

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, March 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 February 27, 2025
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
 - a. **RE-ESTABLISH** the classification of Paratransit Coordinator and **APPROVE** the job specification
 - b. **APPROVE** the REVISIONS to the Construction Inspector I/II job specifications
 - c. **APPROVE** the REVISIONS to the Code Enforcement Officer I/II job specifications
 - d. **ESTABLISH** the classification of Vocational Building Construction Instructor 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.

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

Webinar ID: 850 1189 2620 Passcode: ezyKB0

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

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, March 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, March, 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 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**

**February 27, 2025
MEETING MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on February 27, 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 January 23, 2025

SPEAKERS:

Cordell Hinder: Mr. Cordell Hindler stated he listened to the recordings of the meeting and it seems accurate. Mr. Hindler also reviewed the minutes and requested the Board approve the minutes as presented.

Board member Front made a motion to approve the Regular Meeting Minutes of January 23, 2025. Chair Wirsig seconded the motion. The Regular Meeting Minutes of January 23, 2025, by the following vote:

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

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Mr. Cordell Hindler brought forward and requested three items to be placed on the April 24th agenda. Mr. Hindler's first request was the approval to revise the classification for Deputy Director of Economic Development. The second item was to approve the addition of an Associate Administrative Analyst for the Office of Neighborhood Safety. The third item was to receive a presentation from Raftelis

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

regarding the workforce analysis. He explained the request for the addition of administrative staff in the Office of Neighborhood Safety was based on a conversation he had with Michael Romero. Mr. Hindler also spoke with Nannette Beacham about having a Deputy Director of Economic Development to attend conferences related to economic development and the person would be able to report what they learned at the conference. Mr. Hindler also submitted the following job descriptions: Deputy Economic Development Director from the City of Newark, Economic Development Specialist from the City of Walnut Creek, Economic Development Coordinator from the City of South San Francisco, and Economic Development Manager from the City of Redwood City.

Rosanne Ryken: Ms. Rosanne Ryken works at the Richmond Public Library and is a long-standing resident. Ms. Ryken first thanked Mr. Downer for his service to Richmond. Ms. Ryken went on to discuss concerns with the Public Services Support Librarian job specification. She referenced the current job specification, under minimum qualifications – general knowledge of principles and practices of librarianship, including cataloging, bibliography and reference. Ms. Ryken stated these principles are learned at a library school and are necessary training for a library degree. Ms. Ryken also referenced that the job specification states any combination of experience and training that is equivalent to the completion of a master's degree. Ms. Ryken stated nothing is equivalent to a degree. She emphasized the importance of having a librarian with a proper library degree. She also mentioned that the library has an upcoming bookmobile that currently lacks a driver.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Approve the Retitle/Revision of Senior Code Enforcement Officer.

It was noted the agenda should be read as Senior Code Enforcement Officer.

SPEAKERS:

Sharrone Taylor, Human Resources Director, presented the revision/retitle of Code Enforcement Supervisor to Senior Code Enforcement Officer. Ms. Taylor stated revisions were made to the job description to bring it up to date and to align with the current job duties in the market. The change in the title was intended to better reflect the field-based nature of the position. Ms. Taylor added typically, a supervisor is aligned with someone who would be working in the office or behind the desk but the retitle would ensure that candidates are aware that this person is expected to be out in the field alongside the Code Enforcement Officers. Ms. Taylor introduced Lina Velasco, the Community Development Director, and Eva Mann, the Code Enforcement Manager, to answer any additional questions.

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Vice Chair Buckner asked about office staffing during fieldwork. Lina Velasco explained that the office would remain staffed by an Office Specialist, Administrative Analyst, and Code Enforcement Manager.

- Cordell Hindler: Mr. Hindler reviewed the classification and thinks it's fine as is. Mr. Hindler recommended the Board approve the classification as presented by staff and to work with a consultant on the recruitment.

Vice Chair Buckner made a motion to approve the Retitle/Revision of Senior Code Enforcement Officer. Board member Front seconded the motion. The Retitle/Revision of Senior Code Enforcement Officer was approved by the following vote:

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

- b. Approve the addition of flexibly staffed language to the specific job descriptions.

SPEAKERS:

Sharrone Taylor, Human Resources Director, explained the addition of flexibly staffed language to the presented job descriptions. Ms. Taylor added there are a few included classifications such as Information Technology Support Specialists, Network System Specialists, and Maintenance Worker I and II that did not have the flexibly staffed language in them and upon review and recommendation from leadership, the job specifications should also have the language in them. Ms. Taylor added the language allows for promotional opportunities, career advancement, and more earning potential.

Board Member Front expressed his support for the changes and thinks it makes a lot of sense to have the language added.

- Cordell Hindler: Mr. Hindler thanked Ms. Taylor for the report. Mr. Hindler reviewed the language of the classifications and had no objections. He recommended that the Board approve the recommendations presented by staff.

Vice Chair Buckner made a motion to approve the addition of flexibly staffed language to the specific job descriptions. Chair Wirsig seconded the motion. The addition of flexibly staffed language to the specific job descriptions was approved by the following vote:

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

8. UNFINISHED BUSINESS

- None

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9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

The meeting adjourned at 6:29 p.m.



Deputy Economic Development Director

Class Specification

Revised 9/23

Class ID: 260

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under direction, leads and provides direction to develop, coordinate, implement, and enhance benefits to the City from economic development, public and private investment, and related activities; initiates key economic activities based on the City's Economic Development Element of the General Plan and relevant specific plans; develops communication and marketing strategies to promote, attract, retain and expand businesses in the City, and develops and encourages public-private cooperation and coordination; evaluates and assesses the local and regional economy, economic and real estate trends, provides economic data, and evaluates asset inventories to inform key City policy decisions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. May supervise assigned professional and technical staff and direct consultants.

DISTINGUISHING CHARACTERISTICS

This is a single position, management level classification that plans, develops, implements, and manages the operations for the City's Economic Development Element of the General Plan and relevant specific plans. The incumbent serves as a specialist, liaison, and advocate for economic development programs, has a broad range of independence and is responsible for performing diverse, specialized and complex work overseeing the day-to-day operations of the program. The incumbent has regular contact and develops collaborative relationships with the City's senior management, various government officials, other public agencies, the business community, public, non-profit, and private community organizations, builders and developers, and other agencies and individuals involved in economic development in the City.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Manage economic development activities including project and program management and initiatives from conception, design, budget development, implementation, to final evaluation; develop and present a comprehensive program to secure business growth in the City and provide support through the process.

Oversee and prepare budget for economic development programs; set goals, monitor performance and provide fiscal oversight as needed.

Design, develop, and implement strategies, policies, incentives, initiatives, partnerships, and other activities for business retention, expansion, and attraction; respond quickly to changing market and economic conditions to maintain a competitive position for the City.

Plan, develop, and implement economic development promotional activities and communications to attract new development and business relationships to the City; design and implement communications and marketing campaigns to promote the City's development activities and businesses within the City; organize and coordinate special programs, events, and media outreach on matters related to economic development in collaboration with the City Manager's office.

Encourage and facilitate development by collaborating with staff to facilitate goals and policies of the Economic Development Element of the General Plan; work closely with staff to facilitate permit processing to achieve economic development objectives and goals and to provide policy, technical, and market support on projects.

Collaborate with staff to resolve legal, financial, environmental, and technical real estate issues associated with development projects and commercial leasing opportunities; gather information and prepare reports on sensitive economic development matters and projects for presentation to senior management.

Formulate policy recommendations to ensure Council goals and objectives are met; evaluate City Council policy recommendations from an economic development and business perspective and recommend options and enhancements as appropriate.

Serve as City representative in various development matters; act as liaison and advocate on economic issues with developers and business owners in the evaluation of real estate developments, and with landlords/brokers and potential tenants in pursuing leasing of commercial vacancies; negotiate and resolve sensitive and controversial issues; resolve land development and entitlement processing issues for businesses and selected land developers; enforce contracts and monitor compliance with existing developer agreements.

Monitor legislation and funding opportunities related to economic development and make recommendations concerning policy and procedural improvements; identify and pursue grant and funding opportunities that leverage city resources for economic development activities; prepare grant and funding applications; administer economic development grants and contracts.

Conduct field investigations of commercial and industrial sites.

Represent the City at a wide variety of industry meetings, conferences, and meetings with local, State, and Federal agencies as well as community meetings; consult with local governments and organizations as well as private developers and individuals regarding economic development issues including land use and property development.

Develop and present written and verbal reports to the City Council, Planning Commission, outside industry organizations and community groups.

Prepare contracts and coordinate the work of engineers, appraisers, architects, urban designers and other consultants to achieve economic development policies and goals.

May lead the work of other professional staff and may supervise clerical, technical, professional, and contract staff.

Develop scope of services and budgets for consultants.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Economic development programs and principles including business recruitment, expansion and retention, demographic research, and basic analysis of market conditions and public relations.
- Retail, hotel, and industry retention and recruitment strategies.

- Program and market monitoring and evaluation methods.
- California Local Economic Development practices.
- Real estate principles, the development process, and project management.
- Communication, marketing and promotional practices and strategies related to business and economic development.
- Principles and techniques of report and grant writing, and grant administration.
- Federal, state, and other resources for economic development and business assistance.
- Entitlement processes including zoning, land use and environmental issues, project proformas, and real estate development risk.
- Computer and software applications related to the work.
- Techniques for effectively representing the City with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors, and the general public.

Skill or Ability to:

- Administer complex current and advanced economic development activities in an independent and effective manner.
- Plan, organize and implement a comprehensive economic development program, including a proactive outreach and communication program.
- Effectively apply and communicate the principles of economic development to guide and encourage acceptance of Economic Development Element of the General Plan.
- Effectively manage project assignments, operate within budget allocations, meet deadlines, and hire and manage consultants.
- Establish relationships and work effectively in a highly visible position with business leaders, financial institutions, citizen groups and department managers in interdepartmental and diverse team environments.
- Interpret and apply complex rules, regulations, laws, and ordinances.
- Manage the development and maintenance of databases that allow Newark to compete effectively in the regional market.
- Plan, coordinate, and supervise the work of clerical, technical, professional and contract staff.
- Effectively use spreadsheets, PowerPoint, and information from other data sources.
- Communicate complex economic and business issues clearly, concisely, and persuasively, both orally and in writing.
- Skill in public and interpersonal relations in a group setting or in a one-to-one situation and across all ranks and levels in both public and private organizations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a Bachelor's degree from an accredited college or university in Economics, Business Administration, Marketing, Public Relations, Public Administration, Marketing or a related field, and six (6) years of progressively responsible experience in economic development, redevelopment, real estate development, or related field including two (2) years of supervisory experience. A Master's Degree in Urban Planning, Economics, business Administration, Marketing, Public Relations or Public Administration is desirable.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day, evening, and weekend meetings, at various sites within and outside the City.



City of Walnut Creek
Economic Development Specialist

CLASS CODE	C400	SALARY	\$42.04 - \$51.10 Hourly \$3,363.34 - \$4,088.16 Biweekly \$87,446.84 - \$106,292.16 Annually
ESTABLISHED DATE	July 11, 2021	REVISION DATE	August 11, 2021

Position Description

Function:

To assist with programs designed to attract and retain businesses to the City; to perform outreach and marketing designed to promote Walnut Creek as a business destination; to perform technical duties requiring specialized knowledge; to provide highly responsible para-professional support in Economic Development; and to perform related work as required.

Class Characteristics:

This is a single-position para-professional class in Economic Development that provides staff support and implements programs that have been developed and organized by management staff. The focus of this classification is to support programs designed to attract, expand, and retain businesses by implementing City-wide marketing plans, economic development, and promotional activities.

Supervision Received and Exercised:

Receives general supervision from the assigned manager.

Representative Duties

Develop marketing and research materials including broker packages and brochures.

Create and maintain high quality web pages.

Assist in developing and implementing a business attraction, expansion and retention (BEAR) program, including conducting and tracking business visits.

Serve as liaison to businesses, brokers, site selectors, and key stakeholders; follow up to ensure issues are resolved.

Process Downtown and South Downtown Business Improvement District annual renewals.

Respond to calls for proposals from state, regional, and site selectors.

Attend meetings, events, and industry conferences representing the City's Economic Development team.

Provide administrative support to the Economic Development Manager and the Economic Development Team.

Provide clerical support and backup coverage for the City Manager's Office.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

Qualifications Guidelines

Education and Experience:

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

Education:

A Bachelor's degree from an accredited four-year college or university with major coursework in Economics, Business Administration, Public Administration, Marketing, Public Relations, or a related field.

Experience:

One year of responsible experience in economic or community development in the public sector, or in marketing/public relations.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California driver's license.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of economic development, including business recruitment, expansion, and retention.

Knowledge of relevant local, State, and Federal laws, rules, and regulations related to area of assignment.

Knowledge of basic principles and practices of demographic research and analysis.

Knowledge of techniques and practices of marketing and public relations.

Knowledge of modern office procedures, methods and equipment, including computers and applicable software and database applications.

Ability to implement elements of an economic development program.

Ability to intermittently, review documents related to department operations; observe, identify, and problem solve office operations and procedures; understand, interpret, and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Ability to on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Ability to interpret and apply relevant policies, procedures, laws, and regulations regarding economic development.

Ability to write effective marketing copy, proposals, press releases, articles, and speeches.

Ability to analyze problems, identify alternatives, and implement recommendations.

Ability to prepare and maintain accurate and complete confidential records and reports.

Ability to use sound judgment in recognizing scope of authority.

Ability to operate and use modern office equipment including computers and applicable software.

Ability to maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Ability to utilize appropriate safety procedures and practices for assigned duties.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to work with various cultural and ethnic groups in a tactful and effective manner.

Ability to communicate clearly and concisely, both orally and in

Classification History

New class created July 11, 2021.

FLSA Status

Non-Exempt

City of South San Francisco
Human Resources Department

Economic Development Coordinator
Class Description

Definition

Under general supervision of the Director of Economic & Community Development, performs complex and sensitive economic development and professional planning work in the implementation of economic development programs, including business development, redevelopment planning assistance, advanced planning supervision, plan preparation, community and business outreach, and report preparation; provides staff support to the City's Department of Economic and Community Development; develops and implements planning policies and procedures for the Redevelopment Agency; conducts research and provides economic development services; supports and teams with other City staff working on planning and neighborhood issues; and performs other related duties as assigned.

Distinguishing Characteristics

This single-position class is distinguished from other City professional planning classifications by the level, complexity, and citywide implications of project assignments in addition to the provision of administrative, marketing and policy support to the Department of Economic & Community Development.

Typical and Important Duties

1. Provides technical assistance to the Assistant City Manager (Director of Economic & Community Development) on negotiations for property acquisition and Redevelopment Agency project planning.
2. Acts as a liaison between Economic Development and the Planning, Engineering and Buildings Divisions.
3. Negotiates agreements with business firms and developers.
4. Prepares studies, business surveys, and staff reports and other documents for action by the City Council and the Redevelopment Agency.
5. Reviews state legislation, which may impact upon the City's economic development and redevelopment programs.
6. Develops and implements programs for business development, business retention and business expansion.
7. Prepares and maintains demographic, market and vacant land database.
8. Develops and implements an Economic Development marketing program.
9. Responds to inquiries regarding economic data, trends, and resources for industrial and commercial development opportunities.
10. Makes presentations to business and community groups.
11. Provides support for advanced planning projects as follows:
 - a. Provides staff support to the Planning Division; prepares a variety of complex reports, graphic materials, and presentations;
 - b. Reviews, prepares comments, and reports on a variety of long-range and

- ongoing projects;
 - c. Makes presentations to the City Council, the Redevelopment Agency, Planning Commission, and various commissions and commissions on Economic Development programs and projects;
 - d. Represents the City in meetings with other agencies and professional groups.
 - e. Prepares requests for proposal, as necessary.
12. Perform related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Theory, principles, and practices of economic and community development, land development, land use economics, demographic research, grant writing, urban, and transportation planning.
- Standard practices of both current and long-range planning, including development and modification of General Plan elements.
- Guidelines of the California Environmental Quality Act (CEQA).
- Applicable local, state, and federal laws and regulations.
- Statistical and research techniques related to the planning practices.
- Techniques for dealing with the architects, engineers, homeowners, City staff, professional service contractors, and representatives of other agencies in an effective manner in redevelopment and economic development projects.
- Report preparation and record keeping techniques.

Ability to:

- Work directly with the City Manager's Office, the City Council and other City officials.
- Prepare clear, effective, and accurate staff reports, correspondence, policies, procedures, and other written materials.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public.

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 responsible professional economic development experience with knowledge of economic development, commercial development, and marketing/marketing research. Some exposure to an economic development corporation, private industry council, and a private development or economic development agency desired.

Training: Equivalent to a Bachelor's Degree in business administration, public administration, economics, political science, urban planning, or a related field. A Master's degree from an

accredited college or university with major coursework in public policy, real estate development, city, urban or transportation planning, urban studies, or a related field desired.

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: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the phone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office and/or field setting.

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:	March 2008
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	2008
DOT:	No
Physical:	None
Status:	Classified/Exempt
EEOC	EF10/EJ2
Category:	
Job Code:	M185

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. OAE
6. SDE
7. SDE
8. SDE
9. MAE
10. MAE
11. SDE
12. SDE

19 hr / week

EXHIBIT A

CITY OF REDWOOD CITY ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under general supervision, the Economic Development Manager develops, coordinates, and implements the City's economic development programs and related activities; initiates key economic activities based on the City's General Plan, Economic Development Action Plan, Downtown Precise Plan, and regional initiatives such as the Grand Boulevard Initiative; provides economic data to inform key city policy decisions; develops and implements marketing, branding and outreach activities for attraction and retention of and businesses to the Downtown area and other key business districts, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager.

Responsibilities may include direct or indirect supervision of professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of policies and programs pertaining to the fiscal and economic development of the City.
2. Evaluate and review economic development program goals, objectives, and strategies and recommend changes to programs, policies or procedures that will facilitate ongoing success.
3. Identify, develop and analyze data to assess trends, issues and opportunities affecting businesses and the City.
4. Act as the City's liaison for the Downtown Business Group, Seaport Business Association, the Silicon Valley Economic Development Alliance, the San Mateo County Economic Development Association and other private and public organizations related to business and economic development.
5. Facilitate the attraction, retention, growth and success of Redwood City businesses through active engagement, business assistance, provision of information, marketing, and outreach.
6. Create and foster effective business relationships with key stakeholders to facilitate business attraction and retention that will support the development

CITY OF REDWOOD CITY
ECONOMIC DEVELOPMENT MANAGER (continued)

and growth of the Downtown and other city business and employment districts.

7. Identify and pursue grant and funding opportunities that leverage city resources for economic development activities and/or community events in the Downtown and other key business and employment districts; oversee administration of economic development grants and contracts.
8. Identify and recommend revisions to ordinances and policies that hinder business operations in the Downtown and other business corridors to improve economic conditions, functionality, aesthetics, and public safety.
9. Develop and provide information to business representatives and developers regarding the City's development requirements and approval process; assist with the facilitation and coordination of entitlement and permit approval process where appropriate.
10. Prepare staff reports and make presentations for Council and community groups.
11. Coordinate program activities with other City departments, outside agencies, and citizen groups.
12. Perform related duties as assigned.

JOB RELATED QUALIFICATIONS

Knowledge of:

Principles and practices of economic development, public policy and business development including best practices, statistical analysis, information technology applications

Hands on and effective techniques and information sources related to economic analysis and economic development.

Federal, state, and local programs and resources for economic development activity in urban areas.

Applicable federal, state, and local laws and regulations concerning economic development, real estate, and land use.

Grant writing and grant administration oversight and implementation experience

Effective methods of gaining consensus and building support for objectives

CITY OF REDWOOD CITY
ECONOMIC DEVELOPMENT MANAGER (continued)

Principles and practices of organization, administration, budget and supervision.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Understand and apply interpersonal skills to work effectively with the local business community, internal partners and external partners.

Plan, prioritize, communicate, delegate and monitor a variety of concurrent projects.

Analyze and synthesize data and complex information; write comprehensive reports.

Supervise, train, and evaluate personnel.

Operate a motor vehicle in order to attend meetings at offsite facilities and visit various sites for potential developments/business relocation.

Use a computer, including modern job-related software.

Experience and Training Guidelines:

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

Experience:

Four years of increasingly responsible experience and demonstrated proficiency in economic or community development, including two years of supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in economics, business administration, public policy, public administration, or related field. A Master's degree in a related field is desirable.

License or Certificate:

CITY OF REDWOOD CITY
ECONOMIC DEVELOPMENT MANAGER (continued)

Possession of, or ability to obtain, an appropriate valid California driver's license.

Effective Date: March 19,2012

Bargaining Group: Unrepresented

Status: Executive Management / Exempt / At-Will



STAFF REPORT

HUMAN RESOURCES

DATE: March 27, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: RE-ESTABLISH THE CLASSIFICATION OF PARATRANSIT COORDINATOR AND APPROVE THE JOB SPECIFICATION

BACKGROUND

The Paratransit Coordinator job classification had not been utilized in many years, and was removed from the classification structure during the City's Class & Comp implementation in 2023. In the past year, the Richmond Paratransit (R-Transit) Program was audited by an outside agency, and the audit concluded that a Paratransit Coordinator was needed.

RECOMMENDATION

The Human Resources Department recommends re-establishing the classification of Paratransit Coordinator and approving the job specification.

ANALYSIS

During the past year, the Richmond Paratransit (R-Transit) Program was audited by an outside agency. The audit concluded that a Paratransit Coordinator position is needed. Additionally, the Transportation Division has had both of their managers retire in the last year. Upon review of the operational needs of the division, the recommendations of the concluded audit, and review of the role's intended responsibilities, it has been determined that the re-establishment of the Paratransit Coordinator is needed to reflect the technical expertise and specialization required for the division's current and future needs.

The Paratransit Coordinator will plan, organize, supervise, and manage the City's coordinated paratransit program for seniors and residents with disabilities. This will include overseeing day-to-day operations, supervising staff, ensuring compliance with funding and regulatory requirements, managing service contracts, preparing funding claims, pursuing grants, and addressing customer service concerns.

Personnel Board March 27, 2025

Paratransit Coordinator Staff Report

CONCLUSION

On February 19, 2025, the City sent the proposed job specification for Paratransit Coordinator to the IFPTE Local 21 Mid-Management Bargaining Unit and invited the union to meet and confer regarding the drafted specification. Human Resources staff recommends approval of the re-establishment of the classification of Paratransit Coordinator and the job specification.

ANALYST: Rozma Nahid Paiz, Human Resource Analyst I

Attachments: Proposed Paratransit Coordinator job specification



Classification Specification

Classification Title	Paratransit Coordinator
Job Code	2341
FLSA Status	Exempt

GENERAL SUMMARY

Plans, organizes, supervises, and manages a coordinated paratransit program for seniors and residents with disabilities. This includes overseeing day-to-day operations, supervising staff, ensuring compliance with funding and regulatory requirements, managing service contracts, preparing funding claims, pursuing grants, and addressing customer service concerns.

DISTINGUISHING CHARACTERISTICS

This single-position class oversees a comprehensive paratransit program encompassing services delivered by City staff and contractors. The incumbent is responsible for securing paratransit funding, ensuring compliance with agency requirements, and continuously adapting and improving services to address the evolving needs of clients.

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.

- Manages the overall day-to-day operation of the R-Transit system.
- Prepares annual Measure J claim for paratransit funding and corresponds with appropriate regional transportation staff.
- Monitors and ensures compliance with the requirements of all funding agencies.
- Develops, writes and manages grants for paratransit funding.
- Prepares, negotiates, and administers paratransit contracts.
- Oversees the development, implementation, and execution of modifications to the paratransit processes.
- Achieves annual performance targets, including those outlined in the Richmond Paratransit Improvement Plan or other strategic documents.
- Prepares and presents monthly and quarterly written and verbal reports on the performance and cost of paratransit services.

Classification Specification

Classification Title	Paratransit Coordinator
Job Code	2341
FLSA Status	Exempt

- Participates in and/or attends paratransit-related meetings with internal and/or external partners.
- Ensures timely resolution of public complaints regarding customer service and safety.
- Supervises, directs and provides leadership to paratransit staff.
- Regularly communicates with paratransit stakeholders, including clients, City Council members, transportation committees, contractors, and other public agencies to provide updates and address concerns.
- Develops input to the proposed annual paratransit program budget.
- Manages the expenditure of funds to ensure compliance with the adopted annual budget.
- Develops and ensures staff adherence to Standard Operating Procedures for paratransit operations.
- May serve as a driver and/or dispatcher, as needed.
- Develops and disseminates outreach materials via various methods including flyers, social media, etc.
- Develops and hosts travel training and other group workshops to help older adults and people with disabilities access transportation options.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

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 requires regular interaction involving exchange and receipt of information.

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.

Classification Specification

Classification Title	Paratransit Coordinator
Job Code	2341
FLSA Status	Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in public or business administration, transportation planning, or a closely related field from an accredited college or university. A master's degree is highly desirable. Additional experience above the minimum qualifications can be substituted for education on a year-for-year basis
- One (1) to three (3) years of professional experience in the administration of paratransit services
- Experience with direct services, especially working with vulnerable communities, older adults, and people with disabilities, 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 Class "B" driver's license and a satisfactory driving record is an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Administration of paratransit systems
- Special transportation needs of seniors and adults with disabilities
- Public and private paratransit funding sources
- Grant application techniques and administration
- Federal, state, and local laws and regulations pertaining to the operation of a paratransit system
- City personnel systems and related administrative processes
- Modern office practices, equipment, and software
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision

Skill in:

- Organization and time management
- Delivery of high customer service
- Active listening and effective communication

Classification Specification

Classification Title	Paratransit Coordinator
Job Code	2341
FLSA Status	Exempt

- Seeking out “win-win” solutions
- The operation of a van or similar large passenger vehicle, and of wheelchair lifts

Ability to:

- Multi-task and prioritize work
- Organize data to analyze problems and make the most informed decision
- Adapt to changing circumstances
- Remain impartial, fair, and objective
- Effectively communicate orally and in writing in a clear and understandable manner
- Deliver professional presentations to governmental bodies, community groups, and other stakeholders
- Work with contractors as partners
- Conduct special studies and preparing reports
- Establish and maintain effective working relationships
- Set priorities, coordinate tasks efficiently, maximize staff resources, and proactively address challenges
- Identify problems and their causes and generate innovative solutions to problems
- Assess capabilities and skills of staff to optimize the utilization of personnel.
Coordinate and delegate work
- Direct staff and give appropriate and timely feedback to staff conveying critical or constructive criticism

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		

Classification Specification

Classification Title	Paratransit Coordinator
Job Code	2341
FLSA Status	Exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
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 and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbent 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: 10/30/1980

Revised: (pending PB)

EEO Code: PP-526

Bargaining Unit: Mid-Management



STAFF REPORT

HUMAN RESOURCES

DATE: March 27, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISIONS TO THE CONSTRUCTION INSPECTOR I/II
JOB SPECIFICATIONS

BACKGROUND

In July 2024, the Richmond City Council adopted an ordinance adding Sidewalk Vending regulations to the Richmond Municipal Code. Human Resources Staff, in collaboration with the City Manager and the Public Works and Community Development Departments, assessed the need for staffing to enforce the sidewalk vending ordinance. It was determined that the Construction Inspector I/II classification would have primary enforcement duties, while the Code Enforcement Officer I/II classification would also be able to enforce the ordinance as back-up to the Construction Inspector I/II positions and to support special enforcements activities, as needed.

RECOMMENDATION

The Human Resources Department recommends approval of the edits to the job specifications for Construction Inspector I/II.

ANALYSIS

In July 2024, the City Council adopted an ordinance adding Sidewalk Vending regulations to the Richmond Municipal Code (RMC). The intent was to establish operational and locational standards for street vending, special requirements for vending in parks, special requirements for food vending, enforcement provisions, and penalties for violations of said ordinance. As such, it is necessary to include enforcement duties into certain job specifications to ensure that public rights-of-way are being utilized appropriately and that any sidewalk vending is done in accordance with the regulations set forth in the RMC.

The Construction Inspector I/II position inspects work performed in the right-of-way including capital improvement projects, development, and encroachment. The edit to the job descriptions will add "enforces proper use of the public rights-of-way" and the following essential duty:

Personnel Board March 27, 2025

Construction Inspector I/II Staff Report

- Inspects the City's right-of-way areas to ensure compliance with City ordinances, including ordinances related to right-of-way use, safety, and sidewalk vending activities.

CONCLUSION

On November 4, 2024, the City sent the revisions to the job specifications to SEIU Local 1021 General Employees Bargaining Unit. The City has discussed the changes with the union. HR staff recommends approving the edits to the job specification for Construction Inspector I and Construction Inspector II.

ANALYST: Catherine Selkirk, Human Resources Manager

Attachments: Proposed Construction Inspector I/II Job Specification Clean
Proposed Construction Inspector I/II Job Specification Redline
Original Construction Inspector I/II Job Specification



Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

GENERAL SUMMARY

This is an entry-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes, and enforces proper use of the public rights-of-way.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector II. Under close supervision, incumbents will be given construction inspection assignments, objectives, and work methods to act as the field inspector on minor construction projects, and assist Construction Inspector II on major construction projects. This class is distinguished from a Construction Inspector II in that less experience and responsibility is needed to complete duties.

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.

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Inspects the City's right-of-way areas to ensure compliance with City ordinances, including ordinances related to right-of-way use, safety, and sidewalk vending activities.
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.
- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

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 limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience in performing construction, inspection, surveying, or materials testing on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work
- 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:

- Modern office practices and equipment, including applicable software
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

Skill in:

- The use of hand tools
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

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

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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: 06/25/2009

Revised: 07/13/2023

EEO Code: TE-381

Bargaining Unit: General Employees



Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

GENERAL SUMMARY

This is an entry-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes, and enforces proper use of the public rights-of-way.-

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector II. Under close supervision, incumbents will be given construction inspection assignments, objectives, and work methods to act as the field inspector on minor construction projects, and assist Construction Inspector II on major construction projects. This class is distinguished from a Construction Inspector II in that less experience and responsibility is needed to complete duties.

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.

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Inspects the City's right-of-way areas to ensure compliance with City ordinances, including ordinances related to right-of-way use, safety, and sidewalk vending activities.
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.
- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

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 limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience in performing construction, inspection, surveying, or materials testing on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work
- 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:

- Modern office practices and equipment, including applicable software
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

Skill in:

- The use of hand tools
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

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

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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: 06/25/2009

Revised: 07/13/2023

EEO Code: TE-381

Bargaining Unit: General Employees



Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

GENERAL SUMMARY

This is an entry-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector II. Under close supervision, incumbents will be given construction inspection assignments, objectives, and work methods to act as the field inspector on minor construction projects, and assist Construction Inspector II on major construction projects. This class is distinguished from a Construction Inspector II in that less experience and responsibility is needed to complete duties.

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.

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.
- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

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 limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Three (3) to five (5) years of experience in performing construction, inspection, surveying, or materials testing on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work
- 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:

- Modern office practices and equipment, including applicable software
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

Skill in:

- The use of hand tools
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports
- Understand techniques and terminology relating to surveying, and use surveying and computing instruments

Classification Specification

Classification Title	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

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	Construction Inspector I
Job Code	1137
FLSA Status	Non-exempt

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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: 06/25/2009

Revised: 07/13/2023

EEO Code: TE-381

Bargaining Unit: General Employees



Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

GENERAL SUMMARY

This is a journey-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes, and enforces proper use of the public rights-of-way.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector I. Under minimum supervision, incumbents will act as the lead inspector on major construction projects and assignments. Incumbents are responsible for providing training and technical expertise in construction inspection to Construction Inspector I incumbents, and for assisting in updating construction policies, practices, and procedures.

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.

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Inspects the City's right-of-way areas to ensure compliance with City ordinances, including ordinances related to right-of-way use, safety, and sidewalk vending activities.
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.
- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job may provide limited technical oversight in the field of Construction Inspector I. Otherwise, the position has no responsibility for the direction or supervision of others.

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 limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

Required Education and Experience

- High School diploma or GED equivalent
- Five (5) to seven (7) years of responsible experience as an inspector on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of a Certified Public Infrastructure Inspector (CPII) certificate from American Public Works Association within probationary period is required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Laws and ordinances affecting construction and repair work
- Surveying and construction staking (grade-setting) practices
- Methods and techniques of material testing, soil types, and characteristics
- Standard specifications and construction details (both City and state)
- Technical recordkeeping systems
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

Skill in:

- Conflict resolution
- The use of hand tools
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- Establish and maintain effective working relationships
- Act as lead inspector on major construction projects
- Direct, monitor, and evaluate the work of Construction Inspector I
- Train and develop Construction Inspector I in professional and technical areas, and procedural changes as necessary
- Ensure adherence and assist in updating construction policies, practices, and procedures
- Provide quality assurance, constructability, and value engineering review during project design and construction phases
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports
- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

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		

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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: 06/25/2009
 Revised: 12/02/2023
 EEO Code: TE-381A
 Bargaining Unit: General Employees



Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

GENERAL SUMMARY

This is a journey-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes, and enforces proper use of the public rights-of-way.-

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector I. Under minimum supervision, incumbents will act as the lead inspector on major construction projects and assignments. Incumbents are responsible for providing training and technical expertise in construction inspection to Construction Inspector I incumbents, and for assisting in updating construction policies, practices, and procedures.

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.

- Uses clearly-defined practices and procedures to inspect the methods and materials used in capital improvement projects, development of right-of-way improvements, and encroachment permit work.
- Inspects the City's right-of-way areas to ensure compliance with City ordinances, including ordinances related to right-of-way use, safety, and sidewalk vending activities.-
- Participates in meetings to discuss construction details, and resolves issues with contractors, other City departments, other agencies, and residents.
- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.
- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job may provide limited technical oversight in the field of Construction Inspector I. Otherwise, the position has no responsibility for the direction or supervision of others.

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 limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

Required Education and Experience

- High School diploma or GED equivalent
- Five (5) to seven (7) years of responsible experience as an inspector on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of a Certified Public Infrastructure Inspector (CPII) certificate from American Public Works Association within probationary period is required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Laws and ordinances affecting construction and repair work
- Surveying and construction staking (grade-setting) practices
- Methods and techniques of material testing, soil types, and characteristics
- Standard specifications and construction details (both City and state)
- Technical recordkeeping systems
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

Skill in:

- Conflict resolution
- The use of hand tools
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- Establish and maintain effective working relationships
- Act as lead inspector on major construction projects
- Direct, monitor, and evaluate the work of Construction Inspector I
- Train and develop Construction Inspector I in professional and technical areas, and procedural changes as necessary
- Ensure adherence and assist in updating construction policies, practices, and procedures
- Provide quality assurance, constructability, and value engineering review during project design and construction phases
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports
- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

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		

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

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 requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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: 06/25/2009
 Revised: 12/02/2023
 EEO Code: TE-381A
 Bargaining Unit: General Employees



Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

GENERAL SUMMARY

This is a journey-level position that inspects capital improvement projects, development of right-of-way improvements, and encroachment permit work to assure compliance with plans, specifications, and codes.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Construction Inspector series and is flexibly staffed with Construction Inspector I. Under minimum supervision, incumbents will act as the lead inspector on major construction projects and assignments. Incumbents are responsible for providing training and technical expertise in construction inspection to Construction Inspector I incumbents, and for assisting in updating construction policies, practices, and procedures.

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- Identifies construction problems, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintains daily diary and field records of construction activities, contractor crew, equipment, materials, and quantities. Recommends approval of progress and final payment to contractors.
- Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- Reviews and provides professional opinion, and acts on resident complaints to facilitate resolution of potential issues brought to the City by its residents.
- Posts liens, required repairs, and construction notices in accordance with City Council actions.
- Reviews and interprets construction plans, specifications, encroachment permits, and other plans affecting assigned projects. Provides quality assurance, constructability, and value engineering review during project design and construction phases. Verifies record drawings for approval.
- Coordinates material testing, and analyzes material test results, including, but not limited to, relative compaction tests, gradation of aggregates, slump tests, and resistant value of soils. Inspects producers of construction materials and their sources.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

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HUMAN COLLABORATION & JOB IMPACT

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FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- High School diploma or GED equivalent
- Five (5) to seven (7) years of responsible experience as an inspector on capital improvement projects, development of right-of-way improvements, and/or encroachment permit work
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of a Certified Public Infrastructure Inspector (CPII) certificate from American Public Works Association within probationary period is required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Laws and ordinances affecting construction and repair work
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- Technical recordkeeping systems
- Principles, techniques, and terminology relating to construction inspection
- Construction quality, equipment/tools, materials, and workmanship-industry standards
- Mathematics through plane geometry and trigonometry
- Construction OSHA safety practices
- Traffic safety and MUTCD manual

Skill in:

- Conflict resolution
- The use of hand tools
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

- Act as lead inspector on major construction projects
- Direct, monitor, and evaluate the work of Construction Inspector I
- Train and develop Construction Inspector I in professional and technical areas, and procedural changes as necessary
- Ensure adherence and assist in updating construction policies, practices, and procedures
- Provide quality assurance, constructability, and value engineering review during project design and construction phases
- Evaluate quality of construction and construction materials by coordinating material testing, and analyzing material test results
- Read and interpret topography maps and grading plans
- Determine and verify elevations using hand level and calculator
- Identify problems, evaluate alternatives, and arrive at logical decisions
- Read and interpret complex regulations and technical documents, including plans and specifications
- Prepare accurate notes, sketches, and daily reports
- Understand techniques and terminology relating to surveying, and use surveying and computing instruments
- Learn City ordinances as they relate to construction within the right-of-way
- Make field measurements of quantities in place
- Evaluate work in progress to verify compliance with safety standards

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		

Classification Specification

Classification Title	Construction Inspector II
Job Code	1138
FLSA Status	Non-exempt

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

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **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: 06/25/2009

Revised: 12/02/2023

EEO Code: TE-381A

Bargaining Unit: General Employees



STAFF REPORT

HUMAN RESOURCES

DATE: March 27, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISIONS TO THE CODE ENFORCEMENT OFFICER I/II
JOB SPECIFICATIONS

BACKGROUND

In July 2024, City Council adopted an ordinance adding Sidewalk Vending regulations to the Richmond Municipal Code. Human Resources Staff, in collaboration with the City Manager and the Public Works and Community Development Departments, assessed the need for staffing to enforce the sidewalk vending ordinance. It was determined that the Construction Inspector I/II classification would have primary enforcement duties, while the Code Enforcement Officer I/II classification would also be able to enforce the ordinance as back-up to the Construction Inspector I/II positions and to support special enforcements activities, as needed.

RECOMMENDATION

The Human Resources Department recommends approval of the edits to the job specifications for Code Enforcement Officer I/II.

ANALYSIS

In July 2024, the City Council adopted an ordinance adding Sidewalk Vending regulations to the Richmond Municipal Code (RMC). The intent was to establish operational and locational standards for street vending, special requirements for vending in parks, special requirements for food vending, enforcement provisions, and penalties for violations of said ordinance. As such, it is necessary to include enforcement duties into certain job specifications to ensure that public rights-of-way are being utilized appropriately and that any sidewalk vending is done in accordance with the regulations set forth in the RMC.

While it is anticipated that the Construction Inspector I/II will have primary responsibility for the enforcement of the sidewalk vending ordinance, it is important that other staff within the city can also enforce the ordinance to provide appropriate back-up, ensuring operational continuity and efficiency. The Code Enforcement Officer I/II position enforces a variety of City codes and ordinances. When reviewing the job description, it became clear that a few

Personnel Board March 27, 2025

Code Enforcement Officer I/II Staff Report

other changes were necessary to accurately reflect the work of the Code Enforcement Officer I/II. Language changes were made to clarify that the position may enforce more than just City codes (there are also state and local ordinances, etc.) which bring it into alignment with the job description for Senior Code Enforcement Officer, which was recently updated and approved by the Personnel Board. Additionally, it was discovered that the background requirement was not specified in the job description. Because the Code Enforcement Officer I/II has access to secure Police Department systems, which are highly regulated, the candidates for this position complete the same background as someone non-sworn in the Police Department.

CONCLUSION

On November 4, 2024, the City sent the revisions to the job specifications to SEIU Local 1021 General Employees Bargaining Unit. The City has discussed the changes with the union. HR staff recommends approving the edits to the job specifications for Code Enforcement Officer I and Code Enforcement Officer II.

ANALYST: Catherine Selkirk, Human Resources Manager

Attachments: Proposed Code Enforcement Officer I Job Specification Clean
Proposed Code Enforcement Officer I Job Specification Redline
Original Code Enforcement Officer I Job Specification

Proposed Code Enforcement Officer II Job Specification Clean
Proposed Code Enforcement Officer II Job Specification Redline
Original Code Enforcement Officer II Job Specification



Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs public education, investigation, and enforcement work in the office and the field to ensure compliance with municipal code and state, local, and other related ordinances, resolutions, and regulations; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Code Enforcement Officer series and is flexibly staffed with Code Enforcement Officer II. Positions assigned to this class perform the more routine and standardized tasks. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Employees at this level must develop and demonstrate the required job knowledge and skills to progress to the Code Enforcement Officer II level.

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 checks to uncover possible violations of 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.
- Investigates complaints of violations of codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

- Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies, and other local agencies, including utilities.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists the City Attorney's office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Routinely prepares reports, recommendations, and correspondence, with some requiring lengthy research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- 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 (CLETS), and through the Police Department's computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

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.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-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 no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma or GED equivalent, and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration, or a related field; and
- Two (2) years of experience working with the public and in the interpretation of rules, laws, or procedures. Experience may be substituted for education on a year-for-year basis

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Certification as a Certified Code Enforcement Officer (CCEO) by the California Association of Code Enforcement Officers (CACEO) at time of appointment, or prior to completion of probation, is required. Probation may be extended up to six (6) months to obtain certification. Current maintenance of the CCEO certification is an ongoing requirement.

Other Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code abatement
- Safe and efficient work practices as they relate to code enforcement
- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

- Working in a diverse community

Skill in:

- Organization and time management
- Customer service

Ability to:

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

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	Code Enforcement Officer I
Job Code	1095
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.

- 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. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. 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: 01/28/1999

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

Revised: 07/20/2023

EEO Code: TE-305

Bargaining Unit: General Employees



Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs public education, investigation, and enforcement work in the office and the field to ensure compliance with ~~the City Municipal Code, and ordinances and resolutions~~ municipal code and state, local, and other related ordinances, resolutions, and regulations; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Code Enforcement Officer series and is flexibly staffed with Code Enforcement Officer II. Positions assigned to this class perform the more routine and standardized tasks. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Employees at this level must develop and demonstrate the required job knowledge and skills to progress to the Code Enforcement Officer II level.

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 checks to uncover possible violations of a variety of ~~City~~ City-codes, ~~and~~ ordinances, and resolutions including regulations of public property, environmental health or similar matters, zoning, nuisance, street vending, property maintenance, and housing, weed abatement, and health and safety hazards.
- Investigates complaints of violations of ~~City~~ City-codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

- Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies, and other local agencies, including utilities.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists the City Attorney’s office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Routinely prepares reports, recommendations, and correspondence, with some requiring lengthy research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- 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 (CLETS), and through the Police Department’s computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

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.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-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 no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma or GED equivalent, and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration, or a related field; and
- Two (2) years of experience working with the public and in the interpretation of rules, laws, or procedures. Experience may be substituted for education on a year-for-year basis

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Certification as a Certified Code Enforcement Officer (CCEO) by the California Association of Code Enforcement Officers (CACEO) at time of appointment, or prior to completion of probation, is required. Probation may be extended up to six (6) months to obtain certification. Current maintenance of the CCEO certification is an ongoing requirement.

Other Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code abatement
- Safe and efficient work practices as they relate to code enforcement

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Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation
- Working in a diverse community

Skill in:

- Organization and time management
- Customer service

Ability to:

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

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.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

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.

- 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. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

- **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: 01/28/1999

Revised: 07/20/2023

EEO Code: TE-305

Bargaining Unit: General Employees



Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs public education, investigation, and enforcement work in the office and the field to ensure compliance with the City Municipal Code, and ordinances and resolutions; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Code Enforcement Officer series and is flexibly staffed with Code Enforcement Officer II. Positions assigned to this class perform the more routine and standardized tasks. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Employees at this level must develop and demonstrate the required job knowledge and skills to progress to the Code Enforcement Officer II level.

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 checks to uncover possible violations of a variety of City codes and ordinances, and resolutions including zoning, nuisance, property maintenance and housing.
- Investigates complaints of violations of City codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.
- Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies, and other local agencies, including utilities.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists the City Attorney's office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Routinely prepares reports, recommendations, and correspondence, with some requiring lengthy research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- 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 (CLETS), and through the Police Department's computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

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.

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma or GED equivalent, and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration, or a related field; and
- Two (2) years of experience working with the public and in the interpretation of rules, laws, or procedures. Experience may be substituted for education on a year-for-year basis

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Certification as a Certified Code Enforcement Officer (CCEO) by the California Association of Code Enforcement Officers (CACEO) at time of appointment, or prior to completion of probation, is required. Probation may be extended up to six (6) months to obtain certification. Current maintenance of the CCEO certification is an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code abatement
- Safe and efficient work practices as they relate to code enforcement
- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation
- Working in a diverse community

Skill in:

- Organization and time management
- Customer service

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

Ability to:

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

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	

Classification Specification

Classification Title	Code Enforcement Officer I
Job Code	1095
FLSA Status	Non-exempt

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.

- 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. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. 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: 01/28/1999

Revised: 07/20/2023

EEO Code: TE-305

Bargaining Unit: General Employees



Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs public education, investigation and enforcement work in the office and the field to ensure compliance with municipal code and state, local, and other related ordinances, resolutions, and regulations; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Code Enforcement Officer series and it is flexibly staffed with Code Enforcement Officer I. It is distinguished from the entry-level class in that incumbents at this level must possess technical expertise, responsibility to perform journey-level work with minimal supervision, and responsibility to provide training and technical expertise to Code Enforcement Officer I incumbents. A Code Enforcement Officer II is able to address new or unusual situations that arise, with minimal instruction, and is fully aware of the operating procedures and policies of the work unit.

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 checks to uncover possible violations of 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.
- Investigates complaints of violations of codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- Coordinates inspections with various City departments, including police and fire, county agencies, and other local agencies, including utilities.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves complex problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney's Office, outside legal representatives, and other City personnel; assists the City Attorney's Office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Prepares reports, recommendations, and correspondence, with some requiring lengthy and detailed research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- Analyzes and makes recommendations on policy development.
- 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 (CLETS), and through the Police Department's computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Position requires the occasional direction of peers and may oversee work quality, training, instructing, and work assignments.

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.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent, and equivalent to an Associate's degree in Planning, Architecture, Criminal Justice, Environmental Studies, Public or Business Administration, or a related field
- Three (3) years of experience working with the public and in the interpretation of rules, laws, or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience.

Required Licenses or Certifications

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

Other Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code enforcement and abatement
- Safe and efficient work practices as they relate to code enforcement

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation
- Working in a diverse community

Skill in:

- Organization and time management
- Customer service

Ability to:

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

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.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

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.

- 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. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- **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: 01/28/1999

Revised: 07/20/2023

EEO Code: TE-303

Bargaining Unit: General Employees



Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs public education, investigation and enforcement work in the office and the field to ensure compliance with ~~the City Municipal Code, ordinances and resolutions~~ municipal code and state, local, and other related ordinances, resolutions, and regulations; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Code Enforcement Officer series and it is flexibly staffed with Code Enforcement Officer I. It is distinguished from the entry-level class in that incumbents at this level must possess technical expertise, responsibility to perform journey-level work with minimal supervision, and responsibility to provide training and technical expertise to Code Enforcement Officer I incumbents. A Code Enforcement Officer II is able to address new or unusual situations that arise, with minimal instruction, and is fully aware of the operating procedures and policies of the work unit.

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 checks to uncover possible violations of a variety of ~~City codes, and~~ ordinances, and resolutions including regulations of public property, environmental health or similar matters, zoning, nuisance, street vending, property maintenance, ~~and housing, weed abatement, and health and safety hazards.~~
- Investigates complaints of violations of ~~City~~ codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- Coordinates inspections with various City departments, including police and fire, county agencies, and other local agencies, including utilities.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves complex problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney’s Office, outside legal representatives, **building, fire, and planning and other City** personnel; assists the City Attorney’s Office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Prepares reports, recommendations, and correspondence, with some requiring lengthy and detailed research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- Analyzes and makes recommendations on policy development.
- 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 (CLETS), and through the Police Department’s computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Position requires the occasional direction of peers and may oversee work quality, training, instructing, and work assignments.

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.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent, and equivalent to an Associate’s degree in Planning, Architecture, Criminal Justice, Environmental Studies, Public or Business Administration, or a related field
- Three (3) years of experience working with the public and in the interpretation of rules, laws, or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience.

Required Licenses or Certifications

- Possession of a valid California driver’s license and satisfactory driving record is an ongoing requirement.
- Current certification as a Certified Code Enforcement Officer (CCEO) by the California Association of Code Enforcement Officers (CACEO) is an ongoing requirement.

Other Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical and drug testing are also required.

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REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code enforcement and abatement

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- Safe and efficient work practices as they relate to code enforcement
- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation
- Working in a diverse community

Skill in:

- Organization and time management
- Customer service

Ability to:

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

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.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

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.

- 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. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- **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: 01/28/1999

Revised: 07/20/2023

EEO Code: TE-303

Bargaining Unit: General Employees



Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs public education, investigation and enforcement work in the office and the field to ensure compliance with the City Municipal Code, ordinances and resolutions; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Code Enforcement Officer series and it is flexibly staffed with Code Enforcement Officer I. It is distinguished from the entry-level class in that incumbents at this level must possess technical expertise, responsibility to perform journey-level work with minimal supervision, and responsibility to provide training and technical expertise to Code Enforcement Officer I incumbents. A Code Enforcement Officer II is able to address new or unusual situations that arise, with minimal instruction, and is fully aware of the operating procedures and policies of the work unit.

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 checks to uncover possible violations of a variety of City codes and ordinances, and resolutions including zoning, nuisance, property maintenance and housing.
- Investigates complaints of violations of City codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- Coordinates inspections with various City departments, including police and fire, county agencies, and other local agencies, including utilities.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves complex problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney's Office, outside legal representatives, building, fire, and planning personnel; assists the City Attorney's Office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Prepares reports, recommendations, and correspondence, with some requiring lengthy and detailed research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- Analyzes and makes recommendations on policy development.
- 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 (CLETS), and through the Police Department's computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Position requires the occasional direction of peers and may oversee work quality, training, instructing, and work assignments.

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.

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

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

FISCAL RESPONSIBILITY

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

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent, and equivalent to an Associate's degree in Planning, Architecture, Criminal Justice, Environmental Studies, Public or Business Administration, or a related field
- Three (3) years of experience working with the public and in the interpretation of rules, laws, or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience

Required Licenses or Certifications

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

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code abatement
- Safe and efficient work practices as they relate to code enforcement
- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation

Classification Specification

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

- Working in a diverse community

Skill in:

- Organization and time management
- Customer service

Ability to:

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

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	Code Enforcement Officer II
Job Code	1100
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.

- 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. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. 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

Classification Title	Code Enforcement Officer II
Job Code	1100
FLSA Status	Non-exempt

Established: 01/28/1999

Revised: 07/20/2023

EEO Code: TE-303

Bargaining Unit: General Employees



STAFF REPORT

PERSONNEL BOARD

DATE: March 27, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Human Resources Director

SUBJECT: ESTABLISH THE CLASSIFICATION OF VOCATIONAL BUILDING CONSTRUCTION INSTRUCTOR AND APPROVE THE JOB SPECIFICATION

BACKGROUND

The Community Services Department is expanding its construction training program operated currently by the Employment and Training division. The City is creating the Vocational Building Construction Instructor as a new classification to staff and support the RichmondBUILD and YouthBUILD pre-apprenticeship construction training program.

RECOMMENDATION

The Human Resources Department recommends establishing the classification of Vocational Building Construction Instructor and approving the job specification.

ANALYSIS

The Community Services Department's Employment and Training (E&T) Division has successfully operated the RichmondBUILD pre-apprenticeship construction training program since 2007, equipping Richmond residents with essential skills for employment in the construction trades industry. The program has gained national recognition for its effectiveness in training and placing graduates into well-paying, unionized construction jobs. Over the years, both RichmondBUILD and YouthBUILD have achieved strong outcomes, with many participants securing full-time employment in the construction sector. Instruction for these programs has been provided through contractual services, but the E&T division has planned to expand these training opportunities, and there is a need to establish a dedicated job classification for Vocational Building Construction Instructor. The Vocational Building Construction Instructor will be responsible for teaching YouthBUILD and RichmondBUILD participants construction skills and preparing them for

Personnel Board March 27, 2025

Vocational Building Construction Instructor Staff Report

apprenticeships and careers in construction. This will include managing both classroom and practical, hands-on training sessions and ensuring all work complies with safety standards.

CONCLUSION:

On February 13, 2025, the City sent the proposed job specification for the new classification to SEIU 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification. HR staff recommends approving the establishment of the classification of Vocational Building Construction Instructor and the job specification.

ANALYST: Nicole Williams, Human Resources Analyst II

Attachments: Proposed Vocational Building Construction Instructor Job Specification



Classification Specification

Classification Title	Vocational Building Construction Instructor
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

The Vocational Building Construction Instructor is responsible for teaching YouthBUILD and RichmondBUILD participants construction skills and preparing them for apprenticeships and careers in construction. This includes managing both classroom and practical, hands-on training sessions and ensuring all work complies with safety standards.

DISTINGUISHING CHARACTERISTICS

This position combines technical skill training with mentorship, career coaching, and personal development. As a role model, the instructor provides construction instruction and worksite supervision to participants, fostering a supportive learning environment. The incumbent plays a key part in workforce empowerment and social change, focusing on expanding career pathways in construction, particularly for participants in underrepresented groups, through the RichmondBUILD and YouthBUILD programs. This role requires building strong relationships with participants, guiding their skill development, and preparing them for successful careers in construction.

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.

- Organizes and conducts training to teach participants various construction skills, like framing, electrical work, carpentry, plumbing, etc., using standard curriculum (e.g., Multi-Craft Core Curriculum (MC3), National Center for Construction Education and Research (NCCER) curriculum) and supplemental training materials.
- Develops lesson plans and hands-on learning activities in classroom, workshop, and construction field settings; adapts teaching methods to meet diverse student learning styles and needs.
- Teaches participants the proper use and handling of hand tools, power tools, and other various construction materials and equipment, while emphasizing safety protocols.

Classification Specification

Classification Title	Vocational Building Construction Instructor
Job Code	
FLSA Status	Non-exempt

- Operates and maintains equipment associated with building trades. Keeps track of tools and equipment used.
- Oversees participants during practical training, ensuring safety, productivity, and adherence to program guidelines and industry best practices. In the absence of a Construction Manager, will be responsible for oversight of the construction worksite and may also coordinate with subcontractors and inspectors. Drives participants to field locations as necessary.
- Creates, monitors, and implements building projects and ensure they are in conformance with local, state, and federal construction codes as required.
- Facilitates the daily/weekly schedule with the program manager to implement programming.
- Fosters a positive, inclusive, safe, and productive learning environment, regularly assessing participants' progress.
- Mentors and guides participants to develop skills, confidence, and readiness for the construction industry.
- Maintains accurate records of participation, including attendance, progress, and certification achieved.
- Keeps the program manager apprised of program status and needs on a regular basis.
- Collaborates with various industry representatives, unions, and apprenticeship programs to align curriculum objectives with workforce needs.
- Participates in community outreach and fundraising events as required.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instructing, and work assignments.

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 requires regular interaction involving exchange and receipt of information.

Classification Specification

Classification Title	Vocational Building Construction Instructor
Job Code	
FLSA Status	Non-exempt

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

- High school diploma or GED equivalent
- Three (3) to five (5) years of professional experience in construction or building trades (e.g., carpentry, electrical, plumbing, or a related field). Experience as a journeyman or completion of an apprenticeship program is highly desirable. Additionally, at least two (2) years of experience in teaching, training, or mentoring students or apprentices, whether in a formal classroom setting or through on-the-job training, is required.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses of Certifications

- Occupational Safety and Health Administration (OSHA) 10 certification OR OSHA 30 certification
- First aid and CPR certifications required within ninety (90) days of hire. Certifications must be maintained as an ongoing requirement.
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

Desired Licenses or Certifications

- A General Building Contractor license or Vocational Teaching Credential is highly desirable.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Construction and building trades, including areas such as carpentry, electrical work, plumbing, welding, or other skilled trades covered in the Multi-Craft Core Curriculum (MC3)

Classification Specification

Classification Title	Vocational Building Construction Instructor
Job Code	
FLSA Status	Non-exempt

- MC3 or similar pre-apprenticeship programs, including foundational skills in safety, blueprint reading, tool use, construction math, blueprint reading, employability skills, and work ethics
- Proper use of hand and power tools and construction equipment
- OSHA standards, workplace safety protocols, and safe handling of tools and machinery
- California Building Standards Code, and familiarity with Uniform Building Code; Uniform Fire, Sign and Abatement of Dangerous Building Codes; National Electric Code; Uniform Plumbing and Mechanical Codes; Handicap Regulations; and California Energy Requirements
- Learning principles and instructional strategies to engage a diverse student population effectively
- Modern computer systems and educational technology, such as virtual learning platforms, presentations, and basic record-keeping software

Skill in:

- Delivering lessons, conducting hands-on training, and demonstrating trade skills in a clear, step-by-step manner that matches students' learning levels.
- Strong verbal and written communication skills for explaining technical concepts, providing feedback, and guiding students through challenges
- Strong math skills to perform calculations and measurements
- Time management and activity organization. Maintenance of a structured and focused classroom environment
- Evaluating student progress, providing constructive feedback, and assessing students' readiness for hands-on tasks or real-world applications.

Ability to:

- Read, interpret, implement and explain program rules, regulations, policies and procedures
- Compile and write clear, concise, and grammatically correct correspondence and reports
- Organize work in a step-by-step order
- Establish rapport and maintain effective working relationships with others
- Use patience, tact, and courtesy in dealing with people under various circumstances.
- Modify lessons and instructional approaches to address the varying skill levels and needs of students
- Identify and resolve issues related to instructional delivery, resource availability, or student challenges

Classification Specification

Classification Title	Vocational Building Construction Instructor
Job Code	
FLSA Status	Non-exempt

- Build positive, mentoring relationships with students and act as a role model for professional behavior and work ethics in the trades. Pay careful attention to safety details and protocol compliance, as well as accuracy in teaching technical skills and concepts
- Demonstrate patience and understanding to support students, especially those who may be new to the trades or facing learning obstacles
- Use instructional technology, such as projectors, online platforms, or simulation software, to enhance student engagement and learning outcomes

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

Classification Title	Vocational Building Construction Instructor
Job Code	
FLSA Status	Non-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.

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: [date of adoption by PB]

EEO Code:

Bargaining Unit: General Employees