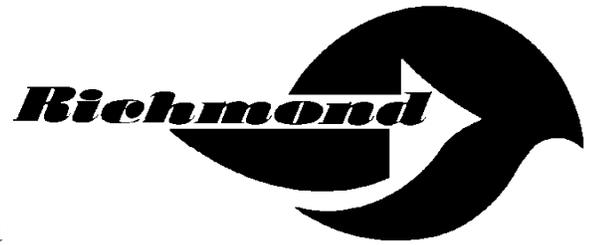


PERSONNEL BOARD

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



REGULAR MEETING
Thursday, June 26, 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 April 24, 2025
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
 - a. ESTABLISH the classification of Community Ambassador
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.

PERSONNEL BOARD AGENDA

June 26, 2025

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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, June 26, 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, June 26, 2025, 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**

April 24, 2025
MEETING MINUTES

The meeting was called to order by Rozma Paiz at 6:24 p.m. on April 24, 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 March 27, 2025

SPEAKERS:

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

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of March 27, 2025. Chair Wirsig seconded the motion. The Regular Meeting Minutes of March 27, 2025, was approved by the following vote:

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

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Mr. Hindler stated he has items to place on the May 22nd agenda. The first item to review is the classification of the Deputy Director for Economic Development. The second item is to review the revisions of the Economic Development Manager. The third item is to review the Port Administrative classification. Mr. Hindler stated he spoke with the Director of Economic Development, Nannette Beacham, and

Audio recordings of Personnel Board Meetings are available at:

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

brought it to her attention that she needs positions, and added that the Economic Development Manager is important because the individual will be working with the Port and business communities.

Mr. Hindler submitted the Economic Development Manager job specification from the City of Pleasant Hill.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- None

8. UNFINISHED BUSINESS

- Receive an update from staff on revisions to the Code Enforcement Officer I/II of the job specification.

Human Resources Director, Sharrone Taylor, provided an update on what has been worked on since the last meeting, regarding the Code Enforcement Officer and Construction Inspection job specifications, and how the City will address the sidewalk vendor ordinance enforcement.

Board Member Front inquired if the City has considered working with either the Fire Department for enforcement or partnering with County Health Services. Also, if the City is aware of certain areas or days where the sidewalk vendors are, and if there could be a joint enforcement action with the County Health Services or the Fire Department. Ms. Taylor clarified that there is a partnership with County Health Services. Ms. Taylor stated that staff members will interact with sidewalk vendors to the point of letting them know what they are not allowed to be on the sidewalk, may give information pamphlets or some type of document, and the county would enforce any health regulations that need to be upheld.

Board Member Front added that he read that other similar-sized cities partnered with health services in a joint enforcement action and shut down 100 illegal street vendors in one big action.

SPEAKERS:

Cordell Hindler: Mr. Hindler stated he is a Richmond resident, and he did his research and also submitted a similar classification from Calistoga at the last meeting and believes it's a helpful idea.

9. REVIEW OF SUBPOENA(S)

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

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

The meeting adjourned at 6:35 p.m.



Economic Development Manager

Bargaining Group: Management
Revised Date: April 2021

DEFINITION

Under direct supervision of the City Manager plan, organize, direct, and coordinate the activities of the Economic Development Division utilizing specialized knowledge and skills to attract, retain and expand business within the City. Perform a wide variety of problem solving, management/organizational analysis, and program management for the City's economic development function. Carry out the citywide economic development strategy; provide expert professional assistance to City staff on economic development matters; select, assign, direct, and review work of staff and/or consultants; meet with a wide variety of officials, business organizations, and individuals, both public and private, concerning the work and goals of the City. Perform other duties related to financial, technical, management, administrative and budgetary work to support City economic development functions as assigned by the City Manager.

EQUIPMENT, METHODS & GUIDELINES

Use and knowledge of Federal, State and local laws, statutes, regulations and procedures related to economic development. Effectively operate a personal computer, including internet, social media and use of Word, Excel, PowerPoint and Outlook programs. Use of general office equipment, telephones, FAX machines, printers, calculators, and various resource materials.

WORKING CONDITIONS

Work is conducted predominantly inside. Conditions also involve some travel and frequent attendance at meetings, including some that may be conducted during evening hours. Work may also include irregular hours due to morning and night meetings and attendance of outside organization and business events.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including the color vision necessary to accurately interpret visual displays), as well as the manual dexterity necessary to operate computer and office equipment. The work requires the ability to communicate clearly and concisely both orally and in writing.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body. There may be some light physical work involved in the handling of promotional supplies, files, etc.

SUPERVISION RECEIVED & EXERCISED

Receives direction from the City Manager and may exercise direct supervision of professional contract, technical and/or administrative support staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Plan, organize, direct, coordinate, and manage the City's economic development program.
- Develop and implement strategies and projects to encourage business attraction, retention and expansion.
- Assist the City Manager in developing and implementing the goals, objectives, policies and priorities for the economic development program.
- Prepare and present staff reports and information on economic development projects to the City Council
- Plan, prepare and implement marketing strategies, programs and special events that promote and expand the quality of life for both residents and businesses in the City and support economic vitality of the City.
- Participate in and manage collaborative programs of economic development with the Chamber of Commerce, business community and other public and private sector entities.
- Serve as the City's representative and primary liaison to the Pleasant Hill Tourism Improvement District (TID), including staff support for formation/renewal of the TID.
- Monitor, compile, analyze and report on various information data sources including employment, retail sales tax, business license, commercial real estate, population and demographics, hotel occupancy rates and assessed property values.
- Coordinate with other City divisions/departments on current and planned development projects.
- Exercise management and operational authority over assigned projects, services, and administration operations; maintain financial and administrative processes and records; develop recommendations for establishing and/or modifying policies and procedures.
- Monitor workflow of the Economic Development Division and review and evaluate work products, methods and procedures and make necessary recommendations to the City Manager.
- Prepare budget and forecasting for the economic development division.
- Serve as primary staff support for the City Council Economic Development Committee providing policy research and project implementation of economic development activities in the City.
- Serve as the City's primary contact with the commercial real estate brokerage community including participation at local and regional International Council of Shopping Center (ICSC) events.
- Represent the City and establish and maintain positive working relationships with representatives of community organizations, business organizations, state and local agencies and associations, city management, staff and the general public.
- Serve as the City's liaison with the property owner and manager of Downtown Pleasant Hill to coordinate and facilitate projects in the Downtown.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of economic development, including commercial real estate development, financial analysis, research methods and analysis of data related to economics, project planning and management, principles and practices of budget development and implementation, public relations and effective marketing techniques, business principles, facilitation and strategic planning. The general principles of planning, including the general plan, zoning, architectural review and building processes.

Ability to:

Plan, manage, coordinate, organize and assign work of professional contract, technical and/or administrative support staff and manage assigned projects from inception to completion.

Ability to review and analyze estate and land acquisition records, reports, leases, agreements, options, deeds and contracts.

Prepare and conduct public information, marketing and community relations programs.

Handle difficult situations with tact and diplomacy and mediate problems and resolve conflicts with other City Divisions/Departments.

Establish and maintain a positive customer service oriented attitude with individuals both inside and outside the organization, City officials and other governmental organizations.

Organize work, set priorities and exercise sound judgment in keeping with citywide goals and objectives.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

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

Experience

Four years of progressively responsible experience in economic development or redevelopment, including at least two years managing a complex economic development or redevelopment project preferably in a City or County agency or comparable setting.

Education

Equivalent to a Bachelor's degree in public administration, economics, business administration or a related field from an accredited college or university.

License or Certificate

Possession of or ability to obtain an appropriate California driver's license prior to employment. Must have a satisfactory driving record.

FLSA STATUS

Exempt.



STAFF REPORT

HUMAN RESOURCES

DATE: June 26, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: ESTABLISH THE CLASSIFICATION OF COMMUNITY AMBASSADOR

BACKGROUND

The Human Resources Department is establishing the Community Ambassador classification.

RECOMMENDATION

The Human Resources Department recommends establishing the classification of Community Ambassador and approving the job specification.

ANALYSIS

The new classification of Community Ambassador is essential for fostering stronger connections within our community and enhancing local engagement. This role is designed to facilitate community outreach, event support, light blight clean-up efforts, and facilities maintenance as needed. The classification can be used in any City department that can benefit from a front-facing position that has close interactions with our community. Furthermore, the Community Ambassador will serve as an important role in championing a vibrant and engaged community.

CONCLUSION

On March 19, 2025, and April 29, 2025, the City sent the proposed job specification for Community Ambassador, the new classification, to SEIU Local 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification.

The Unions are in agreement with the establishment of the classification and the job specification. Human Resources staff recommends approval of the establishment of the classification of Community Ambassador and the job specification.

Personnel Board June 26, 2025
Community Ambassador Staff Report

ANALYST: Sharrone Taylor, Director of Human Resources

Attachments:

Proposed Community Ambassador job specification



Classification Specification

Classification Title	Community Ambassador (draft)
Job Code	
FLSA Status	Non-Exempt

GENERAL SUMMARY

Under general supervision, performs a variety of cleaning and maintenance tasks, supports City events, serves as a City representative to residents and visitors, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Community Ambassador is a part-time hourly position that supports City beautification efforts, public engagement, and event operations. This role performs basic cleaning to assist in the beautification of the City and its facilities. This position also supports City events by assisting with setup and breakdown, monitoring facilities, and ensuring public spaces are prepared for scheduled activities. In addition, the Community Ambassador serves as a City representative, providing information about City services and programs and offering referrals as needed. This position can work collaboratively with City of Richmond partners (i.e. transit providers, community-based organizations, and other stake holders). Work assignments frequently include evenings and weekends.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Assists in the beautification of the City by performing basic cleaning, maintenance and landscaping duties such as sweeping, picking up rubbish, emptying trash cans, and cleaning drain inlets and/or grates.
- Contacts the proper City department to address abatement and blight.
- Performs a variety of maintenance tasks, as required, to keep sidewalks, streets and parkways clean, including operating a power washer.
- Removes graffiti as needed.
- Serves as an ambassador by informing the public about City services and programs and providing referrals to various resources.

Classification Specification

Classification Title	Community Ambassador (draft)
Job Code	
FLSA Status	Non-Exempt

- Reports emergencies and hazards to the appropriate agencies and City departments.
- Monitors all indoor and outdoor areas, as assigned.
- Conducts routine patrols on foot or using various types of vehicles, including bicycles, of the City's parks, rights-of-ways, public spaces, and other city-owned facilities to help maintain a welcoming and safe environment. Observes and reports concerns related to hazards, maintenance needs, or facility use to the appropriate department.
- Supports City events by opening and closing City facilities, ensuring the spaces are properly reserved, participating with set up and break down of events, tables, and chairs, positioning barricades to open or close areas as necessary, conducting crowd control at City sponsored events, and related work.
- Opens and closes park restrooms.
- Assists in maintaining and controlling inventory of supplies and equipment.
- Informs patrons of the use regulations for facilities, programs, activities and events, and reports concerns to the appropriate personnel.
- May be required to capture photographic or video documentation of a City-sponsored event and prepare a summary for inclusion in reports, such as the City Manager's weekly report.
- Performs related 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 requires regular interaction involving exchange and receipt of information.
- 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.

- The position has no fiscal responsibility.

Classification Specification

Classification Title	Community Ambassador (draft)
Job Code	
FLSA Status	Non-Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma or GED equivalent
- One to three years of community outreach, security, customer service, janitorial, or other relevant experience
- Proof of completion from a related job training program, such as RichmondBuild or RichmondWorks, may substitute for work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Must be able to travel to various locations within and outside of Richmond to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- The City of Richmond community
- Basic cleaning practices and procedures
- Principles and practices of effective customer service
- Methods and techniques of effective communication
- Excellent customer service skills
- Applicable City of Richmond rules and safety regulations

Skill in:

- Working independently and on a team or in a group setting
- Reading, interpreting, and following a variety of instructions
- Communicating effectively, both orally and in writing
- Remaining professional and courteous when dealing with disorderly patrons
- Maintaining basic and accurate records and other reports as needed
- Exercising sound judgment
- Recognizing unusual, hazardous, or emergencies and taking appropriate actions according to specified regulations

Ability to:

Classification Specification

Classification Title	Community Ambassador (draft)
Job Code	
FLSA Status	Non-Exempt

- Interact with vulnerable individuals with varying challenges in a respectful and empathetic manner
- Model positive behaviors
- To follow instructions and program procedures
- Wear proper personal protective equipment (PPE) as required
- Follow safety and OSHA guidelines
- Work independently
- Establish and maintain effective working relationship with facility users, staff, general public and city employees
- Work varying hours, nights, weekends, holidays, and special events as scheduled
- Work under varied conditions, including inclement weather

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	

Classification Specification

Classification Title	Community Ambassador (draft)
Job Code	
FLSA Status	Non-Exempt

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 to move objects.

Established: [date of adoption by PB]

EEO Code:

Bargaining Unit: Part-Time & Intermittent