Development Director and is responsible for planning, organizing, directing, promoting, and coordinating the work activities of the City's Economic Development Division. The incumbent is expected to independently perform specialized economic development analysis and research on new and current program activities. The Economic Development Manager is expected to develop partnerships with outside agencies and business/property owners, lead strategic planning, and work effectively with the community. The incumbent must exercise a high degree of professionalism and independent judgment in carrying out his or her work. This classification may be responsible for supervising clerical, paraprofessional, and/or professional staff.

Representative Duties

Plans, organizes, directs, and coordinates all Economic Development Division activities; prepares and administers the Division's budget.

Designs, develops, directs, and implements an effective and efficient economic development program to advance the City's overall economic development interests, including establishing performance goals, procedures, and standards against which the effectiveness of the Economic Development workplan can be measured; analyzes and recommends strategies to improve effectiveness of operation; performs program management, administrative, and technical duties necessary to achieve program objectives in the areas of economic development, business attraction, retention, and expansion, small business assistance, downtown development, business financing, and other related areas.

serves as first point of contact for businesses and citizens with the City of Walnut Creek; serves as liaison between property owners, businesses, City officials, and others regarding development projects and programs; responds to inquiries regarding economic data, trends, resources, and industrial and commercial development opportunities; coordinates economic development activities and contributes to efforts of other staff involved in related activities; works closely with other departments to facilitate permit processing of economic development projects; coordinates and serves as City liaison for economic development activities with regional agencies and organizations, such as workforce training and industry trade councils; coordinates the preparation/implementation of special projects and events; develops and coordinates marketing, outreach, and promotional programs that will highlight the City's economic and redevelopment opportunities.

Prepares written and oral reports, recommendations, and presentations for City staff, City Council, advisory bodies, business and community groups and the public; represents the Economic Development Division in interdepartmental, interagency, and public meetings; serves on committees and task forces as assigned.

Conducts research studies, needs assessments, and analyses of complex technical issues related to areas of responsibility; evaluates options and makes recommendations for action; analyzes and interprets market information regarding a variety of complex data such as sales tax revenues, employment trends, and venture capital trends to track, estimate and promote development opportunities; prepares and maintains databases to track demographic, market, business, vacant and available land, and other tools to measure economic activity; researches, reviews, and writes grant proposals, as appropriate.

May negotiate and administer development and disposition agreements and contracts.

May supervise professional, technical, and clerical support staff.

Contacts and Relationships: The employee has contact with essentially all persons affected by or interested in the City's economic development, such as businesses, government agencies, non-profit organizations, developers, consultants, academic and business institutions, entrepreneurial and civic groups, City advisory and policy-making bodies, and citizens.

Accountability: The employee is accountable to the Community and Economic Development Director for development and administration of the City's economic development programs and activities.

The employee is responsible for complying with all City safety requirements and practices. Additionally, the employee is responsible for ensuring that any direct reports also comply with all City safety requirements and practices.

Qualifications Guidelines

Education and Experience: A Bachelor's degree from an accredited four-year college or university in business administration, economics, public administration, planning, or a related field, and a minimum of four years of progressively responsible experience performing professional level economic or community development, research, business administration, or redevelopment program work; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below. A Master's degree in a related field and supervisory experience are highly desirable.

Special Requirements:

The incumbent may be required to perform work outside of normal office hours, including weekends and holidays.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles and practices of economic development, including business recruitment and retention methods; economic incentives; business and industrial development; real estate and land development processes; business, economic and market forces and indicators; and financing techniques for real estate, business and industrial development.

Knowledge of applicable Federal, State, and local agencies, laws, codes, regulations, and procedures related to economic development.

Knowledge of principles and practices of research methods, demographics, statistics, and mathematics applicable to economic analysis.

Knowledge of principles, practices, and techniques of report and grant writing.

Knowledge of program and project management methods and techniques, including development of objectives, budgetary methods and procedures, program and project monitoring, record keeping, and evaluation methods.

Knowledge of methods and techniques of public, community, and business marketing relations and outreach.

Knowledge of organizational and operational analysis.

Knowledge of methods and techniques of supervision, training and motivation.

Skill in establishing and maintaining effective working relationships with others.

Skill in communicating effectively in English, both orally and in writing.

Ability to plan, organize, coordinate, and implement a comprehensive economic development program, including a proactive outreach and communication program which projects the image of the community.

Ability to work effectively in a highly visible position, with business leaders, financial institutions, citizen groups and City staff in interdepartmental and diverse team environments.

Ability to independently develop and coordinate effective systems, programs and procedures; recognize needs, analyze problems, develop and evaluate options, make sound recommendations and initiate actions in order to improve effectiveness, resolve problems within established guidelines, and/or comply with regulatory and/or policy changes as appropriate.

Ability to organize work, establish, and execute comprehensive work plans in a timely and competent manner, prioritize assignments and workload appropriately, and respond to deadlines effectively.

Ability to exercise sound independent judgment within established guidelines.

Ability to read, interpret, and record data accurately; maintain accurate information with files, databases and appropriate computer systems and processes.

Ability to effectively utilize computer applications and technology related to the work.

Ability to develop effective marketing, public relations, and outreach materials, programs, and materials.

Ability to administer contracts; may participate in contract negotiations.

Ability to supervise, train, and evaluate assigned staff; plan and direct the work of others.

Working Conditions/Physical Requirements

Essentially all working hours are spent in an office. There may be some light physical work involved in the handling of supplies, files, etc.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

Classification History

Created 4/26/2011. Revised classification specification 3/26/2014. 6/18/2017 Change in class code from E220.

FLSA Status

Exempt

DEPUTY PORT DIRECTOR

The Port of Galveston (Galveston Wharves) is seeking an outstanding individual to serve as its Deputy Port Director.

Background:

The Galveston Wharves ("Port of Galveston") was created by City Ordinance in 1940 as a separate utility of the City of Galveston to manage, maintain, operate and control all existing Port properties and all additions, improvements, or extension to such properties. The Galveston Wharves operates as an Enterprise Organization under the direction of a Board of Trustees appointed by the Galveston City Council.

The Galveston Wharves is an enterprise fund of the City of Galveston, Texas. An enterprise fund is used to account for activity in which the cost of providing goods and services are primarily recovered through the fees charged to the users of such goods and services. The Galveston Wharves Board is mission-empowered to carry out the responsibilities of managing the activities of the Galveston Wharves by way of an international, national, state, regional and local sales/marketing program directed toward attracting and convincing international and domestic importers, exporters, and ship lines to locate new offices and/or move cargoes through the Port of Galveston, Texas to produce operating revenues at Port-owned facilities; toward promoting the relocation of industries to the Galveston region to create jobs; toward developing new markets of regional cargoes shipped as cargoes; and toward retaining the current cargo base at the Port of Galveston. These activities are not only vital in scope to the mission of the Wharves, but are also essential as they impact the long-term viability and economic well-being of the City of Galveston and the Galveston region.

Situated on Galveston Island two miles off the Texas coast on the Gulf of Mexico, and approximately fifty miles south of Houston, Texas, the Port of Galveston is Texas' oldest commercial enterprise. Galveston was used for shipping as long ago as 1820, and on October 17, 1825 became a provisional port and customs entry port by Act of Congress in Mexico.

The Galveston Wharves' facilities, located at the entrance to Galveston bay, constitute a large portion of the greater Port complex. The complex is situated on the north side of the island city with property and facilities also located on adjacent Pelican Island. All Galveston Wharves properties are located within the City limits of Galveston, Texas. The Gulf Intracoastal Waterway runs alongside the Port of Galveston. The 45-foot deep Galveston Channel provides access to the open Gulf and has a maximum width of 1,200 feet. Galveston port facilities are situated 9.3 miles from the open sea.

Duties and Responsibilities:

The Deputy Port Director assists the Port Director in assuring that the Port of Galveston is compliant with its enabling legislation and other governmental regulations and policies, including, but not limited to, the Policies Regulating Performance of Duties of the Board of Trustees and Port Director of the Galveston Wharves, current Port of Galveston Tariff, Human Resources Policy Manual, Purchasing Policy and Security Policy.

Detailed duties include:

- Assist the Port Director in identifying improved methods, processes and procedures for achieving more efficient and secure operations of the physical facilities, both Port and tenant managed, at the Port of Galveston in order to maximize revenues and manage expenses.
- Administer the engineering, strategic planning, and construction and maintenance functions of the Galveston Wharves port facilities.
- Direct the overall administration and operation of the Port's engineering, construction and maintenance staffs, port police, cruise terminal, harbormaster and other operations related to the functions of the Port of Galveston.
- Monitor office functions and transactions in the Executive, Finance, Purchasing, Human Resources, Lease Management, Business Development and General Administration Departments to ensure they are conducted in accordance with Port policies and procedures. Make recommendations regarding management, staffing requirements and facility development concerns. Schedule staff meetings to develop agendas for Monthly Board Meetings, assist in the preparation of the Port Director's Report, prepare and present agenda items to the Board for consideration.
- Develop short and long-range capital improvement and maintenance needs to support cargo movement, port expansion and port security to ensure Galveston's port facilities are among the best, most efficient and secure in the State of Texas and the United States.
- Prepare Operating, Renewal and Replacement, and Capital Budgets to appropriate funds for Port operations and the long-term Capital Expansion Program of the Port.
- Prepare, negotiate and recommend award of all engineering and construction contracts/agreements entered into by the Wharves. Upon award, monitor progress and ensure progress payment applications are fully supported by the required documentation, especially those projects payable by Federal or State grants.
- Participate in activities related to Board relations, staff management, economic development, public relations/news releases, advertising, engineering plans, strategic

planning, government relations, legislation, requests for proposals, purchases exceeding \$10,000 and personnel new hires, promotions and counseling.

- Act as a liaison to local, regional, state and federal government agencies, related maritime and development agencies, community organizations, shippers and ship lines, related major transportation companies and associated Port community stakeholders to include, but not limited to, the U. S. Coast Guard, the U.S. Army Corps of Engineers and related Port associations (American Association of Port Authorities, Texas Ports Association, Gulf Ports Association and others). Maintain liaison with the officials of these organizations, governments and businesses on matters pertaining to the maritime industry to support, preserve and enhance the important contributions of the Port of Galveston to the economic vitality of the City of Galveston and the region.

Qualifications, Skills and Experience:

The Port of Galveston is seeking a highly respected individual with ten years of executive level management experience, preferably in ports or other maritime related positions, with an undergraduate degree from an accredited college or university in business, transportation, engineering or a related field. In the absence of an undergraduate degree, fifteen years of executive level management experience is desired.

Candidates should also be innovative problem solvers and excellent communicators adept in delivering superior customer service and able to execute detailed plans in a constantly changing environment. Contract negotiation and project management skills are a plus, as well as public speaking, business writing and community relations experience.

The candidate must also have a valid driver's license and a good driving record and be able to obtain a Transportation Worker Identification Credential (TWIC).

Compensation and Benefits:

This is an excellent career opportunity for an individual to assume a leadership role at one of the top 50 ports in the United States (tonnage), one of the top cruise ports in the world (passengers) and the leading cruise port on the Gulf coast. This position provides competitive compensation and benefits. The salary range for this exempt position: \$126,400 - \$158,000. The Port of Galveston is an Equal Opportunity Employer.

Application:

Interested applicants should submit their resumes and a cover letter stating their reasons for interest in this position. Resumes should be sent to the Port of Galveston, Attn: Human Resources Manager – Deputy Port Director Position, P. O. Box 328, Galveston, Texas 77553. All resumes must be received by 4:00 p.m. CDT, Monday, May 7, 2012 in order to receive consideration.



STAFF REPORT

HUMAN DEPARTMENT

DATE: September 26, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISION/RETITLE OF ELECTRICAL SUPERVISOR
TO CHIEF ELECTRICIAN JOB DESCRIPTION

BACKGROUND

At the request of the City Manager and the Director of Public Works the City would like to retitle the job description to align with the duties of leading and directing the electrical shop staff, as well as performing electrical/electronic work in the field.

RECOMMENDATION

The Human Resources Department recommends approval of the retitling of the classification of Electrical Supervisor to Chief Electrician and the associated edits to the job specification be approved.

ANALYSIS

Human Resources Staff have revised the current Electrical Supervisor job description to Chief Electrician. By retitling this classification, it modernizes and aligns with the job duties.

CONCLUSION

On August 12, 2024, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted description. HR staff recommends approval of the retitling of the classification of Electrical Supervisor to Chief Electrician and the associated edits to the job specification.

ANALYST: Jessica Somera, Human Resources Analyst Principal

Personnel Board Chief Electrician Staff Report

Attachments: Proposed Chief Electrician Clean
Proposed Chief Electrician Redline
Original Electrical Supervisor Job Specification



Classification Specification

Classification Title	Chief Electrician
Job Code	2215
FLSA Status	Exempt

GENERAL SUMMARY

Manages the day-to-day operations of the City's electric shop and is responsible for the supervision and direction of electrical shop staff. Participates in electrical/electronic work as required.

DISTINGUISHING CHARACTERISTICS

This single position class leads the City's electric shop within the Public Works Department and reports to the Division Superintendent. The incumbent works with management and the public to repair, maintain, modify, and construct electrical and electronic systems/subsystems within the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Plans, organizes, coordinates, and supervises the work of journey-level electricians.
- Plans, organizes, and coordinates the maintenance, modification, and repair of the City's traffic signal and street light systems.
- Plans, organizes, coordinates, and supervises the maintenance, modification, and repair of electrical and electronic systems in City buildings and facilities.
- Develops and maintains the necessary equipment and inventory to meet the operational requirements of the electric shop.
- Provides technical support to the City's Engineering Division.
- Coordinates the preparation of the annual work program and budget.
- Reviews and approves timecards, payroll sheets, and overtime authorizations.
- Maintains and analyzes records for traffic signal and street light systems, and electrical and electronic systems in City buildings and facilities, and prepares reports as necessary.
- Performs related work as required.

Classification Specification

Classification Title	Chief Electrician
Job Code	2215
FLSA Status	Exempt

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent and completion of an accredited electrical apprenticeship program
- One (1) to three (3) years of experience as a journey-level electrician
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of an International Municipal Signal Association (IMSA) Level II certification within one (1) year of appointment.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Classification Specification

Classification Title	Chief Electrician
Job Code	2215
FLSA Status	Exempt

Knowledge of:

- Modern office practices and equipment, including applicable software
- Standard electrical practices and principles of the National Electric Code (NEC) and Electrical Safety Orders (ESO) of the Division of Industrial Safety
- Maintenance, operation, and construction methods of traffic signal and street light systems, consistent with International Municipal Signal Association (IMSA) and California Department of Transportation (DOT) standard specifications
- Principles and practices of employee supervision and effective communication and motivation

Skill in:

- Leadership
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Exercise initiative and sound judgment
- Prepare and analyze reports, plans, schematics, and specifications
- Utilize computer applications related to traffic signal and street light systems, including standard PC software and database systems

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	Chief Electrician
Job Code	2215
FLSA Status	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 requires occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- This position requires sufficient mobility to perform the work of a journey-level electrician on an as-needed basis. Incumbent may be required to crawl, climb ladders, bend and stoop, and stand for long periods of time.

Established: 12/09/1961

Revised: 07/20/2023

EEO Code: SC-735

Bargaining Unit: Mid-Management



Classification Specification

Classification Title	Chief Electrician
Job Code	2215
FLSA Status	Exempt

GENERAL SUMMARY

Manages the day-to-day operations of the City's electric shop and is responsible for the supervision and direction of electrical shop staff. Participates in electrical/electronic work as required.

DISTINGUISHING CHARACTERISTICS

This single position class leads the City's electric shop within the Public Works Department and reports to the Division Superintendent. The incumbent works with management and the public to repair, maintain, modify, and construct electrical and electronic systems/subsystems within the City.

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.

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- Plans, organizes, and coordinates the maintenance, modification, and repair of the City's traffic signal and street light systems.
- Plans, organizes, coordinates, and supervises the maintenance, modification, and repair of electrical and electronic systems in City buildings and facilities.
- Develops and maintains the necessary equipment and inventory to meet the operational requirements of the electric shop.
- Provides technical support to the City's Engineering Division.
- Coordinates the preparation of the annual work program and budget.
- Reviews and approves timecards, payroll sheets, and overtime authorizations.
- Maintains and analyzes records for traffic signal and street light systems, and electrical and electronic systems in City buildings and facilities, and prepares reports as necessary.
- Performs related work as required.

Classification Specification

Classification Title	Chief Electrician
Job Code	2215
FLSA Status	Exempt

SUPERVISORY RESPONSIBILITIES

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

HUMAN COLLABORATION & JOB IMPACT

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

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent and completion of an accredited electrical apprenticeship program
- One (1) to three (3) years of experience as a journey-level electrician
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of an International Municipal Signal Association (IMSA) Level II certification within one (1) year of appointment.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Classification Specification

Classification Title	Chief Electrician
Job Code	2215
FLSA Status	Exempt

Knowledge of:

- Modern office practices and equipment, including applicable software
- Standard electrical practices and principles of the National Electric Code (NEC) and Electrical Safety Orders (ESO) of the Division of Industrial Safety
- Maintenance, operation, and construction methods of traffic signal and street light systems, consistent with International Municipal Signal Association (IMSA) and California Department of Transportation (DOT) standard specifications
- Principles and practices of employee supervision and effective communication and motivation

Skill in:

- Leadership
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Exercise initiative and sound judgment
- Prepare and analyze reports, plans, schematics, and specifications
- Utilize computer applications related to traffic signal and street light systems, including standard PC software and database systems

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	Chief Electrician
Job Code	2215
FLSA Status	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 requires occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.
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- This position requires sufficient mobility to perform the work of a journey-level electrician on an as-needed basis. Incumbent may be required to crawl, climb ladders, bend and stoop, and stand for long periods of time.

Established: 12/09/1961

Revised: 07/20/2023

EEO Code: SC-735

Bargaining Unit: Mid-Management



Classification Specification

Classification Title	Electrical Supervisor
Job Code	2215
FLSA Status	Exempt

GENERAL SUMMARY

Manages the day-to-day operations of the City's electric shop and is responsible for the supervision and direction of electrical shop staff. Participates in electrical/electronic work as required.

DISTINGUISHING CHARACTERISTICS

This single position class leads the City's electric shop within the Public Works Department and reports to the Division Superintendent. The incumbent works with management and the public to repair, maintain, modify, and construct electrical and electronic systems/subsystems within the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

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- Develops and maintains the necessary equipment and inventory to meet the operational requirements of the electric shop.
- Provides technical support to the City's Engineering Division.
- Coordinates the preparation of the annual work program and budget.
- Reviews and approves timecards, payroll sheets, and overtime authorizations.
- Maintains and analyzes records for traffic signal and street light systems, and electrical and electronic systems in City buildings and facilities, and prepares reports as necessary.
- Performs related work as required.

Classification Specification

Classification Title	Electrical Supervisor
Job Code	2215
FLSA Status	Exempt

SUPERVISORY RESPONSIBILITIES

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MINIMUM QUALIFICATIONS

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- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of an International Municipal Signal Association (IMSA) Level II certification within one (1) year of appointment.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Classification Specification

Classification Title	Electrical Supervisor
Job Code	2215
FLSA Status	Exempt

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- Principles and practices of employee supervision and effective communication and motivation

Skill in:

- Leadership
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
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Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Other			

Classification Specification

Classification Title	Electrical Supervisor
Job Code	2215
FLSA Status	Exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
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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

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Established: 12/09/1961

Revised: 07/20/2023

EEO Code: SC-735

Bargaining Unit: Mid-Management



STAFF REPORT

HUMAN RESOURCES

DATE: September 26, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: REVISE THE JOB SPECIFICATIONS FOR FIRE INSPECTOR I AND FIRE INSPECTOR II

BACKGROUND

The Fire Inspector I and Fire Inspector II job classifications are not currently flexibly staffed positions. The Fire Department wants to change Fire Inspector I and Fire Inspector II to flexibly staffed positions. Additionally, the minimum requirements have been revised.

RECOMMENDATION

The Human Resources Department recommends the revisions to the Fire Inspector I and Fire Inspector II job specifications.

ANALYSIS

The Fire Department wants to change Fire Inspector I and Fire Inspector II to flexibly staffed positions. The Personnel Rules define a flexibly staffed position as:

A position which has been classified at or below the journey level in a series and may be under filled at any of the lower classes in the same series. The City Manager, to meet the needs of the organization, may add or delete flexibly staffed classes at any time after notifying the Personnel Board.

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 under filled 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.”

Personnel Board September 26, 2024

Fire Inspector I/II Staff Report

The minimum qualifications for education and experience for both positions were also reviewed. The job descriptions had not been revised in many years, and some of the certification titles have been retired or replaced by the issuing agencies. The California State Fire Marshal courses and certification exams were updated to reflect the current titles.

CONCLUSION

These positions are represented by the International Association of Fire Fighters (IAFF) Local 188. Staff sent the job descriptions to the union and they are in agreement with this change. HR staff recommends approval of the revised job specifications for Fire Inspector I and Fire Inspector II.

ANALYST: Catherine Selkirk

Attachments: Proposed Fire Inspector I Job Specification Clean
Proposed Fire Inspector I Job Specification Redline
Original Fire Inspector I Job Specification

Proposed Fire Inspector II Job Specification Clean
Proposed Fire Inspector II Job Specification Redline
Original Fire Inspector II Job Specification

FIRE INSPECTOR I

DEFINITION

Under supervision, performs routine fire inspections of buildings, structures and premises to enforce compliance with laws, ordinances and regulations pertaining to fire prevention and control; prepares and presents public fire safety education programs; prepares records and reports; and performs related duties as required.

CLASS CHARACTERISTICS

Fire Inspector I is an entry-level, uniformed SWORN position within the Fire Prevention Bureau of the Fire Department, and is flexibly staffed with Fire Inspector II. Positions in this class initially work under close supervision, performing technical inspections and receiving on-the-job training. This class is distinguished from Fire Inspector II in that the latter is fully trained, qualified to perform arson and other special investigations, and technical fire safety plan reviews.

EXAMPLES OF DUTIES

1. Performs on-site inspections of residential, commercial and industrial facilities for compliance with applicable laws, codes and ordinances.
2. Inspects fire protection system including fire sprinklers, fire alarm, hood & duct, smoke, heat and other fire control devices.
3. Assists in reviewing building and in reviewing building and construction plans for conformance to fire safety laws, codes and ordinances; may confer with architects, engineers and contractors to obtain code compliance.
4. Investigates complaints and reported nuisances and takes corrective action, if necessary; issues citations when circumstances require it.
5. Writes reports, prepares correspondence and maintains records pertaining to inspection duties.
6. Furnishes fire safety information to the public. Develops and presents fire safety education programs to schools and community groups of all ages.
7. Participates in on-the job training in one or more technical areas of fire safety. These areas may include, but are not limited to hazardous materials;

**CITY OF RICHMOND
FIRE INSPECTOR I
PAGE 2**

State Fire Marshal regulations; commercial, residential and industrious occupancies.

Knowledge of: good knowledge of fire chemistry, fire behavior, fire prevention safety principles and methods: general knowledge of the Uniform Fire and Uniform Building Codes, ordinances and state laws governing fire prevention enforcement. General knowledge of building materials, construction and fire and life safety systems. General knowledge of chemistry and hazardous materials are highly desirable.

Ability to: learn and enforce building and fire code regulations; read and interpret construction plans and specifications; inspect fire protection systems and their proper application; communicate effectively both orally and in writing, including the ability to keep accurate records and write clear reports and correspondence; work tactfully and effectively with other staff, developers, engineers, contractors and the public; make oral presentations to private and public groups and organizations; work independently.

EDUCATION/EXPERIENCE

Equivalent to possession of an A.S. degree in Fire Science or closely related field.

OR

Successful completion of the California State Fire Marshal courses in the Fire Inspector I series within one (1) year of hire.

OR

Successful completion of the International Code Council Fire Inspector I certification exam within one (1) year of hire.

AND

Three (3) years full-time sworn experience in fire prevention, fire suppression or hazardous materials inspection in an organized Fire Department.

OR

Three (3) years of full-time or its equivalent technical experience in one or more of the following areas; fire prevention, hazardous materials regulation, occupational safety, industrial hygiene, toxicology, environmental protection, plan checking or fire protection engineering.

SUBSTITUTION

Up to three (3) years of other qualifying work experience may be substituted for the required education.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License and a satisfactory driving record are an on-going requirement of this position.

CITY OF RICHMOND, CA

Class Code: TE-318

Established: 02/26/86

Revision:

~~10/28/99~~09/26/24

Bargaining Unit: IAFF Local 188

FLSA: Non-exempt

FIRE INSPECTOR I

DEFINITION

Under supervision, performs routine fire inspections of buildings, structures and premises to enforce compliance with laws, ordinances and regulations pertaining to fire prevention and control; prepares and presents public fire safety education programs; prepares records and reports; and performs related duties as required.

CLASS CHARACTERISTICS

Fire Inspector I is an entry-level, uniformed SWORN position within the Fire Prevention Bureau of the Fire Department, and is flexibly staffed with Fire Inspector II. Positions in this class initially work under close supervision, performing technical inspections and receiving on-the-job training. This class is distinguished from Fire Inspector II in that the latter is fully trained, qualified to perform arson and other special investigations, and technical fire safety plan reviews.

EXAMPLES OF DUTIES

1. Performs on-site inspections of residential, commercial and industrial facilities for compliance with applicable laws, codes and ordinances.
2. Inspects fire protection system including fire sprinklers, fire alarm, hood & duct, smoke, heat and other fire control devices.
3. Assists in reviewing building and in reviewing building and construction plans for conformance to fire safety laws, codes and ordinances; may confer with architects, engineers and contractors to obtain code compliance.
4. Investigates complaints and reported nuisances and takes corrective action, if necessary; issues citations when circumstances require it.
5. Writes reports, prepares correspondence and maintains records pertaining to inspection duties.
6. Furnishes fire safety information to the public. Develops and presents fire safety education programs to schools and community groups of all ages.
7. Participates in on-the job training in one or more technical areas of fire safety. These areas may include, but are not limited to hazardous materials;

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State Fire Marshal regulations; commercial, residential and industrious occupancies.

Knowledge of: good knowledge of fire chemistry, fire behavior, fire prevention safety principles and methods: general knowledge of the Uniform Fire and Uniform Building Codes, ordinances and state laws governing fire prevention enforcement. General knowledge of building materials, construction and fire and life safety systems. General knowledge of chemistry and hazardous materials are highly desirable.

Ability to: learn and enforce building and fire code regulations; read and interpret construction plans and specifications; inspect fire protection systems and their proper application; communicate effectively both orally and in writing, including the ability to keep accurate records and write clear reports and correspondence; work tactfully and effectively with other staff, developers, engineers, contractors and the public; make oral presentations to private and public groups and organizations; work independently.

EDUCATION/EXPERIENCE

Equivalent to possession of an A.S. degree in Fire Science or closely related field.

OR

~~Equivalent to~~ Successful completion of the California State Fire Marshal certification courses in the Fire Inspector I series ~~as Fire Prevention Officer I or Company Fire Inspector Level (Prevention 1A, Prevention 1B, Prevention 1C and one (1) year experience performing company fire prevention inspections)~~ obtained within one (1) year of hire.

OR

~~Voluntary certification as~~ Successful completion of the International Fire Code Institute Council Uniform Fire Code Inspector I certification exam obtained within one (1) year ~~of~~ hire.

AND

Three (3) years full-time sworn experience in fire prevention, fire suppression or hazardous materials inspection in an organized Fire Department.

OR

Three (3) years of full-time or its equivalent technical experience in one or more of the following areas; fire prevention, hazardous materials regulation, occupational

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safety, industrial hygiene, toxicology, environmental protection, plan checking or fire protection engineering.

SUBSTITUTION

Up to three (3) years of other qualifying work experience may be substituted for the required education.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License and a satisfactory driving record are an on-going requirement of this position.

FIRE INSPECTOR I

DEFINITION

Under supervision, performs routine fire inspections of buildings, structures and premises to enforce compliance with laws, ordinances and regulations pertaining to fire prevention and control; prepares and presents public fire safety education programs; prepares records and reports; and performs related duties as required.

CLASS CHARACTERISTICS

Fire Inspector I is an entry-level, uniformed SWORN position within the Fire Prevention Bureau of the Fire Department. Positions in this class initially work under close supervision, performing technical inspections and receiving on-the-job training. This class is distinguished from Fire Inspector II in that the latter is fully trained, qualified to perform arson and other special investigations, and technical fire safety plan reviews.

EXAMPLES OF DUTIES

1. Performs on-site inspections of residential, commercial and industrial facilities for compliance with applicable laws, codes and ordinances.
2. Inspects fire protection system including fire sprinklers, fire alarm, hood & duct, smoke, heat and other fire control devices.
3. Assists in reviewing building and in reviewing building and construction plans for conformance to fire safety laws, codes and ordinances; may confer with architects, engineers and contractors to obtain code compliance.
4. Investigates complaints and reported nuisances and takes corrective action, if necessary; issues citations when circumstances require it.
5. Writes reports, prepares correspondence and maintains records pertaining to inspection duties.
6. Furnishes fire safety information to the public. Develops and presents fire safety education programs to schools and community groups of all ages.
7. Participates in on-the job training in one or more technical areas of fire safety. These areas may include, but are not limited to hazardous

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materials; State Fire Marshal regulations; commercial, residential and industrious occupancies.

Knowledge of: good knowledge of fire chemistry, fire behavior, fire prevention safety principles and methods: general knowledge of the Uniform Fire and Uniform Building Codes, ordinances and state laws governing fire prevention enforcement. General knowledge of building materials, construction and fire and life safety systems. General knowledge of chemistry and hazardous materials are highly desirable.

Ability to: learn and enforce building and fire code regulations; read and interpret construction plans and specifications; inspect fire protection systems and their proper application; communicate effectively both orally and in writing, including the ability to keep accurate records and write clear reports and correspondence; work tactfully and effectively with other staff, developers, engineers, contractors and the public; make oral presentations to private and public groups and organizations; work independently.

EDUCATION/EXPERIENCE

Equivalent to possession of an A.S. degree in Fire Science or closely related field.

OR

Equivalent to California State Fire Marshal certification as Fire Prevention Officer I or Company Fire Inspector Level (Prevention 1A, Prevention 1B, Prevention 1C and one (1) year experience performing company fire prevention inspections) obtained within one (1) year of hire.

OR

Voluntary certification as International Fire Code Institute Uniform Fire Code Inspector obtained within one (1) year of hire.

AND

Three (3) years full-time sworn experience in fire prevention, fire suppression or hazardous materials inspection in an organized Fire Department.

OR

Three (3) years of full-time or its equivalent technical experience in one or more of the following areas; fire prevention, hazardous materials regulation,

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occupational safety, industrial hygiene, toxicology, environmental protection, plan checking or fire protection engineering.

SUBSTITUTION

Up to three (3) years of other qualifying work experience may be substituted for the required education.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License and a satisfactory driving record are an on-going requirement of this position.

FIRE INSPECTOR II

DEFINITION

Under general supervision, performs technical fire prevention inspections of varied occupancies, hazardous processes and installations related to fire safety; enforces compliance with laws, ordinances and regulations pertaining to fire prevention; investigates fire hazard complaints; evaluates potential fire hazards of unusual chemicals and materials; investigates causes of fire and suspected arson; advises citizens and agencies on matters of fire safety and regulations; and does other work as required.

CLASS CHARACTERISTICS

FIRE INSPECTOR II IS A JOURNEY-LEVEL UNIFORMED POSITION WITHIN THE FIRE PREVENTION BUREAU OF THE FIRE DEPARTMENT AND IS FLEXIBLY STAFFED WITH FIRE INSPECTOR I.

Positions in this class perform journey level fire inspection duties requiring specialized training and knowledge, such as more complex technical inspections and arson investigations.

EXAMPLES OF DUTIES

1. Makes on-site inspections of residential, commercial and industrial facilities for compliance with applicable codes and ordinances.
2. Inspects and test fire protection and extinguishing systems, including sprinkler installations, hood and duct systems, fire alarms, smoke and heat detectors, and other fire control devices.
3. Reviews building and construction plans for adequate fire protection and fire control devices. Confers with architects, engineers and contractors to assure code compliance.
4. Inspects and witnesses installation and removal of underground tank and pipe installations; issues permits for the same.
5. Furnishes fire safety information to the public. Develops and presents fire safety education programs to community groups of all ages.
6. Issue fire permits for the storage, use and handling of hazardous materials and high life risk occupancies.
7. Investigates the causes of fire damage and directs the preservation of evidence when a fire is of suspicious origin. Testifies in court regarding investigation findings.

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8. Assists fire companies with technical problems and training needs on the area of fire prevention training.
9. Participates in the training and supervision of Fire Inspector I.

MINIMUM QUALIFICATIONS

Knowledge of: good knowledge of fire chemistry, fire behavior, fire prevention safety principles and methods; knowledge of the Uniform fire and building codes, laws, ordinances and regulations governing fire prevention enforcement; knowledge of building materials, construction and principles of combustion; knowledge of principles and practices used in fire and arson investigations; knowledge of building extinguishing and alarm systems; knowledge of the proper storage and handling of explosives and flammables; knowledge of the legal processes involved in collecting evidence, preparing cases and prosecuting violators of fire laws.

Ability to: make detailed investigations, analyze findings, and prepare and maintain cooperative relations and interact effectively with others while conducting code enforcement, fire investigation, or related fire prevention duties; ability to keep and interpret detailed record; ability to read and interpret construction/building plans and specifications; ability to meet and deal tactfully and effectively with the public; ability to make oral presentations.

EDUCATION/EXPERIENCE

Equivalent to possession of an A.S. degree in Fire Science or closely related field, Fire Investigation Officer I and two (2) years of full time experience as Fire Inspector I.

OR

Successful completion of California State Fire Marshal courses in the Fire Inspector 2 series and the Plans Examiner series.

OR

Successful completion of the International Code Council Fire Inspector II certification exam within one (1) year of hire.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License and a satisfactory driving record are an on-going requirement of this position.

A certification in 832 P.C. must be achieved during the first year of hire.

FIRE INSPECTOR II

DEFINITION

Under general supervision, performs technical fire prevention inspections of varied occupancies, hazardous processes and installations related to fire safety; enforces compliance with laws, ordinances and regulations pertaining to fire prevention; investigates fire hazard complaints; evaluates potential fire hazards of unusual chemicals and materials; investigates causes of fire and suspected arson; advises citizens and agencies on matters of fire safety and regulations; and does other work as required.

CLASS CHARACTERISTICS

FIRE INSPECTOR II IS A JOURNEY-LEVEL UNIFORMED POSITION WITHIN THE FIRE PREVENTION BUREAU OF THE FIRE DEPARTMENT AND IS FLEXIBLY STAFFED WITH FIRE INSPECTOR I.;

Positions in this class perform journey level fire inspection duties requiring specialized training and knowledge, such as more complex technical inspections and arson investigations.

EXAMPLES OF DUTIES

1. Makes on-site inspections of residential, commercial and industrial facilities for compliance with applicable codes and ordinances.
2. Inspects and test fire protection and extinguishing systems, including sprinkler installations, hood and duct systems, fire alarms, smoke and heat detectors, and other fire control devices.
3. Reviews building and construction plans for adequate fire protection and fire control devices. Confers with architects, engineers and contractors to assure code compliance.
4. Inspects and witnesses installation and removal of underground tank and pipe installations; issues permits for the same.
5. Furnishes fire safety information to the public. Develops and presents fire safety education programs to community groups of all ages.
6. Issue fire permits for the storage, use and handling of hazardous materials and high life risk occupancies.
7. Investigates the causes of fire damage and directs the preservation of evidence when a fire is of suspicious origin. Testifies in court regarding investigation findings.

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8. Assists fire companies with technical problems and training needs on the area of fire prevention training.
9. Participates in the training and supervision of Fire Inspector I.

MINIMUM QUALIFICATIONS

Knowledge of: good knowledge of fire chemistry, fire behavior, fire prevention safety principles and methods; knowledge of the Uniform fire and building codes, laws, ordinances and regulations governing fire prevention enforcement; knowledge of building materials, construction and principles of combustion; knowledge of principles and practices used in fire and arson investigations; knowledge of building extinguishing and alarm systems; knowledge of the proper storage and handling of explosives and flammables; knowledge of the legal processes involved in collecting evidence, preparing cases and prosecuting violators of fire laws.

Ability to: make detailed investigations, analyze findings, and prepare and maintain cooperative relations and interact effectively with others while conducting code enforcement, fire investigation, or related fire prevention duties; ability to keep and interpret detailed record; ability to read and interpret construction/building plans and specifications; ability to meet and deal tactfully and effectively with the public; ability to make oral presentations.

EDUCATION/EXPERIENCE

Equivalent to possession of an A.S. degree in Fire Science or closely related field, Fire Investigation Officer I and two (2) years of full time experience as Fire Inspector I.

OR

Successful completion of California State Fire ~~Service Training and Education program~~ Marshal courses as in the Fire Prevention Officer III/Inspector 2 series and the Fire Prevention Officer III-Plans Examiner series.

OR

~~Voluntary Certification as~~ Successful completion of the International Fire Code Institute ~~Code Council Uniform Fire Code~~ Inspector II certification exam within one (1) year of hire.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License and a satisfactory driving record are an on-going requirement of this position.

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A certification in 832 P.C. must be achieved during the first year of hire.

FIRE INSPECTOR II

DEFINITION

Under general supervision, performs technical fire prevention inspections of varied occupancies, hazardous processes and installations related to fire safety; enforces compliance with laws, ordinances and regulations pertaining to fire prevention; investigates fire hazard complaints; evaluates potential fire hazards of unusual chemicals and materials; investigates causes of fire and suspected arson; advises citizens and agencies on matters of fire safety and regulations; and does other work as required.

CLASS CHARACTERISTICS

FIRE INSPECTOR II IS A JOURNEY-LEVEL UNIFORMED POSITION WITHIN THE FIRE PREVENTION BUREAU OF THE FIRE DEPARTMENT.

Positions in this class perform journey level fire inspection duties requiring specialized training and knowledge, such as more complex technical inspections and arson investigations.

EXAMPLES OF DUTIES

1. Makes on-site inspections of residential, commercial and industrial facilities for compliance with applicable codes and ordinances.
2. Inspects and test fire protection and extinguishing systems, including sprinkler installations, hood and duct systems, fire alarms, smoke and heat detectors, and other fire control devices.
3. Reviews building and construction plans for adequate fire protection and fire control devices. Confers with architects, engineers and contractors to assure code compliance.
4. Inspects and witnesses installation and removal of underground tank and pipe installations; issues permits for the same.
5. Furnishes fire safety information to the public. Develops and presents fire safety education programs to community groups of all ages.
6. Issue fire permits for the storage, use and handling of hazardous materials and high life risk occupancies.
7. Investigates the causes of fire damage and directs the preservation of evidence when a fire is of suspicious origin. Testifies in court regarding investigation findings.

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8. Assists fire companies with technical problems and training needs on the area of fire prevention training.
9. Participates in the training and supervision of Fire Inspector I.

MINIMUM QUALIFICATIONS

Knowledge of: good knowledge of fire chemistry, fire behavior, fire prevention safety principles and methods; knowledge of the Uniform fire and building codes, laws, ordinances and regulations governing fire prevention enforcement; knowledge of building materials, construction and principles of combustion; knowledge of principles and practices used in fire and arson investigations; knowledge of building extinguishing and alarm systems; knowledge of the proper storage and handling of explosives and flammables; knowledge of the legal processes involved in collecting evidence, preparing cases and prosecuting violators of fire laws.

Ability to: make detailed investigations, analyze findings, and prepare and maintain cooperative relations and interact effectively with others while conducting code enforcement, fire investigation, or related fire prevention duties; ability to keep and interpret detailed record; ability to read and interpret construction/building plans and specifications; ability to meet and deal tactfully and effectively with the public; ability to make oral presentations.

EDUCATION/EXPERIENCE

Equivalent to possession of an A.S. degree in Fire Science or closely related field, Fire Investigation Officer I and two (2) years of full time experience as Fire Inspector I.

OR

Successful completion of California State Fire Service Training and Education program as Fire Prevention Officer II and Fire Prevention Officer III.

OR

Voluntary Certification as International Fire Code Institute Uniform Fire Code Inspector within one (1) year of hire.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License and a satisfactory driving record are an on-going requirement of this position.

A certification in 832 P.C. must be achieved during the first year of hire.