

PERSONNEL BOARD

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



REGULAR MEETING Thursday, January 22, 2026

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 December 17, 2025
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
 - a. DISCUSS nomination of and ELECT Personnel Board Chair and Vice Chair
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

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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, January 22, 2026, by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to personnel_board@ci.richmond.ca.us by 12:00 Noon on Thursday, January 22, 2026. 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**

**RICHMOND ROOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**December 17, 2025
MEETING MINUTES**

The meeting was called to order by Rozma Paiz at 6:26 p.m. on December 17, 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 July 24, 2025.

SPEAKERS:

- Cordell Hindler: Mr. Hindler stated he is a Richmond resident and, after listening to the recording of the meeting of July 24, 2025, Mr. Hindler stated that it sounds accurate and recommends that the Board approve the minutes as presented.

Chair Wirsig made a motion to approve the Regular Meeting Minutes of July 24, 2025. Board Member Front seconded the motion. The Regular Meeting Minutes of July 24, 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. Cordell Hindler recommended several items to be placed on the February 26th agenda. The first item is to revise and approve the new classification for the Economic Development Program Manager and to include the classifications of

Audio recordings of Personnel Board Meetings are available at:

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

Economic Development Specialist I and II. Mr. Hindler also recommended a third item - to approve, discuss, and consider holding a retreat to review expectations for 2026.

Mr. Hindler stated that he had a conversation with Nannette Beacham regarding her oversight of six divisions and expressed concern that it may not be feasible for a department head to oversee all six divisions. According to Mr. Hindler, Ms. Beacham indicated interest in having a manager to assist. Mr. Hindler added that adding specialist positions could help identify grant opportunities.

Regarding the recommended retreat, Mr. Hindler noted that he spoke with the City of Hayward, which recently held a retreat to review expectations and discuss emerging trends in Human Resources.

Mr. Hindler submitted to the Board the job specifications for Economic Development Program Manager and Economic Development Specialist I and II from the City of Alameda, and Economic Development Program Manager from the City of South San Francisco.

Michelle Milam: Michelle Milam voiced her support for the City's Parking Enforcement division in their efforts to try to reclassify the work that they do. Ms. Milam stated that she works with the City's unhoused population, around the issue of encampment abatements. Ms. Milam noted that Parking Enforcement plays a huge part in that, taking on the role of being able to handle those who are in RVs or vehicles, which encompasses a larger percentage of people than the City had years ago. Parking Enforcement works closely with CORE and SOS Richmond, and other providers to help ensure the City complies with the camping ordinance, and to offer services before they abate vehicles. Ms. Milam stated that this is outside the scope of what traditional parking enforcement officers do and thinks it's important to recognize and acknowledge the work that they do.

Kevin Tisdell: Kevin Tisdell, Code Enforcement Officer and President of SEIU, stated that SEIU and the City met back in April regarding concerns about Parking Enforcement duties and how they're working outside their duties. Mr. Tisdell added that prior to the board approving the Community Intervention Specialist classification, Parking Enforcement was doing a lot of those duties. Mr. Tisdell noted the City is supposed to be conducting a survey, but the Union hasn't seen the information. Mr. Tisdell stated they want the survey completed and to see the information so the people who are doing the extra work, community work, are seated in the right position and pay.

Tiara Gonzales: Tiara Gonzales is a current Parking Enforcement representative and agreed with what was said by Michelle and Kevin. Ms. Gonzales added that the team works very hard, tirelessly, and takes pride in the work that they do for the City. Ms. Gonzales added that the work they have been doing over the past few years has been out of the Parking Enforcement classification, which is why the issue was raised. With the new ROCK position, the team has been more or less fulfilling those duties and would like this to be reconciled. Ms. Gonzales stated they were notified that there was approval for a firm study, but there hasn't been any new information, and request the Board to help with that.

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6. CONSENT AGENDA

- None

7. NEW BUSINESS

- INFORM Board of Upcoming Annual Election for Chair and Vice Chair (No-Action).

SPEAKERS:

Human Resources Director, Sharrone Taylor, informed the Board of the annual election for the Chair and Vice Chair at the next meeting. Board Member Front confirmed the next meeting is scheduled for January.

Cordell Hindler: Mr. Hindler stated he has concerns with only three seats filled on the Board. Mr. Hindler recommended holding the election until all seats are filled and then proceeding with the election.

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

The meeting adjourned at 6:38 p.m.

City of South San Francisco
Human Resources Department

Economic Development Manager
Class Description

Definition

Under direction from the Economic and Community Development Director or Deputy Director, directs and coordinates the Economic Development Division; plans, organizes, manages, and directs the review and implementation of the City's Economic Development programs and projects; prepares and presents reports to the Economic and Community Development Director on activities, issues, and needs of the Division; develops and implements economic development policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; and does related work as required.

Distinguishing Characteristics

Reporting to the Economic and Community Development Director or Deputy Director, the Manager manages, supervises, develops, maintains, directs and coordinates the activities of the Economic Development Division whose functions include providing direct public service. This class is distinguished from the next lower-level classifications in that it has primary responsibility for managing the Division.

Typical and Important Duties

1. Manages the operations of the Economic Development Division, including planning, developing, evaluating, and administering economic development projects and programs for the City; develops goals, objectives, and strategies to ensure ongoing success.
2. Manages the Economic Advancement Center; develops, administers, and maintains all contracts, partnerships, and grants related to the operation of the Center.
3. Assists in the strategic planning, organization, and management of economic development programs, including shop local efforts and business loans.
4. Directs the negotiation of real estate development agreements and manages related contracts.
5. Develops and conducts economic development research studies, trends, needs assessments, and financial analyses; assesses economic and fiscal impact of business development projects to the City and the City's projects on the business community; recruits and retains businesses to sustain economic diversity and growth.
6. Develops and provides information to business representatives and developers to assist with the City's development requirements; assists with the facilitation and coordination of the City's entitlement and building permit process and other needs where appropriate.
7. Identifies, oversees development and administration of economic development grants; identifies and develops new sources of funding; and applies for federal and state funds.
8. Oversees business loans and related financial matters.

9. Oversees and assists with the development of marketing and outreach efforts to facilitate the attraction, retention, growth, and success of businesses within the City; works with businesses and other departments to develop and implement specific business attraction, expansion, and retention programs.
10. Coordinates with other departments, agencies, and organizations on regional economic development activities.
- 11.
12. Develops and manages the Division's budget, monitors expenditures and makes adjustments accordingly, and develops and maintains established service levels and objectives.
13. Prepares staff analyses and reports for City Council, Successor Agency, Oversight Board, and Planning Commission relative to economic development programs; attends meetings of public bodies, explain staff analyses, and responds to questions from elected or appointed officials, business community, and the public.
14. Coordinates Economic Development Division program activities with other departments and divisions; attends community meetings, represents the department and City, and promotes good community relations; investigates and resolves citizen complaints and concerns; applies the principles of good customer service and instills it in staff members.
15. Represents the Division/Department to other City departments, government agencies, community members, and business and brokerage community representatives; represents the City at professional and technical meetings.
16. Provides technical assistance and information to a variety of boards, commissions, and committees.
17. Prepares and presents a variety of reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
18. Coordinates the preparation, training, and implementation of new or revised economic development policies, standards, and regulations.
19. Supervises, trains, and evaluates assigned staff.
20. Builds and maintains positive working relationships with co-workers, other City employees, local and regional business organizations, including the SSF Chamber of Commerce, and the public using principles of good customer service.
21. Performs other related work as required.

Job-related Qualifications

Knowledge of:

- Principles and practices of economic and business development and approaches to promote and stimulate economic development, including business attraction and retention strategies and programs.
- Federal, state, and local programs and resources for economic and business development.
- Principles and practices of real estate development, including real estate finance, environmental and planning approval process, and citizen participation.
- Principles of grant writing and administration; principles of contract administration.
- Principles and practices of budget and financial management; financing techniques and resources for real estate and business development.
- Principles, practices, and procedures of funding sources and grant funds disbursement.

- Applicable local, State and Federal laws, ordinances and rules pertaining to economic development, real estate, and land use.
- Principles and practices of research, assessment of trends, and analyzing complex economic development data.
- Principles, practices, and techniques of marketing and promotion.
- Principles and practices of policy development and implementation.
- Principles and practices of demographic research and analysis.
- Principles and practices of project and contract management and negotiation methodologies.
- Principles and practices of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Ability to:

- Identify economic development needs.
- Organize, implement, and direct economic development activities and programs.
- Negotiate and manage complex real estate development agreements and other contracts with businesses, developers, organizations, and others.
- Analyze real estate development pro formas.
- Interpret, understand, and apply applicable laws and regulations related to economic development, land use, zoning, and land acquisition.
- Identify and assess grants and other funding resources and opportunities; apply for grants and other funding, assuring requirements and deadlines are met.
- Represent the City and department effectively with other City departments, other agencies, the public and business community groups.
- Develop and maintain collaborative working relationships with the business community, outside agencies and organizations, and other City departments.
- Conduct complex economic analyses and prepare economic reports.
- Perform effective research and analyze complex data.
- Exercise good judgement, flexibility, and sensitivity.
- Effectively plan, supervise, and direct the work of assigned staff.
- Prepare clear, concise, and complete written reports; make effective presentations to City Council, commissions, boards, business community, and the public.
- Prepare, administer, and monitor assigned program budget.
- Communicate clearly and concisely, both orally and in writing.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

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

Experience and Training

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

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

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

Licenses and Certificates

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

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

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 25 pound boxes, files, and materials.

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

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

Approved:	11/9/2022
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	
DOT:	No
Physical:	N/A
Status:	Classified/Exempt
EEOC Category:	1.2 First/Mid-level managers
Job Code:	M190

ECONOMIC DEVELOPMENT PROGRAM MANAGER

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DEFINITION

Under general direction, supervises and participates in the planning, development, coordination, negotiation and implementation of economic development projects and programs, ; performs related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by the development and coordination of activities in functional areas; it is distinguished from that of lower classes by the level and assignment of supervisory, managerial, and administrative responsibilities. Managerial responsibilities may focus on programs, projects, and related research, analysis, and operations, as well as oversight of consultants.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Represent the City in local Chamber of Commerce, business groups and associations, and business districts.
2. Processes program applications and engages in program administration and monitoring, including issuance of payments and verification of work completed.
3. Processes program applications and engages in program administration and monitoring, including issuance of payments and verification of work completed.
4. Analyzes proposed real estate development projects including participation and input from developers, property owners, brokers, and business end users.
5. Provide direct technical assistance to individual businesses by facilitating permit approval processes and by initiating and coordinating inter-departmental review and communication.
6. Manage economic and community grants and financial assistance programs to promote economic growth and vitality.
7. Create public reports for and deliver public presentations to City Council, other boards and commissions, and other public groups and forums.
8. Provide staff support to boards, commissions, and advisory panels.
9. Research and analyze economic data on local business sectors and other economic activity; identify important findings and make recommendations to improve and enhance local business climate.
10. Initiate, develop, coordinate, and produce special events and workshops.
11. Coordinate with local school districts, training programs, and local businesses on workforce development initiatives.
12. Performs general administrative activities, including the preparation and administration of budgets, grants, contracts, agreements, reports, correspondence and related materials.
13. Develop print and digital marketing materials and strategic marketing campaign initiatives.
14. Supervise or provide liaison and staff support to City commissions, task forces and non-profit agencies.

Other Duties:

15. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Travel to City work sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Thinking, focusing, and concentrating to prepare and complete assigned tasks

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field.

Experience: Four years of progressively responsible experience in economic development

Knowledge

Understanding of real estate development and real estate financing. programs and resources for economic development and business development; public/private sector approaches and techniques to stimulate and promote economic development; applicable laws, regulations, and codes.

Ability

Ability to effectively develop, organize, implement development projects and programs; effectively solicit and coordinate input and participation from businesses, business groups and associations, and target populations; interpret and apply state, federal and local laws and regulations related to economic development activities; interpret, apply and explain established policies and procedures; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate economic development priorities and programs effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

DEVELOPMENT SPECIALIST I

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DEFINITION

Under direction performs a variety of detailed, specialized work involving economic development programs and projects; performs other related work as required. Positions filled through State or Federally funded programs or other specially funded projects are Civil Service Exempt.

DISTINGUISHING FEATURES

This is an entry level position. Incumbents in this position receive immediate supervision and perform specific assignments of a well-defined and limited nature. Their work is subject to continuing review when in progress and until completion. This position is distinguished from the Development Specialist II position in that the latter position performs more varied assignments of greater complexity and by the greater independence with which the incumbent is expected to operate.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Participates in designing, implementing and monitoring economic development programs and projects .
Collects and interprets data and prepares reports.
2. Support financial analysis of proposed real estate and business development projects.
3. Assembles and processes grant and financial assistance packages.
4. Implements financial assistance programs.
5. Confers with property owners, builders and developers to initiate and provide support to new developments and property renewals; provides assistance to local businesses and property owners to improve business operations or renovate property.
6. Support negotiations with private developers to effect public/private development partnerships.
7. Evaluates multiple factors involving economics, community needs and land use to prepare recommendations for proposed real estate development projects..
8. Provides technical assistance to various parties and groups such as small business owners, business associations, non-profit and citizens' groups, and other City departments and divisions to assist with the development of proposed real estate projects.
9. Implements business recruitment strategies.
10. Implements business recruitment strategies.
11. Solicits proposals; makes recommendations concerning selection of professional consulting services; prepares and supervises contract administration.
12. Establishes and maintains work plans, budgets, expenditure reports and project schedules, and monitors for compliance with local, state and federal regulations.

Other Duties

13. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Travel to City work sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.

- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Thinking, focusing, and concentrating to prepare and complete assigned tasks

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in planning, economics, public or business administration or a closely related field.

Experience: One year related experience in a public agency or private firm.

Knowledge

Knowledge of the principles and practices of economic development; familiarity with principles and practices of commercial and/or residential development; business recruitment and business retention strategies; federal, state and other resources for economic development and business assistance; familiarity with public and private sector finance mechanisms and loan packaging; principles and practices of public administration.

Ability

Ability to perform both complex and routine administrative work with speed and accuracy; interpret and apply established federal, state and City legislation, regulations, guidelines and codes pertinent to economic development programs and projects; establish and maintain accurate records; conduct research and interpret and analyze information; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions on a variety of matters; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

ECONOMIC DEVELOPMENT SPECIALIST II

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DEFINITION

Under direction performs a variety of detailed, specialized work involving economic development programs and projects; performs other related work as required.

DISTINGUISHING FEATURES

The Development Specialist II is expected to perform varied assignments requiring technical and interpersonal skills in the fields of economic development. Work in the class is distinguished from that of the Development Specialist I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. This position provides evaluation, monitoring and grant writing work products for senior review. Support is available for problems not covered by reference guidelines, and work is checked occasionally during progress and reviewed upon completion.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Participates in designing, implementing and monitoring economic development, housing development programs and projects. Collects and interprets data and prepares reports.
2. Performs financial analysis of proposed real estate and business development projects.
3. Assembles and processes grants and financial assistance loan packages.
4. Confers with property owners, builders and developers to initiate and provide support to new developments and property renewals; provides assistance to local businesses and property owners to improve business operations or renovate property.
5. Evaluates multiple factors involving economics, community needs and land use to prepare recommendations for proposed real estate development projects.
6. Provides technical assistance to various parties and groups such as small business owners, business associations, non-profit and citizens' groups, and other City departments and divisions, to assist with the development of proposed real estate projects.
7. Implements business recruitment strategies.
8. Implements business retention strategies.
9. Solicits proposals; makes recommendations concerning selection of professional consulting services; prepares and supervises contract administration.
10. Establishes and maintains work plans, budgets, expenditure reports and project schedules, and monitors for compliance with local, state and federal regulations.

Other Duties

11. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working with office equipment and software.
- Travel to City work sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Thinking, focusing, and concentrating to prepare and complete assigned tasks

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in planning, economics, public or business administration or a closely related field.

Experience: Three years progressively responsible professional experience in public sector economic development, housing development, or redevelopment work.

Knowledge

Working knowledge of the principles and practices of economic development; understanding of principles and practices of commercial and/or residential revitalization; business recruitment and economic diversification strategies; federal, state and other resources for economic development and business assistance; familiarity with public and private sector finance mechanisms and loan packaging; principles and practices of public administration.

Ability

Ability to perform both complex and routine administrative work with speed and accuracy; interpret and apply established federal, state and City legislation, regulations, guidelines and codes pertinent to economic development programs and projects; establish and maintain accurate records; conduct research and interpret and analyze information; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions on a variety of matters; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.



STAFF REPORT

PERSONNEL BOARD

DATE: January 22, 2026

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Human Resources Director

SUBJECT: ELECT PERSONNEL BOARD CHAIR AND VICE CHAIR

BACKGROUND:

On September 23, 2021, the annual election of Chair and Vice Chair was adopted by the seated Personnel Board Members.

RECOMMENDATION:

ELECT Personnel Board Chair and Vice Chair.

DISCUSSION:

CONCLUSION:

The Human Resources Department is recommending the election of a Chair and Vice Chair as per the procedures for the annual election

Attachments: Procedures for Annual Election of Chair and Vice Chair

City of Richmond Personnel Board
Procedures for Annual Election of Chair and Vice Chair

The purpose of this procedure is to establish a process for the annual election of the Chair and Vice Chair of the Personnel Board.

1. At the first regular meeting of the calendar year, a Chair and Vice Chair shall be elected by the majority vote of the Board present.
2. The newly elected Chair shall preside for one year.
3. The newly elected Vice Chair shall perform all the duties of the Chair in his or her absence or inability to act.
4. In the absence of both the Chair and Vice Chair, the Board Members present shall elect a Chairperson pro tem.
5. After the Chair and Vice Chair have been seated, the remaining Board Members shall select their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Personnel Board; however, any two Board Members may change seats at any time by mutual consent.

Adopted: 9/23/2021