

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, February 27, 2025**  
**6:15 p.m.**

**@ 440 Civic Center Plaza – Council Chambers**  
**PLEASE NOTE HYBRID MEETING FORMAT**



## AGENDA

### Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
  - a. Meeting of January 23, 2025
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
  - a. APPROVE the RETITLE/REVISION of Senior Code Enforcement Office
  - b. APPROVE the ADDITION of flexibly staffed language to the specific job descriptions
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](mailto:ADACoordinator@ci.richmond.ca.us) or (510) 620-6974 at least three business days before the meeting date.

**PERSONNEL BOARD AGENDA**

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

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

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

**Webinar ID: 850 1189 2620      Passcode: ezyKB0**

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

Via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, February 27,2025 by 12:00 Noon.

**Public comment for an agenda item may be submitted by:** sending an email to [:personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Thursday, February 27, 2025. 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](mailto: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**

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

**January 23, 2025  
MEETING MINUTES**

The meeting was called to order by Rozma Paiz at 6:16 p.m. on January 23, 2025.

**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 November 20, 2024

**SPEAKERS:**

Cordell Hinder: Mr. Cordell Hindler stated he is a Richmond resident and listened to the recording of the meeting and was impressed with the detail. He stated it was good to check the recording and make sure everything he said was correct. Mr. Hindler stated the minutes should be approved because he listened to the recording.

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of November 20, 2024. Board Member Front seconded the motion. The Regular Meeting Minutes of November 20, 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:**

Cordell Hindler: Mr. Cordell Hindler stated he has a couple of agenda items to be placed on the March 27<sup>th</sup> agenda. Mr. Hindler submitted job descriptions for Deputy Director of Economic Development and Community Development from City of South San Francisco,

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

and Economic Development Specialist from City of Daly City, and was passed to the board members. Documents attached. Mr. Hindler had conversations with Nannette Beacham, the Director of Economic Development, and Mr. Hindler stated she needs additional help and additional staffing. Mr. Hindler looked at the City of Richmond organizational chart and the only two departments he saw that have a Deputy were Finance and the City Manager's Office and stated it's unacceptable. Mr. Hindler stated that if he is a department head and getting burnt out, he needs additional help and asked for the items to be placed on the agenda. Mr. Hindler added in regards to the Economic Development Specialist, he looked at the City of Daly City and they have a similar classification that reports to the Economic Development Director. The third item Mr. Hindler stated is to receive a presentation from Raftelis on the workforce analysis as described. Mr. Hindler added Economic Development is very important to how the City is functioning and hopes it's added to the March 27<sup>th</sup> or April meeting agenda.

## 6. CONSENT AGENDA

- None

## 7. NEW BUSINESS

- a. Discuss nomination of and elect Personnel Board Chair and Vice Chair.

Vice Chair Buckner nominated Larry Wirsig for Chair. Board Member Front nominated Vernetta Buckner for Vice Chair.

### **SPEAKERS:**

Cordell Hindler: Mr. Hindler stated he likes the setup; that both Vice Chair Buckner and Chair Wirsig has done a wonderful job and would keep the same setup has presented.

The nomination for Larry Wirsig for Chair and Vernetta Buckner for Vice Chair was approved by the following vote:

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

- b. Presentation of the 2024 Annual Personnel Report

### **SPEAKERS:**

Human Resources Director, Sharrone Taylor, presented the report.

Following the presentation, Chair Wirsig thanked the HR department and stated he is proud to be on the board. Vice Chair Buckner also thanked the department and Ms. Taylor. Vice Chair Buckner stated she is honored to be on the board. Board Member Front echoed the sentiment of Chair Wirsig and Vice Chair Buckner, and added his appreciation to the details and time that went into the report.

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Board Member Front inquired if there is a system or metrics to measure the impact and improvement of the programs introduced such as the wellness program and employee engagement initiatives. Human Resources Director, Ms. Taylor stated that there currently isn't an in-house survey but is working closely with the Employee Assistance Program. Usage was pulled for the past five years, and it was apparent that employees weren't aware of the benefits available to them, nor did they use them. Ms. Taylor stated that marketing is being pushed out on the support systems that are available to employees. Ms. Taylor added that there is a need for training, and in the past years, there hasn't been a robust employee engagement program due to budget. There is a need for specialized training and although there hasn't been a survey and there is no data, there is a clear need. Ms. Taylor stated that once everything is established, the data to show success will be available to provide.

Board Member Front suggested that doing a base line survey sooner rather than later will be beneficial to see the success and be able to market the efforts to City Council and the Personnel Board. Board Member Front stated it's important to have data to back up the impact of the initiatives.

Board Member Front requested to be added to the distribution list for the internal newsletter.

Board Member Front inquired if there is an annual goal on what positions to fill and if there is a forecast or goal on applications received. Ms. Taylor stated there is an approved amount of positions that are approved with the budget and there are amendments throughout the year. Ms. Taylor will get back to the Board with the exact number of FTE vacancies. Ms. Taylor added that there is a new law that will require an annual report on vacancies which will provide the life cycle of the recruitment; how long it takes, how many applications, and how many end up on the employment list. This is something that is in development. Ms. Taylor stated the average number of applications received is about 6,000 and that is across the board including part-time. Ms. Taylor noted that part-time positions are not included in the FTE vacancies, and because of the civil service process, it has to be ensured that applications are screened for minimum qualifications. Ms. Taylor stated that HR analysts look at each application to make an assessment, which is indicative of the type of work that goes into the recruitment process for the Human Resources team.

Board Member Front followed up by inquiring if there is now or if able to get to a place where data is provided to be able to identify the percentage of applicants at each stage of the recruitment life cycle. Board Member Front added it would be useful proactively to see the data, and provided examples such as using the data to see if more applicants or more qualified applicants are needed or more applicants to move to the interview stage, and seeing the change year over year.

Ms. Taylor stated some positions are hard to fill, especially specialized positions such as attorneys and engineers, but for the most part people are interested in working at the City of Richmond, in city government. Ms. Taylor stated that she believes it will be requested

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at some point and recognizes the importance of knowing the numbers and data. Ms. Taylor added she will see if the numbers can be broken down and become available to the Board.

Vice Chair Buckner stated great work with promotions and asked if it was possible to get the turnover numbers and data included in the report. Ms. Taylor added that is relevant information to include.

**SPEAKERS:**

- Cordell Hindler: Mr. Hindler thanked Ms. Taylor for the presentation. Mr. Hindler had comments that he was going to raise but had already been addressed. Mr. Hindler stated he is looking forward to the class and comp study because the neighboring City of El Cerrito, recently did a class and comp study to compare what other cities have like vacancies, and the data that Board Member Front was referring to. Mr. Hindler added that Employee Wellness is a wonderful opportunity for staff and department heads, so they don't get burnt out. Mr. Hindler hopes this goes forward to the City Council to rubber stamp it.

Vice Chair Buckner made a motion to accept the 2024 Personnel Report. Chair Wirsig seconded the motion. The acceptance of the 2024 Personnel Report 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 6:42 p.m.

City of South San Francisco  
Human Resources Department

**Deputy Director of Economic and Community Development**  
Class Description

**Definition**

Under direction from the Economic and Community Development Director, uses operational decision making in the direction and coordination of assigned divisions within the Economic and Community Development Department; prepares and presents reports to the Economic and Community Development Director on activities, issues, and needs of assigned divisions; develops and implements policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; provides highly responsible and complex administrative support to the Economic and Community Development Director; serves as the acting Director as assigned; assists in the strategic planning, organization, and high-level management of the Economic and Community Development Department; and does related work as required.

**Distinguishing Characteristics**

Reporting to the Department Head, the Deputy Director manages, supervises, develops, maintains, directs and coordinates the activities of assigned divisions. This class is distinguished from the next lower-level classifications in that it has responsibility for managing programs and policies encompassing multiple divisions.

**Typical and Important Duties**

1. Manages the operations of assigned divisions within the Economic and Community Development Department.
2. Assists in the strategic planning, and development of departmental policies, procedures, goals and objectives.
3. Recommends the appointment of personnel; provides or coordinates staff training, conducts performance evaluations, and recommends discipline as necessary.
4. Oversees preparation and management of the budget for assigned divisions; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budgets.
5. Identifies funding sources, applies for state and federal funds, and obtains construction financing for projects; prepares and administers CDBG and Successor Agency funds and budgets; prepares and submits various budgetary documents to funding agencies; manages affordable housing loan portfolio, and portfolio or income restricted units.
6. Coordinates departmental activities with other departments and divisions.
7. Represents the Economic and Community Development Department to other City departments, government agencies, community members, and business representatives.
8. Provides technical assistance and information to a variety of boards, commissions, and committees.
9. Prepares and presents a variety of reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.

10. Represents the City at professional and technical meetings; provides comments and analysis concerning new and revised codes and standards; ensures that best practices are implemented.
11. Coordinates the preparation, training, and implementation of new or revised policies, standards, and regulations.
12. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
13. Performs other related work as required.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles and practices of economic and community development including planning, building, housing and/or economic development.
- Principles and practices of leadership, team building, management, supervision, training, and employee development.
- Principles and practices of budget and financial management.
- Laws and regulations related to development projects, contracts, agreements, plans, specifications, and procedures associated with community development and private development.
- Pertinent local, State and Federal laws, ordinances and rules.
- Projects and contract management and negotiation methodologies.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

#### *Ability to:*

- Organize, implement and direct the activities of assigned divisions within the Economic and Community Development Department.
- Effectively administer assigned programs within requirements and guidelines established by the City and funding agencies.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Develop and maintain collaborative working relationships with the business community, outside agencies and other City departments.
- Maintain effective liaison with other City departments and other agencies and work successfully with the public and community groups.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively supervise and direct the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned division- and department-level operations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible experience in community development, with at least two years in a supervisory capacity.

*Training:* A bachelor's degree from an accredited college or university with major coursework in planning, public administration, business administration, construction management, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office setting with some exposure to the field and outdoors.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved: June 2002  
Revised Date: March 2023  
Former Titles: CDBG Coordinator, Manager of Housing and Community Development  
Abolished: CDBG Coordinator abolished July 1997; Manager of Housing and Community Development abolished June 2002; Manager of Housing and Redevelopment abolished in October 2014; Economic Development and Housing Manager abolished in April 2017.  
Bargaining Unit: Mid-management  
ADA Review:  
DOT: No  
Physical: None  
Status: Classified/exempt  
EEOC Category: 1. Executive/Senior Level Officials and Managers  
Job Code: M145

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**ECONOMIC DEVELOPMENT SPECIALIST**

**DEFINITION**

Under the direction of the Director of Economic and Community Development, the Economic Development Specialist assists in the development and management of programs to meet the City's long and short term economic goals and objectives and will be involved in the implementation of all economic development activities and performs related work as required.

**EXAMPLES OF DUTIES**

Performs work assigned on current and long-range development and business retention projects. Participates in developing relationships between the City and representatives of private sector development opportunities and serves as a point of contact for new and expanding businesses by providing information on available development sites and explaining development and/or permitting requirements of establishing and expanding businesses. Develops work programs and techniques to be followed for the attraction of new commercial and office real estate development; supports on-going commercial projects, light industrial development, expanded retail development and local labor force enhancement programs; works with relevant economic development groups and organizations at the local, regional, state and national levels; assists in the preparation of marketing and informational materials and the on-going gathering of data necessary to support the economic development activities of the department; prepares reports and makes presentations to business and neighborhood groups, City Commissions and Boards, City Council, and the public; supports an on-going process of evaluation and review of program goals, objectives, strategies and plans to ensure the long-term ability of the Department to accommodate appropriate responses to new or changing issues and opportunities.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles and practices of marketing/marketing research; economic and commercial development; statistical and research methods and the sources of information and data pertaining to economic development, business retention and labor force enhancement programs; evaluation and analysis of pro formas; the State of California Redevelopment Law; Federal and State Grants regulations and private sector development techniques.

JOB SPECIFICATION  
ECONOMIC DEVELOPMENT SPECIALIST (PAGE 2)

**Ability to:** Prepare effective written reports and recommendations; make verbal reports at public meetings; deal effectively with the public; establish and maintain effective working relationships with staff, City officials, local commissions; provide strong administrative, fiscal management and policy analysis skills; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Graduation from college or university with a Bachelor's Degree in Business Administration, Economics, Marketing, Planning, Public Administration or a related field; Master's Degree desirable.

**Experience:** Minimum of three years professional experience in economic development, commercial development, marketing/marketing research, planning or public administration which has resulted in familiarity with economic development issues and some exposure to private sector development.

**License:** Possession of a valid California Class C California Drivers License.

R: 3/2019



# STAFF REPORT

## **HUMAN RESOURCES**

**DATE:** February 27, 2025

**TO:** Chair Wirsig and Members of the Personnel Board

**FROM:** Sharrone Taylor, Director of Human Resources

**SUBJECT:** APPROVE THE RETITLE/REVISION OF SENIOR CODE ENFORCEMENT OFFICER

## **BACKGROUND**

The Community Development Department, in collaboration with the City Manager and the Human Resources Department, assessed its organizational structure and departmental needs. The Department desires to utilize the supervisory position, which has not been utilized in many years; therefore, it was critical to review and update the job specification.

## **RECOMMENDATION**

The Human Resources Department recommends approval to retitle the classification of Code Enforcement Supervisor to Senior Code Enforcement Officer and the associated edits to the job specification.

## **ANALYSIS**

The Code Enforcement Supervisor classification is a supervisory classification in the Code Enforcement series, higher than the Code Enforcement Officer I/II, and lower than the Code Enforcement Manager. The Code Enforcement Supervisor classification is a day-to-day first-line supervisor position, with responsibility for organizing and assigning daily subordinate work details, training and evaluating the work of subordinate staff, and leading specific programs or units. This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development, and represents the program before public bodies and the community.

The areas of responsibility for Code Enforcement overall have increased over the years; for example, adding regulatory work such as the enforcement of alcohol, cannabis, and tobacco permits. Therefore, the department desires to utilize a supervisory position(s) which can take the lead over certain program activities, as needed, in addition to performing regular work such as code enforcement field inspections.

# Personnel Board February 27, 2025

## Senior Code Enforcement Officer Staff Report

Since the classification had not been utilized recently, the job specification was reviewed to ensure that it is in alignment with the current standards for Code Enforcement Officer I/II. Additionally, staff is proposing to retitle the classification to "Senior Code Enforcement Officer." The associated edits to the job description bring it into alignment within the classification family.

### **CONCLUSION**

On January 22, 2025, the City sent the revisions to the job specification to IFPTE Local 21 Mid-Management Bargaining Unit and invited the union to meet and confer regarding the drafted specification. The union is in agreement with the changes. HR staff recommends approving the retitle of the classification to Senior Code Enforcement Officer, and the associated edits to the job specification.

**ANALYST:** Catherine Selkirk, Human Resources Manager

**Attachments:** Proposed Senior Code Enforcement Officer Job Specification Clean  
Proposed Senior Code Enforcement Officer Job Specification  
Redline  
Original Code Enforcement Supervisor Job Specification



## Classification Specification

<b>Classification Title</b>	Senior Code Enforcement Officer
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Under direction, coordinates various code enforcement activities and permits. Performs more complex office and field duties associated with the interpretation, application, and enforcement of the municipal code, state, local, and other related ordinances, resolutions, and regulations, and other related codes dealing with public property, environmental health or similar matters, zoning, nuisance, street vending, property maintenance, housing, weed abatement, and health and safety hazards. Coordinates and provides training and supervision to code enforcement and clerical personnel.

### DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement series. The Senior Code Enforcement Officer oversees and coordinates the day-to-day first-line supervisory responsibilities, including organizing and assigning daily subordinate work details, training and evaluating the work of subordinate staff, and leading specific programs or units. This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development, and represents the program before public bodies and the community.

### 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.*

- Conducts field inspections and ensures compliance with a variety of codes, ordinances, and resolutions including regulations of public property, environmental health or similar matters, zoning, nuisance, street vending, property maintenance, housing, weed abatement, and health and safety hazards.
- Plans and supervises the work of assigned subordinate code enforcement and clerical personnel, including assigning and reviewing work, providing guidance, training, and technical assistance to personnel, and conducting performance evaluations.
- Plans, organizes, supervises and coordinates assigned activities.

## Classification Specification

<b>Classification Title</b>	Senior Code Enforcement Officer
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

- Assists in the development and implementation of departmental goals, objectives, budget, policies, procedures, and work standards.
- Reviews, monitors and provides technical expertise, code interpretation assistance, advice on enforcement strategies on more complex incidents, and administrative matters.
- Prepares or directs the preparation of complete and accurate investigation reports and other materials.
- Receives and investigates complaints, exercises appropriate judgment in prioritizing issues, and investigates and resolves complex problems.
- Explains ordinances to residents and works with the public to gain voluntary compliance with applicable City ordinances and codes.
- Inspects dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable ordinances and codes. Surveys the City for possible code violations.
- Conducts cannabis, alcohol and tobacco, and taxi inspections, and issues related permits.
- Prepares reports, notices, warrants, and other documents regarding related ordinance, resolution and code violations.
- Utilizes various software programs to perform required research and maintain case investigation records.
- Issues citations and directives to offending parties, outlining or describing steps for compliance.
- Participates in the investigation, preparation and presentation in cases for legal action and testifies in court on behalf of the City as necessary.
- Assists in the preparation of billing and tax liens relative to administrative abatements and citations.
- Utilizes various police systems according to established protocols, including communicating on the police radio system, and accessing sensitive information in the California Law Enforcement Telecommunications System and through the Police Department's Computer Aided Dispatch (CAD) and data/case management systems.
- Serves as Acting Code Enforcement Manager as required.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Senior Code Enforcement Officer
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

- Position has 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

- Associate's degree in Planning, Criminal Justice, Environmental Studies, Public or Business Administration, or a closely related field
- Three (3) to five (5) years of increasingly responsible experience in the area of code enforcement, including at least one (1) year at the supervisory or lead level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Certification as a Certified Code Enforcement Officer (CCEO) from California Association of Code Enforcement Officers (CACEO) is an ongoing requirement
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

## Classification Specification

<b>Classification Title</b>	Senior Code Enforcement Officer
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles and practices of code enforcement and investigation practices
- Land use, zoning, health and safety, and related codes and ordinances
- Evidence collection and preservation, including P.C. 832 rules and related procedures
- Basic map reading, and related legal descriptions of real property
- City policies and procedures
- Principles and practices of employee supervision

#### Skill in:

- Leadership
- Investigative techniques
- Organization and time management

#### Ability to:

- Assign, supervise, and evaluate the work of subordinate personnel
- Understand and effectively handle supervisory problems
- Prepare technical reports, and maintain related records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Understand and interpret City policies and procedures
- Understand, interpret, and explain applicable codes, regulations, and ordinances
- Research, extract, and retrieve appropriate data from other departments and outside agencies related to Code Enforcement issues and projects

### 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

<b>Classification Title</b>	Senior Code Enforcement Officer
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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.*

- Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, odors, outdoors, confined space, electrical and mechanical hazards, and chemicals and controlled substances. In some instances, there may be exposure to high crime areas in the community. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

## Classification Specification

<b>Classification Title</b>	Senior Code Enforcement Officer
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

Established: 06/26/2008

Revised:

EEO Code: PR-336

Bargaining Unit: Mid-Management



## Classification Specification

Classification Title	<u>Senior</u> Code Enforcement <u>Supervisor</u> <del>Officer</del>
Job Code	2115
FLSA Status	Exempt

### GENERAL SUMMARY

~~Under direction, supervises a section of the Code Enforcement Division. Assists with the coordination of the~~ coordinates various City's code enforcement activities and permits. Performs more complex office and field duties associated with the interpretation, application, and enforcement of ~~the~~ municipal codes, state, local, and other related ordinances, resolutions, and regulations, and other related codes dealing with public property, environmental health or similar matters, zoning, nuisance, street vending, property maintenance, housing, weed abatement, and health and safety hazards, zoning, land use, cannabis, alcohol and tobacco, taxi, building, housing, dangerous buildings, private property inoperable vehicles, noise, litter, sanitation, weeds, and other public nuisance code provisions. Coordinates and provides training and supervision to code enforcement and clerical personnel.

### DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement series. ~~This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development, and represents the program before public bodies and the community. The supervisor~~ Senior Code Enforcement Officer oversees and coordinates the day-to-day first-line supervisory responsibilities, including organizing ~~and leading a program unit within the Division~~ and assigning daily subordinate work details, ~~and~~ training and evaluating the work of subordinate staff, ~~and leading specific programs or units.~~ This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development, and represents the program before public bodies and the community.

### 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.*

- Conducts field inspections and Ensures compliance with a variety of codes, ordinances, and resolutions including regulations of public property, environmental health or similar matters, zoning, nuisance, street vending, property maintenance, housing, weed abatement, and health and safety hazards. ~~City codes, resolutions,~~



## Classification Specification

<b>Classification Title</b>	<u>Senior</u> Code Enforcement <u>Supervisor</u> <del>Officer</del>
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

- ~~Assists with the scheduling of the Unit's workload, and providing supervision, training, and technical assistance to subordinate code enforcement and clerical personnel.~~
- Assists in the preparation of billing and tax liens relative to administrative abatements and citations.
- Utilizes various police systems according to established protocols, including communicating on the police radio system, and accessing sensitive information in the California Law Enforcement Telecommunications System and through the Police Department's Computer Aided Dispatch (CAD) and data/case management systems.
- Serves as Acting Code Enforcement Manager as required.
- Performs related work as required.

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### SUPERVISORY RESPONSIBILITIES

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

### HUMAN COLLABORATION & JOB IMPACT

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

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

### FISCAL RESPONSIBILITY

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

- Position has 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.

## Classification Specification

<b>Classification Title</b>	<a href="#">Senior</a> Code Enforcement <del>Supervisor</del> <a href="#">Officer</a>
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Associate's degree in Planning, Criminal Justice, Environmental Studies, Public or Business Administration, or a closely related field
- Three (3) to five (5) years of increasingly responsible experience in the area of code enforcement, including at least one (1) year at the supervisory or lead level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Certification as a Certified Code Enforcement Officer (CCEO) from California Association of Code Enforcement Officers (CACEO) is an ongoing requirement
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- [Principles and practices of code enforcement and investigation practices](#)
- Land use, zoning, health and safety, and related codes and ordinances
- [Evidence collection and preservation, including P.C. 832 rules, ~~evidence~~](#), and related procedures
- Basic map reading, and related legal descriptions of real property
- City ~~of Richmond and Richmond Police Department~~ policies and procedures
- Principles and practices of employee supervision

#### Skill in:

- [Leadership](#)
- Investigative techniques
- Organization and time management

#### Ability to:

- [Assign, supervise, and evaluate the work of subordinate personnel](#)
- [Understand and effectively handle supervisory problems](#)
- [Prepare technical reports, and maintain related records](#)
- Communicate effectively, both orally and in writing

## Classification Specification

<b>Classification Title</b>	<del>Senior</del> Code Enforcement <del>Supervisor</del> <u>Officer</u>
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

- Establish and maintain effective working relationships
- Understand ~~ing~~ and interpreting City policies and procedures
- Understand ~~ing and interpret~~, and explaining applicable ~~City~~ codes, regulations, and ordinances
- ~~Explain Richmond Municipal Code regulations~~
- Research, extract, and retrieve appropriate data from other departments and outside agencies related to Code Enforcement issues and projects

### 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		

### Classification Specification

<b>Classification Title</b>	<u>Senior</u> Code Enforcement <del>Supervisor</del> <u>Officer</u>
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

#### 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.*

- Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, odors, outdoors, confined space, electrical and mechanical hazards, and chemicals and controlled substances. In some instances, there may be exposure to high crime areas in the community. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: 06/26/2008

Revised: 06/15/2023

EEO Code: PR-336

Bargaining Unit: Mid-Management



## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Assists with the coordination of the City's code enforcement activities and permits. Performs more complex office and field duties associated with the interpretation, application, and enforcement of municipal and other related codes dealing with zoning, land use, cannabis, alcohol and tobacco, taxi, building, housing, dangerous buildings, private property inoperable vehicles, noise, litter, sanitation, weeds, and other public nuisance code provisions. Coordinates and provides training and supervision to code enforcement and clerical personnel.

### DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement series. This position is distinguished from the Code Enforcement Manager in that the manager is responsible for broad and complex planning, budgetary, and policy development, and represents the program before public bodies and the community. The supervisor oversees and coordinates the day-to-day first-line supervisory responsibilities, including organizing and assigning daily subordinate work details, and training and evaluating the work of subordinate 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.*

- Ensures compliance with City codes, resolutions, and ordinances which pertain to such areas as nuisances, zoning, cannabis, alcohol and tobacco, taxi, building codes, weed abatement, private property inoperable vehicles, substandard housing, dangerous buildings, health and safety, and other related property maintenance requirements.
- Receives and investigates complaints, and surveys the City for possible code violations.
- Explains ordinances to residents and works with the public to gain voluntary compliance with applicable City ordinances and codes.

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

- Inspects dwellings, buildings, vacant lots and, businesses and commercial properties for violations of applicable City ordinances and codes.
- Assists with issuing cannabis, alcohol and tobacco, and taxi permits.
- Assists with conducting cannabis, alcohol and tobacco, and taxi inspections.
- Prepares reports and notices regarding related ordinance, resolution and code violations.
- Utilizes various software programs to perform required research and maintain case investigation records.
- Issues citations and directives to offending parties, outlining or describing steps for compliance.
- Assists with the scheduling of the Unit's workload, and providing supervision, training, and technical assistance to subordinate code enforcement and clerical personnel.
- Assists in the preparation of billing and tax liens relative to administrative abatements and citations.
- Utilizes various police systems according to established protocols, including communicating on the police radio system, and accessing sensitive information in the California Law Enforcement Telecommunications System and through the Police Department's Computer Aided Dispatch (CAD) and data/case management systems.
- Serves as Acting Code Enforcement Manager as required.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

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

### **HUMAN COLLABORATION & JOB IMPACT**

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

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## Classification Specification

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<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

- 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

- Associate's degree in Planning, Criminal Justice, Environmental Studies, Public or Business Administration, or a closely related field
- Three (3) to five (5) years of increasingly responsible experience in the area of code enforcement, including at least one (1) year at the supervisory or lead level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Certification as a Certified Code Enforcement Officer (CCEO) from California Association of Code Enforcement Officers (CACEO) is an ongoing requirement
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Land use, zoning, health and safety, and related codes and ordinances
- P.C. 832 rules, evidence, and related procedures
- Basic map reading, and related legal descriptions of real property
- City of Richmond and Richmond Police Department policies and procedures
- Principles and practices of employee supervision

#### Skill in:

- Investigative techniques
- Organization and time management

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Understanding and interpreting City policies and procedures
- Understanding and interpreting applicable City codes and ordinances
- Explain Richmond Municipal Code regulations
- Research, extract, and retrieve appropriate data from other departments and outside agencies related to Code Enforcement issues and projects

### 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.*

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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		

## Classification Specification

<b>Classification Title</b>	Code Enforcement Supervisor
<b>Job Code</b>	2115
<b>FLSA Status</b>	Exempt

Loud noises (85+ decibels such as heavy trucks, construction)	X		
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### 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.*

- Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, odors, outdoors, confined space, electrical and mechanical hazards, and chemicals and controlled substances. In some instances, there may be exposure to high crime areas in the community. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: 06/26/2008

Revised: 06/15/2023

EEO Code: PR-336

Bargaining Unit: Mid-Management



# STAFF REPORT

## PERSONNEL BOARD

**DATE:** February 27, 2025

**TO:** Chair Wirsig and Members of the Personnel Board

**FROM:** Sharrone Taylor, Interim Human Resources Director

**SUBJECT:** APPROVE THE ADDITION OF FLEXIBLY STAFFED LANGUAGE TO SPECIFIC JOB DESCRIPTIONS

### **BACKGROUND**

The Personnel Board tasked the Human Resources Department with ensuring that all flexibly staffed classifications are clearly specified in their job descriptions.

### **RECOMMENDATION**

The Human Resources Department recommends the addition of flexibly staffed language to all the job descriptions listed in this agenda report.

### **DISCUSSION**

The Personnel Rules define a flexibly staffed position as:

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

Flexibly staffed positions have a more streamlined promotional process defined in the Personnel Rules than non-flexibly staffed positions:

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

Flexibly staffed classifications provide professional development and growth

# Personnel Board February 27, 2025

## Flexibly Staff Positions Staff Report

opportunities for City of Richmond employees, which is beneficial for both staff and the organization.

During the implementation of the Classification and Compensation study, through negotiations with the SEIU Local 1021 bargaining unit, Human Resources staff added identifying terminology to the job descriptions for flexibly staffed classifications that were already designated as such by the Personnel Board. Because the request was made in negotiations with one bargaining unit, the sentence was not added to the job descriptions for flexibly staffed classifications in other bargaining units. Staff believes it is in the best interest to easily identify flexibly staffed classifications by ensuring that consistent language is added directly on all flexibly staffed job descriptions. Staff have thoroughly reviewed the job specifications for all classifications previously designated as flexibly staffed classifications to see which ones need the flexibly staffed language added.

If this agenda item is approved, the job specifications for the following positions will be edited to add the flexibly staffed sentence as the first sentence in the “Distinguishing Characteristics” section.

The flexibly staffed sentence reads as follows:

- For entry-level positions: **This class is the entry-level classification in the (Name) series and is flexibly staffed with (higher classification title).** For example, for Budget Analyst I, “This class is the entry-level classification in the Budget Analyst series and is flexibly staffed with Budget Analyst II.”
- For journey-level positions: **This class is the journey-level classification in the (Name) series and is flexibly staffed with (lower classification title).** For example, for Budget Analyst II, “This class is the journey-level classification in the Budget Analyst series and is flexibly staffed with Budget Analyst I.”

### List of Classifications Already Designated

#### SEIU

- Executive Assistant I and Executive Assistant II
- Housing Program Specialist and Housing Program Specialist Senior
- Maintenance Aide I and Maintenance Aide II
- Library Page I and Library Page II

#### Mid-Management

- Administrative Analyst and Associate Administrative Analyst
- Budget Analyst I and Budget Analyst II
- Business Systems Analyst I and Business Systems II
- Finance Manager I and Finance Manager II
- Human Resources Analyst I and Human Resources Analyst II
- Rent Program Services Analyst I and Rent Program Services Analyst II

# Personnel Board February 27, 2025

## Flexibly Staff Positions Staff Report

### **Additional Classifications to be Designated**

The following classifications are not currently designated as flexibly staffed. However, Human Resources would like to designate them as flexibly staffed, and add the flexibly staffed sentence to the Distinguishing Characteristics section of their job specifications. Designating these classifications as flexibly staffed would give employees in these positions the ability to be promoted without being required to compete in an open recruitment, thereby providing an opportunity for professional growth that promotes employee retention and contributes to positive employee morale.

#### SEIU

- Maintenance Worker I and Maintenance Worker II

#### Mid-Management

- Information Technology Support Specialist I and Information Technology Support Specialist II
- Network and Systems Specialist I and Network and Systems Specialist II

### **CONCLUSION**

On February 10, 2025, the City notified the SEIU Local 1021 and Local 21 Mid-Management bargaining units of the changes outlined above, and invited them to meet and confer regarding the changes. They have expressed their agreement with the proposed changes. Therefore, HR staff recommends approving the addition of the flexibly staffed language as stated above to the listed job descriptions.

**ANALYST:** Jessica Somera, Human Resources Analyst Principal

Attachments: None