

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, April 24, 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 March 27, 2025
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
- 7. NEW BUSINESS**
- 8. UNFINISHED/OLD BUSINESS**
 - a. Receive update from staff on revisions to Code Enforcement Officer I/II job specification.
- 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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NOTICE: SEATING WILL BE LIMITED AND MASKS ARE STRONGLY ENCOURAGED.

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

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

Webinar ID: 850 1189 2620 Passcode: ezyKB0

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

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, April 24, 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, April 24, 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**

**March 27, 2025
MEETING MINUTES**

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

SPEAKERS:

Cordell Hinder: Mr. Cordell Hindler stated he listened to the recordings of the meeting and the minutes are accurate. Mr. Hindler asked the board to approve the minutes as presented.

Chair Wirsig made a motion to approve the Regular Meeting Minutes of February 27, 2025. Vice Chair Buckner seconded the motion. The Regular Meeting Minutes of February 27, 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 May 22nd agenda. The first to approve revisions of the Deputy Director of Economic Development. The second item to approve revisions of the Economic Development Finance Manager, and the third item, to receive a presentation from Raftelis regarding the workforce analysis. Mr. Hindler stated he spoke with Nannette Beacham at

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the March 12th Economic Development Commission meeting. He also looked at other departments that have deputies and believes Economic Development needs a deputy who can assist in overseeing the six different divisions.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Re-establish the classification of Paratransit Coordinator and approve the job specification.

SPEAKERS:

Sharrone Taylor, Human Resources Director, presented the staff report, explaining the need to re-establish the Paratransit Coordinator classification due to changes in the transportation division and an audit by an outside agency.

Ms. Taylor added that Josef Munoz, Assistant Deputy Director, and Deputy City Manager LaShonda White were present to answer any questions. Vice Chair Buckner asked about the scope of the responsibilities and staffing of the division. Mr. Munoz replied that the department is in a transition period, and part of that is two of the project managers who were originally in the department have departed. As part of the big plan, there is a reforming of the department, and the Paratransit Coordinator is an essential piece to begin the process. Ms. Taylor added additional background that R-Transit is staffed with drivers. The division was previously overseen by a project manager who retired, and that project manager oversaw R-Transit and other transportation programs, such as the bikes and charging stations, and there is now a need to have concentrated oversight of the division.

Ms. White provided additional context that after the retirement of the employee who was leading the work, she has been providing support to the division and therefore believes that a Paratransit Coordinator can lead the division. Deputy City Manager White added that there are lots of details in the job description to be clear about all the different things that the person would need to do.

Board member Front requested more details on why it didn't exist before and what the current needs are that make the re-establishment necessary. Ms. White replied that the position did exist, and the individual oversaw a bigger fleet with more FTEs. They responded to the reporting requirements for CCTA, and through attrition, that person left. At the time, the City Manager decided another city staff member could oversee the division, along with other work, and that has been the model for many years. Through the audit, it was recommended to go back to the previous model. Board member Front followed up, asking if the auditor identified the reasons for bringing it back and who is currently overseeing the duties. Ms. White replied that there is a need to do a better job of submitting reports to the funder, increase ridership, more community engagement and

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outreach, attend the CCTA paratransit coordinating meetings, work on the standard operating procedures, update policies, and focus on paratransit. Currently, Ms. White is providing a lot of support, and a consultant is assisting.

Chair Wirsig inquired, once a person is hired, what happens to the consultant. Ms. White informed the board that the consultant may stay on for a little bit to make sure there is a sharing of information, so the new employee is set up to succeed. Chair Wirsig inquired about what timeframe consultants are hired. Both Ms. White and Ms. Taylor explained that if a department needs additional support, HR will work to find someone through an agency that meets the requested needs and is typically hired for a specific project for a predetermined short-term reason. Ms. Taylor added that in this case, the retirement of two key people in the divisions, facing the audit and reporting concerns, there was additional guidance and expertise immediately needed.

- Cordell Hindler: Mr. Hindler reviewed the classification and supports the re-establishment of the classification and directs staff to work with a consultant on the recruitment efforts.

Chair Wirsig made a motion to approve the re-establishment of the classification of Paratransit Coordinator and approve the job specification. Vice Chair Buckner seconded the motion. The re-establishment of the classification of Paratransit Coordinator and approve the job specification was approved by the following vote:

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

- b. Approve the revisions to the Construction Inspector I/II job specifications.

SPEAKERS:

Sharrone Taylor, Human Resources Director, presented the revision to the Construction Inspector I/II job description. She explained the need for the additional duties of sidewalk enforcement due to the July 2024 City Council sidewalk enforcement ordinance aimed to address the unauthorized sidewalk vending activities. City Council also made an addition to the Richmond municipal code to ensure vendors on sidewalks have the proper license and permission to sell their items or food. It was determined that the Construction Inspector would have a natural progression into enforcing the sidewalk ordinance because they currently inspect rights-of-way and encroachments for construction. The right-of-way is included in the municipal code as the sidewalk. Ms. Taylor informed the board that they have engaged in the meet and confer process, which is also ongoing with the unions to discuss the shifts and other ways of implementation to implement the program as soon as possible per City Council directive. There is a hired contractor assisting with the enforcement. City Council also approved one additional Inspector specifically to do the work and bring it completely in-house.

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Ms. Taylor responded to Vice Chair Buckner's inquiry regarding clarification of what, who, is included as a vendor. Ms. Taylor also added that the City of Richmond did implement a program for licensed vendors to have a safe venue to conduct business that does not clog the thoroughfares and sidewalks.

Chair Wirsig questioned who performed the duties before. Ms. Taylor informed the board that this is a new program implemented in July. Chair Wirsig inquired if the duty would be more appropriately placed with Code Enforcement. Ms. Taylor stated that Code Enforcement has been asked to provide backup to the Construction Inspectors. The reason is Code Enforcement inspects private areas and is very specific in the areas they inspect, whereas the Construction Inspectors are already doing right-of-way enforcement. Ms. Taylor added that the Code Enforcement Officer classification will also be brought to be the backup; they will not have the primary function, but will be able to assist or, if needed, bring a Code Enforcement Officer under Public Works. Currently, Code Enforcement Officers are under Community Development.

Ms. Taylor clarified how the Municipal Code defines vendors and that the ordinance, code was adopted by the City Council in July 2024 and is available to the public on the City's site.

Chair Wirsig inquired how the Union stands on the proposed changes. Ms. Taylor stated that the meeting and confer process started in July, and the Union does have concerns about the shifts and the job duties. Ms. Taylor added that they are still willing to continue the conversation with the Union. Chair Wirsig asked whether it's still a work in progress. Ms. Taylor responded that the direction from City Council is to enforce the ordinance, and it's been in effect for months, and the City has to move forward with enforcing the code.

Chair Wirsig questioned with vendors being out at all hours, if they would be working nights, and if an additional position would be added. Ms. Taylor confirmed the shift would include nights and weekends, and one additional position was added, but that if there were a need for additional positions, the direction would come from the City Manager or City Council. Ms. Taylor also added that currently, the City is using contractors but prefers to bring it in-house.

Ms. Taylor introduced the Assistant Deputy Director of PW, Josef Munoz, to provide additional context if needed.

Board Member Front requested clarification that the enforcement is not limited to vendor enforcement. Ms. Taylor responded that yes, they currently inspect all rights-of-way for compliance, but the revision in the job description is to ensure the sidewalk ordinance enforcement was included.

Board Member Front inquired if they would work with the Police department for reports and how would the coordination with Code Enforcement work since they are in different departments. Ms. Taylor said she would have to refer to the department, as there

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isn't a plan to bring code enforcement under Public Works.

- Cordell Hindler: Mr. Hindler stated he is a Richmond resident and submitted a similar classification from the City of Hayward. He stated he spoke with the Public Works director and asked if the Construction Inspector deals with the sidewalk vending, and the Public Works director said no, there is nothing in the classification specific about sidewalk vending. Mr. Hindler liked the classification as presented but has concerns about the sidewalk vending. Mr. Hindler recommends approving the classification as presented, taking out the sidewalk vending, and for staff to work with a consultant on the recruitment for the position.
- Loch Sekona: Mr. Sekona stated he is one of two Construction Inspectors at the City of Richmond. He stated that their main work is to review plans that have been approved for construction work that takes place on the streets. He added that a lot of utility companies do infrastructure work on our rights-of-way, and they make sure all the work is safe. Mr. Sekona mentioned the City has made it impossible for a Construction Inspector I to flex to a II because the II requires a construction certificate, but there is no classroom the City can send them to. Mr. Sekona added he has been volunteering for the last couple of months to assist with the sidewalk vending enforcement, and it's very dangerous. They have police escorts at night, and he was threatened to being killed. Mr. Sekona stated it's not safe and the City needs to thoroughly look at it.
- Keith Lawson: Mr. Lawson agrees with what Loch said about there being a lot of night work and dangerous. Mr. Lawson believes it should be Code Enforcement, the Police department, or Parking Enforcement; a Construction Inspector should not be telling people to leave.
- Josiah Branaman: Mr. Branaman stated he is a SEIU 1021 field representative, and they understand the need for expediency in the community and want to participate in making sure that need is met. It is the position of the Union that the primary issue is staffing. The main concern is the permanent change to a classification. The Union is willing to sign a side letter for temporary work and for that work to be overtime. The Union opposes the permanent change of classification.

Chair Wirsig asked the Union representative, Josiah Branaman, if there is a concern about setting a precedent. Mr. Branaman responded that there are ways to accommodate without setting a precedent.

Vice Chair Buckner expressed concern about the dangers expressed during public Comment.

Discussions continued, adding to the primary duty of enforcing the sidewalk vending ordinance to the Construction Inspector I/II classification.

Eva Mann, Code Enforcement Manager, was introduced to clarify the role of Code

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Enforcement Officers, stating that the Code Enforcement Officer is primarily responsible for taking on the task and assignments on private property, dealing with property owners and private property nuisance violations.

Discussions continued regarding the responsibility of enforcing the ordinance of sidewalk vending.

Vice Chair Buckner made a motion to table the revisions to the Construction Inspector I/II job specifications to the next meeting in April.

Chair Wirsig made a motion to not approve the revisions to the Construction Inspector I/II job specifications. Board Member Front seconded the motion to not approve the revisions to the Construction Inspector I/II job specifications. The revisions to Construction Inspector I/II were not approved by the following vote:

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

- c. Approve the revisions to the Code Enforcement Officer I/III job specifications.

There was a pause to clarify a legal question that Human Resources Director Sharrone Taylor had.

Ms. Taylor presented the staff report for the revisions to the Code Enforcement Officer I/II job specifications, adding the classification would be collaborating with the Construction Inspector I/II in the enforcement of the Richmond Municipal Code regarding the sidewalk vendor ordinance. The position is expected to be a complement or to provide backup to the Construction Inspector I/II. Ms. Taylor requested due to what occurred with Construction Inspector I/II, the Code Enforcement Officer I/II revisions be tabled until there is an agreement or brought back with some revisions.

- Cordell Hindler: Mr. Hindler provided the Code Enforcement Officer classification from Calistoga. Mr. Hindler spoke with the City Manager of Calistoga and the Code Enforcement Officer in Calistoga may need to appear in court depending on the violation. Mr. Hindler does believe the classification should attend court if needed and recommends the item be tabled.
- Kevin Tisdell: Mr. Tisdell, a current Code Enforcement Officer for the City of Richmond, stated there were good points brought up. Mr. Tisdell spoke on the administrative process of Code Enforcement staff and the reason why it deals heavily with private property. Mr. Tisdell stated that in the public right-of-way, Code Enforcement Officers have no means of enforcement. There's nothing set up for them to enforce.

Board Member Front requested at the next meeting to be provided with information on how other cities deal with sidewalk vending. Ms. Taylor responded, requesting to provide the information not at the next meeting but to allot time to confer with leadership, with the departments

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and the unions, and bring back the information when there is tangible information.

Board Member Front made a motion to table the revisions to the Code Enforcement Office I/II job specifications. Vice Chair Buckner seconded the motion to table the revisions to the Code Enforcement Officer I/II job specifications. The revisions to Code Enforcement I/II was tabled by the following vote:

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

- d. Establish the classification of Vocational Building Construction Instructor and approve the job specification.

Human Resources Director Sharrone Taylor presented the staff report.

- Cordell Hindler: Mr. Hindler stated he is a Richmond resident, reviewed the classification, and has no objections. Mr. Hindler believes the classification is well prepared and recommends the board approve the classification as presented and direct staff to work with the Byers Group or Gallagher Company on the recruitment.

Vice Chair Buckner made a motion to approve the establishment of the classification of Vocational Building Construction Instructor and approve the job specification. Board Member Front seconded the motion. The establishment of the classification of Vocational Building Construction Instructor and job specification was approved by the following vote:

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

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

Vice Chair Buckner motioned for adjournment. Chair Wirsig seconded.

The meeting adjourned at 7:39 p.m.

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DEFINITION

To inspect a variety of public works projects funded by federal, state, and municipal funds and inspection of both public and private improvements in new subdivisions to insure compliance with plans and specifications, schedule, and safety regulations during their construction. Projects include those involving federal and municipal funds and both public and private improvements in new subdivisions.

DISTINGUISHING CHARACTERISTICS

This is a skilled journey-level class that requires independence of action, judgement and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations.

SUPERVISION RECEIVED

General supervision is received from the Supervising Construction Inspector.

SUPERVISION EXERCISED

None

Essential Duties

Duties may include but are not limited to the following:

Makes field inspections of a variety of public works projects including streets, roads, airport runways and taxiways, grade separations, curbs and gutters, sanitary sewers, storm drains, water lines, public buildings and structures, airport facilities, reservoirs, and new facilities for Water Pollution Control Facility (WPCF).

Evaluates the quality of construction and of materials used in construction, to insure compliance with plans and specifications.

Requests and interprets results of soils, materials, and operational tests, including compaction test reports.

Performs contract administration duties including preparation of daily construction reports, weekly statement of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals, and certificates of compliance.

Writes letters to contractors, and initiates change orders concerning the contract.

Collects and reviews contractor payroll records to insure compliance with state and federal wage rate laws.

Conducts employee interviews relative to federal requirements.

Write daily construction reports.

Estimates the cost of materials and labor necessary to complete new or unanticipated work.

Prepares progress payments to contractors, and prepares reports relative to completed work.

Interprets and explains plans and specifications to the general public.

Responds to questions and complaints from the general public related to construction activities.

Enforces storm water pollution prevention program (SWPPP), Private and Public developments and makes reports for the Alameda Countywide Clean Water Program.

Minimum Qualifications

Knowledge of:

- Materials and methods used in the construction of a variety of public works projects including public streets, curbs and gutters, sanitary sewers, storm drains and domestic water lines.
- Public buildings, airport paving, sidewalks and accessible curb ramps, mass grading, concrete structures, streetlights and traffic signals, landscaping, and C.3 Storm Water Controls.
- Trenching and shoring.
- Basic soils engineering principles.

Ability to:

- Estimate and calculate amounts and costs of materials used in constructions.
- Evaluate quality of construction.
- Evaluate quality of materials used in construction.
- Work effectively with others while enforcing provisions of construction contracts.
- Prepare accurate written reports.
- Communicate effectively both orally and in writing.
- Read and interpret plans and specifications.
- Perform contract administration duties including preparation of daily construction reports, weekly statements of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals, and certificates of compliance.

EXPERIENCE AND EDUCATION

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

Experience: Two years experience as a public works construction inspector or three (3) years experience similar to that of a soil technician with public works field inspection responsibilities, or similarly responsible experience in public works construction, including work in any of the following areas: grading and paving, underground utilities, forming and pouring concrete structures. It is desirable to be familiar with CALTRANS specifications, procedures and standards.

Education: Equivalent to completion of the twelfth (12th) grade.

License and Certificates: Possess and maintain a valid Class C California Driver's License.

Supplemental Information

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: Work indoors and outdoors in a variety of climatic and topographic conditions; work with and around moving machinery, dust, fumes/smoke/gasses, chemicals, noise, vibrations, electrical energy, solvents, greases, oil, open flames, uneven walking surfaces, traffic hazards, and/or biohazards; use a computer keyboard and mouse/trackball; converse by telephone, by email, in person, and before small groups, and be clearly understood; read and comprehend plans and specifications; and travel to various locations. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

T245

Created: June 1968

Revised: May 1989

Revised: July 2015

FPPC STATUS: Non-Exempt

FLSA STATUS: Non-Designated



JUNE 2018
FLSA: NON-EXEMPT

CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, effectively administers a code enforcement program. Performs a wide variety of specialized and technical non-sworn law enforcement duties in support of the City's Municipal Code and code enforcement program; monitors and enforces applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, business license and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

This position will perform code inspections, investigations, and enforcement pertaining to business permits and operations of businesses, including but not limited to, vacation rentals, cannabis cultivation, manufacturing, testing, dispensaries, and distribution. This position may on occasion be required to work evenings and weekends to perform essential duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief of Police. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey level classification and is responsible for exercising considerable initiative and independent judgment in the investigation and resolution of potentially complex code violation cases including coordination with multiple departments and outside agencies, administrative hearings, and judicial proceedings. This position is distinguished from the Building Inspector in that the latter performs technical building inspection work to ensure compliance with relevant codes and regulations while the Code Enforcement Officer performs investigation work related to zoning and abatement codes, ordinances and regulations.

ESSENTIAL DUTIES (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolutions.
- Enforces City regulations pertaining to business permits and city ordinances as prescribed in the Calistoga Municipal Code, which may include but not limited to, cannabis cultivation, housing, vacations rentals, weed abatement, vehicle and recreational vehicle parking and storage, and water conservation enforcement.
- Patrols in a City vehicle to identify and evaluate property maintenance problem areas and/or ordinance violations; determine proper method to resolve violations.

- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Works with all departments in the City regarding violations of municipal code.
- Establishes and maintains effective working relationships with property owners, tenants, the general public, officials, and other agencies.

EXAMPLE OF DUTIES:

- Coordinates and chairs the City's Code Enforcement Team meetings.
- Intakes, verifies and addresses code enforcement complaints.
- Recommends responses to code enforcement complaints to the Chief of Police and Code Enforcement Team.
- Coordinates responses to code enforcement with other City departments as well as with other local, county and state allied agencies.
- Communicates via phone, letters, email, or in person for violations.
- Issues administrative citations and warning letters.
- Conducts field investigations to determine the extent of a violation, contact occupants of the property, and gather information to assist in the investigation and follow up of enforcement.
- Monitors and re-inspects properties to ensure continued compliance. Including abatement and inspection warrants and correspondence.
- Photographs violations, creates files, and prepares investigative reports and legal documents.
- Prepares a wide variety of letters, reports, and documentation in support of code enforcement activities.
- Tracks compliance issues, maintains logs, and prepares written reports on activities and actions taken.
- Cites vehicles, coordinates the removal of abandoned illegally parked vehicles and maintains reports on towing activities.
- Coordinates police department responses to abandon vehicle complaints and vehicle abatement processes.
- Appears in court related to violation cases as needed.
- Develops, maintains, and updates policies and procedures.
- Represents the City as the liaison with the Napa County Transportation and Planning Agency (NCTPA).
- Completes special projects as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable state and local laws, codes, and regulations, including administrative and department policies and procedures relevant to assigned area of responsibility.
- Investigative principles and practices.
- Principles and practices of data collection and report preparation.
- Safe and efficient work practices as they relate to code enforcement.
- Modern principles, practices, and methods used in various inspection and seizure warrant procedures.
- Basic principles of recordkeeping.
- Functions, principles, and practices of law enforcement agencies.
- Negotiation and conflict resolution techniques.
- Interviewing and public speaking techniques.
- Knowledge of principles of project management.
- City and County geography, maps, streets, landmarks, and driving directions.

- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, business owners, tenants, and City staff.

Ability to:

- Understand and explain state and local laws, codes, and regulations.
- Communicate effectively both orally and in writing; follow oral and written directions.
- Deal tactfully with the public, business owners, tenants, and others in providing information, answering questions, and applying code enforcement policies.
- Make sound, independent decisions within established policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment and computer applications related to work.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Interpret, apply and explain policies, procedures, and regulations.
- Perform technical, detailed, and responsible office support work.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic and statistical computations.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

- Equivalent to the completion of the twelfth (12th) grade, preferably two years of college, and one year of experience in code enforcement, building, planning, or related field.
- Two years of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection or investigation capacity.
- Completion of Code Enforcement certified training.
- Experience that includes enforcement of municipal codes is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- Completion of basic Code Enforcement Certification issued by the California Association of Code Enforcement Officers within one year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file

information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The field work requires medium physical effort and the agility to inspect temporary, unfinished, construction sites and access points. This may require light lifting and carrying, stand, walk, stoop, reach, bend, climb or crawl to perform inspections; may also be required to work at heights on scaffolding or ladders, or work on uneven surfaces. The position requires the operation of a motor vehicle and visits various sites within the City.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor and indoor environments; travel from site to site; construction site environments; may be exposed to noise, dust, odors, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City ordinances & regulations and departmental policies & procedures. The principal duties of this class are performed in a police station environment with possible exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

OTHER REQUIREMENTS

Essential duties may require evening or weekend work.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.