

PERSONNEL BOARD

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



REGULAR MEETING
Wednesday, November 20, 2024

6:15 p.m.

@ 450 Civic Center Plaza – Richmond Room
PLEASE NOTE HYBRID MEETING FORMAT



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Meeting of September 26, 2024
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
7. **NEW BUSINESS**
 - a. **ESTABLISH** the classifications of Assistant Transportation Planner and Associate Transportation Planner and **APPROVE** the job specifications.
 - b. **ESTABLISH** the classification of Senior Transportation Planner and **APPROVE** the job specification.
 - c. **ESTABLISH** the classification of Contract Compliance Administrator and **APPROVE** the job specification.
8. **UNFINISHED/OLD BUSINESS**
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
11. **ADJOURNMENT**

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

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

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

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Webinar ID: 850 1189 2620 Passcode: ezyKB0

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

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Wednesday, November 20, 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 Wednesday, November 20, 2024. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

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

Public comment is limited to two (2) minutes.

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

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

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

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**September 26, 2024
MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on September 26, 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. Special Meeting Minutes of August 22, 2024

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of August 22, 2024. Chair Wirsig seconded the motion. The Special Meeting Minutes of August 22, 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 had two items to present to be placed on the November 20th agenda. The first item Mr. Hindler stated was to approve the revision/ retitle of Community and Economic Development Operations Specialist I and II to Economic Development Specialist I and II. The second item was to approval the revision of the job specifications of Court Administrator. The reasoning is because Mr. Hindler stated he spoke with Mr. Charles Gerard a couple of times and he seems to be interested in the positions. Mr. Hindler also looked at other cities, like Walnut Creek and they have a similar classification and believe an Economic Specialist would be perfect for

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Richmond. Mr. Hindler hoped the items would be placed on the next agenda. There was a third item Mr. Hindler spoke about and recalled at the July meeting when class and comp was being conducted there was a classification that was not mentioned, Code Enforcement Supervisor. Mr. Hindler hopes that the code enforcement Supervisor should be coming forward because code enforcement is getting stretched out.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Approve the revision retitle of Electric Supervisor to Chief Electrician job description.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he reviewed the classification and doesn't have a problem with the item and thinks it's perfect how it is. Mr. Hindler recommended the Board to approve the classification presented by staff and directed staff to work with a consultant on the recruitment timeline.

Human Resources Director, Sharrone Taylor, presented the revision retitle of the Electric Supervisor job specification to Chief Electrician. Ms. Taylor informed the board the purpose of the change is to be mindful of how our positions are titled, what the nomenclature conveys to the person that is doing the job. Ms. Taylor added that in their analysis, in the working time management positions it's very important to convey the amount of authority the person has, the amount of expertise that they have, as well as their oversight. Ms. Taylor found that putting supervisor in the job title, it tends to be looked at as a one note type position, but in fact the Chief Electrician works alongside with the electricians working out in the field. Ms. Taylor added that there is no change to the structure of the job description, the only change is in the name to convey the full responsibility and scope for the class.

Vice Chair Buckner made a motion to approve the revision retitle of Electrical Supervisor to Chief Electrician. Board Member Front seconded the motion. The revision retitle of Electrical Supervisor to Chief Electrician was approved by the following vote:

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

- b. Revise the job specification of Fire Inspector I and Fire Inspector II job specification.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he didn't have any objections to the revision of the Fire Inspector I and II and recommended the Board to approve the classification as presented by staff and to direct staff to work with CPS, HR consulting on the recruitment because they are familiar with the classifications.

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Human Resources Director, Sharrone Taylor, presented the revision to the job specification for Fire Inspector I and II. Ms. Taylor stated the changes made were to add flexibly staffed language to the position. Historically it has been treated as a flexibility staffed position and want to make sure that it is documented within the scope of the job description that is a flexibly staffed position. Additionally, Ms. Taylor stated that the job descriptions have not been updated in many year so the qualifications have been updated so that it complies with the current language and current requirements for the classification.

Vice Buckner inquired the language in the analysis that states may add or delete flexibly staffed classes at any time after notifying the Personnel Board; of it implies that the Fire department has the flexibility to change it and why would they remove it.

Ms. Taylor clarified that the language in Personnel Rules refer to the City Manage having the authority to add the flexibility staff language and at the time she does not believe that the Fire department would want to remove it, as it has historically been treated as flexibly staffed and are in agreement that it should be documented in the job description.

Chair Wirsig inquired if it is a new position the City is recruiting for.

Ms. Taylor clarified that it is a long-standing position and currently all vacancies are filled.

Board Member Front confirmed that when stated it has been treated as a flexibly staffed position in the past that historically employees were promoted as if they were flexibly staffed position and inquired if there are other positions in the City that are treated similarly as Board Member Front believes it should be stated in the job description.

Ms. Taylor informed the Board they are preparing to do an internal audit of job descriptions for the flexibly staffed language. Ms. Taylor added typically flexibly staffed positions will have a I or II numbers associated with their job class title.

Board Member Front followed up asking what the considerations are when determining whether to make a position flexibly classified.

Ms. Taylor answered there is a clear promotion path, I, II or III, and typically a flexibly staffed promotion would mean that you've acquire a certain amount of experience or knowledge. It isn't as different between two classes where you might have to get a certification or have an extensive amount of education. It's usually a very easy progression and a smooth progression between the classes.

Board Member Front inquired is there was a timeline of when the audit would be complete. Ms. Taylor provided a target completion date of January 2025.

Board Member Front voiced concern of unequal treatment of employees if there is any kind subjectivity with the manager. An example given was sometimes they might promote

someone as if it's a flex position but sometimes maybe they don't like that person and they're just going to open it up to the wider hiring process.

Ms. Taylor clarified that there is a process in place to hopefully avoid that. She stated the civil service process is designed to create opportunities based on merit, that is why there are defined minimum qualifications, years of education, skills in order to ensure that when people meet those benchmarks theyat they have the opportunity for growth.

Board Member Front followed up if the City is potentially looking at classifying more psotions as flex, is there a plan or could there be a plan to put in place that tracks information when people are not getting promoted, if they qualify, due to poor performance.

Ms. Taylor stated that is something to look into and added currently there is an evaluation process for employees built into the Personnel Rules that state if a person who is eligible to be flexed and are not flexed in the department, the department head must meet with that person to provide feedback and ensure that they're given a pathway for growth. Ms. Taylor stated that it is the department head's decision whether or not the person has acquire the skills, knowledge and abilities in order to grow.

Board Member questioned how the City budgets for the potential of someone being flexed into a higher role.

Ms. Taylor informed the Board the City will budget at the higher classification to ensure the monies are allocated to the position at the higher, highest level of the series to allow the flexibility.

Board Member Front made a motion to approve the revision of Fire Inspector I and Fire Inspector II job description. Vice Chair Buckner seconded the motion. The revision of Fire Inspector I and Fire Inspector II 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 6:33 p.m.

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STAFF REPORT

HUMAN RESOURCES

DATE: November 20, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: ESTABLISH THE CLASSIFICATIONS OF ASSISTANT TRANSPORTATION PLANNER AND ASSOCIATE TRANSPORTATION PLANNER AND APPROVE THE JOB SPECIFICATIONS

BACKGROUND

The Public Works Department is expanding and creating a Traffic Calming Division to address street, pedestrian, and bicycle safety concerns in the City. On June 04, 2024, City Council approved the allocation of funds for two (2) Full-Time Equivalents (FTEs) in the Department of Public Works to manage street calming, complete streets in an integrated and environmentally sustainable manner.

RECOMMENDATION

The Human Resources Department recommends establishing the classifications of Assistant Transportation Planner and Associate Transportation Planner and approving the job specifications.

ANALYSIS

The City requires dedicated positions to focus on and complete the projects of the newly created Traffic Calming Division. The Human Resources Staff, the Director of Public Works, and the Deputy Director of Public Works – City Engineer collaborated on developing job descriptions for the Transportation Planner series. The job descriptions were modeled after similar programs in the Bay Area, with a focus on the specific needs identified by the department of Public Works and City Council to ensure a safe, walkable, bikeable, and public transit-oriented City.

CONCLUSION

On November 05, 2024, the City sent the proposed job specification for Assistant Transportation Planner and Associate Transportation Planner, the new classification to

Personnel Board November 20, 2024

Transportation Planner Series Staff Report

SEIU 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification.

The Unions are in agreement with the establishment of the classifications and the job specifications. Human Resources staff recommends approval of the establishment of the classifications of Assistant Transportation Planner and Associate Transportation Planner.

ANALYST: Rozma Nahid Paiz, Human Resource Analyst

Attachments:

Proposed Assistant Transportation Planner job specification
Proposed Associate Transportation Planner job specification



Classification Specification

Classification Title	Assistant Transportation Planner
Job Code	
FLSA Status	Non-Exempt

GENERAL SUMMARY

Under supervision, performs the less complex transportation planning duties, including preparation, implementation, and evaluation of transportation studies, programs, and projects. Responsibilities include collecting, compiling, and analyzing transportation data; designing and preparing visual materials; organizing and communicating transportation planning concepts; and communicating transportation planning concepts to elected officials, appointed boards, and community groups. Assists in grant funding applications, reporting, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the professional Transportation Planner series and is flexibly staffed with Associate Transportation Planner. Incumbents are responsible for routine transportation planning tasks under direct supervision, including assisting on a variety of projects. This classification is distinguished from Associate Transportation Planner by the routine nature of tasks and the level of supervision required as the latter performs more complex planning studies/analysis, independent of close supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Reviews private development applications and public capital projects for bicycle, pedestrian, transit, delivery, parking, and automobile impacts. Recommends transportation system improvements or projects to ensure a safe, walkable, bikeable, and public transit-oriented City.
- Conducts technical reviews and provides design input on area plans, corridor projects, and development work within the public right-of-way, ensuring compliance with city standards and goals.
- Conducts transportation planning studies, designs, and specifications, including traffic impact assessments and transportation system improvement plans; conducts traffic and parking surveys; assists with creating transportation models and forecasts for advocacy and objective analysis.

Classification Specification

Classification Title	Assistant Transportation Planner
Job Code	
FLSA Status	Non-Exempt

- Inspects transportation projects to determine compliance with planning requirements.
- Supports sustainable transportation planning efforts. Assists in the development and evaluation of environmentally sustainable transportation strategies, including the incorporation of bicycle, pedestrian, and transit-friendly infrastructure.
- Collects, organizes, analyzes, and presents transportation-related data; generates and tracks metrics to measure performance against strategic goals.
- Assists with developing and planning mobility projects and plans, including bicycle, pedestrian, delivery vehicle, and transit plans (working with transit agencies), parking programs, and emerging programs, such as: rideshare, car share, pedestrian plaza programs, parklets, curb management efforts, electric vehicle infrastructure, and autonomous vehicles.
- Prepares and presents materials, including staff reports, for presentation to the City Council, boards, commissions, and community groups, and participates in planning and policy development.
- Composes a variety of communications, compiles analytical reports, and drafts revisions to ordinances, policies, and procedures for review by senior leadership.
- Researches best practices and engages Richmond's diverse communities in plans, programs, and projects, including the preparation of materials, identification of meeting sites, and engagement techniques.
- Researches best practices/principles of multi-modal planning, policy, design, engineering, demand analysis, and funding and makes recommendations to senior staff.
- Writes, edits, and reviews environmental documents.
- Assists with the preparation of grant applications.
- Updates and maintains databases, directories, websites, and social media outlets.
- Assists higher level staff to coordinate with consultants on projects and plans, supporting scope, schedule, budget, and tracking of milestones and deliverables, tracks consultant contracts and reviews invoices for payment.
- Assists in the coordination of regional transportation programs.
- Assists in providing fiscal and status reports to supervisors on projects, plans, and programs.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

Classification Specification

Classification Title	Assistant Transportation Planner
Job Code	
FLSA Status	Non-Exempt

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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in transportation planning, urban planning, public policy, civil engineering, geography, economics, or a closely related field
- One (1) year of experience in transportation related planning or another relevant field, which may include internship experience, is desirable
- 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

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of transportation planning and operations, with an emphasis on multi-modal transportation systems, including pedestrian, bicycle, and transit-oriented designs
- Federal, state, and local laws relating to transportation planning and operations
- Public agency contract administration

Classification Specification

Classification Title	Assistant Transportation Planner
Job Code	
FLSA Status	Non-Exempt

- Standard grammar, spelling, and sentence structure
- Modern office practices and equipment, including computers and applicable software
- Familiarity with GIS, transportation modeling software, or data visualization tools is highly desirable

Skill in:

- Analytical thinking
- Public speaking
- Organization and time management
- Recordkeeping

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Read, interpret, and apply regulations, policies, and guidelines
- Perform detailed and accurate work
- Research, analyze, compile, and evaluate data to generate reports
- Exercise sound independent judgment
- Handle stressful and sensitive situations with tact and diplomacy
- Carry out community engagement strategies to reach all communities. Communicate technical information effectively to a variety of audiences, including elected officials, the public, and technical professionals
- Establish and maintain cooperative working relationships with staff, public agency representatives, citizen groups and the public
- Analyze a variety of administrative and technical issues and make sound policy and procedural recommendations.
- Effectively translate and present complex concepts to the public and senior staff
- Utilize computer systems and software applications
- Work a flexible schedule that may include weekends and evenings

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	

Classification Specification

Classification Title	Assistant Transportation Planner
Job Code	
FLSA Status	Non-Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards. Occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: [date of adoption by PB]

EEO Code:

Bargaining Unit: General Employees



Classification Specification

Classification Title	Associate Transportation Planner
Job Code	
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs technical transportation planning work for the City of Richmond, including preparing, implementing, and evaluating transportation studies, programs, and projects. Leads data collection and analysis of transportation activities, designs and presents visual materials, and communicates transportation planning concepts to elected officials, appointed boards, and community groups. Assists in grant funding applications, reporting, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Transportation Planner series and is flexibly staffed with Assistant Transportation Planner. Incumbents are responsible for complex transportation planning projects independent of close supervision. This class is distinguished from Senior Transportation Planner, which focuses on managing large-scale projects and supervises staff.

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.

- Reviews private development applications and public capital projects for bicycle, pedestrian, transit, delivery, parking, and automobile impacts. Recommends project mitigations, conditions of approval, and detailed design solutions to ensure a safe, walkable, bikeable, and public transit-oriented City.
- Conducts technical assistance and design review for area plans, corridor projects, and development work in the public right-of-way, ensuring alignment with city standards and goals.
- Leads the preparation of a variety of transportation planning studies, designs and specifications; conducts traffic and parking surveys; creates transportation models and forecasts for advocacy and objective analysis.
- Inspects transportation projects to determine compliance with planning requirements.

Classification Specification

Classification Title	Associate Transportation Planner
Job Code	
FLSA Status	Non-Exempt

- Supports sustainable transportation planning efforts. Assists in the development and evaluation of environmentally sustainable transportation strategies, including the incorporation of bicycle, pedestrian, and transit-friendly infrastructure.
- Collects, organizes, analyzes, and presents transportation-related data; generates and tracks metrics to measure performance against strategic goals.
- Collaborates with other City staff to develop and organize transportation mobility projects and plans, including bicycle, pedestrian, delivery vehicle, and transit plans (working with transit agencies), parking programs, and emerging programs, such as: rideshare, car share, pedestrian plaza programs, parklets, curb management efforts, electric vehicle infrastructure, and autonomous vehicles.
- Prepares and presents materials, including staff reports, for presentation to the City Council, boards, commissions, and community groups, and participates in planning and policy development.
- Composes a variety of communications, compiles analytical reports, and drafts revisions to ordinances, policies, and procedures for review by senior leadership.
- Engages Richmond's diverse communities in plans, programs, and projects, including the preparation of materials, identification of meeting sites, and engagement techniques.
- Researches best practices/principles of multi-modal planning, policy, design, engineering, demand analysis, and funding and makes recommendations to senior staff.
- Writes, edits, and reviews environmental documents.
- Prepares and submits grant applications.
- Updates and maintains databases, directories, websites, and social media outlets.
- Assists higher level staff to coordinate with consultants on projects and plans, supporting scope, schedule, budget, and tracking of milestones and deliverables, tracks consultant contracts and reviews invoices for payment.
- Assists in the coordination of regional transportation programs.
- Assists in providing fiscal and status reports to supervisors on projects, plans, and programs.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
- May exercise technical or functional supervision over technical staff, if assigned.

Classification Specification

Classification Title	Associate Transportation Planner
Job Code	
FLSA Status	Non-Exempt

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

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in transportation planning, urban planning, public policy, civil engineering, geography, economics, or a closely related field
- Two (2) years of progressively responsible experience in transportation planning or a closely related field, preferably within the public sector
- 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

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles, practices, and current trends in transportation planning, with a focus on multi-modal transportation systems, transit planning, and pedestrian/bicycle infrastructure
- Federal, state, and local laws relating to transportation planning and operations

Classification Specification

Classification Title	Associate Transportation Planner
Job Code	
FLSA Status	Non-Exempt

- Public agency contract administration
- Transportation-related software and tools (e.g., Synchro, TransCAD, ArcGIS) and data analysis techniques
- Transportation research, survey design, implementation, and analytical methods
- Principles and practices of customer service and community engagement
- Standard grammar, spelling, and sentence structure
- Modern office practices and equipment, computers, and applicable software, including graphics software, transportation modeling/traffic impacts software, and/or project management software and scheduling programs

Skill in:

- Analytical thinking
- Public speaking
- Organization and time management
- Recordkeeping

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Work as a vital part of a high-performance team
- Read, interpret, and apply regulations, policies, and guidelines
- Explain complex transportation rules, policies, and procedures and address planning related inquiries in a clear, concise, and easily understood manner to a wide variety of audiences
- Manage multiple projects and deadlines simultaneously in a dynamic environment
- Perform detailed and accurate work
- Research, analyze, compile, and evaluate data to generate reports
- Exercise sound independent judgment
- Handle stressful and sensitive situations with tact and diplomacy
- Carry out community engagement strategies to reach all communities. Communicate technical information effectively to a variety of audiences, including elected officials, the public, and technical professionals
- Set and meet project milestones and deadlines; solve problems; seek assistance when needed
- Respond professionally, effectively, and efficiently to inquiries, complaints, and requests for service from internal staff or the public
- Effectively translate and present complex concepts to the public and senior staff.
- Utilize computer systems and software applications

Classification Specification

Classification Title	Associate Transportation Planner
Job Code	
FLSA Status	Non-Exempt

- Work a flexible schedule that may include weekends and evenings
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

WORK ENVIRONMENT/CONDITIONS

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

Classification Specification

Classification Title	Associate Transportation Planner
Job Code	
FLSA Status	Non-Exempt

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards. Occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: [date of adoption by PB]

EEO Code:

Bargaining Unit: General Employees



STAFF REPORT

HUMAN RESOURCES

DATE: November 20, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: ESTABLISH THE CLASSIFICATION OF SENIOR TRANSPORTATION PLANNER AND APPROVE THE JOB SPECIFICATION

BACKGROUND

The Public Works Department is expanding and creating a Traffic Calming Division to address street, pedestrian, and bicycle safety concerns in the City. On June 04, 2024, City Council approved the allocation of funds for two (2) Full-Time Equivalents (FTEs) in the Department of Public Works to manage street calming, complete streets in an integrated and environmentally sustainable manner.

RECOMMENDATION

The Human Resources Department recommends establishing the classification Senior Transportation Planner and approving the job specification.

ANALYSIS

The City requires dedicated positions to focus on and complete the projects of the newly created Traffic Calming Division. The Human Resources Staff, the Director of Public Works, and the Deputy Director of Public Works – City Engineer collaborated on developing job descriptions for the Transportation Planner series. The job descriptions were modeled after similar programs in the Bay Area, with a focus on the specific needs identified by the department of Public Works and City Council to ensure a safe, walkable, bikeable, and public transit-oriented City.

CONCLUSION

On November 05, 2024, the City sent the proposed job specification for Senior Transportation Planner to IFPTE Local 21 Mid-Management Bargaining Unit and invited the union to meet and confer regarding the drafted specification.

Personnel Board November 20, 2024

Transportation Planner Series Staff Report

The Unions are in agreement with the establishment of the classification and the job specifications. Human Resources staff recommends approval of the establishment of the classification of Senior Transportation Planner and the job specifications.

ANALYST: Rozma Nahid Paiz, Human Resource Analyst

Attachments:

Proposed Senior Transportation Planner job specification



Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Manages technical transportation planning programs and projects, and develops, interprets, and coordinates complex transportation policies, plans, and reports. Performs research, administration and technical analysis to lead the preparation, implementation, and evaluation of transportation studies, including data collection and analysis. Communicates transportation planning concepts to elected officials, community groups, and other stakeholders; finalizes grant funding documents; and manages consultant work and requests for proposals.

DISTINGUISHING CHARACTERISTICS

This is the advanced level classification in the Transportation Planner series. Incumbents are responsible for leading complex transportation planning programs and larger projects requiring considerable technical knowledge and independent judgment. Incumbents may provide lead direction for planning activities, supervise planning staff, and perform highly specialized and difficult planning functions.

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.

- Reviews complex private development applications and public capital projects for their impacts on bicycles, pedestrians, transit, deliveries, parking, and automobiles. Recommends project mitigations, conditions of approval, and detailed design solutions to promote a safe, walkable, bikeable, and transit-oriented City.
- Performs thorough technical analyses and final review of area plans, corridor projects, and work by private development in the public right-of-way.
- Reviews and discusses the preparation of a variety of transportation planning efforts with other management staff, including studies, designs and specifications; conducts traffic and parking surveys; transportation models and forecasts for advocacy and objective analysis.

Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

- Collects, organizes, analyzes, and presents transportation-related data and oversees these processes to ensure metrics measure performance against strategic goals.
- Leads the development, planning, implementation, and administration of transportation projects and plans, including bicycle, pedestrian, parking, transit plans (working with transit agencies); parking programs, and emerging programs, such as: ride share, car share, pedestrian plaza programs, parklets, curbside management efforts, electric vehicles and charging stations, and autonomous vehicles to include coordination with regional and local agencies and private vendors.
- Collaborates with City Council, Boards, Commissions, and community groups; conducts presentations; and guides transportation planning and policy development.
- Conducts field surveys and investigations related to transportation projects or requests. Inspects projects to determine compliance with requirements.
- Works in partnership and collaboration with other sections of DOT, takes oversight responsibility for engaging Richmond's diverse communities in plans, programs, and projects, including the staff preparation of materials, identification of meeting sites, and engagement techniques put into action.
- Uses best practices/principles of multi-modal planning, policy, design, engineering, demand analysis, and funding to drive innovative transportation actions. Prepares comprehensive studies/reports based on research, and budget/cost analysis to support policy decisions; advocates funding needs; and assesses future financial trends, opportunities, and constraints.
- Leads long-term transportation projects that align with the City's strategic goals for sustainability, mobility, and safety.
- Prepares of all facets of environmental documents.
- Assists in the identification, preparation, and submission of grant applications, and supports the administration of grant funds.
- Ensures databases, directories, websites, and social media outlets and sites are up-to date.
- Coordinates with consultants on projects and plans, overseeing scope, schedule, budget, and tracking of milestones and deliverables, track consultant contracts and reviews invoices for payment.
- Provides fiscal and status reports on projects, plans, and programs to senior staff.
- Serves as a City of Richmond program coordinator for pedestrian, bicycle, shared, transit, parking, or other transportation mode, and facility services. Takes responsibility for program and project budgets, appropriations, expenditures, and operations funding.

Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

- Ensures processes, policies, and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable department policies and procedures.
- Directs the work of subordinate planning staff members, and serves as a technical expert and resource to answer questions and resolve issues.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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

- Interactions and communications may lead to recommendations for policy development and implementation. This role may also involve evaluating customer satisfaction, building cooperative relationships with stakeholders, and utilizing available resources to continually enhance customer service and satisfaction.
- 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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in transportation planning, urban planning, public policy, civil engineering, geography, economics, or a related field
- Four (4) years of progressively responsible experience in transportation planning, including experience leading complex projects. Experience leading staff is desirable.

Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

- 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

Desired Licenses or Certifications

- Possession of an American Institute of Certified Planners (AICP) certification or a similar professional certification in transportation planning is highly desirable

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Theory and practice of working in a team environment
- Principles, practices, and current trends in transportation planning, including multi-modal transportation systems, traffic management, and emerging technologies like electric vehicles and autonomous transportation
- Transportation research, survey design, implementation, and analytical methods
- Principles and practices of customer service and community engagement
- Standard grammar, spelling, and sentence structure
- Personal computer and software applications, including graphics software, transportation modeling/traffic impacts software, and/or project management software and scheduling programs
- Potential impacts of population growth or reduction, demographics, business and residential development, land use opportunities, as well as city projects and programs affecting transportation infrastructure
- Bicycle, pedestrian, transit and parking planning, and facility design
- Principles of supervision and training

Skill in:

- Analytical thinking
- Public Speaking
- Organization and time management
- Recordkeeping
- Strategic planning, project management, and leadership
- Ability to lead cross-functional teams and manage large-scale transportation projects, including budget oversight and stakeholder engagement

Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

Ability to:

- Work as a vital part of a high-performance team
- Read, interpret, and apply regulations, policies, and guidelines
- Explain complex transportation rules, policies, and procedures and address planning related inquiries in a clear, concise, and easily understood manner to a wide variety of audiences
- Manage multiple projects and deadlines simultaneously in a dynamic environment
- Perform detailed and accurate work
- Handle stressful and sensitive situations with tact and diplomacy
- Carry out community engagement strategies to reach all communities
- Set and meet project milestones and deadlines; solve problems; seek assistance when needed
- Read, analyze, and evaluate statistical data
- Respond professionally, effectively, and efficiently to inquiries, complaints, and requests for service from internal staff or the public
- Effectively translate and present complex concepts to the public and senior staff
- Work a flexible schedule that may include weekends and evenings
- Perform planning, strategic thinking, project management and policy analysis in support of the assigned area/function to ensure the department is positioned to accomplish its mission
- Review and analyze statistical data, proposed policies, laws, practices, etc., and prepare narrative summary reports and recommendations
- Prepare and present complex descriptive and quantitative reports with recommendations
- Lead and motivate assigned staff
- Utilize computer systems and software applications
- Establish and maintain effective working relationships in the performance of assigned duties

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	

Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards. It requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: [date of adoption by PB]
EEO Code:

Classification Specification

Classification Title	Senior Transportation Planner
Job Code	
FLSA Status	Exempt

Bargaining Unit: Mid-Management



STAFF REPORT

HUMAN RESOURCES

DATE: November 20, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: ESTABLISH THE CLASSIFICATION OF CONTRACT COMPLIANCE ADMINISTRATOR AND APPROVE THE JOB SPECIFICATION

BACKGROUND

The City has identified a need for a position that will serve as lead point of contact regarding contracting and contractual matters and performs complex analytical contract administration and compliance duties for City contracts and agreements. The City is creating the Contract Compliance Administrator as a new classification to bolster Citywide contract compliance activities.

RECOMMENDATION

The Human Resources Department recommends establishing the classification of Contract Compliance Administrator and approving the job specification.

ANALYSIS

The Contract Compliance Administrator will be a subject matter expert as it relates to City contracting, procurement, and related policies and procedures and government procurement regulations. This classification has responsibility for the coordination, development, and administrative oversight of contracts and agreements and participates in the negotiation, preparation, processing and administration, monitoring, and enforcement of contracts. The assignment may be responsible for internal (City contracts) and/or external (Workforce policies) compliance activities.

CONCLUSION

On October 22, 2024, the City sent the proposed job specification for the new classification to IFPTE Local 21 Mid-Management Bargaining Unit and invited the union to meet and confer regarding the drafted specification. HR staff recommends approving the establishing the classification of Contract Compliance Administrator and the job

Personnel Board November 20, 2024
Contract Compliance Administrator Staff Report

specification.

ANALYST: Catherine Selkirk, Human Resources Manager

Attachments: Draft Contract Compliance Administrator Job Specification



Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Under general direction, performs complex analytical contract administration and compliance duties for City contracts and agreements, serves as lead point of contact regarding contracting and contractual matters, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification has responsibility for the coordination, development, and administrative oversight of contracts and agreements and participates in the negotiation, preparation, processing and administration, monitoring, and enforcement of contracts. The Contract Compliance Administrator is a subject matter expert as relates to City contracting, procurement, and related policies and procedures and government procurement regulations. The Contract Compliance Administrator must be capable of working closely with the City Attorney's Office, Risk Management, Department Heads and their designees. The incumbent may be responsible for internal (City contracts) and/or external (Workforce policies) compliance activities.

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.

- Applies current City policies and procedures, Richmond Municipal Code and ordinances, governmental contracting and procurement regulations, to City and departmental contracting processes; updates related policies and procedures as needed.
- Develops, administers, and coordinates contract terms and conditions related to professional services, commodities, or construction in collaboration with the City Attorney's Office and the Risk Management Division.
- May conduct or facilitate requests for proposals (RFPs) or other competitive bid processes with or on behalf of a department, including defining scopes of work, deliverables, milestones, selecting and preparing the appropriate solicitation document, e.g., Invitation for Bids, Request for Qualifications (RFQ), or Request for Proposal (RFP), depending upon the commodities or services procured, developing competitive evaluation criteria, and other process methods.

Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

- Reviews bids for conformance with applicable City, or funding agency, programs, and generate compliance memos for council contract awards.
- Works with departments to formulate City contracts, assisting with developing and refining scope of work, contract specifications, and other needs.
- May process Citywide contracts from inception to implementation.
- Compares costs and evaluates the quality and suitability of supplies, materials, equipment or professional services and negotiates product and services contracts.
- Reviews and modifies vendor contracts to meet State of California procurement standards, the policies of the City of Richmond, Richmond Municipal Code, and related ordinances.
- Facilitates and participates in the negotiation of contracts terms and conditions between City departments and contractors; facilitates negotiation sessions to ensure best practices and ethical procurement practices are followed; advises departments on the type, form and context of the final contract negotiated; mediates disputes to reach equitable agreement.
- Maintains effective liaison with various vendors and contractors of services and commodities.
- Confers with contractors to clarify issues on contractual requirements, terms and conditions, legal policy compliance and specifications.
- Evaluates and monitors vendor and contractor compliance with terms and conditions of agreements including, but not limited to, business license requirements, insurance requirements, deliverables, milestones, compensation, funding-source requirements, and City goals and requirements.
- Acts as a contract monitor working with departments. Monitoring duties may include the monitoring of contract expenditures, contract expiration dates, issuance and tracking of notice of contract expirations, insurance/bonding and vendor performance.
- Attempts to resolve disputes between contractor and City departments concerning deliverables, contract performance and payment schedules.

ADDITIONAL DUTIES WHEN ASSIGNED TO WORKFORCE-SPECIFIC COMPLIANCE

- Reviews and monitors project specifications, request for proposals, contract developments and selection processes to ensure achieving equal employment opportunity/affirmative action in contracting objectives, enforcement of labor laws and workforce development policies.

Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

- Conducts physical on-site inspection of employment practices of contracts to clarify misunderstandings and ensure compliance.
- Administers, implements, and monitors various social equity/justice and employment programs such as Local, Small Local, Very Small Local Disadvantaged Construction Programs (LBE/SLBE/VSLBE/DBE), Minority Business Enterprise/ Women Business Enterprise (MBE/WBE), and prevailing wage requirements under Federal, State and local laws for City projects.
- Meets with developers, contractors, subcontractors, and tenants to explain the City's, or funding agency's various social equity/justice programs and policies; encourages and assists developers, contractors, and subcontractors in achieving the City's goals for program participation, and the employment and training of Richmond residents.
- Manages City's Certified Small Business and First Source Database.
- Investigates formal and informal complaints of non-compliance with City programs, minimum wage, and labor and/or prevailing wage violations.
- Investigates workers' wage complaints and responds to questions from community members regarding the City's wage ordinances.
- Attends, conducts and/or supports staff with pre-bid and pre-construction meetings to ensure developers and contractors are aware of the City's various programs and requirements.
- Prepares monthly reports and letters of non-compliance and/or labor violations to developers and contractors.
- Monitors City projects to ensure compliance with the various programs; Confer with contractors to ensure timely submittal of weekly payroll reports; monitor payroll reports for payment of prevailing wages and the employment of Richmond residents.
- Certifies Local, Small Local, Very Small Local firms, Minority Business Enterprise/ Women Business Enterprise (MBE/WBE), review documents submitted by company and conduct on-site review of company to determine program eligibility.
- Provides technical assistance to current and prospective firms.
- Monitors client service providers and/or contractors receiving City funds to ensure that funding-source requirements and City goals and requirements are satisfied, and proper documentation maintained.
- Conducts contractor audits of source documents and processes penalties as needed.
- Coordinates with and utilizes labor compliance and payroll software.

Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

SUPERVISORY RESPONSIBILITIES

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

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- 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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

- A Bachelor's degree from an accredited college or university in business or public administration, economics, accounting, finance, or a closely related field
- Three (3) years of experience performing increasingly complex purchasing, contracting, or program lead of contracts. Experience in a public agency or governmental setting is highly desirable.
- 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

Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

Desired Licenses or Certifications

- Certified Purchasing Manager (C.P.M.) or Certified Professional in Supply Management (CPSM) by the Institute of Supply Management, or Certified Public Purchasing Officer (C.P.P.O.) by the National Institute of Governmental Purchasing are desirable.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Methods, principles, and practices of professional procurement in a public agency setting with emphasis on the most complex competitive solicitation process used to acquire commodities and services
- Contract negotiation methods and techniques
- Laws, ordinances and regulations concerning contraction agreements and remedies for non-compliance
- Principles of business and public administration
- Analysis and research techniques

Skill in:

- Preparing and analyzing technical or complex contract specifications and solicitations
- Reading, interpreting and applying rules, regulations, policies and procedures
- Analyzing situations and adopting an effective course of actions
- Composing clear and concise reports, recommendations and correspondence

Ability to:

- Plan, coordinate and initiate actions necessary to assist department processes, negotiate and administer contracts
- Write contractual documents
- Make oral and written presentations
- Establish and maintain effective working relationships with vendors, department representatives, and other government agencies and co-workers
- Work independently
- Compare and analyze contracts and agreements
- Conduct meetings and conferences.

WORK ENVIRONMENT/CONDITIONS

Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office and field environment relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body.

Classification Specification

Classification Title	Contract Compliance Administrator
Job Code	
FLSA Status	Exempt

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: [date of adoption by PB]

EEO Code:

Bargaining Unit: Mid-Management