

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, July 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 June 26, 2025
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
 - a. ESTABLISH the classification of Tree Trimmer 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.

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PERSONNEL BOARD AGENDA

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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, July 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, July 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.

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CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

June 26, 2025
MEETING MINUTES

The meeting was called to order by Rozma Paiz at 6:16 p.m. on June 26, 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 April 24, 2025

SPEAKERS:

Cordell Hinder: Cordell Hindler, a Richmond resident, stated he listened to the recording of the April meeting, and under the second line, he said there was a typo; the minutes should say Port Administrator, not Port Administrative. Mr. Hindler recommended that the minutes be approved with the correction.

Board Member Front made a motion to approve the Regular Meeting Minutes of April 24, 2025, with the change from Port Administrative to Port Administrator. Chair Wirsig seconded the motion. The Regular Meeting Minutes of April 24, 2025, were 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 September agenda. The first is to review the classification of Economic Development Coordinator. He submitted the classification from the City of Martinez. The second item is to review the one from

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

the City of Emeryville, the job classification of Economic Development Coordinator I and II. Mr. Hindler stated he had spoken with the Director of Economic Development, Nannette Beacham, and brought it to her attention that she needs more positions in Economic Development because it generates revenue for the City of Richmond. Mr. Hindler also requested an update from the Code Enforcement Officer classification and asked the Board to recall that when Mr. Kevin Tisdale spoke, the Code Enforcement Officer does appear in court.

Mr. Hindler submitted to the Board the Economic Development Coordinator job specification from the City of Martinez and Community and Economic Development Coordinator I/II from the City of Emeryville.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- None

8. UNFINISHED BUSINESS

- Establish the classification of Community Ambassador.

Human Resources Director, Sharrone Taylor, presented the establishment of the Community Ambassador classification. She stated it was a part-time hourly position. The City of Richmond used to have a position called Park Ranger that was stationed in the parks and would assist with events, clean up, open the bathrooms because those were typically closed during events, tidy the bathrooms, and close them after the event. Ms. Taylor stated that the City of Richmond would like to expand the role to include community outreach, support to residents and visitors, support for events from setup to breakdown, including aspects of cleanup. Additionally, Ms. Taylor stated that market research was completed, and it was determined that the City of Richmond wanted to align the classification that is present in neighboring cities such as San Francisco, Oakland, and Berkeley. Ms. Taylor stated that the focus is to provide customer service. Additionally, it was stated that the classification is expected to sit in any of the departments that may need the support.

Vice Chair Buckner requested clarification on the duty on job specification that reads interact with vulnerable individuals with varying challenges in a respectful and empathic manner. Ms. Taylor answered that the individual in the role would be tied into community partners and departments that provide direct services to help align that person with the resources that they need. Ms. Taylor confirmed for Vice Chair Buckner that the person in the role would not be expected to engage, but to advise.

Chair Wirsig questioned if there would be more than one person in the role, and if there were other departments that cleaned the bathrooms and completed the maintenance.

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Ms. Taylor responded that there are other departments, but the City did have a Park Ranger classification that was phased out, which they want to expand. Ms. Taylor added that other classifications have been assisting, and the City of Richmond wants to have a dedicated position.

Board member Front inquired why the Park Ranger role was phased out and when. Ms. Taylor stated she didn't have the history and believed it had been phased out about fifteen years ago.

Chair Wirsig inquired about the jurisdiction of the role. Ms. Taylor stated the role would be throughout the City parks and facilities. She also added it's written so position could assist some community partners as needed at events.

Board Member Front commented that he would imagine the City would want to hire people to interact with the public well and be interested in public outreach, and inquired if the City would, and how the City would make the role visible to the community. Ms. Taylor responded that there would be a mechanism for them to be identifiable as City of Richmond employees and as persons who serve in the role.

SPEAKERS:

Cordell Hindler: Cordell Hindler, a Richmond resident, thanked Ms. Taylor for the presentation. Mr. Hindler added that the City of Pinole has a Community Ambassador who is in the city hall lobby. Mr. Hindler also added that he is in support of the classification and would like to see added language about being multilingual, since the Richmond community is diverse. Also, Mr. Hindler added that he thinks it's a good idea that there is language about taking photos and videos. Mr. Hindler stated he likes the position, hopes that either a consultant or internal personnel will run the recruitment, and recommends the board approve it with the addition of multilingual language.

Vice Chair Buckner inquired if the Community Ambassador is engaging with visitors of the parks, and all the moving parts, when would they have a chance to video graph an event, and if they would have someone else assist. Ms. Taylor responded that the duties are broad based on need, and they may not always be doing the listed duties on one day or as a core job duty.

Ms. Taylor confirmed Board Member Front's inquiry that the City is hoping to use Richmond Build and Richmond Works programs to use as a transition into a paid position.

Board Member Front agreed with Mr. Hindler's suggestion to include language about being multilingual and asked if it could be added as a desirable attribute. Ms. Taylor stated the City doesn't typically write being bilingual or multilingual as a hard requirement in the job description, as not to deter people from applying, but will incorporate it into the job announcement as highly desirable.

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Vice Chair Buckner made a motion to approve the Establishment of the Community Ambassador job classification. Board Member Front seconded the motion. The Establishment of the Community Ambassador job classification was approved by the following vote:

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

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

The meeting adjourned at 6:38 p.m.



City of Martinez

ECONOMIC DEVELOPMENT COORDINATOR

CLASS CODE	2050	SALARY	\$59.61 - \$79.90 Hourly \$5,166.11 - \$6,924.82 Semi-Monthly \$10,332.21 - \$13,849.64 Monthly \$123,986.52 - \$166,195.68 Annually
BARGAINING UNIT	Management Compensation Plan Members	ESTABLISHED DATE	February 15, 2017
REVISION DATE	February 15, 2017		

DefinitionDEFINITION:

Under general direction from the Community and Economic Development Director, or his/her designee, performs complex professional level assignments involving research, design, implementation, and monitoring of programs encouraging economic development. Work includes but is not limited to developing and administering plans and programs related to commercial and industrial business attraction, retention and expansion; basic financial and economic analysis; marketing, branding and event coordination; and other duties related to the administration of programs and projects.

DISTINGUISHING CHARACTERISTICS:

This position reports directly to the Community and Economic Development Director, or his/her designee. The primary focus of this position is to coordinate the implementation of the City's economic development and revitalization programs. The Economic Development Coordinator is responsible for assisting with the planning, administration, and operation of economic development and revitalization activities; and performs responsible and innovative administrative coordination in support of the City's goals and objectives.

SUPERVISION RECEIVED AND EXERCISED:

Reports to the Community and Economic Development Director, or his/her designee, and is expected to work independently and with minimal supervision. May exercise direct or indirect supervision of support, technical and professional staff.

FLSA DESIGNATION: Exempt

Representative Duties

REPRESENTATIVE DUTIES:

This section contains a list of duties that are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Administers economic development projects and programs from conception, design, budget development, implementation, and general financial overview, to final effectiveness evaluation
- Acts as liaison between developers and businesses in the evaluation of real estate developments, and landlords/brokers and potential tenants in pursuing leasing of commercial vacancies
- Develops and conducts economic studies, needs assessments, research and financial analyses; researches and analyzes business community demographics; compiles and updates an economic development database, including establishing and maintaining a real estate inventory, land costs, population trends, demographics, traffic patterns, vacancy rates, lease rates and related records for businesses; keeps abreast of current trends affecting business development
- Develops, implements, and tracks economic development efforts to maximize the efficiency and effectiveness of the City's economic development program
- Develops marketing techniques, strategies, programs, public relations strategies and promotional material to encourage the retention, expansion and attraction of new businesses to the community; develops financial incentives and resources through community and other groups
- Prepares and monitors project budgets and expenditures; develops project timetables and work programs; researches and analyzes complex data; evaluates alternatives and makes recommendations
- Assists in analyzing proposed development projects for financial feasibility and impacts on economic development and revitalization
- Analyzes fee financing and deferral requests and makes recommendations to the Community and Economic Development Director
- Negotiates development transactions and leases consistent with City policies
- Assists with the acquisition, management and disposition of property on behalf of the City
- Resolves legal, financial, environmental and technical real estate issues involved in development projects and commercial leasing opportunities
- Encourages and facilitates development by communicating with citizens' groups, individuals, and public and private organizations
- Conducts field investigations of development sites
- Performs general administrative activities including preparing, negotiating and administering contracts, agreements, grant applications, requests for proposals and related material
- Represents the City at a wide variety of community meetings
- Makes written and verbal presentations to City Council, Planning Commission, other Boards and Commissions, outside organizations and community meetings
- Monitors legislation related to economic development and make recommendations concerning policy and procedural improvements
- Attends and makes presentations at meetings during day, evening, and weekend hours
- Performs other related duties as assigned

Qualifications/Education/Experience

QUALIFICATIONS:Knowledge of:

- Economic development programs and principles including business attraction, retention and expansion; demographic research and basic analysis of market conditions and public relations
- Real estate principles; the development process; and project management
- Principles and practices of demographic, financial, and statistical research and analysis applicable to economic analysis
- Principles and practices of grant writing
- Basic city governmental operations involved in the land use and business permit functions
- Marketing and promotional practices and strategies, especially related to municipal and community promotion
- Federal, state, and other resources for economic development and business assistance
- Use of a personal computer and software applications

Ability to:

- Effectively apply the principles of economic development to projects and programs
- Effectively manage project assignments; to operate within budget allocations; to meet deadlines
- Analyze and solve complex problems involving the collaboration with one or more parties
- Plan, organize, and execute events, projects, and technical studies
- Design and create promotional materials
- Keep accurate records and files
- Write clearly and concisely for a variety of audiences; to communicate effectively orally; and to prepare public presentations for a variety of audiences including the community, the business community including the Chamber of Commerce and Main Street
- Understand and interpret for the public the City's planning, engineering, and building permit processes and prepare written material and content for the City's website on those processes
- Develop and maintain administrative databases, and work with graphics design software
- Effective use of spreadsheets, developing PowerPoint presentations, and generating maps and information from other data sources
- Skill in public and interpersonal relations in a group setting or in a one-to-one situation
- Establish effective relationships with those contacted in the course of work

EDUCATION/EXPERIENCE:

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

Minimum: Equivalent to a Bachelor's degree in Planning, Economics, Public Administration or Business Administration, or a closely related field

and

Three (3) years of experience in land use planning or economic development. Graduate degree in an appropriate field may be substituted for one (1) year of experience.

OTHER REQUIREMENTS:

Must possess a valid California driver's license. Must be able to pass a pre-employment physical examination,

including drug screen, and background investigation.

CITY OF EMERYVILLE
Created: SEPTEMBER, 1994

Title: COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR I/II
FLSA Status: Non-Exempt
Job Code: 1450

ABOUT THE POSITION:

Under the direction of the Community and Economic Development Director, the Community and Economic Development Coordinator (CDC) I/II provide a variety of detailed, professional and specialized assignments for the Community and Economic Development Department; provide professional level support in the areas of economic development, redevelopment, community development and housing; perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

CEDC I is an entry level professional classification. Responsibilities include specific assignments that are well-defined and often times limited to support of other department professionals and the Director. As experience is gained, assignments may become more broad and project oriented, working more independently. The work is reviewed while in progress and upon completion. Experience gained at the entry level qualifies an incumbent for advancement to CEDC II. Such advancement is based on an incumbent having gained sufficient knowledge and experience to assume the higher level duties and responsibilities.

CEDC II is a journey level professional classification. Incumbents function independently with little direction and utilize technical, professional, and interpersonal skills in economic development, redevelopment, and/or housing.

EXAMPLES OF DUTIES: The examples of duties listed below are illustrative only. They are not meant to be an exhaustive list of all duties and responsibilities required of the classifications.

Designs, implements, and monitors department projects/programs in economic development, redevelopment, and/or housing. Manages such programs from concept to completion including construction management activities.

Collects, interprets, and analyzes data utilizing a variety of methods.

Performs financial analysis of proposed real estate and commercial development projects.

Evaluates economic and community needs regarding land use for economic, redevelopment, and/or housing projects.

Provides assistance to local business and property owners to improve business operations or renovate property.

Performs a variety of tasks related to negotiation, acquisition, condemnation and disposition of property.

Solicits proposals and makes recommendations regarding selection of professional consulting services.

Oversees site clearance, site remediation, site improvement, and relocation for a variety of redevelopment projects.

Prepares, negotiates, and manages a variety of contracts involving consultative and development activities.

Prepares reports for a various City bodies including the City Council, Redevelopment Agency, and City commissions; may preside over project committee meetings.

Makes oral presentations before Various City bodies including the City Council, Redevelopment Agency, and City commissions.

Establishes and maintains project work plans, budgets, expenditure reports, and schedules.

Monitors activities for compliance with state and federal regulations.

Provides technical and professional assistance to business owners, business associations, citizens* groups, and other City departments as required.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of the principles and practices of public administration; operation of a City government; research and analytical methods including statistical analysis; principles and practices of economic development, redevelopment, and housing development; federal, state and other resources for economic development and housing development; laws governing land use, real estate transactions, and redevelopment; planning and zoning regulations and process; real estate acquisition and methods of public financing; personal computers and related software; methods of recordkeeping; English language; various methods of communication including report writing, and oral and graphic presentations.

Ability to perform routine and complex administrative work with speed and accuracy; prioritize and manage multiple projects/programs simultaneously; make inspections of potential development sites and site under development; read, interpret and apply a variety of laws related to economic development, redevelopment, and housing; read, interpret and apply federal, state, and City legislation, regulations, guidelines, codes, policies and procedures; establish and maintain records; conduct research, analyze data, and make appropriate recommendations; communicate effectively in written and verbal methods; make oral presentations; set priorities and meet deadlines: establish and maintain effective working relationships with those contacted in the course of the work. operate a personal computer; obtain and maintain a valid California Drive License; perform related duties.

Physical Requirements:

Ability to obtain and maintain a California Class "C" Driver License; make site visits and inspections of potential construction sites and those under construction; traverse uneven terrain; operate a personal computer; make oral presentations.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

CEDC I: Equivalent to graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field.

CEDC II: Equivalent to graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field, and four years related experience.



STAFF REPORT

HUMAN RESOURCES

DATE: July 24, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: ESTABLISH THE CLASSIFICATION OF TREE TRIMMER AND APPROVE THE JOB SPECIFICATION

BACKGROUND

The City of Richmond is experiencing elevated levels of blight, overgrowth, and deferred vegetations maintenance, which pose a safety and fire hazards while undermining the City's visual appeal. In response, the City Council has directed staff to create a specialized Tree Crew to address the issues.

RECOMMENDATION

The Human Resources Department recommends establishing the classification of Tree Trimmer and approving the job specification. To support the formation of a dedication Tree Crew under the Parks and Landscaping Division.

ANALYSIS

Establishing the new Tree Trimmer classification is essential to the City's strategy to address citywide vegetation management challenges. With over 20,000 tree and extensive green spaces, dedicated staff are required to ensure proper tree care, safety, and enhance the appearance of public rights-of-way, medians, and other landscaped areas throughout Richmond.

This role will perform specialized duties related to tree planting, maintenance, pruning, and removal. Tree Trimmers will focus on clearing backlogs of overdue pruning work, conduct structural and prevent pruning, assist with the planting of trees, shrubs, annuals, and perennials. Creating dedicated staff members for this effort will enable other park staff members to focus on park spaces throughout the City and improve Park maintenance.

Personnel Board July 24, 2025

Tree Trimmer Staff Report

CONCLUSION

On July 15, 2025, the City sent the proposed job specification for Tree Trimmer, the new classification, to SEIU Local 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification.

Human Resources staff recommends approval of the establishment of the classification of Tree Trimmer and the job specification.

ANALYST: Rozma Paiz, Human Resources Analyst I

Attachments:

Proposed Tree Trimmer job specification



Classification Specification

Classification Title	Tree Trimmer
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs a variety of skilled tree maintenance, such as trimming, removal, and general maintenance of ornamental, shrubbery, and trees, which involves climbing trees of various heights and working from a variety of lifts; corrects hazardous conditions caused by trees on City property, public right-of-way, and easements. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents within this class perform the full range of tree maintenance duties as assigned and possess knowledge of tree health, plant diseases, tree trimming techniques, and the safe operation of tree maintenance equipment. Tree Trimmers may receive directions from the Tree Lead Worker.

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.

- Performs a variety of skilled tree trimming and pruning work to remove obstructions and hazards, and to improve the health and appearance of trees and other vegetation.
- Assesses the work site to identify hazards and ensure safe working conditions; sets up the scene for the crew, including positioning equipment, establishing safe zones, and implementing safety protocols.
- Climbs trees using specialized rigging devices, rope, climbing harness and/or uses aerial lift equipment to remove or prune dead, damaged, or unwanted limbs or entire trees.
- Performs tree maintenance, including selecting and planting trees; staking, tying, strapping, and installing tree guards and cages; cutting down trees; removing tree hazards; salvaging fallen timber; cutting and removing stumps, roots, trunks, and limbs; and cleaning work areas by raking and clearing debris.

Classification Specification

Classification Title	Tree Trimmer
Job Code	
FLSA Status	Non-exempt

- Drives trucks towing tree maintenance equipment to job sites, and operates equipment such as aerial lifts, bucket trucks, chipper trucks, chain and hand saws, chippers, pruners, and other tree maintenance equipment.
- Performs tool maintenance duties with equipment such as power saws, chainsaws, pruning hooks, and other specialized trimming tools; services and inspects tools and equipment for safety and mechanical defects; maintains and performs minor repairs to chainsaws.
- Follows all safety rules and protocols, including use of PPE and safe working practices near traffic or power lines.
- Prepares basic records and work logs.
- Responds to emergency tree-related situations (e.g., storm damage, fallen or hazardous limbs).
- Observes and reports tree health issues.
- Monitor and identify diseases and pest in trees; help develop and carry out treatment plans to resolve infestations and stop the spread of plant pathogens; use of IMP (Integrated Management Plan) and BMP (Best Management Plan): apply and monitor the use of chemicals including, herbicides, pesticides, fungicides, and insecticides.
- Assists in traffic control measures – using cones, barricades – for safe operation near streets.
- Responds to requests and inquiries from the general public.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

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.

Classification Specification

Classification Title	Tree Trimmer
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 no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma or GED equivalent
- Two (2) years of experience in tree trimming and climbing, including use of ropes, harnesses, and climbing gear
- 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. Must maintain a satisfactory driving record throughout the duration of work in this class.

Desirable Certifications

- Certifications demonstrating technical expertise, safety, and tree care knowledge from recognized organizations such as from the International Society of Arboriculture (ISA) or the Tree Care Industry Association (TCIA) are desirable but not required.
- Qualified Applicator Certificate (QAC)

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Safe work procedures; tree climbing safety practices
- Proper use and maintenance of hand and power tools and heavy equipment
- Methods and equipment used in pruning, trimming, transplanting, and removing trees
- Rigging methods and equipment and climbing techniques for tree maintenance
- ANSI A300 tree care standards
- Tree diseases and pests, and proper methods of their eradication
- Tree growth characteristics, identification, and planting procedures

Classification Specification

Classification Title	Tree Trimmer
Job Code	
FLSA Status	Non-exempt

Skill in:

- Climbing trees safely
- The proper and safe operation of hand and power tools and heavy equipment

Ability to:

- Perform semi-skilled and skilled tree maintenance work
- Work independently and as part of a crew
- Climb and maneuver at heights safely
- Follow oral and written directions
- Provide direction to other personnel as needed
- Communicate clearly with coworkers, supervisors, and the public

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	Tree Trimmer
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 accommodation 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 is performed outside or with exposure to risk in all weather conditions, including inclement weather.
- Incumbents must be able to work at heights for extended periods, including climbing trees using ropes and harnesses or working from aerial lift equipment.
- **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