

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**RICHMOND ROOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**November 20, 2024
MEETING MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on November 20, 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 September 26, 2024

SPEAKERS:

Vice Chair Buckner requested a correction on the voting of Chair Wirsig on the special meeting minutes of August 22, 2024, recorded in the meeting minutes. It was clarified by Council Kimberly Chin that the minutes reflect that Chair Wirsig voted Yay to approve the meeting minutes of August 22, 2024.

- Cordell Hindler: Mr. Hindler stated after listening to the recording of the meeting of September 26, 2024, that the minutes should state Port Administrator, not Court Administrator. Requests the minutes reflect the correction to Port Administrator.

Chair Wirsig made a motion to approve the Regular Meeting Minutes of September 26, 2024. Vice Chair Buckner seconded the motion. The Regular Meeting Minutes of September 26, 2024, was approved with the noted change of Court Administrator to Port Administrator by the following vote:

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

5. PUBLIC COMMENT

SPEAKERS:

Audio recordings of Personnel Board Meetings are available at:

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

Cordell Hindler: Mr. Cordell Hindler stated he is a Richmond resident and has several items for placement on the January 23, 2025, Personnel Board agenda. The first item is to receive a presentation from Raftelis regarding the workforce analysis. The second item is to approve the establishment of the position of Economic Development Specialist II. Mr. Hindler submitted the class specification for Economic Development Coordinator from the City of Fremont. Mr. Hindler stated he had a conversation with someone from the City of Fremont and they have a similar classification in that role. That person reports to the Economic Development Director and if Richmond does have the classification established, that person should be reporting to whoever the designee is. The third item Mr. Hindler presented was Code Enforcement Supervisor. Mr. Hindler stated that in the last meeting, he brought forward his concern regarding the class and comp study that was presented. He went back to the July 2023 packet and didn't see that there was a classification for Code Enforcement Supervisor. Mr. Hindler added he is hoping it can be added to the January 23rd agenda.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Establish the classification of Assistant Transportation Planner and Associate Transportation Planner and approve the job specifications.

SPEAKERS:

Human Resources Director, Sharrone Taylor, presented the establishment of the Assistant Transportation Planner and Associate Transportation Planner positions, along with the job specifications. Ms. Taylor informed the board that on June 4, 2024, the City Council directed the City to create a Traffic Calming division. This initiative was born out of the need to examine main thoroughfares to ensure they have mechanisms in place to enforce safety, especially given the horrific crashes and accidents that have occurred in the City. The City Council determined that creating this division would allow allocation of more resources to address these concerns. Ms. Taylor stated that one of the directives was to create a new planner series specifically to address transportation needs throughout the City. In response to this directive, Ms. Taylor presented two job classifications within the SEIU 1021 union: Assistant Transportation Planner and Associate Transportation Planner, which are flexibly staffed. She also noted that Public Works Director, Daniel Chavarria, was present to answer any questions regarding the classifications.

Vice Chair Buckner inquired if the position would be a long-term position. Ms. Taylor confirmed that the position, specifically the Traffic Calming Division is a permanent division in the City of Richmond.

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Chair Wirsig requested clarification on the requirements presented for the Assistant and Senior Transportation Planner, adding that the only noticeable difference is the amount of work experience with both classifications requiring a bachelor's degree.

Ms. Taylor informed the board that there is a built-in progression. Currently speaking to the assistant and associate, there's a one year at the assistant level of experience and two years at the associate, and then there's time for a person to be able to acquire more knowledge and perhaps lead experience so they can grow into the Senior Transportation Planner position.

Chair Wirsig also inquired if the City does background checks on all employees since it was noted that there might be cash handling. Ms. Taylor confirmed that the City does perform a background check on all new candidates. Different positions may require different background checks.

Ms. Taylor did make the board aware that the fiscal responsibility should be the same for both classifications – both specifications should state limited fiscal responsibility.

Vice Chair Buckner inquired on the source of funding for the new classifications.

Ms. Taylor introduced the Public Works Director, Daniel Chavarria, to answer the question. Mr. Chavarria stated that some of the positions will work on capital improvement projects and some projects are grant funded. Some grants can pay for part of the salaries and a portion will be from the general fund. Mr. Chavarria stated that the department receives many grants in comparison to other agencies and some grants allow to utilize some of the grants to pay for staff.

Vice Chair Buckner followed up with a question if the grants are part of the state of California. Mr. Chavarria responded that there are different grants available at the county, state, or federal level and each grant has different rules depending on the program/project.

Chair Wirsig inquired if the positions would work directly under Mr. Chavarria as Public Works Director. Mr. Chavarria explained that these positions would be seated in the engineering group. The positions direct supervisor would be Capital Projects Manager, who reports to the Public Works Deputy Director – City Engineer, who reports to the Public Works director.

Board Member Front questioned if the City plans on hiring one of each for the roles or if is it dependent on who applies. Mr. Chavarria clarified that it does depend on who applies and that the positions allow for flexibility. Ms. Taylor added that in June, the City Council approved the City for two positions for the Traffic Calming Initiative. Ms. Taylor stated that the City has hired one position as a Planner and the second will be one of the new classifications being created and presented.

Board Member Front requested confirmation that currently, the department has one position to fill.

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Chair Wirsig inquired what happens to the positions once a project is completed. Mr. Chavarria clarified that the division currently has about 84 capital improvement projects. Mr. Chavarria proceeded to give an example of the number of projects and the robust workload. Mr. Chavarria added that they will be asking City Council for a specific amount of money every year and based on the City Council's direction, the planners will have work for years.

Chair Wirsig inquired if at some point Mr. Chavarria sees the team being overwhelmed with the workload or if they will be able to be efficient.

Mr. Chavarria stated that the workload is overwhelming and that is why it is his first priority to put the team together. Mr. Chavarria gave kudos to HR for being great partners. Mr. Chavarria added that from November 2022 to September this year, there have been more than 75 personnel movements in Public Works. Mr. Chavarria went on to discuss the staffing and projects.

Chair Wirsig questioned if the City uses a lot of outside sources and if Mr. Chavarria shares the same vision that there will be a day when instead of paying for consultants, the City could handle becoming less dependent on consultants and do them in-house instead.

Mr. Chavarria stated there are a lot of opportunities and vacancies to fill. Mr. Chavarria added that they are looking to hire a lot of staff in the next three or four months that will present its own good challenges.

Vice Chair Buckner followed on Chair Wirsig's question and comment, asking whether the department plans to outsource prioritized projects while not fully staffed. Mr. Chavarria confirmed that this is the current process and added that even with consultants, there are still staff needed to oversee their work, administrative work, and lead the team. Vice Chair Buckner requested confirmation that the Assistant/Associate Transportation Planners positions would come into play if a subcontractor is hired to do work that the City wants and they have to abide by the City guidelines. Mr. Chavarria clarified a comparison would have staff augmentation – hire a consultant to be there every day and have one consultant dedicated to one specific project and the City is expensive. Mr. Chavarria went on to give examples.

Ms. Taylor shared that the MOUs with the unions have clear language on the usage of outside contractors because the goal of the union and the City is to hire people in-house to do the work and to use contractors on a limited basis. Ms. Taylor added that there is a whole process when contracting outsources and they have been a help to the City and have provided services to the community but it doesn't take away from the fact that the City does need a specialist and highly-educated individuals to oversee the work.

Board Member Front followed inquiring who is currently doing the duties. As presented, Board Member Front clarified it sounds like the duties currently exist and the presented

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

role will be focused on the specific division but questioned who is doing it right now and what will they be able to do when the positions are filled.

Mr. Chavarria said that currently the department has an existing staff of engineers doing the job and doing an amazing job bringing the department to where it is now but there is a need for individuals to take it to execution. Mr. Chavarria added that the department continues to receive different requests every day; once the professionals join the team, the engineers will be able to focus on other projects and all the institutional knowledge that they have built is easier to transfer to the transportation planners.

- Cordell Hindler: Mr. Hindler stated he is a current Richmond resident and thanked Daniel for the classifications. Mr. Hindler stated he liked the Assistant Transportation Planner and had no objections. Mr. Hindler asked the board to approve the classifications presented by staff and directed staff to work with either CPS Consulting or Koff and Associates for the recruitment.

Chair Wirsig made a motion to approve the establishment of an Assistant Transportation Planner and Associate Transportation Planner and approve the job specification. Vice Chair Buckner seconded the motion. The establishment of Assistant Transportation Planner and Associate Transportation Planner classification and job specification was approved by the following vote:

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

- b. Establish the classification of Senior Transportation Planner and approve the job specification.

SPEAKERS:

Human Resources Director, Sharrone Taylor, presented the Senior Transportation Planner specification. Ms. Taylor added that this is the third in the series of the Transportation Planner and the reasoning behind creating the series and the classification are the same. The reason why it is separated is because it is in a separate bargaining group. It's in the mid-management bargaining group but is within the series and offers the opportunity for growth.

Board Member Front inquired if the role is flexibly staffed and if the Senior Transportation Planner would oversee the assistant and associate. Ms. Taylor clarified it is not flexibly staffed because it is in a different bargaining unit and the position would be a lead position and still have someone else overseeing the division.

Board Member Front asked if there are clear definitions for what success looks like in the positions and target goals like a number of items to get through per year or quarter to measure performance.

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Mr. Chavarria explained that some projects will be analyzed and plans will be taken to City Council to determine the sequence of implementation. Ms. Taylor added that there is an evaluation process in which a person is being evaluated every three months. There are also work plans that department heads are encouraged to develop before the person is onboarded. The Transportation Planners will work in tandem with the engineers under the leadership of the City Engineer. It will be a group effort to attack all of the projects and deal with all the inquiries, but there are also benchmarks that each individual will need to meet to pass the one-year probation to be able to move forward.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he is a current Richmond resident. Mr. Hindler stated that he looked at the classification and, as the last two items looked at the collaborators and with City Council, Boards, and Commissions, the Senior Transportation Planner would be the alternate if the Assistant and Associate can't make a Council or Commission meeting. Mr. Hindler recommended the Personnel Board approve the classification as presented and direct staff to work with Koff and Associates or Avery and Associates for the recruitment.

Chair Wirsig made a motion to approve the establishment of the classification of Senior Transportation Planner and job specification. Vice Chair Buckner seconded the motion. The establishment of the classification of Senior Transportation Planner and job specification was approved by the following vote:

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

- c. Establish the classification of Contract Compliance Administrator and approve the job specification.

SPEAKERS:

Human Resources Director Sharrone Taylor presented the Contract Compliance Administrator classification. Ms. Taylor stated the classification came out of the need to build up the City's contract compliance efforts. The need is not only with the contracts that the City has with consultants and partners, but there is also a need in Employment & Training when it comes to workforce development and ensuring the City's employment partners throughout the City are employing the correct percentage of City of Richmond residence, and holding them to that requirement. Ms. Taylor added that it is a dual role with one person having both duties because the job skills and duties are very similar. The position will be in the Finance department and will have direct oversight over the administration of the City's contracts.

Vice Chair Buckner asked if this includes street vendors that do business in the City. Ms. Taylor clarified that the street vendors are different, which falls under code enforcement. Ms. Taylor provided an example of what the classification would have oversight over.

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Board Member Front inquired if the duties are being enforced without the position or if it is sporadic.

Ms. Taylor informed the board that there was a dedicated employee who retired last year and currently, there is a contractor who is performing the duties. The City wishes to bring expertise in-house.

Chair Wirsig stated that it doesn't sound like a new position. Ms. Taylor clarified that it isn't new in the sense that the previous employee who completed the duties was in a generic type of class. After review, it was determined the duties would be better under the title of Contract Compliance Administrator.

Chair Wirsig asked for more clarification on the classification. Ms. Taylor responded there are two main duties. There is the fiscal procurement process of entering into contracts with partners that will be doing services under the City's oversight. They'll ensure our rules and procurement policies are in place and ensure that they administer the contract. Then there is the workforce development part, in which employers throughout the City enter into a contract with the City stating they will employ a certain number of City of Richmond employees.

SPEAKERS:

- Cordell Hindler: Mr. Hindler reviewed the classifications and has no objection. One of the things that stood out for Mr. Hindler is that it says ability to conduct meetings and conferences. Mr. Hindler recommended the Personnel Board approve the classification and direct staff to work with a vendor on the recruitment.

Vice Chair Buckner made a motion to approve the classification of Contract Compliance Administrator and job specification. Board Member Front seconded the motion. The establishment of Contract Compliance Administrator and 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

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

The meeting adjourned at 7:03 p.m.

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>



City of Fremont
Economic Development Coordinator

CLASS CODE	1065	SALARY	\$56.28 - \$75.98 Hourly \$4,502.47 - \$6,078.54 Biweekly \$9,755.36 - \$13,170.17 Monthly \$117,064.29 - \$158,042.09 Annually
-------------------	------	---------------	--

REVISION DATE October 01, 2009

Definition

Definition

Under general supervision, provides direction and project leadership for activities and programs of the City's Office of Economic Development. Develops marketing strategies designed to promote Fremont as a business destination. Serves as a City contact with businesses and commercial areas of the community.

Class Characteristics

Reporting to the Economic Development Director, this is a single position class responsible for planning and organizing citywide marketing plans, economic development and promotional activities. The incumbent must exercise a high degree of professionalism and independent judgment in carrying out his or her work.

Essential Functions

- Assists in the design and implementation of economic development strategies and programs related to business attraction, business expansion, and retention. Duties can involve research, writing, presenting staff reports, project management, data collection and analysis, visits to local businesses and facilitating business prospects.
- Works closely with other City departments to facilitate permit processing of economic development projects.
- Plans and implements marketing and promotion of City programs, and assists in the management of related budgets.
- Develops, writes, edits and produces promotional materials to create public awareness of programs.
- Provides creative writing and other technical assistance for a variety of collateral materials including news releases, brochures and audio/video scripts.
- Serves as internal consultant to other departments on marketing issues.
- Coordinates development and property search function on ThinkFremont.com and related websites.
- Coordinates the City's economic development promotional activities and efforts with those of other public and private sector agents and community groups.
- Facilitates international and national trade mission-related activities and incoming delegations.
- Acts as a City liaison and discusses issues concerning economic development, business financing and employment generation with representatives of professional and employer groups, the financial community, community organizations, and individuals.
- Attends tradeshow and conferences to generate interest in the City.
- Prepares written and oral reports for boards, trade associations, and City leaders.
- Responds orally and in writing to inquiries and provides information for the public on services and programs.
- Coordinates the preparation/implementation of special projects and events.

Marginal Functions

- May direct other professional and technical staff.
- Other duties as assigned.

Minimum Qualifications**Knowledge, Skills and Abilities**

Knowledge of: The principle, practices and issues of economic development including business recruitment, expansion and retention; the development process; principles and practices of demographic research and analysis; principles and practices of writing award proposals; techniques of program management, automated information systems and public presentations; modern marketing practices; public relations techniques; promotional events planning; writing and editing techniques for a variety of audiences.

Skill in: Public speaking; working with graphics design software; planning and organizing public relations/promotional programs and campaigns; research and analysis of market conditions and economic factors.

Ability to: Plan, organize and implement elements of an economic development program. Interpret and apply complex rules, regulations, laws and ordinances. Work with the media; write effective marketing copy, proposals, press releases, speeches, articles, etc.; use desktop publishing and printing techniques; develop and maintain good working relationships with a wide variety of City staff, agencies, organizations and vendors; communicate effectively, both orally and in writing, and make presentations.

Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

Education/Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to acquire the appropriate background would include a Bachelor's Degree from an accredited college or university in Urban Planning, Economics, Business Administration, Marketing, Public Relations, Public Administration, or a related field, and three years of experience in economic or community development that includes one year of experience in the public sector and/or in marketing.

Licenses/Certificates/Special Requirements

This classification requires the ability to travel independently within and outside of the City limits. Possession of a valid Class C Driver's License is required. Failure to maintain this license will result in discipline up to and including termination.

Physical and Environmental Demands

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

Sitting: Frequent

Walking: Occasional

Standing: Occasional

Bending (neck): Frequent

Bending (waist): Rare

Squatting: Rare

Climbing: Never

Kneeling: Never

Crawling: Never

Jumping: Never

Balancing: Never

Twisting (neck): Occasional

Twisting (waist): Rare

Grasp - light (dominant hand): Frequent

Grasp - light (non-dominant): Occasional

Grasp - firm (dominant hand): Rare

Grasp - firm (non-dominant): Rare

Fine manipulation (dominant): Frequent

Fine manipulation (non-dominant): Frequent

Reach - at/below shoulder: Rare

Reach – above shoulder level: Rare

Push/pull:

Up to 10 lbs. Rare

11 to 25 lbs. Rare

26 to 50 lbs. Never

51 to 75 lbs. Never

76 to 100 lbs. Never

Over 100 lbs. Never

Lifting:

Up to 10 lbs. Rare

11 to 25 lbs. Rare

26 to 50 lbs. Never

51 to 75 lbs. Never

76 to 100 lbs. Never

Over 100 lbs. Never

Carrying:

Up to 10 lbs. Rare

11 to 25 lbs. Rare

26 to 50 lbs. Never

51 to 75 lbs. Never

76 to 100 lbs. Never

Over 100 lbs. Never

Coordination:

Eye-hand: Required

Eye-hand-foot: Not-required

Driving: Required

Vision:

Acuity, near: Required

Acuity, far: Required

Depth perception: Required

Accommodation: Required

Color vision: Required

Field of vision: Required

Talking:

Face-to-face contact: Required

Verbal contact w/others: Required

Public: Required

Hearing:

Normal conversation: Required

Telephone communication: Required

Earplugs required: Not required

Work environment:

Works indoors, works outdoors, exposure to extreme hot or cold temperature, using computer monitor, works around others, works alone, works with others.

Supplemental Information

Class Code: 1065

FLSA: Exempt

EEOC Code: 2

Barg. Unit: FAME

Probation: 12 months

Rev. 06/09