

PERSONNEL BOARD

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



REGULAR MEETING

Thursday, May 25, 2017

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Vice Chair: Yvonne Nair

Personnel Board Members

Robert Davila

Steve Early

McKinley Williams

1. ROLL CALL

2. AGENDA REVIEW

3. STATEMENT OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- a. Regular Meeting of February 23, 2017

5. PUBLIC COMMENT

6. NEW BUSINESS

- a. APPROVE revision to the existing classification of Human Resources Technician I/II/III
- b. APPROVE revision to the existing classification of Administrative Student Intern.
- c. APPROVE revision to the existing classification of Principal Personnel Analyst
- d. APPROVE revision/re-title to the existing classification of Source Control Inspector I/II/III to Environmental Compliance Inspector and Senior Environmental Compliance Inspector
- e. APPROVE revision/re-title to the existing classification of Source Control Superintendent to Environmental Services Manager

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 Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

- f. DISCUSS AND APPROVE revision to the Personnel Board Agenda to include a Consent Agenda for approval of job classification changes, retitles, and/or updates
- g. DISCUSS, NOMINATE AND VOTE to elect a Personnel Board Chair and Vice Chair.
- h. DISCUSS AND APPROVE whether, and if so, when the Personnel Board will recess.

7. UNFINISHED/OLD BUSINESS

- None

8. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)

- None

9. CONSIDERATION OF PROBLEMS AND REPORTS

- a. DISCUSS AND APPROVE scheduling of IFPTE Local 21 grievance hearing in September

10. 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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CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**FEBRUARY 23, 2017
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on February 23, 2017.

1. ROLL CALL

Present: Yvonne Nair, Vice Chair Member
Robert Davila, Board Member
Steve Early, Board Member
McKinley Williams, Board Member

Absent: City Council Liaison Gayle McLaughlin

2. AGENDA REVIEW

Vice Chair Nair requested that item 6c to be moved to the March meeting

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- Regular Meeting of October 27, 2016

Vice Chair Nair made a motion to approve the minutes of October 27, 2017. Board Member McKinley Williams seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, M. Williams, NOES: None.

- Regular Meeting of January 26, 2017

Board Member McKinley Williams made a motion to approve the minutes of January 26, 2017. Board Member Robert Davila seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, M. Williams, NOES: None.

SPEAKERS:

- None

5. PUBLIC COMMENT

Audio recordings of Personnel Board Meetings are available at:

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

SPEAKERS:

Cordell Hindler: inquired about the ad hoc committee brought up in a previous Personnel Board meeting and how he would like to see it on a future agenda. Mr. Hindler also recommended that the Personnel Board view the video he shared, "Moving Your Board from Good to Great." *YouTube*. He also mentioned that he has done some research on the Plummer case and wondered where the large settlement money came from.

NEW BUSINESS

- a. **DISCUSS AND APPROVE** use of a written staff report for items placed on the Personnel Board agenda

SPEAKERS:

Cordell Hindler: As a commissioner for the library, when placing an item on the agenda it should be clearly stated in a concise manner. He hopes that this item is approved.

DISCUSSION:

Secretary Lisa Stephenson introduced the written Staff Report as a tool to aid staff and other board members in preparing for an agenda item before the Personnel Board meeting. A written Staff Report also provides the public more detailed information on an agenda item and allows the public to address the Personnel Board during a meeting with specific questions and/or concerns.

Board Member McKinley Williams made a motion to approve the use of a written staff report for items placed on the agenda and updating the Personnel Board Procedures and Protocols. Board Member Robert Davila seconded the motion. the use of a written staff report for items placed on the agenda and updating the Personnel Board Procedures and Protocols was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, M. Williams, NOES: None.

- b. **DISCUSS** procedures for recruitment for City of Richmond positions

SPEAKERS:

Cordell Hindler: passed a copy of job descriptions for the Community Affairs Specialist and the Chief of Staff to the members of the Personnel Board and stated that the job descriptions were out dated. Mr. Hindler also repeated his statement from February on the Administrative Student Intern and Neighborhood Services Liaison

DISCUSSION:

Human Resources Personnel Officer Donna Newton explained the City of Richmond job classifications and recruitment procedures as follows:

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- The Human Resources Management Department is currently reviewing job classifications to update or abolish.
- Recruitments begin at the department level. The Department Head meets with the Human Resources Analyst to discuss the job classification that best meets their needs. If a current job classification needs updating to meet current needs or a new classification needs to be created, the Personnel Board would ultimately review for approval at a Personnel Board meeting.
- The Department Head then submits a Requisition Form and a Waiver Form that is reviewed by the Finance Department to assure the department budget can support a new hire or promotion. It is then approved by the City Manager and the Director of Human Resources.
- The Department Head and the Human Resources Management Department Analyst would then meet to discuss the recruitment process. At this point, the type of testing is determined: traditional multiple choice testing, equipment testing, review of application, etc.
- The applicants are notified of their status, pass or fail, and a certified list is established and the applicants are categorized by A, B, or C.
- The hiring Department at this point takes over by contacting applicants on the list and interviewing.

Secretary Stephenson and HR Personnel Officer Newton answered questions posed by the Personnel Board Members.

e. ~~SHARE~~ challenges and frustrations of serving on the Personnel Board by Yvonne Nair and McKinley Williams (Vice Chair Nair) Moved to March 2017 meeting.

d. **DISCUSS** overdue letter from Personnel Board about SEIU 1021 grievance hearing findings (Vice Chair Nair)

SPEAKERS:

- None

DISCUSSION:

Assistant City Attorney Soublet explained that the findings have been prepared and is currently with City Attorney Goodmiller.

Vice Chair Nair expressed her concern on taking four months to receive the findings and how findings should be completed within a few weeks of the grievance hearings.

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- e. **DISCUSS** harassment and anti-bullying training provided by the City
(Vice Chair Nair)

SPEAKERS:

Cordell Hindler: stated that many cities have this type of training and the Personnel Board should determine when this type of training would be convenient to receive.

DISCUSSION:

Board Member Early spoke on the Anti-bullying training he attended. He found the training to be valuable but would have liked to see more union presence.

The Personnel Board also participated in the online harassment training.

6. UNFINISHED/OLD BUSINESS

- **DISCUSS** the efficiency of grievance hearings and whether proceedings can be improved in order to shorten the time required while hearing the maximum amount of testimony (Vice Chair Nair)

SPEAKERS:

Cordell Hindler: expressed how he has attended some grievance hearings that have gone into late evening. Mr. Hindler stated that he would like for the hearings to be more

DISCUSSION:

Board Member Early stated that the testimony must stay on subject of just cause versus a forum on management practices.

Vice Chair Nair suggested a form with questions related to the grievance.

Assistant City Attorney Soublet mentioned that this would not meet the due process rights of the grievant. Ultimately, Assistant City Attorney Soublet suggested that the Personnel Board members guide the testimony to address the issue at hand and not allow for irrelevant statements.

Secretary Stephenson mentioned that the materials are received by the Personnel Board Members before the hearing to allow time for reviewing beforehand.

Assistant City Attorney Soublet also clarified that the hearing only goes as long as the Personnel Board members continue to extend pass the three hours.

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Board Member Davila clarified that the grievance has gone through a process – the Personnel Board is not the first to hear the grievance. Something could possibly be structured that becomes a practice. Questioning can be formulated with the materials received and keeping the hearing on task.

Board Member Early stated that the grievant can bring other issues to the Personnel Board meetings to be placed on the agenda but that the hearing must remain on task.

Secretary Stephenson emphasized that the Personnel Board Members must keep the testimony on point.

7. REVIEW OF SUBPOENA(S)

- None

8. CONSIDERATION OF PROBLEMS AND REPORTS

- Scheduling of RPMA grievance

At this point, the meeting was closed to the public.

9. ADJOURNMENT OF REGULAR MEETING

Regular meeting adjourned at 6:48 p.m.



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF HUMAN RESOURCES TECHNICIAN I/II/III

BACKGROUND:

The Personnel Board members have heard from Secretary Lisa Stephenson and her staff that every effort is being made to update all job classifications.

The optimal time to update a job classification is when recruitment is necessary. After much discussion, it was determined that the job specification for Human Resources Technician I/II/III contained archaic language and the language needed to be modernized by eliminating language such as typing certificate and specific titles of software programs.

Requiring a typing certificate is an inconvenience to the applicant since the ability to find a facility that offers timed typing test is becoming obsolete. Eliminating specific titles of software programs assures the job classification remains valid when the City of Richmond does any type of change in software.

RECOMMENDATION:

APPROVE the revised classification of Human Resources Technician I/II/III.

ANALYSIS:

The Human Resources Technician I/II/III was originally established in 2002 and has not been revised since July 2008. After surveying the City of Richmond comparable cities, it was found that only two (2) cities require a typing certificate: City of Concord for 45 word per minute and Mountain View does not require a typing certificate but states, " 35

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wpm or a speed necessary for successful job performance." The cities of Alameda, Berkeley, Fremont, Hayward, Palo Alto, San Leandro, San Mateo, South San Francisco, and San Mateo do not list a typing requirement.

In order to attract interested applicants, the City of Richmond job specifications must continue to be revised and appear to be modern-day versus old-fashioned.

ANALYST: Sharrone Taylor, Finance Manager

ATTACHMENTS: Human Resources Technician I/II/III (original)
Human Resources Technician I/II/III - markup
Proposed Human Resources Technician I/II/III – final copy

CITY OF RICHMOND, CA

CLASS CODE: I – TE-374
II – TE-375
III – TE-376
ESTABLISHED: 11/21/02
REVISED: 07/24/08
GROUP: Local 1021
FLSA: Non-Exempt

ORIGINAL

HUMAN RESOURCES TECHNICIAN I/II/III

DEFINITION

Under general supervision, performs a variety of less complex to difficult administrative support and technical duties in the day-to-day operation of the Human Resources Management Department assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, risk management and related duties as assigned.

DISTINGUISHING FEATURES

The Human Resources Technician performs a variety of regular assignments and procedures ranging from less complex to highly complex. The incumbent must demonstrate knowledge of City policies and procedures, possess basic organizational skills, and exercise good judgment within established guidelines. Responsibilities and duties are performed in a confidential and tactful manner.

Human Resources Technician I is the entry level classification in the Human Resources Technician series and works under close supervision. The class is distinguished from the Human Resources Technician II by the performance of the less complex tasks and duties assigned to positions within the series. Positions in this classification normally perform the administrative work in the support of professional staff and act as the primary customer service contact for the department.

Human Resources Technician II is the journey level classification in the Human Resources Technician series and works under general supervision. Employees within this class are distinguished from the Human Resources Technician I by the performance of the full range of duties as assigned including duties requiring the knowledge of general City personnel procedures, including bargaining unit Memorandums of Understanding. Individuals functioning at this level possess knowledge of the administrative processes involved in human resource areas such as classification, recruitment and selection, employee benefits, risk management and employee relations. In addition, incumbents may progress to this level after being able to analyze complex situations/problems by consulting various policy documents and with minimal supervision or input.

Human Resources Technician III is the advanced level classification in the Human Resources Technician series and works under broad supervision. Employees within this class are distinguished from the Human Resources Technician II by the performance of significantly more technical personnel assignments and working independently. Individuals functioning at this level demonstrate clearly advanced program and operational knowledge of Memorandums of Understanding, Personnel Rules and City policies and procedures relating to human resources. In addition, employee will possess the ability to analyze complex situations and develop and implement solutions and may act to provide lead direction to Human Resources Technician I or II.

EXAMPLES OF DUTIES (May include but not limited to the following):

1. Performs responsible technical and administrative work in support of the City's human resource system through the use of a word processor or typewriter.
2. Inputs application information into Applicant Tracking System (SIGMA) and generates examination notifications, test results, eligible lists, and related documents.
3. Inputs claims information into the City's Risk Management Information System (RMIS).
4. Processes a variety of personnel-related and risk management related forms and records, including employee hires and terminations and certificates of insurance.
5. Maintains and updates confidential employee files.
6. Maintains and updates claims files.
7. Inputs human resources information to the City's Human Resources database (SAP) for new employees and maintains human resources information for current employees.
8. Maintains confidential records and correspondence such as applications, test results and related data or information.
9. Provides assistance to applicants, City employees, and the general public by serving as the first point of contact for the Human Resources Department by phone and at the public counter.
10. Prepares job announcements; distributes, receives and organizes applications; provides related office support; and may assist with applicant testing.
11. Maintains automated and manual files and records.
12. Performs a variety of general office support duties such as composing, typing and proofreading letters and other forms and documents.
13. Answers telephone and in-person inquiries from the public, department representatives and employees concerning confidential information, exercising tact and judgment.

14. Prepares orientation materials for new employees and processes all new employees by conducting a new-employee orientation session explaining conditions of employment.
15. Schedules pre-employment medical examinations for applicants and coordinates scheduling with operating departments.
16. Sorts and distributes mail.
17. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Modern office practices, procedures and equipment, computer word processing and applications; recordkeeping and filing systems; public relations and/or contact skills and telephone etiquette.

Ability to: Operate standard office equipment including a word processor; utilize City standard software applications, such as Microsoft Word; prepare and maintain accurate City records and files including new employee personnel files; prepare and process personnel-related records, forms and reports; make simple arithmetical calculations; perform less complex to highly complex administrative work; pay close attention to technical detail while coordinating and performing multiple tasks; learn and correctly interpret and apply personnel related rules, regulations, policies and procedures; work effectively under pressure; understand and carry out oral and written instructions; communicate effectively orally and in writing; establish and maintain cooperative and effective relationships with those contacted in the course of work; work effectively with people from diverse, socio-economic and cultural backgrounds; use discretion and mature judgment in the handling of sensitive and confidential information; and type 40 net words per minute from copy.

Skill in: Use of personal computers, including standard office software applications (i.e., Word, Excel, etc.).

EDUCATION/EXPERIENCE

Human Resources Technician I: Equivalent to graduation from high school and two (2) years of paid, full-time general clerical or office assistant experience, preferably involving moderate to heavy public contact.

Human Resources Technician II: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as a Human Resources Technician I or a minimum of four (4) years paid, full-time clerical or office assistant experience in a public agency setting, of which one (1) year must be in a risk management, personnel or human resources setting.

Human Resources Technician III: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as a Human Resources Technician II or two (2) years of college training, preferably with specialization in business or public administration, human resources management, risk management or a closely related field and four (4) years of paid, full-time clerical or office assistant experience in a public agency setting of which two (2) years must be in a risk management, personnel or human resources setting or six (6) years of paid, full-time clerical or office assistance experience in a public agency setting of which three (3) years must be in a risk management, personnel or human resources setting.

PHYSICAL DEMANDS

Positions require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in inputting data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. May be necessary to work scheduled and emergency overtime including weekend and evening hours.

HUMAN RESOURCES TECHNICIAN I/II/III

DEFINITION

Under general supervision, performs a variety of paraprofessional and technical duties ~~less complex to difficult administrative support and technical duties~~ in the day-to-day operation of the Human Resources Management Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, risk management and related duties as assigned.

DISTINGUISHING FEATURES

The Human Resources Technician is responsible for performing a variety of regular assignments and functions and procedures ranging from less complex to highly complex requiring specialized knowledge relating to human resources procedures and practices. ~~and functions and procedures ranging from less complex to highly complex requiring specialized knowledge relating to human resources procedures and practices.~~ The incumbent must demonstrate the ability to work independently, knowledge of City policies and procedures, possess basic organizational skills, and exercise good judgment within established guidelines. ~~Responsibilities~~ All responsibilities and duties are performed in a discrete, confidential and tactful manner.

Human Resources Technician I is the entry level classification in the Human Resources Technician series. ~~and works under close supervision. The~~ This class is distinguished from the Human Resources Technician II by the performance of ~~the~~ less complex tasks and duties assigned to positions within the series. Positions in this classification ~~normally~~ perform the administrative work in ~~the~~ support of the Human Resources Management professional staff and acts as the primary customer service contact for the department.

Human Resources Technician II is the journey level classification in the Human Resources Technician series. ~~and works under general supervision.~~ Employees within this class are distinguished from the Human Resources Technician I by the ability to performance of the a full range of duties as assigned, with limited assistance, including, but not limited to, duties requiring the knowledge of general City personnel policies and procedures, personnel rules and regulations, including bargaining unit Memorandums of Understanding, and when applicable, Federal and State laws and regulations, ~~Individuals functioning at this level possess~~ the knowledge and experience ~~of the administrative processes involved~~ in human resource areas such as

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classification, recruitment and selection, employee benefits, risk management and employee relations. ~~In addition, i~~ncumbents may progress to this level after being able to analyze complex situations and/or /problems by consulting various policy documents ~~and~~ with minimal supervision or input.

Human Resources Technician III is the advanced level classification in the Human Resources Technician series. ~~and works under broad supervision.~~ Employees within this class are distinguished from the Human Resources Technician II by the performance of significantly more technical personnel assignments ~~and working independently.~~ Individuals functioning at this level demonstrate clearly advanced program and operational knowledge of ~~Memorandums of Understanding, Personnel Rules and~~ City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources. ~~In addition, e~~Employee will possess the ability to analyze complex situations and develop and implement solutions. ~~and m~~May ~~act to~~ provide lead direction to Human Resources Technician I or II.

EXAMPLES OF DUTIES *(May include but not limited to the following):*

- ~~1.~~
1. ~~Perform a variety of specialized technical duties in support of the City's Human Resources Department including in support of the City's benefit programs, recruitment and selection, classification and compensation programs and workers compensation functions. Performs responsible technical and administrative work in support of the City's human resource system through the use of a word processor or typewriter.~~
- ~~2.~~
2. ~~Inputs application information into Applicant Tracking System (SIGMA) and generates examination notifications, test results, eligible lists, and related documents.~~
- ~~2.~~
2. ~~Process, verify, and maintain personnel related documentation, including, but not limited to, recruitment, training, grievances, performance evaluations, classifications, employee benefits, and risk claims.~~
- ~~3.~~
3. ~~Data entry into various application systems such as Human Resources Information System (HRIS) and/or Human Resources Management System (HRMS), California Public Retirement System (CalPERS), and DMV. Inputs claims information into the City's Risk Management Information System (RMIS).~~

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HUMAN RESOURCES TECHNICIAN I/II/III
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4. Processes a variety of personnel-related and risk management related forms and records, ~~including employee hires and terminations and certificates of insurance.~~
5. Maintains, ~~and updates,~~ and examine confidential employee files: to answer inquiries and/or provide information for personnel actions.
6. Maintains and updates risk claims files.
- ~~7. Inputs human resources information to the City's Human Resources database (SAP) for new employees and maintains human resources information for current employees.~~
- ~~8-7.~~ Maintains confidential records and correspondence such as applications, test results, and related data or information.
- ~~9.~~ Provides assistance to applicants, City employees, and the general public by serving as the first point of contact for the Human Resources Management Department, by phone and at the public counter.
- ~~10-8.~~ Prepares job announcements; distributes, receives and organizes applications; provides related office support; and may assist with applicant testing.
- ~~11-9.~~ Maintains ~~automated and manual files and records.~~
- ~~12.~~ ~~Performs a variety of general office support duties such as composing, typing and proofreading letters and other forms and documents.~~
- ~~13-10.~~ Answers telephone and in-person inquiries from the public, department representatives and City employees concerning confidential information, exercising tact and judgment.
- ~~14-11.~~ Prepares ~~orientation~~ onboarding materials for ~~new employees and~~ processes ~~all~~ new employees by conducting a new employee during an orientation session and explaining the newly hired employee their conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
- ~~15.~~ ~~Schedules pre-employment medical examinations for applicants and coordinates scheduling with operating departments.~~
- ~~16-12.~~ Sorts and distributes mail.
- ~~17-13.~~ Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: office procedures and terminology; administrative and clerical procedures and systems, Modern office practices, procedures and equipment, computer word processing and applications; recordkeeping and filing systems; public relations and/or contact skills and telephone etiquette and principles and processes of providing quality customer and personal services.

Ability to: Operate standard office equipment including a word processor; utilize City standard software applications, such as Microsoft Word; prepare and

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maintain accurate City records and files including ~~new~~ employee personnel files; prepare and process personnel-related records, forms and reports; make simple arithmetical calculations; perform ~~from~~ less complex to highly ~~complex~~ ~~intricate~~ administrative work; ~~pay close~~ ~~give~~ attention to technical detail while coordinating and performing multiple tasks; learn and correctly interpret and apply ~~personnel related rules, regulations, policies and procedures~~ City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources; work effectively under pressure; understand and carry out oral and written instructions; ~~communicate effectively orally and in writing~~; establish and maintain cooperative and effective relationships with those contacted in the course of work; ~~work effectively with people from diverse, socio-economic and cultural backgrounds~~; ~~and~~ use discretion and mature judgment in the handling of sensitive and confidential information; ~~and type 40 net words per minute from copy.~~

Skill in: Use of personal computers, including standard office software Word processing and spreadsheet applications, HRIS and/or HRMS, and other records management software programs (i.e., Word, Excel, etc.)., communicate effectively in writing, and speaking; active listening.

EDUCATION/EXPERIENCE

Human Resources Technician I: Equivalent to graduation from high school and two (2) years of paid, full-time general clerical or office assistant experience, preferably involving moderate to heavy public contact.

Human Resources Technician II: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as ~~a~~ the equivalent of the City of Richmond Human Resources Technician I or a minimum of four (4) years paid, full-time clerical or office assistant experience ~~in a public agency setting~~, of which one (1) year must be in a risk management, personnel or human resources setting.

Human Resources Technician III: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as ~~a~~ the equivalent of the City of Richmond Human Resources Technician II or two (2) years of college training, preferably with specialization in business or public administration, human resources management, risk management or a closely related field and ~~four (4) years of paid, full-time clerical or office assistant experience in a public agency setting of which two (2) years must be in a risk management, personnel or human resources setting or~~ six (6) years of paid, full-time clerical or office assistance experience ~~in a public agency setting~~ of which three (3) years must be in a risk management, personnel or human resources setting.

DESIRABLE QUALIFICATIONS:

Public Agency experience in a risk management, personnel or human resources setting.

PHYSICAL DEMANDS

Positions require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in inputting data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. May be necessary to work scheduled and emergency overtime including weekend and evening hours.

PROPOSED

HUMAN RESOURCES TECHNICIAN I/II/III

DEFINITION

Under general supervision, performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Management Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, risk management and related duties as assigned.

DISTINGUISHING FEATURES

The Human Resources Technician is responsible for performing a variety of regular assignments and functions requiring specialized knowledge relating to human resources procedures and practices. The incumbent must demonstrate the ability to work independently, possess basic organizational skills, and exercise good judgment within established guidelines. All responsibilities and duties are performed in a discrete, confidential and tactful manner.

Human Resources Technician I is the entry level classification in the Human Resources Technician series. This class is distinguished from the Human Resources Technician II by the performance of less complex tasks and duties assigned to positions within the series. Positions in this classification perform the administrative work in support of the Human Resources Management professional staff and acts as the primary customer service contact for the department.

Human Resources Technician II is the journey level classification in the Human Resources Technician series. Employees within this class are distinguished from the Human Resources Technician I by the ability to perform a full range of duties assigned, with limited assistance, including, but not limited to, duties requiring the knowledge of general City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and when applicable, Federal and State laws and regulations. Individuals functioning at this level possess the knowledge and experience in human resource areas such as classification, recruitment and selection, employee benefits, risk management and employee relations. Incumbents may progress to this level after being able to analyze complex

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situations and/or problems by consulting various policy documents with minimal supervision or input.

Human Resources Technician III is the advanced level classification in the Human Resources Technician series. Employees within this class are distinguished from the Human Resources Technician II by the performance of significantly more technical personnel assignments. Individuals functioning at this level demonstrate clearly advanced program and operational knowledge of City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources. Employee will possess the ability to analyze complex situations and develop and implement solutions. May provide lead direction to Human Resources Technician I or II.

EXAMPLES OF DUTIES *(May include but not limited to the following):*

1. Perform a variety of specialized technical duties in support of the City's Human Resources Department including in support of the City's benefit programs, recruitment and selection, classification and compensation programs and workers compensation functions.
2. Process, verify, and maintain personnel related documentation, including, but not limited to, recruitment, training, grievances, performance evaluations, classifications, employee benefits, and risk claims. Data entry into various application systems such as Human Resources Information System (HRIS) and/or Human Resources Management System (HRMS), California Public Retirement System (CalPERS), and DMV.
3. Process a variety of personnel-related and risk management related forms and records.
4. Maintain, update, and examine confidential employee files to answer inquiries and/or provide information for personnel actions.
5. Maintain and update risk claims files.
6. Maintain confidential records and correspondence such as applications, test results, and related data or information.
7. Provide assistance to applicants, City employees, and the general public by serving as the first point of contact for the Human Resources Management Department. Prepare job announcements; distribute, receive and organize applications; provide related office support; and may assist with applicant testing.
8. Maintain automated and manual files and records.
9. Answer telephone and in-person inquiries from the public, department representatives and City employees concerning confidential information, exercising tact and judgment.

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10. Prepare onboarding materials for processing new employees during an orientation session and explaining the newly hired employee their conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
11. Sorts and distributes mail.
12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: office procedures and terminology; administrative and clerical procedures and systems, recordkeeping and filing systems; and principles and processes of providing quality customer and personal services.

Ability to: prepare and maintain accurate City records and files including employee personnel files; prepare and process personnel-related records, forms and reports; make simple arithmetical calculations; perform from less complex to highly intricate administrative work; give attention to technical detail while coordinating and performing multiple tasks; learn and correctly interpret and apply City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources; work effectively under pressure; understand and carry out oral and written instructions; establish and maintain cooperative and effective relationships with those contacted in the course of work; and use discretion and mature judgment in the handling of sensitive and confidential information;

Skill in: Word processing and spreadsheet applications, HRIS and/or HRMS, and other records management software programs, communicate effectively in writing, and speaking; active listening.

EDUCATION/EXPERIENCE

Human Resources Technician I: Equivalent to graduation from high school and two (2) years of paid, full-time general clerical or office assistant experience, preferably involving moderate to heavy public contact.

Human Resources Technician II: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as the equivalent of the City of Richmond Human Resources Technician I or a minimum of four (4) years paid, full-time clerical or office assistant experience, of which one (1) year must be in a risk management, personnel or human resources setting.

Human Resources Technician III: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as the

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HUMAN RESOURCES TECHNICIAN I/II/III
PAGE 4

equivalent of the City of Richmond Human Resources Technician II or two (2) years of college training, preferably with specialization in business or public administration, human resources management, risk management or a closely related field and six (6) years of paid, full-time clerical or office assistance experience of which three (3) years must be in a risk management, personnel or human resources setting.

Desirable qualifications:

Public Agency experience in a risk management, personnel or human resources setting.

PHYSICAL DEMANDS

Positions require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in inputting data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. May be necessary to work scheduled and emergency overtime including weekend and evening hours.



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF ADMINISTRATIVE STUDENT INTERN (CITY OF RICHMOND VARIOUS DEPARTMENTS)**

BACKGROUND:

The Administrative Student Intern was approved by the Personnel Board on April 19, 1991.

The goal for the Human Resources Management Department (HRMD) staff is to update all City of Richmond job classifications to meet current and future demands.

RECOMMENDATION:

APPROVE the revised classification of Administrative Student Intern.

ANALYSIS:

The City of Richmond Administrative Student Intern provides a unique opportunity for individuals to explore careers in a public agency while pursuing their academic goals. Currently, there are seven (7) Administrative Student Interns appointed to Information Technology Department, City Attorney's Office, Housing Authority, Planning and Building Services, Police Department, and two with the City Council.

The Administrative Student Interns provide City of Richmond departments with assistance in maintaining work flow while also providing newly learned skills acquired in their academic courses.

ANALYST: Dorothy Mandujano, Senior Management Analyst

ATTACHMENTS: Administrative Student Intern (original from 1991)
Administrative Student Intern - markup
Proposed Administrative Student Intern– final copy

ORIGINAL

ADMINISTRATIVE STUDENT INTERN

DEFINITION

Under the general supervision and guidance of a Senior Analyst, Program Manager, Supervisor or Executive, administrative student interns perform a range of program, administrative, senior technical or staff responsibilities within a City department or specialized office.

CLASS CHARACTERISTICS

This is the "generic" classification within the City of Richmond for all students who are attending school beyond high school and plan to enter the professional, administrative, managerial or public policy career fields.

This classification integrates the incumbent's academic study with realistic and increasingly difficult responsibilities in a municipal government. Incumbents must possess strong verbal and written skills, and possess the maturity and self motivation to permit professional development. Assignments may be performed throughout the City in such areas as city management, financial management, personnel administration, employment or staff development, human or community services, housing administration, community or organizational planning, public safety, economic development, ADP or computer systems, port operations and related additional functions within the City. Although initial assignments may be relatively simple, they will become increasingly difficult as the incumbent develops.

The Administrative Student Intern position differs from other City classifications in that this classification is targeted specifically for students who will enter or are currently attending either undergraduate or graduate school, business or technical schools at the post high school level and are available to work on a part time basis, generally during the late spring, summer and early fall of each year.

EXAMPLES OF DUTIES

1. Prepares analytical reports, briefings, ordinances and resolutions for review by City staff.
2. Independently researches and prepares position papers, policy documents, grant proposals, instructions, notices, general rules or operating procedures.
3. Assists in preparing organizational budgets, accounting systems, spread sheets, or maintaining one or more journals or subsidiary ledgers.
4. Conducts audits, program evaluations or surveys as a team member or on an individual basis and submits results to the City staff member initiating the request.

5. Analyzes current organizational systems and procedures and provides realistic recommendations to enhance organizational service delivery, communications or effectiveness.
6. Coordinates special projects with various City departments, specialized staff offices, other jurisdictions, community based organizations, or the private sector.
7. Conducts briefings before the City Council, various City boards and commissions, community based organizations, other jurisdictions or the private sector.

MINIMUM QUALIFICATIONS

General Knowledge of

Administrative procedures, research techniques, organizational planning, financial issues, problem identification and problem solving techniques.

Skill In

Communicating effectively orally and in writing with individuals who represent a diverse population.

Comprehending and anticipating issues and problems which could impact on the assigned project.

Understanding the functions and structure of municipal government and the organization assigned in order to complete assigned responsibilities.

Ability To

Apply sound techniques of administrative analysis, organizational planning, program evaluation and problem solving.

Interpret laws, regulations, policies and procedures.

Accept feedback regarding assigned projects.

EDUCATION/EXPERIENCE

Any combination of education or experience which would demonstrate possession and application of the knowledges, skills and abilities listed.

PROPOSED

ADMINISTRATIVE STUDENT INTERN

DEFINITION

Under ~~the~~ general supervision and guidance ~~of a Senior Analyst, Program Manager, Supervisor or Executive, an A~~ administrative ~~S~~ student ~~I~~ interns performs a range of duties that include but are not limited to program, administrative, paraprofessional senior or technical or staff responsibilities within a City department or specialized office.

CLASS CHARACTERISTICS

This ~~is the “generic”~~ classification ~~within the City of Richmond is~~ for ~~all~~ students who are attending school beyond high school and plan to enter the professional, administrative, managerial or public policy career fields.

This classification integrates the incumbent's academic study with realistic and increasingly difficult responsibilities in a municipal government. Incumbents must possess strong verbal and written skills, ~~and possess~~ the maturity and self-motivation to permit professional development. Assignments may be performed throughout the City in such areas as city management, financial management, personnel administration, employment or staff development, human or community services, housing administration, community or organizational planning, public safety, economic development, ~~ADP or computer systems,~~ port operations and other departments or divisions related additional functions within the City. Although initial assignments may be relatively simple, they will become increasingly difficult as the incumbent develops in skills and experience.

The Administrative Student Intern position differs from other City classifications in that this classification is targeted specifically for students who will enter or are currently attending ~~either an accredited~~ undergraduate, ~~or graduate school, training, business, or technical schools- institution~~ at the post high school level and ~~are~~ available to work on a part time basis, ~~generally during the late spring, summer and early fall of each year.~~

EXAMPLES OF DUTIES

1. Responds to requests for information and provides necessary customer service to members of the community, business organizations, and other City employees.

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ADMINISTRATIVE STUDENT INTERN
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- ~~1.2.~~ Prepares ~~Assist in the preparation of~~ analytical reports, briefings, ordinances and resolutions for review by City staff.
- ~~2.3.~~ Independently researches and prepares position papers, policy documents, grant proposals, instructions, notices, general rules or operating procedures.
- ~~3.4.~~ Assists in preparing organizational budgets, accounting systems, spreadsheets, or maintaining ~~one or more journals or subsidiary ledgers~~ accounting records.
- ~~4.5.~~ Conducts audits, program evaluations or surveys as a team member or on an individual basis and submits results to the City staff member ~~imitating~~ initiating the request.
- ~~5.6.~~ Analyzes current organizational systems and procedures and provides realistic recommendations to enhance organizational service delivery, communications or effectiveness.
- ~~6.7.~~ Coordinates special projects with various City departments, specialized staff ~~office~~, other jurisdictions, community-based organizations, or the private sector.
- ~~7.8.~~ Conducts briefings before the City Council, various City boards and commissions, community based organizations, other jurisdictions or the private sector.

MINIMUM QUALIFICATIONS

General Knowledge of: ~~basic principles and methods of public administration;~~ administrative procedure, statistics and research ~~techniques~~ methodology, organizational planning, ~~financial issues~~ public finance, problem identification and problem solving techniques.

Skill in: communicating effectively orally and in writing with individuals who represent a diverse population; comprehending and anticipating issues and problems which could impact ~~on~~ the assigned project; understanding the functions and structure of municipal government and the organization assigned in order to complete assigned responsibilities.

Ability to: apply sound techniques of administrative analysis, organizational planning, program evaluation and problem solving; interpret laws, regulations, policies and procedures; accept feedback regarding assigned projects.

EDUCATION/EXPERIENCE

Graduation from high school or G.E.D. and current enrollment in a post high school accredited academic, training, or technical institution. Proof of enrollment must be submitted on an annual basis during employment by providing official transcripts. ~~Any combination of education or experience which would demonstrate possession and application of the knowledges skills and abilities listed.~~

PROPOSED

ADMINISTRATIVE STUDENT INTERN

DEFINITION

Under general supervision and guidance an Administrative Student Intern performs a range of duties that include but are not limited to administrative, paraprofessional or technical within a City department or specialized office.

CLASS CHARACTERISTICS

This classification is for students who are attending school beyond high school and plan to enter the professional, administrative managerial or public policy career fields.

This classification integrates the incumbent's academic study with realistic and increasingly difficult responsibilities in a municipal government. Incumbents must possess strong verbal and written skills, the maturity and self-motivation to permit professional development. Assignments may be performed throughout the City in such areas as city management, financial management, personnel administration, employment or staff development, human or community services, housing administration, community or organizational planning, public safety, economic development, port operations and other departments or divisions within the City. Although initial assignments may be relatively simple, they will become increasingly difficult as the incumbent develops in skills and experience.

The Administrative Student Intern position differs from other City classifications in that this classification is targeted specifically for students who will enter or are currently attending an accredited undergraduate, graduate, training, business, or technical institution at the post high school level and available to work on a part time basis.

EXAMPLES OF DUTIES

1. Responds to requests for information and provides necessary customer service to members of the community, business organizations, and other City employees.
2. Assist in the preparation of analytical reports, briefings, ordinances and resolutions for review by City staff.
3. Independently researches and prepares position papers, policy documents, grant proposals, instructions, notices, general rules or operating procedures.

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PAGE 2**

4. Assists in preparing organizational budgets, accounting systems, spreadsheets, or maintaining accounting records.
5. Conducts audits, program evaluations or surveys as a team member or on an individual basis and submits results to the City staff member initiating the request.
6. Analyzes current organizational systems and procedures and provides realistic recommendations to enhance organizational service delivery, communications or effectiveness.
7. Coordinates special projects with various City departments, specialized staff, other jurisdictions, community-based organizations, or the private sector.
8. Conducts briefings before the City Council, various City boards and commissions, community based organizations, other jurisdictions or the private sector.

MINIMUM QUALIFICATIONS

General Knowledge of: basic principles and methods of public administration; administrative procedure, statistics and research methodology, organizational planning, public finance , problem identification and problem solving techniques

Skill in: communicating effectively orally and in writing with individuals who represent a diverse population; comprehending and anticipating issues and problems which could impact the assigned project; understanding the functions and structure of municipal government and the organization assigned in order to complete assigned responsibilities.

Ability to: apply sound techniques of administrative analysis, organizational planning, program evaluation and problem solving; interpret laws, regulations, policies and procedures; accept feedback regarding assigned projects.

EDUCATION/EXPERIENCE

Graduation from high school or G.E.D. and current enrollment in a post high school accredited academic, training, or technical institution. Proof of enrollment must be submitted on an annual basis during employment by providing official transcripts.



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF PRINCIPAL PERSONNEL ANALYST (HUMAN RESOURCES MANAGEMENT DEPARTMENT)**

BACKGROUND:

The Personnel Board members have heard from the public and City of Richmond employees about the need to update many of the job classifications. In the Human Resources Management Department (HRMD), a department of thirteen and one at 80% time but from here forward will be referred to as fourteen (14) employees with almost as many job titles, it has been determined that some of the job classifications could be streamlined into one job classification.

HRMD consist of three divisions: Administration, Personnel Services, and the Risk Management Division with all three reporting to the Director of HRMD. The Personnel Services work on recruitment/classification and labor negotiations while the Administration works and supports both the Personnel Services and Risk Management. Risk Management oversees all employee benefits including but not limited to medical, workers' compensation, and training.

The Principal Personnel Analyst was initially introduced to the Personnel Board as a new job classification on January 25, 2001. There has not been a revision to this job classification in sixteen (16) years. The Director of HRMD has requested that the Principal Personnel Analyst be revised to combine administration and finance functions to create a two (2) division department: the Personnel Services and Risk Management. The revised Principal Personnel Analyst allows for an HRMD employee to work within their area of strength while also cross-training into other areas of interest within the department. This makes for a more knowledgeable staff with the ability to address the many task of HRMD.

Personnel Board Staff Report

RECOMMENDATION:

APPROVE the revised classification of Principal Personnel Analyst.

ANALYSIS:

Initially, the Principal Personnel Analyst was established to create another position as lead for each of the three (3) divisions in HRMD:

1. Recruitment, Selection, Compensation and Classification Services
2. Training, Development and Administrative Services
3. Workforce Relations Services

After the creation of the Principal Personnel Analyst and according to the 2003/2004 adopted budget (published in the 2005/2006 adopted budget), HRMD and Risk Management were two (2) departments. HRMD had a staff of twelve (12) full-time employees and Risk Management had seven (7) full-time employees. Between the two divisions this equaled 19 employees.

Since then, the HRMD staff for all three division has been reduced to fourteen (14) and HRMD has evolved to a staff that addresses administration, finance, labor negotiations, and recruitment/classification under a single department led by the Department Head, Director of HRMD. The entire HRMD, including Risk Management, have a total of fourteen (14) employees. With a loss of five (5) full-time employees between the three (3) divisions, HRMD functions as a highly-efficient department. Revising the job classification by streamlining the different task meets the needs of the public and the City of Richmond departments provided by the diverse skills of HRMD staff.

The person(s) appointed to this position would be hired within a specified task area but would have some experience and knowledge in all areas.

The revision to the Principal Personnel Analyst will accurately reflect how HRMD is currently working: less five (5) employees yet providing a high-level of customer service to the City of Richmond departments, employees and the public.

ANALYST: Donna Newton, Human Resources Personnel Officer

ATTACHMENTS: Principal Personnel Analyst (original from 2001)
Principal Personnel Analyst - markup
Proposed Principal Personnel Analyst – final copy

ORIGINAL

PRINCIPAL PERSONNEL ANALYST

DEFINITION

Under general direction, performs a full range of management and professional duties related to the operation of a major division/program of Human Resources Management Department (such as Recruitment and Selection Services, Compensation and Classification Services, Training, Development and Administrative Services).

CLASS CHARACTERISTICS

This is the managerial and last level in the Personnel Analyst class series. Incumbents perform the most complex professional personnel duties; serve as a technical consultant in one or more specialized personnel fields; supervise assigned subordinate professional, technical and office support staff; and perform related duties as required.

EXAMPLES OF DUTIES (Illustrative Only)

1. Develops goals, objectives and performance measures to manage assigned programs.
2. Prepares and monitors budget, coordinates major purchases and service contracts, and prepares budget reports and special reports as directed.
3. Assists in resolving grievances, serves as technical consultant on areas of expertise, and may serve as a member of the management team in labor contract negotiations.
4. Assesses the effectiveness of program administration and quality of services provided.
5. Partners with internal clients to develop staffing strategies, develops and implements cost effective recruitment plans that minimize time-to-fill, provides consultation throughout the selection process to maximize fit and retention, and develops and builds a variety of hiring and selection processes for a variety of staffing levels.
6. Coordinates preparation of class specifications in accordance with the City's classification program, and oversees job audits and job evaluations.
7. Monitors review dates, participates with managers and supervisors in the development of compensation recommendations, and provides for internally and externally competitive salary structures.
8. Performs training needs assessments, and establishes and coordinates employee training programs.

9. Drafts and updates existing policies and procedures pursuant to City ordinances, laws, personnel rules and regulations.
10. Trains, supervises and evaluates assigned support staff.
11. Prepares and presents comprehensive written and oral reports.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Thorough knowledge of: generally-accepted human resources principles and practices associated with the area of assignment; and applicable Federal and State laws, regulations and guidelines.

Considerable knowledge of: principles and practices of effective management and supervision, and training and personnel management.

Working knowledge of: the principles and practices of administrative and statistical analysis as applied to personnel administration, and modern office technology methods and practices.

Skill to: operate mini computers, keyboards and associated office software; and operate standard office equipment.

Ability to: manage and prioritize a variety of competing assignments; meet deadlines; supervise, coach, train and evaluate subordinate staff; elicit cooperation of others; maintain confidentiality; achieve the professional confidence of others; assimilate and understand information in a manner consistent with the essential job functions; analyze data, define problem areas and draw logical conclusions; communicate effectively both orally and in writing; establish effective working relationships within the department and with client departments; understand and apply the principles, laws and procedures involved in human resources administration; recognize limits of authority; exercise tact and diplomacy in all working conditions; work with people from diverse socio-economic conditions and backgrounds; prepare clear and concise reports, memoranda, policies and correspondence; develop comprehensive plans from general instructions; complete complex assignments with a minimum of supervision; perform statistical analysis and research studies; collect, compile and analyze data; develop and monitor budget data; and work in a team environment.

Education/Experience

Any combination of education, experience and training that would demonstrate possession of and competency in the requisite knowledge, skills and abilities.

Typically, this would be demonstrated by possession of a Bachelor's degree from an accredited college or university with major course work in personnel administration, business administration, public administration, psychology or a closely related field; coupled with five (5) years of progressively-responsible, professional personnel experience in a public agency setting to include at least one (1) year of experience supervising professional staff, and at least one (1) year of experience operating personal computers.

DESIRABLE QUALIFICATIONS:

Possession of a Master's Degree in Public or Business Administration.

SUPPLEMENTAL REQUIREMENTS:

Willingness and ability to work outside of normal business hours, attend evening and weekend meetings, and travel independently to off-site locations.

SPECIAL REQUIREMENTS/WORKING CONDITIONS:

Essential duties require the maintenance of mental and/or physical ability to work in a standard office environment, sustain posture in a sedentary position for prolonged periods of time, operate a telephone, be clearly understood both in person and to large groups, possess stamina to work additional hours to meet deadlines, and attend meetings outside of normal business hours.

PROPOSED

PRINCIPAL PERSONNEL ANALYST

DEFINITION

Under general direction, and according to area(s) assigned, performs a full range of management and professional duties related to the operation of a major division/program/section of the Human Resources Management Department. (such as Recruitment and Selection Services, Compensation and Classification Services, Training, Development and Administrative Services).

This position is responsible for administration, finance, labor negotiations, and/or recruitment with a concentration in one area but some knowledge of all areas in the everyday operation of Human Resources and Risk Management.

CLASS CHARACTERISTICS

This is the managerial and last level in the Personnel Analyst class series. Incumbents perform the most complex professional personnel duties; serve as a technical consultant in one or more specialized personnel fields; supervise assigned subordinate professional, technical and office support staff; and perform related duties as required.

EXAMPLES OF DUTIES (Illustrative Only)

DUTIES COMMON TO ALL FUNCTIONS:

1. Serve as a City-wide consultant by providing information concerning Human Resources Management Department policies, procedures, wage rates and terms of labor contracts.
2. Represents the Human Resources Management Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
3. Negotiate and initiate contractual agreements..
4. Develops and prepares materials for presentation to members of the public, employee groups, City Leadership, City Council and City Committees and Boards.

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PRINCIPAL PERSONNEL ANALYST

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5. Interprets labor contracts.
6. Conducts research and analysis of complex technical issues.
7. Supervises, motivates, trains, evaluates and/or serves as lead to staff.
8. Assist in developing City-wide and department goals, objectives, and policies.
9. Assist in budget and financing decisions.
10. Manages and participates in special projects.
11. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards.
12. Manages Human Resources Information Systems (HRIS).
13. Perform related duties as required.

ADMINISTRATION:

1. Assists the Director of Human Resources Department in the development and implementation of goals, objectives, policies and priorities for the department.
2. Plans, prepares and coordinates the preparation of reports including recommendations to the City Council, committees and management staff.
3. Analyzes and implements best business practices, policies and procedures.
4. Assesses the effectiveness of program administration and quality of services provided.
5. Drafts and updates existing policies and procedures pursuant to City ordinances, laws, personnel rules and regulations.

FINANCE:

1. Prepares the annual departmental budget, and administers implements and monitors the budget.
2. Reviews, formulates and supervises the preparation of all financial reports and statements.
3. Represents the department on financial issues with regulatory and funding agencies.
4. Meets with federal, state and city auditors; supervises audit processes; and reviews findings and implements changes.

5. Performs a variety of accounting activities, including budget preparation, fund requisitioning, accounts payable, formal reporting, recordkeeping, and contract monitoring.
6. Establishes controls in accordance with standard audit requirements.

LABOR NEGOTIATIONS

1. Serves as principal member of the City's negotiating team; collects data, evaluates alternatives, and makes recommendations regarding proposals and implementation strategies.
2. Coordinates cost analysis on negotiation proposals; drafts contract language; administers labor agreements and represents the City in labor and management issues.
3. Collects information regarding grievances and other employee concerns; evaluates problems and alternative solutions; recommends effective courses of action; participates in arbitration, grievance and hearing processes.
4. Interprets labor relations and personnel policies and procedures to department heads, management and confidential staff, operating department employees and the public.
5. Provides counsel and assistance regarding employee relations and organizations development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations and negotiation preparation.

RECRUITMENT/CLASSIFICATION

- ~~1. Develops goals, objectives and performance measures to manage assigned programs.~~
- ~~2. Prepares and monitors budget, coordinates major purchases and service contracts, and prepares budget reports and special reports as directed.~~
1. ~~3. Assists in resolving grievances, serves as technical consultant on areas of expertise, and may serve as a member of the management team in labor contract negotiations.~~

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PRINCIPAL PERSONNEL ANALYST

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1. 4. Analyzes job duties to determine job-related skills, knowledge and abilities; establishes job-related standards for employment and promotion; recommends allocation or reallocation of positions to appropriate classes; -

~~—Assesses the effectiveness of program administration and quality of services — provided.~~
2. 5. — Partners with internal clients to develop staffing strategies, develops and — implements cost effective recruitment plans that minimize time-to-fill, provides — consultation throughout the selection process to maximize fit and retention, and develops and builds a variety of hiring and selection processes for variety of staffing levels.
3. 6. — Coordinates preparation of class specifications in accordance with the City's classification program, and oversees job audits and job evaluations.
4. 7. — Monitors review dates, p Participates with managers and supervisors in the development of compensation recommendations, and provides for internally and externally competitive salary structures.
5. Manages and coordinates activities related to recruitment, examination, and selection.
6. Develops, coordinates, and administers the City's classification and compensation plan.
7. Conducts complex and/or executive recruitments, comprehensive classification studies, class audits and provides audit recommendations.
8. Develops, administers and evaluates oral, written and performance exams and other assessment instruments.

~~— 8. — Performs training needs assessments, and establishes and coordinates employee — training programs.~~
- ~~9. — Drafts and updates existing policies and procedures pursuant to City ordinances, — laws, personnel rules and regulations.~~
- ~~— 10. — Trains, supervises and evaluates assigned support staff.~~
- ~~— 11. — Prepares and presents comprehensive written and oral reports.~~
- ~~— 12. — Performs related duties as required.~~

MINIMUM QUALIFICATIONS

~~**Thorough Knowledge of:** generally accepted human resources principles and practices associated with the area of assignment; and applicable Federal and State laws, regulations and guidelines.~~

~~**Considerable Knowledge of:** principles and practices of effective management and supervision, and training and personnel management.~~

~~**Working Knowledge of:** The principles and practices of administrative and statistical analysis as applied to personnel administration, and modern office technology methods and practices.~~

Knowledge of: the principles and practices of human resources administration, including administration, finance, recruitment, examination, classification, compensation, and labor relations and negotiations, depending upon area of assignment; applicable federal, state and local agencies, laws, codes, and regulations related to the area of assignment; research methods and statistical analysis; methods and techniques of record keeping and report preparation; proper English usage, spelling and grammar; the principles and practices of management, supervision and training; principles and practices of public administration; and the role of human resource functions in a municipal agency.

~~**Skill to:** operate mini computers, keyboards and associated office software; and operate standard office equipment.~~

Ability to: plan, organize and manage assigned area of responsibility (e.g. Administration, Finance, Labor Negotiations, Recruitment); manage and prioritize a variety of competing assignments; meet deadlines; supervise, coach, train, ~~and~~ evaluate subordinate staff; elicit cooperation of others; maintain confidentiality; achieve the professional confidence of others; assimilate and understand information in a manner consistent with the essential job functions; analyze data, define problem areas and draw logical conclusions; communicate effectively both orally and in writing; establish effective working relationships within the department and with client resources administration; recognize limits of authority; exercise tact and diplomacy in all working conditions; ~~work with people from diverse socio-economic conditions and backgrounds;~~ prepare clear and concise reports, memoranda, policies and correspondence; develop comprehensive plans from general instructions; complete complex assignments with a minimum of supervision; perform statistical analysis and research studies; collect, compile and analyze data; develop and monitor budget data; and work in a team environment.

Education/Experience

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PRINCIPAL PERSONNEL ANALYST

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~~Any combination of education, experience and training that would demonstrate possession of and competency in the requisite knowledge, skills and abilities.~~

~~Typically, this would be demonstrated by p~~Possession of a Bachelor's degree from an accredited college or university with major course work in personnel administration, business administration, finance, public administration, psychological psychology or a closely related field; coupled with five (5) years of progressively-responsible, professional personnel experience in a public agency setting to include at least one (1) year of experience supervising or serving as a lead to professional staff, ~~and at least one (1) year of experience operating computers.~~

Desirable Qualifications:

Possession of a Master's Degree in Public or Business Administration.

Supplemental Requirements:

Willingness and ability to work outside of normal business hours, attend evening and weekend meetings, and travel independently to off-site locations.

Special Requirements/Working Conditions:

~~Essential duties require the maintenance of mental and/or physical ability to work in a standard office environment, sustain posture in a sedentary position for prolonged periods of time, operate a telephone, be clearly understood both in person and to large groups, possess stamina to work additional hours to meet deadlines, and attend meetings outside of normal business hours.~~

PROPOSED

PRINCIPAL PERSONNEL ANALYST

DEFINITION

Under general direction, and according to area(s) assigned, performs a full range of management and professional duties related to the operation of a major section of the Human Resources Management Department.

This position is responsible for administration, finance, labor negotiations, and/or recruitment with a concentration in one area but some knowledge of all areas in the everyday operation of Human Resources and Risk Management.

CLASS CHARACTERISTICS

This is the managerial and last level in the Personnel Analyst class series. Incumbents perform the most complex professional personnel duties; serve as a technical consultant in one or more specialized personnel fields; supervise assigned subordinate professional, technical and office support staff; and perform related duties as required.

EXAMPLES OF DUTIES (Illustrative Only)

DUTIES COMMON TO ALL FUNCTIONS:

1. Serve as a City-wide consultant by providing information concerning Human Resources Management Department policies, procedures, wage rates and terms of labor contracts.
2. Represents the Human Resources Management Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
3. Manages contracts from proposal to implementation, purchase requisitions, and City of Richmond credit card statements
4. Develops and prepares materials for presentation to members of the public, employee groups, City Leadership, City Council and City Committees and Boards.
5. Negotiates and interprets labor contracts.

6. Conducts research and analysis of complex technical issues.
7. Supervises, motivates, trains, evaluates and/or serves as lead to staff.
8. Assist in developing City-wide and department goals, objectives, and policies.
9. Assist in budget and financing decisions.
10. Manages and participates in special projects.
11. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards.
12. Manages Human Resources Information Systems (HRIS).

ADMINISTRATION:

1. Assists the Director of Human Resources Department in the development and implementation of goals, objectives, policies and priorities for the department.
2. Plans, prepares and coordinates the preparation of reports including recommendations to the City Council, committees and management staff.
3. Analyzes and implements best business practices, policies and procedures.
4. Assesses the effectiveness of program administration and quality of services provided.
5. Drafts and updates existing policies and procedures pursuant to City ordinances, laws, personnel rules and regulations.

FINANCE:

1. Prepares the annual departmental budget, and administers implements and monitors the budget.
2. Reviews, formulates and supervises the preparation of all financial reports and statements.
3. Represents the department on financial issues with regulatory and funding agencies.

4. Meets with federal, state and city auditors; supervises audit processes; and reviews findings and implements changes.
5. Performs a variety of accounting activities, including budget preparation, fund requisitioning, accounts payable, formal reporting, recordkeeping, and contract monitoring.
6. Establishes controls in accordance with standard audit requirements.

LABOR NEGOTIATIONS

1. Serves as principal member of the City's negotiating team; collects data, evaluates alternatives, and makes recommendations regarding proposals and implementation strategies.
2. Coordinates cost analysis on negotiation proposals; drafts contract language; administers labor agreements and represents the City in labor and management issues.
3. Collects information regarding grievances and other employee concerns; evaluates problems and alternative solutions; recommends effective courses of action; participates in arbitration, grievance and hearing processes.
4. Interprets labor relations and personnel policies and procedures to department heads, management and confidential staff, operating department employees and the public.
5. Provides counsel and assistance regarding employee relations and organizations development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations and negotiation preparation.

RECRUITMENT/CLASSIFICATION

1. Analyzes job duties to determine job-related skills, knowledge and abilities; establishes job-related standards for employment and promotion; recommends allocation or reallocation of positions to appropriate classes.
2. Partners with internal clients to develop staffing strategies, develops and implements cost effective recruitment plans that minimize time-to-fill, provides consultation throughout the selection process to maximize fit and retention, and develops and builds a variety of hiring and selection processes for variety of staffing levels.

3. Coordinates preparation of class specifications in accordance with the City's classification program, and oversees job audits and job evaluations.
4. Participates with managers and supervisors in the development of compensation recommendations, and provides for internally and externally competitive salary structures.
5. Manages and coordinates activities related to recruitment, examination, and selection.
6. Develops, coordinates, and administers the City's classification and compensation plan.
7. Conducts complex and/or executive recruitments, comprehensive classification studies, class audits and provides audit recommendations.
8. Develops, administers and evaluates oral, written and performance exams and other assessment instruments.

MINIMUM QUALIFICATIONS

Knowledge of: the principles and practices of human resources administration, including administration, finance, recruitment, examination, classification, compensation, and labor relations and negotiations, depending upon area of assignment; applicable federal, state and local agencies, laws, codes, and regulations related to the area of assignment; research methods and statistical analysis; methods and techniques of record keeping and report preparation; proper English usage, spelling and grammar; the principles and practices of management, supervision and training; principles and practices of public administration; and the role of human resource functions in a municipal agency.

Ability to: plan, organize and manage assigned area of responsibility (e.g. Administration, Finance, Labor Negotiations, Recruitment); manage and prioritize a variety of competing assignments; meet deadlines; supervise, coach, train, evaluate subordinate staff; elicit cooperation of others; maintain confidentiality; achieve the professional confidence of others; assimilate and understand information in a manner consistent with the essential job functions; analyze data, define problem areas and draw logical conclusions; communicate effectively both orally and in writing; establish effective working relationships within the department and with client resources administration; recognize limits of authority; exercise tact and diplomacy in all working conditions; prepare clear and concise reports, memoranda, policies and correspondence; develop comprehensive plans from general instructions; complete complex assignments with a minimum of supervision; perform statistical analysis and research studies; collect, compile and analyze data; develop and monitor budget data; and work in a team environment.

EDUCATION/EXPERIENCE

Possession of a Bachelor's degree from an accredited college or university with major course work in personnel administration, business administration, finance, public administration, psychology or a closely related field; coupled with five (5) years of progressively-responsible, professional personnel experience in a public agency setting to include at least one (1) year of experience supervising or serving as a lead to professional staff,

Desirable Qualifications:

Possession of a Master's Degree in Public or Business Administration.

Supplemental Requirements:

Willingness and ability to work outside of normal business hours, attend evening and weekend meetings, and travel independently to off-site locations.



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: APPROVAL TO REVISE/RE-TITLE THE EXISTING CLASSIFICATION OF SOURCE CONTROL INSPECTOR I/II/III TO ENVIRONMENTAL COMPLIANCE INSPECTOR AND SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR (WATER RESOURCE RECOVERY DEPARTMENT)

BACKGROUND

The Water Resource Recovery Department is responsible for maintaining a healthy water resource environment by overseeing the collection and treatment of wastewater, performing inspections, monitoring preventative maintenance and providing public education and outreach to industrial agencies. The Director of the Water Resource Recovery Department has requested the revision and retitle of the current flexibly staffed classification of Source Control Inspector I/II/III. The revisions will result in the creation of two (2) classifications, Environmental Compliance Inspector and Senior Environmental Compliance Inspector.

This classification is assigned to the Service Employees International Union (SEIU) Local 1021 and SEIU have been advised of the revisions.

RECOMMENDATION

APPROVE revisions and title change to the existing classification of Source Control Inspector I/II/III to create the Environmental Compliance Inspector and Senior Environmental Compliance Inspector classifications.

ANALYSIS

The Source Control Inspector I/II/III was originally established in February 1980 as the Industrial Waste Inspector I/II/III and was revised to its current title and job duties in

Personnel Board Staff Report

December 2010. Since that time, the Human Resources Management Department and the Union want to minimize the use of flexibly-staffed positions.

In addition, changes in the industry and the needs of the department, has created a need to update the job classifications.

The current Source Control Inspector classification is a flexibly-staffed position with three levels: I, II, and III. The changes to this classification will result in the elimination of the Source Control Inspector I classification. The Source Control Inspector II will be revised and retitled, Environmental Compliance Inspector and the Source Control Inspector III will be revised and retitled, Senior Environmental Compliance Inspector.

The revisions consist of updating the duties to accurately reflect current job responsibilities and changing minimum qualifications to include a Bachelor's degree, which will align the department with current industry standard for the level of work required for this position. Also, antiquated terms such as "source control" were changed and the names of certifications were updated.

ANALYST: Donna Newton, Human Resources Personnel Officer

Attachments: Source Control Inspector I/II/III Job Classification (Original)
Proposed Environmental Compliance Inspector Job Classification
Proposed Senior Environmental Compliance Inspector Job Classification
Proposed Environmental Compliance Inspector Job Classification –
markup
Proposed Senior Environmental Compliance Inspector Job
Classification- mark up

CITY OF RICHMOND, CA

CLASS CODE: TE-383 – I
TE-384 – II
TE-385 – III
ESTABLISHED: 12/10/10
REVISED: 06/22/11
GROUP: GENERAL
FLSA: NON-EXEMPT

(formerly Industrial Waste Inspector and Sr. Industrial Waste Inspector)

ORIGINAL

SOURCE CONTROL INSPECTOR I/II/III

DEFINITION

Under direction, inspects, investigates, plans, organizes and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; assures the City's environmental compliance with applicable federal, state and local codes and regulations; and performs related work as assigned.

CLASS CHARACTERISTICS

Source Control Inspector I is the entry level classification in the source control inspection series. Under close supervision, incumbent will use a variety of mechanical devices and electronic instrumentation and possibly work under adverse and potentially hazardous conditions to perform assigned tasks in a safe, thorough and professional manner. This class is distinguished from a Source Control Inspector II in that the Source Control Inspector II represents journey-level technical expertise in either wastewater or municipal stormwater inspection and the responsibility to provide training and technical expertise to a Source Control Inspector I incumbent.

Source Control Inspector II is the journey-level classification in the source control inspection series. Under minimum supervision, incumbent is responsible for more difficult and complex inspection situations. Incumbent is more responsible for duties related to compliance and enforcement and exercises a high degree of independence.

Source Control Inspector III has division level responsibility for the administration of the Source Control Program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, administering the division budget, and directing day-to-day activities. It is distinguished from the Source Control Inspector II in that it has program planning and administration responsibilities for the entire division.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Inspection of sanitary and storm sewer discharges at industrial and

commercial, construction and municipal activity sources, including but not limited to, FOG, SUIs, pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems and from receiving waters.

2. Performs routine physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
3. Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.
4. Communicates with facility representatives about violations, enforcement, discharge problems and waste minimization; plans and directs the issuance of violation notices and makes court appearances, if necessary.
5. Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation.
6. Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
7. Establishes minimum standards for industrial, commercial and construction sampling, monitoring, and pretreatment equipment.
8. Maintains, edits, and enhances the specialized computer database for the Source Control Program and utilizes databases with complex mathematical formulas and reference tables to create spreadsheets and databases.
9. Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations; maintains current knowledge of legislation affecting environment compliance, and reviews and comments on affected legislation.

Calculates sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's Municipal Sewer District, and stormwater fees for the City Engineer's Report.

Attends public meetings, outreach events and makes oral presentations; prepares reports for presentations to City Council, and makes recommendations for City Council actions.

10. Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

Source Control Inspector I/II: Principles, practices and techniques related to regulatory inspections, wastewater pretreatment, treatment and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; and safety practices involved in sampling wastewater and stormwater.

Source Control Inspector III: In addition to Source Control Inspector I/II knowledge requirements, water quality control and/or water resources management; federal, state, and local laws which impact water quality; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater, municipal stormwater and laboratory practices; computer applications related to the work; principles of human resources and financial administration; performing laboratory tests and analyzing and interpreting data; and reading and interpreting ordinances, legislation, contracts, and legal documents.

Ability to:

Source Control Inspector I/II: Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials and gauges; present unwelcome information under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment instrumentation using common hand and power tools; determine volume, content, temperature and conductivity of industrial waste, stormwater and illicit discharges; accurately perform mathematical calculations; work effectively with co-workers and representatives of the industrial community and the public, and communicate effectively both orally and in writing; and communicate compliance issues to responsible parties.

Source Control Inspector III: In addition to Source Control Inspector I/II ability requirements, plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; plan, organize, assign, train, review and evaluate the work of staff; develop work schedules and priorities under the direction of the Wastewater/

Stormwater Division Manager; recommend hiring of personnel; analyze complex operational and administrative problems; evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures and work standards; prepare clear and concise records, reports, correspondence and other written materials; establish and maintain effective working relationships with those encountered in the course of the work, including businesses, industries, regulatory agencies, or other municipalities; coordinate and oversee contractor performance; monitor and enforce contract provisions and agreements; review invoices from purchase orders and approve for payment; and respond to complaints and requests from the public.

EDUCATION AND EXPERIENCE

Source Control Inspector I: Equivalent to high school diploma and two (2) years of experience and/or education which demonstrates possession of the knowledge, skills and abilities listed under the minimum qualifications.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of, or the ability to acquire, a California Water Environment Association - Grade I Compliance Inspector certificate during the first twelve (12) months of employment. Continued maintenance of a valid Grade I Compliance Inspector certificate is an on-going requirement.

Source Control Inspector II: Equivalent to high school diploma and four (4) years of experience and/or education which demonstrates possession of the knowledge, skills and abilities listed under the minimum qualifications.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Grade I Compliance Inspector certificate is required, and the ability to acquire a Grade II Compliance Inspector certificate during the first twelve (12) months of employment. Continued maintenance of a valid Grade II Compliance Inspector certificate is an on-going requirement.

Source Control Inspector III: Equivalent to an A.A. degree in Chemistry, Biology, Engineering Technology, Facilities Management, Public or Business Administration or closely related field. In addition, requires six (6) years of experience in source control, at least two (2) years of which were at the lead level.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water

Environment Association - Grade II Compliance Inspector certificate is required, and the ability to acquire a Grade III Compliance Inspector certificate during the first twelve (12) months of employment. Continued maintenance of a valid Grade III Compliance Inspector certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.

CITY OF RICHMOND, CA

CLASS CODE:
ESTABLISHED: 2/21/80
REVISED: 5/25/17
GROUP: GENERAL
FLSA: NON-EXEMPT
(formerly Source Control Inspector I/II)

PROPOSED

ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under direction of the Environmental Services Manager, inspects, investigates, plans, and organizes regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; assures the City's environmental compliance with applicable federal, state and local codes and regulations; and performs related work as assigned.

CLASS CHARACTERISTICS

Under general supervision, incumbent performs the full range of inspection, sampling, monitoring and enforcement activities, and is expected to interpret regulations and initiate appropriate enforcement actions after identifying non-compliance with local, state, and federal requirements.

This position is distinguished from that of the Senior Environmental Compliance Inspector which is a lead position and provides technical guidance and coordination to Environmental Compliance Inspectors, and performs the more complex technical regulatory work.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Inspects of sanitary and storm sewer discharges at industrial, commercial, construction and municipal activity sources, including but not limited to, fats, oils and grease (FOG), significant industrial users (SIUs), pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.
2. Performs routine physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
3. Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.

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**ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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4. Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, and makes court appearances, if necessary.
5. Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation.
6. Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
7. Establishes minimum standards for industrial, commercial, and construction sampling, monitoring, and pretreatment equipment.
8. Maintains inspection records and associated documents current in database for tracking and reporting purposes.
9. Enforce the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations.
10. Obtains data for the purpose of calculating sanitary and storm water sewer fees for industrial and commercial businesses within Richmond's city limit. Coordinates and attend public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits. Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.
11. Performs additional duties as required.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

Principles, practices and techniques related to regulatory inspections, wastewater pretreatment, treatment and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; and safety practices involved in sampling wastewater and stormwater.

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**ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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Ability to:

Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges; present undesirable information to others under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools; determine volume, content, temperature, and conductivity of industrial waste, stormwater, and illicit discharges; accurately perform mathematical calculations; establish and maintain effective working relationships with those encountered in the course of work, including co-workers, the public, and representatives from the industrial community, businesses, industries, regulatory agencies, or other municipalities. and communicate effectively both orally and in writing. and communicate compliance issues to responsible parties.

EDUCATION AND EXPERIENCE

A Bachelor's degree in chemistry, biology, environmental sciences, or a closely-related field, **AND** one (1) year of experience which demonstrates possession of the knowledge and abilities listed under minimum qualifications.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Environmental Compliance Inspector Grade I certificate is required, and the ability to acquire a Grade II Environmental Compliance Inspector certificate within the first twelve (12) months of hire date is required. Maintaining a valid Environmental Compliance Inspector Grade II certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.

CITY OF RICHMOND, CA

CLASS CODE:
ESTABLISHED: 5/25/17
REVISED:
GROUP: GENERAL
FLSA: NON-EXEMPT
(Formerly Source Control Inspector III)

PROPOSED

SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under direction of the Environmental Services Manager, functions as a lead environmental compliance inspector; inspects, investigates, plans, organizes and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; monitors the work of inspectors and other staff; ensures the City's environmental compliance with applicable federal, state and local codes and regulations; performs special projects, and performs related work as assigned.

CLASS CHARACTERISTICS

The Senior Environmental Compliance Inspector is a lead classification. Incumbents in this classification perform the more difficult and complex work involving wastewater and stormwater enforcement and provide day-to-day guidance to inspectors and other professional and technical staff. This classification is distinguished from the lower-level Environmental Compliance Inspector by the complexity of enforcement work performed and by the lead role assigned.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Inspects sanitary and storm sewer discharges at industrial and commercial, construction; and municipal activity sources, including but not limited to; fats, oils and grease (FOG); significant industrial users (SIUs), pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.
2. Performs routine and complex physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
3. Oversees the work of inspectors and other staff; provides training; and assists in the development of work schedules.
4. Provides field expertise in inspection of stormwater and wastewater discharges; sampling of industrial wastewater, and field measurements of wastewater flows.

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**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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5. Investigates or oversees the investigation of reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains; traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.
6. Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.
7. Assists and coordinates with other City departments in the implementation and on-going compliance of the Stormwater Program.
8. Serves as the City's representative at meetings or task force committees for subjects related to the enforcement of pretreatment and stormwater policies.
9. Initiates referrals to the City Attorney's Office or enforcement agencies to ensure compliance with established codes; assists in the preparation of legal actions against non-compliant industries, businesses, or individuals.
10. Responds to complaints and requests from the public; resolves problems between the City and industries.
11. Reviews, develops, and updates standard operating procedures for programs related to areas of assignment.
12. Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, if necessary.
13. Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation
14. Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
15. Establishes minimum standards for industrial, commercial and construction sampling, monitoring, and pretreatment equipment.
16. Maintains inspection records and associated documents; confirms that database records are current for tracking and reporting purposes.

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INSPECTOR**

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17. Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations;
18. Obtains data for the purpose of calculating sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's city limit.
19. Coordinates and attends public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits.
20. Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.
21. Assists in the review and development of industrial waste discharge limits.
22. Prepares special correspondence, reports, and memoranda for submission to regulatory agencies or City management.
23. Assists in preparing billings to industries and businesses for discharges of industrial waste to the Wastewater Treatment Plant.
24. Provides depositions, attends settlement hearings, or acts as a witness in court appearances, when necessary.
25. Performs additional duties as required.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

Principles, practices, and techniques related to regulatory inspections, wastewater pretreatment, treatment, and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater and stormwater; water quality control and/or water resources management; relevant federal, state, and local laws; municipal stormwater and laboratory practices; and computer applications related to the work.

CITY OF RICHMOND, CA
**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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Ability to:

Perform laboratory tests and analyze and interpret data; read and understand relevant ordinances, legislation, contracts, and legal documents; read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges; present undesirable information to others under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools; determine volume, content, temperature, and conductivity of industrial waste, stormwater and illicit discharges; accurately perform mathematical calculations; plan and coordinate a variety of functional specialties with overlapping work areas; train and review the work of lower-level inspectors; analyze complex operational problems, evaluate alternatives, and implement goals, objectives, policies, procedures, and work standards; prepare clear and concise records, reports, correspondence, and other written materials; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with those encountered in the course of the work, including co-workers, the public, and representatives of the industrial community; businesses, regulatory agencies, or other municipalities.

EDUCATION AND EXPERIENCE:

Bachelor's degree in chemistry, biology, environmental sciences, or a closely related field; AND three (3) years of increasingly responsible experience in an environmental compliance program.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Environmental Compliance Inspector Grade II certificate is required, and the ability to acquire an Environmental Compliance Inspector Grade III certificate within the first twelve (12) months from the date of hire is required. Maintaining a valid Environmental Compliance Inspector Grade III certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods

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**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.

CITY OF RICHMOND, CA

CLASS CODE: ~~TE-383-I~~
TE-384 - II
~~TE-385-III~~

ESTABLISHED: 2/21/80

REVISED: 5/25/17

GROUP: GENERAL

FLSA: NON-EXEMPT

(formerly Source Control Inspector I/II/III ~~Industrial Waste Inspector I/II/III~~ and Sr. ~~Industrial Waste Inspector~~)

PROPOSED **SOURCE CONTROL ENVIRONMENTAL COMPLIANCE INSPECTOR** **I/II/III**

DEFINITION

Under direction of the Environmental Services Manager, inspects, investigates, plans, and organizes and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; assures the City's environmental compliance with applicable federal, state and local codes and regulations; and performs related work as assigned.

CLASS CHARACTERISTICS

~~Source Control Inspector I is the entry level classification in the source control inspection series. Under close supervision, incumbent will use a variety of mechanical devices and electronic instrumentation and possibly work under adverse and potentially hazardous conditions to perform assigned tasks in a safe, thorough and professional manner. This class is distinguished from a Source Control Inspector II in that the Source Control Inspector II represents journey-level technical expertise in either wastewater or municipal stormwater inspection and the responsibility to provide training and technical expertise to a Source Control Inspector I incumbent.~~

~~Source Control Inspector II is the journey-level classification in the source control inspection series. Under general minimum supervision, incumbent performs the full range of inspection, sampling, monitoring and enforcement activities, and is expected to interpret regulations and initiate appropriate enforcement actions after identifying non-compliance with local, state, and federal requirements. ~~responsible for more difficult and complex inspection situations. Incumbent is more responsible for duties related to compliance and enforcement and exercises a high degree of independence.~~~~

~~Source Control Inspector III has division level responsibility for the administration of the Source Control Program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, administering the division budget, and directing day-to-day activities. It is distinguished from the Source Control Inspector II in that it has program planning and administration responsibilities for the entire division.~~

This position is distinguished from that of the Senior Environmental Compliance Inspector which is a lead position and provides technical guidance and coordination to Environmental Compliance Inspectors, and performs the more complex technical regulatory work.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

~~Inspection~~ Inspects of sanitary and storm sewer discharges at industrial, and commercial, construction and municipal activity sources, including but not limited to, FOG, SUIs, pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.

Performs routine physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.

Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; ~~prepares notices of requirements and violations of City regulations.~~

Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, and makes court appearances, if necessary.

Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation.

Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.

Establishes minimum standards for industrial, commercial, and construction sampling, monitoring, and pretreatment equipment.

Maintains inspection records and associated documents current in database for tracking and reporting purposes. ~~Maintains, edits, and enhances the specialized computer database for the Source Control Program and utilizes databases with~~

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**SOURCE CONTROL ENVIRONMENTAL
COMPLIANCE INSPECTOR I/II/III**

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~~complex mathematical formulas and reference tables to create spreadsheets and databases.~~

Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations; ~~maintains current knowledge of legislation affecting environment compliance, and reviews and comments on affected legislation~~

Obtains data for the purpose of Calculates calculating sanitary and storm water sewer fees for industrial and commercial businesses within Richmond's City Limit Municipal Sewer District, and stormwater fees for the City Engineer's Report.

Cordinates and ~~Attends~~ attend public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits. ~~and makes oral presentations; prepares reports for presentations to City Council, and makes recommendations for City Council actions.~~

Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.

Performs additional duties as required.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

~~Source Control Inspector I/II:~~ Principles, practices and techniques related to regulatory inspections, wastewater pretreatment, treatment and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; and safety practices involved in sampling wastewater and stormwater.

~~Source Control Inspector III:~~ In addition to Source Control Inspector I/II knowledge requirements, water quality control and/or water resources management; federal, state, and local laws which impact water quality; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater, municipal stormwater and laboratory practices; computer applications related to the work; principles of human resources and financial administration; performing laboratory tests and analyzing and interpreting data; and reading and interpreting ordinances, legislation, contracts, and legal documents.

Ability to:

~~Source Control Inspector I/II:~~ Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges; present undesirable ~~unwelcome~~ information to others under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment and instruments ~~instrumentation~~ using common hand and power tools; determine volume, content, temperature, and conductivity of industrial waste, stormwater, and illicit discharges; accurately perform mathematical calculations; establish and maintain effective working relationships with those encountered in the course of work, including co-workers, the public, and representatives from the industrial community, businesses, industries, regulatory agencies, or other municipalities. ~~work effectively with co-workers, and representatives of the industrial community, and the public, and communicate effectively both orally and in writing; and communicate compliance issues to responsible parties.~~

~~Source Control Inspector III:~~ In addition to Source Control Inspector I/II ability requirements, plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; plan, organize, assign, train, review and evaluate the work of staff; develop work schedules and priorities under the direction of the Wastewater/Stormwater Division Manager; recommend hiring of personnel; analyze complex operational and administrative problems; evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures and work standards; prepare clear and concise records, reports, correspondence and other written materials; establish and maintain effective working relationships with those encountered in the course of the work, including businesses, industries, regulatory agencies, or other municipalities; coordinate and oversee contractor performance; monitor and enforce contract provisions and agreements; review invoices from purchase orders and approve for payment; and respond to complaints and requests from the public.

EDUCATION AND EXPERIENCE

~~Source Control Inspector I:~~ Equivalent to high school diploma and two (2) years of experience and/or education which demonstrates possession of the knowledge, skills and abilities listed under the minimum qualifications.

~~License/Certification:~~ Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of, or the ability to acquire, a California Water Environment Association - Grade I Compliance Inspector certificate during the first twelve (12) months of employment. Continued maintenance of a valid Grade I Compliance Inspector certificate is an on-going requirement.

CITY OF RICHMOND, CA
SOURCE CONTROL ENVIRONMENTAL
COMPLIANCE INSPECTOR I/II/III

Page 5 of 5

~~Source Control Inspector II:~~ A Bachelor's degree in chemistry, biology, environmental sciences, or a closely-related field, AND one (1) year of experience which demonstrates possession of the knowledge and abilities listed under minimum qualifications. ~~Equivalent to high school diploma and four (4) years of experience and/or education which demonstrates possession of the knowledge, skills and abilities listed under the minimum qualifications.~~

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Grade I Environmental Compliance Inspector Grade I certificate is required, and the ability to acquire a Grade II Environmental Compliance Inspector certificate within during the first twelve (12) months of hire date is required. ~~employment.~~ Continued maintenance of Maintaining a valid Grade II Environmental Compliance Inspector Grade II certificate is an on-going requirement.

~~Source Control Inspector III:~~ ~~Equivalent to an A.A. degree in Chemistry, Biology, Engineering Technology, Facilities Management, Public or Business Administration or closely related field. In addition, requires six (6) years of experience in source control, at least two (2) years of which were at the lead level.~~

~~License/Certification:~~ ~~Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Grade II Compliance Inspector certificate is required, and the ability to acquire a Grade III Compliance Inspector certificate during the first twelve (12) months of employment. Continued maintenance of a valid Grade III Compliance Inspector certificate is an on-going requirement.~~

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.

CITY OF RICHMOND, CA

CLASS CODE:
ESTABLISHED: 5/25/17
REVISED:
GROUP: GENERAL
FLSA: NON-EXEMPT

(Formerly Source Control Inspector III)

PROPOSED

SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under direction of the **Environmental Services Manager**, functions as a lead **environmental compliance inspector**; inspects, investigates, plans, and organizes **and administers** regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; monitors the work of inspectors and other staff; ensures the City's environmental compliance with applicable federal, state and local codes and regulations; performs special projects, and performs related work as assigned.

CLASS CHARACTERISTICS

~~Source Control Inspector III has division level responsibility for the administration of the Source Control Program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, administering the division budget, and directing day-to-day activities. It is distinguished from the Source Control Inspector II in that it has program planning and administration responsibilities for the entire division.~~

The Senior Environmental Compliance Inspector is a lead classification. Incumbents in this classification perform the more difficult and complex work involving wastewater and stormwater enforcement and provide day-to-day guidance to inspectors and other professional and technical staff. This classification is distinguished from the lower-level Environmental Compliance Inspector by the complexity of enforcement work performed and by the lead role assigned.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

~~Inspection of~~ Inspects sanitary and storm sewer discharges at industrial and commercial, construction, and municipal activity sources, including but not limited to; **fats, oils and grease (FOG)**; **Significant Industrial Users (SIUs)**, pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.

CITY OF RICHMOND, CA
**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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Performs routine and complex physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.

Oversees the work of inspectors and other staff; provides training; and assists in the development of work schedules.

Provides field expertise in inspection of stormwater and wastewater discharges; sampling of industrial wastewater, and field measurements of wastewater flows.

~~Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.~~

Investigates or oversees the investigation of reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains; traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.

Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.

Assists and coordinates with other City departments in the implementation and on-going compliance of the Stormwater Program.

Serves as the City's representative at meetings or task force committees for subjects related to the enforcement of pretreatment and stormwater policies.

Initiates referrals to the City Attorney's Office or enforcement agencies to ensure compliance with established codes; assists in the preparation of legal actions against non-compliant industries, businesses, or individuals.

Responds to complaints and requests from the public; resolves problems between the City and industries.

Reviews, develops, and updates standard operating procedures for programs

CITY OF RICHMOND, CA
**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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related to areas of assignment.

Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, if necessary.

Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation;

Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.

Establishes minimum standards for industrial, commercial and construction sampling, monitoring, and pretreatment equipment.

~~Maintains, edits, and enhances the specialized computer database for the Source Control Program and utilizes databases with complex mathematical formulas and reference tables to create spreadsheets and databases.~~

Maintains inspection records and associated documents; confirms that database records are current for tracking and reporting purposes.

Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations; ~~maintains current knowledge of legislation affecting environment compliance, and reviews comments on affected legislation.~~

~~Calculates sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's Municipal Sewer District, and stormwater fees for the City Engineer's Report.~~

Obtains data for the purpose of calculating sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's city limit.

~~Attends public meetings, outreach events and makes oral presentations; prepares reports for presentations to City Council, and makes recommendations for City Council actions.~~

CITY OF RICHMOND, CA
**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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Coordinates and attends public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits.

Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.

Assists in the review and development of industrial waste discharge limits.

Prepares special correspondence, reports, and memoranda for submission to regulatory agencies or City management.

Assists in preparing billings to industries and businesses for discharges of industrial waste ~~to~~ to WPCP the Wastewater Treatment Plant.

Provides depositions, attends settlement hearings, or acts as a witness in court appearances, when necessary.

Performs additional duties as required.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

~~Source Control Inspector III: In addition to Source Control Inspector I/II knowledge requirements, water quality control and/or water resources management; federal, state, and local laws which impact water quality; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater, municipal stormwater and laboratory practices; computer applications related to the work; principles of human resources and financial administration; performing laboratory tests and analyzing and interpreting data; and reading and interpreting ordinances, legislation, contracts, and legal documents.~~

Principles, practices, and techniques related to regulatory inspections, wastewater pretreatment, treatment, and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater and stormwater; water quality control and/or water resources management; relevant federal, state, and local laws; municipal stormwater and laboratory practices; and computer applications related to the work.

CITY OF RICHMOND, CA
**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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Ability to:

~~Source Control Inspector III: In addition to Source Control Inspector I/II ability requirements, plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; plan, organize, assign, train, review and evaluate the work of staff; develop work schedules and priorities under the direction of the Wastewater/Stormwater Division Manager; recommend hiring of personnel; analyze complex operational and administrative problems; evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures and work standards; prepare clear and concise records, reports, correspondence and other written materials; establish and maintain effective working relationships with those encountered in the course of the work, including businesses, industries, regulatory agencies, or other municipalities; coordinate and oversee contractor performance; monitor and enforce contract provisions and agreements; review invoices from purchase orders and approve for payment; and respond to complaints and requests from the public.~~

Perform laboratory tests and analyze and interpret data; read and understand relevant ordinances, legislation, contracts, and legal documents; read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges; present undesirable information to others under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools; determine volume, content, temperature, and conductivity of industrial waste, stormwater and illicit discharges; accurately perform mathematical calculations; plan and coordinate a variety of functional specialties with overlapping work areas; train and review the work of lower-level inspectors; analyze complex operational problems, evaluate alternatives, and implement goals, objectives, policies, procedures, and work standards; prepare clear and concise records, reports, correspondence, and other written materials; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with those encountered in the course of the work, including co-workers, the public, and representatives of the industrial community; businesses, regulatory agencies, or other municipalities.

CITY OF RICHMOND, CA
**SENIOR ENVIRONMENTAL COMPLIANCE
INSPECTOR**

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EDUCATION AND EXPERIENCE

~~Source Control Inspector III: Equivalent to an A.A. degree in Chemistry, Biology, Engineering Technology, Facilities Management, Public or Business Administration or closely related field. In addition, requires six (6) years of experience in source control, at least two (2) years of which were at the lead level.~~

A Bachelor's degree in chemistry, biology, environmental sciences, or a closely related field; AND three (3) years of increasingly responsible experience in an environmental compliance program.

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - ~~Grade II~~ **Environmental Compliance Inspector Grade II** certificate is required, and the ability to acquire an ~~an~~ **Grade III Environmental Compliance Inspector Grade III** certificate ~~during the~~ **within the** first twelve (12) months **from the date of hire is required.** ~~Continued maintenance~~ **Maintaining** of a valid ~~Grade III Environmental Compliance Inspector~~ **Inspector Grade III** certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL TO REVISE/RE-TITLE THE EXISTING CLASSIFICATION OF SOURCE CONTROL SUPERINTENDENT TO ENVIRONMENTAL SERVICES MANAGER (WATER RESOURCE RECOVERY DEPARTMENT)**

BACKGROUND

The Water Resource Recovery Department is responsible for maintaining a healthy water resource environment by overseeing the collection and treatment of wastewater, performing inspections, monitoring preventative maintenance and providing public education and outreach to industrial agencies. The Director of the Water Resource Recovery Department has requested that the job specification for Source Control Superintendent be updated and retitled. The revisions will result in the creation of the Environmental Services Manager classification.

This classification is assigned to the International Federation of Professional and Technical Employees (IFPTE), Local 21 and they have been advised of the proposed revisions.

RECOMMENDATION

APPROVE revisions and title change to the existing classification of Source Control Superintendent to create the Environmental Services Manager classification.

ANALYSIS

The Source Control Superintendent was established in July 1990 and has not been updated within the past 27 years.

Personnel Board Staff Report

The requested revisions consist of updates to some of the terms used in the classification; changes to the minimum qualifications to include a Bachelor's degree, and modifying the job title from a "superintendent" to a "manager". These changes accurately reflect the current responsibilities and required educational skills and knowledge for this classification, and are appropriate and consistent with industry trends.

ANALYST: Donna Newton, Human Resources Personnel Officer

Attachments: Source Control Superintendent Job Classification (Original)
Proposed Environmental Services Manager Job Classification
Proposed Environmental Services Manager Job Classification – mark-up

CITY OF RICHMOND, CA

CLASS CODE: PR-349
ESTABLISHED: 07/23/09
GROUP: MGMNT
FLSA: EXEMPT

ORIGINAL
SOURCE CONTROL SUPERINTENDENT

DEFINITION

Under direction of the City Engineer, plans, organizes and administers the work of the Pretreatment Program, assures the City's environmental compliance with applicable federal, state and local codes and regulations, and performs related works as assigned.

CLASS CHARACTERISTICS

This class has division level responsibility for the administration of the Source Control program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. It is distinguished from Senior Industrial Waste Inspector in that it has program planning and administration responsibilities for the entire division.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates, administers and directs the work of the Pretreatment Program; develops and directs the implementation of goals, objectives, policies, procedures, work standards, and budget for the Division.
2. Directs the selection, supervision, work evaluation, and discipline of division staff and plans for their training and development; interprets City personnel and MOU provisions; provides technical assistance to staff.
3. Maintains, edits, and enhances the specialized computer database for the Pretreatment Program and utilizes databases with complex mathematical formulas and reference tables to create spreadsheets and databases.
4. Enforces the Richmond Municipal Code (RMC), source control sections of the National Pollutant Discharge Elimination System (NPDES) permit, and other applicable regulations; maintains current knowledge of legislation affecting environment compliance; and reviews and comments on affected legislation.

5. Calculates sanitary sewer fees for industrial and commercial businesses within Richmond's Municipal Sewer District and storm water fees for the City Engineer's Report.
6. Attends public meetings and makes oral presentations; prepares reports for presentations to City Council, and makes recommendations for City Council actions.
7. Receives and interprets laboratory data from wastewater and environmental samples; applies results to regulatory requirements.
8. Assists other public agencies, engineering consultants, and individuals to resolve City of Richmond issues.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: Principles, practices, and techniques related to industrial waste inspection, wastewater pre-treatment, treatment and analysis, water quality control and/or water resources management; federal, state, and local laws which impact water quality; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater and laboratory practices; computer applications related to the work; principles of human resources and financial administration; performing laboratory tests and in analyzing and interpreting data; and reading and interpreting ordinances, legislation, contracts, and legal documents.

Ability to: Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; plan, organize, assign, supervise, train, review and evaluate the work of staff; develop work schedules and priorities under the direction of the City Engineer; recommend discipline, salary actions, and hiring of personnel; conduct performance appraisals, employee counseling and interviews; analyze complex operational and administrative problems; evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures, work standards and management controls; prepare clear and concise records, reports, correspondence and other written materials; establish and maintain effective working relationships with those encountered in the course of the work, including businesses, industries, regulatory agencies, or other municipalities; coordinate and oversee contractor performance; monitor and enforce contract provisions and agreements; review invoices from purchase orders and approve for payment; and respond to complaints and requests from the public.

EDUCATION AND EXPERIENCE

Equivalent to an A.A. degree in Chemistry, Biology, Engineering Technology, Facilities Management, Public or Business Administration or closely related field. Sixty (60) hours of City approved training in Human Resources principals and practices may be substituted for the required education. This training must be completed within one (1) year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in source control, at least two (2) years of which were at the lead or supervisory level.

License/Certification: Incumbent must possess a valid California Driver's License upon employment. License status must be maintained during the course of employment. California Water Environment Association – Grade I Industrial Waste Inspection is required and Grade II is highly desirable.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time.

CITY OF RICHMOND, CA
ENVIRONMENTAL SERVICES MANAGER

CITY OF RICHMOND, CA

CLASS CODE: PR-349
ESTABLISHED: 07/23/09
REVISED: 5/25/17
GROUP: MGMNT
FLSA: EXEMPT

Formerly Source Control Superintendent

PROPOSED

ENVIRONMENTAL SERVICES MANAGER

DEFINITION

Under direction of the Director of Water Resource Recovery, the Environmental Services Manager plans, organizes, and administers the work of the City's Wastewater Pretreatment and Municipal Stormwater Programs, assures the City is in compliance with applicable federal, state, and local codes and regulations, and performs related works as assigned.

CLASS CHARACTERISTICS

This classification is responsible for the administration of the Environmental Compliance Program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the section's budget, and directing day-to-day activities. It is distinguished from Senior Environmental Compliance Inspector in that it has program planning and administration responsibilities for the entire section.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates, administers and directs the work of the Wastewater Pretreatment and Municipal Stormwater Program and the Wastewater Treatment Plant (WWTP) laboratory when operated by City staff; develops and directs the implementation of goals, objectives, policies, procedures, work standards, and budget for the section.
2. Directs the selection, supervision, work evaluation, and discipline of section staff and plans for their training and development; interprets City personnel and MOU provisions; provides technical assistance to staff.
3. Maintains, edits, and enhances the specialized computer database for the Wastewater Pretreatment and Stormwater Programs and WWTP laboratory to track data and generate reports submitted to regulatory agencies, as necessary.

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4. Enforces the Richmond Municipal Code (RMC) and source control sections of the National Pollutant Discharge Elimination System (NPDES) permits, and other applicable regulations; maintains current knowledge of legislation affecting environment compliance; and reviews and provides comments on how the legislation will impact the City.
5. Calculates sanitary and storm sewer fees for industrial and commercial businesses within Richmond's Municipal Sewer District and City limits.
6. Attends public meetings and makes oral presentations; prepares reports for presentations to the City Council; and makes recommendations for City Council actions.
7. Assists other public agencies, engineering consultants, and individuals in resolving City of Richmond issues.
8. Identifies potential sources for grants from federal, state and private sources to fund programs and services.
9. Performs additional duties as required.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

Principles, practices, and techniques related to industrial waste inspection, wastewater pre-treatment, treatment and analysis, water quality control and/or water resources management; federal, state, and local laws which impact water quality; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater and laboratory practices; computer applications related to the work; and principles of human resources and financial administration.

Ability to:

Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; plan, organize, assign, supervise, train, review and evaluate the work of staff; develop work schedules and priorities; recommend discipline, salary actions, and hiring of personnel; conduct performance appraisals, employee counseling, and interviews; analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action;

develop and implement goals, objectives, policies, procedures, work standards, and management controls; prepare clear and concise records, reports, correspondence, and other written materials; establish and maintain effective working relationships with those encountered in the course of the work, including the public, businesses, industries, regulatory agencies, or other municipalities; coordinate and oversee contractor performance; monitor and enforce contract provisions and agreements; review invoices from purchase orders and approve for payment; and respond to complaints and requests from the public.

EDUCATION AND EXPERIENCE

Bachelor's degree in chemistry, biology, engineering technology, facilities management, public or business administration, or a closely-related field, AND five (5) years of experience in regulatory compliance, with at least two (2) years of experience working at the lead or supervisory level. A Master's degree is desirable and can be substituted for two (2) years of regulatory compliance experience, but cannot be substituted for the required two (2) years of experience working at the lead or supervisory level.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of, or the ability to acquire a California Water Environment Association – Environmental Compliance Inspector Grade III certificate within 18 months of hire date is required. Laboratory Analyst Grade II or higher certificate is desired. Maintaining a valid Environmental Compliance Inspector Grade III certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time.

CITY OF RICHMOND, CA

CLASS CODE: PR-349
ESTABLISHED: 07/23/09

REVISED: 5/25/17

GROUP: MGMNT

FLSA: EXEMPT

Formerly Source Control Superintendent

PROPOSED

ENVIRONMENTAL SERVICES MANAGER

SOURCE CONTROL SUPERINTENDENT

DEFINITION

Under direction of the Director of Water Resource Recovery, ~~City Engineer~~, the Environmental Services Manager plans, organizes, and administers the work of the City's Wastewater Pretreatment and Municipal Stormwater Programs, assures the City ~~environmental~~ is in compliance with applicable federal, state, and local codes and regulations, and performs related works as assigned.

CLASS CHARACTERISTICS

This classification is responsible ~~division-level responsibility~~ for the administration of the Environmental Compliance ~~Source Control~~ Program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the section's budget, and directing day-to-day activities. It is distinguished from Senior Environmental Compliance ~~Industrial Waste~~ Inspector in that it has program planning and administration responsibilities for the entire section.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates, administers and directs the work of the Wastewater Pretreatment and Municipal Stormwater Program and the Wastewater Treatment Plant (WWTP) laboratory when operated by City staff; develops and directs the implementation of goals, objectives, policies, procedures, work standards, and budget for the section ~~Division~~.
2. Directs the selection, supervision, work evaluation, and discipline of ~~division~~ section staff and plans for their training and development; interprets City personnel and MOU provisions; provides technical assistance to staff.
3. Maintains, edits, and enhances the specialized computer database for the Wastewater Pretreatment and Stormwater Programs and WWTP laboratory to track data and generate reports submitted to regulatory agencies, as necessary ~~utilizes databases with complex mathematical formulas and reference tables to create spreadsheets and databases.~~

4. Enforces the Richmond Municipal Code (RMC) and source control sections of the National Pollutant Discharge Elimination System (NPDES) permits, and other applicable regulations; maintains current knowledge of legislation affecting environment compliance; and reviews and provides comments on how the affected-legislation will impact the City.
5. Calculates sanitary and storm sewer fees for industrial and commercial businesses within Richmond's Municipal Sewer District and City limits ~~and storm water fees for the City Engineer's Report.~~
6. Attends public meetings and makes oral presentations; prepares reports for presentations to the City Council; and makes recommendations for City Council actions.
7. ~~Receives and interprets laboratory data from wastewater and environmental samples; applies results to regulatory requirements.~~
8. Assists other public agencies, engineering consultants, and individuals in resolving ~~to res~~ City of Richmond issues.
9. Identifies potential sources for grants from federal, state and private sources to fund programs and services.
10. Performs additional duties as required..

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

Principles, practices, and techniques related to industrial waste inspection, wastewater pre-treatment, treatment and analysis, water quality control and/or water resources management; federal, state, and local laws which impact water quality; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater ~~and~~ laboratory practices; computer applications related to the work; and principles of human resources and financial administration. ~~performing laboratory tests and in analyzing and interpreting data; and reading and interpreting ordinances, legislation, contracts, and legal documents.~~

Ability to:

Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; plan, organize, assign, supervise, train, review and evaluate the work of staff; develop work schedules and priorities ~~under the direction of the City Engineer~~; recommend discipline, salary actions, and hiring of personnel; conduct performance appraisals, employee counseling, and interviews; analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action;

develop and implement goals, objectives, policies, procedures, work standards, and management controls; prepare clear and concise records, reports, correspondence, and other written materials; establish and maintain effective working relationships with those encountered in the course of the work, including the public, businesses, industries, regulatory agencies, or other municipalities; coordinate and oversee contractor performance; monitor and enforce contract provisions and agreements; review invoices from purchase orders and approve for payment; and respond to complaints and requests from the public.

EDUCATION AND EXPERIENCE

Bachelor's degree ~~Equivalent to an A.A. degree~~ in chemistry, biology, engineering technology, facilities management, public or business administration, or a closely-related field, AND five (5) years of experience in regulatory compliance, with at least two (2) years of experience working at the lead or supervisory level. A Master's degree is desirable and can be substituted for two (2) years of regulatory compliance experience, but cannot be substituted ~~This experience cannot substitute~~ for the required two (2) years of experience working at the lead or supervisory level.

~~Sixty (60) hours of City approved training in Human Resources principals and practices may be substituted for the required education. This training must be completed within one (1) year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in source control, at least two (2) years of which were at the lead or supervisory level.~~

License/Certification: ~~Possession of Incumbent must possess~~ a valid California Driver's License and a satisfactory driving record is an on-going requirement. ~~upon employment. License status must be maintained during the course of employment.~~ Possession of, or the ability to acquire a California Water Environment Association – Environmental Compliance Inspector Grade III certificate within 18 months of hire date is required. Laboratory Analyst Grade II or higher certificate is desired. ~~Industrial Waste Inspection is required and Grade II is highly desirable.~~ Maintaining a valid Environmental Compliance Inspector Grade III certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time.



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL TO REVISE THE PERSONNEL BOARD AGENDA TO INCLUDE A CONSENT AGENDA FOR APPROVAL OF JOB CLASSIFICATION CHANGES, RETITLES, AND/OR UPDATES**

BACKGROUND:

The Human Resources Management Department (HRMD) is currently reviewing job classifications for updating or abolishing. The updated job classifications will come before the Personnel Board for approval while the abolished job classifications will be brought to the City Council as an item on the Consent Calendar.

Updated job classifications currently are brought before the Personnel Board as an agenda item that is presented by an analyst from the Human Resources Management Department (HRMD). When it is an update for a department recruitment, the Department Head and/or representative will accompany the analyst to answer any questions about the job classification/recruitment.

The Consent Agenda item, to be placed before New Business, would be similar to the Consent Calendar currently used by the City Council by approving all items in one motion unless a request to pull has been received.

A Personnel Board Member or member of the public can pull an item by contacting the Personnel Board Secretary by 2:00 p.m. the day of the Personnel Board Meeting. It may also be pulled during the Agenda Review slot during the meeting by a member of the Personnel Board.

RECOMMENDATION:

APPROVAL TO REVISE THE PERSONNEL BOARD AGENDA TO INCLUDE A CONSENT AGENDA FOR APPROVAL OF JOB CLASSIFICATION CHANGES,

Personnel Board Staff Report

RETITLES, AND/OR UPDATES

ANALYSIS:

The Consent Agenda would allow streamlining of approval for updated job classifications.

During the Agenda Review, the Personnel Board Members could request that the item be pulled from the Consent Agenda for further discussion at the end of the Consent Agenda slot. A member of the public could request during the Public Comment portion of the Personnel Board meeting. The staff from HRMD and any City of Richmond personnel would be in attendance for such cases. The Consent Agenda would be after Public Comment and before New Business. This would allow for staff to attend immediately after work and be available for any questions.

As with the City Council Consent Calendar, the analyst can be contacted directly for any questions before the Personnel Board meeting.

ANALYST: Dorothy Mandujano, Senior Management Analyst

ATTACHMENTS: Proposed Agenda

PERSONNEL BOARD

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



PROPOSED

REGULAR MEETING

Thursday, XX/XX/2017

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Vice Chair: Yvonne Nair

Personnel Board Members

Robert Davila

Steve Early

McKinley Williams

- **ROLL CALL**
- **AGENDA REVIEW**
- **STATEMENT OF CONFLICT OF INTEREST**
- **APPROVAL OF MINUTES**
 - a. Regular Meeting of XX/XX/XXXX
- **PUBLIC COMMENT**
- **CONSENT AGENDA**
- **NEW BUSINESS**
- **UNFINISHED/OLD BUSINESS**
 - None
- **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
 - None
- **CONSIDERATION OF PROBLEMS AND REPORTS**
 - None
- **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 Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: DISCUSS, NOMINATE AND VOTE TO ELECT A PERSONNEL BOARD CHAIR AND VICE-CHAIR.

BACKGROUND:

The last election held by the Personnel Board was at the February 28, 2013 meeting and another election was held on October 22, 2015 to seat a vice chair.

The City of Richmond City Charter states: "The first Board to be appointed shall at its first meeting choose one of its members as Chairman, who shall serve for one year and until a successor is elected."

RECOMMENDATION:

Discuss, nominate and vote to elect a Personnel Board Chair and Vice-Chair.

ANALYSIS:

The Personnel Board is currently conducting business with an acting Chair, Vice Chair Nair. Vice Chair Nair's term expires on September 11, 2017. The City Charter states that, "All members shall serve after the expiration of their term until their successor has been appointed and qualified."

It would be ideal to have a Personnel Board Chair and Vice Chair to conduct business from this point until May of 2018 when the Personnel Board Members should discuss, nominate and vote to elect a Chair and Vice Chair for the next year.

ANALYST: Dorothy Mandujano, Senior Management Analyst

Attachments: City Charter pages 46-51; Creation of a Personnel Board

Sec. 5. (Amended at election April 17, 1973) The Council shall by ordinance provide:

(a) For the adoption of a comprehensive compensation plan, for the financing of rates of pay of all employees in the classified service, and amendments thereto. In the adoption of such a compensation plan, the Council may consider the recommendation of the City Manager. In arriving at recommendations relating to salaries and wages within the compensation plan, consideration shall be given to salaries and wages paid in comparable types of work in both public service and private industry within the area, the movement in recognized cost of living indices, the financial condition of the City and conditions of the labor market.

(b) For appropriations for personnel and facilities adequate to provide for the effective administration and enforcement of the provisions of this Article and the ordinances and rules adopted thereunder.

(Amended at election May 12, 1959 and June 4, 1968)

Sec. 6. Creation of a Personnel Board:

The Personnel Board shall consist of five members who shall be appointed by the Council in the following manner: one of the board members shall be appointed from a panel of three persons designated by a committee from the Police and Fire Department. One of the board members shall be appointed from a panel of three persons designated by a committee representing the general employees, and the remaining three board members shall be appointed by the City Council as hereinafter provided. Designation of said panels shall be in writing and signed by duly authorized committee members.

The first Board to be appointed shall at its first meeting choose one of its members as Chairman, **who shall serve for one year and until a successor is elected.** The Secretary to the Board shall be the Personnel Director. The members shall so classify themselves by lot that one of them shall serve for a term that shall expire July 1, 1952, one shall serve for a term that shall expire July 1, 1954, one shall serve for a term that shall expire July 1, 1955, and one shall serve for a term that shall expire July 1, 1956. Effective July 1, 1959, the member whose term expires on July 1, 1959, shall remain in office and his term shall expire on December 31, 1959; the member whose term expires on July 1, 1960, shall remain in office and his term shall expire on December 31, 1960; the member whose term expires on July 1, 1961, shall remain in office and his term shall expire on December 31, 1961; the member whose term expires on July 1, 1962, shall remain in office and his term shall expire on December 31, 1962; the member whose term expires on July 1, 1963, shall remain in office and his term shall expire on December 31, 1963. Thereafter, the term of office of each member shall be five years. **All members shall serve after the expiration of their term until their successor has been appointed and qualified.**

Every other (alternate) appointment shall be made from a panel of three names submitted by city employees. Said panel shall be selected through an election to be conducted by the City Clerk in accordance with rules established by the Personnel Board. Members appointed to this Board shall be subject to removal from said Board for a just cause by a six-ninths vote of the Council prior to the expiration of the term of which they were appointed.

Vacancies on the Personnel Board, caused by a member not completing his term, shall be filled by the Council. If the member vacating his office was appointed from a panel submitted by a committee representing all city employees, then said vacancy shall be filled from such a panel; if the member vacating his office was appointed directly by the Council, then said vacancy shall be filled by direct appointment by the Council.

Members of the Board shall have been qualified electors of the City of Richmond for at least three years and shall be persons sympathetic to the principles of modern personnel administration. No person shall be appointed to said Board who holds any salaried public office or employment in the service of the City of Richmond, nor is a retired city employee, nor shall any member, while a member of the board or for a period of one year after he has ceased to be a member of the board, for any reason, be eligible for appointment to any salaried office or employment in the service of the city, or for appointment to any elective office in the City.

The members of this board shall serve without pay, and shall hold regular meetings monthly at such time and place as designated by the chairman of the Board. The Board, in addition, may hold such special meetings as the affairs of the Board may require. Such special meetings shall be held upon the call of the chairman or any two members of the Board. Three members shall constitute a quorum for the transaction of business, provided that all members of the Board shall have been officially notified under the rules established by said Board for such notification.

(Added at election May 13, 1975, and amended at election November 6, 1984)
The unexcused absence of any member of the Personnel Board from more than three regularly scheduled meetings of the Board within any twelve-consecutive-months period shall constitute an automatic resignation from the Board. Such a resignation shall not, however, disqualify an individual from subsequently being appointed to the same or any other City board or commission. The provisions of this paragraph shall operate prospectively so as to apply only to absences which occur after the effective date of this paragraph. Any and all absences of any member occurring prior to that date which did not result in removal of the member from the Board by the City Council are hereby excused. A member may request the Board to excuse an absence. Such request must be in writing and be submitted to the Board within thirty (30) days from the date of such absence. The granting of such a request shall require an affirmative vote from at least three (3) of the members of the Board. In the event of any such automatic resignation, the vacancy shall be filled for the unexpired portion of the term of the resigned member through the same procedure that was used for the appointment of the resigned member to the Board.

Sec. 7. The Personnel Board shall have power, and it shall be its duty:

(a) (Amended at election May 13, 1969) To hear any employee in the Classified Service, upon his request, who has been demoted, suspended, dismissed, or reduced in pay as follows: No person placed under the Personnel System established by this Article shall be demoted, suspended if for more than thirty days in any one calendar year, dismissed, or reduced in pay except by order of the Personnel Director made upon written charges by the Council, the City Manager or the head of the department in which such person is employed, and served upon such person. Whereupon the person so charged shall have an opportunity of filing a written answer or explanation of the charges. Any person demoted, dismissed, suspended, or reduced in pay may within ten days from the date of his notification of the same file with the board a written demand for an investigation and public hearing within a period not to exceed thirty (30) days in accordance with the rules and procedures established by the Board. After such investigation, the Board may recommend to the City Manager, suspension, modification or revocation of any order previously made by its suspending, demoting, or reducing in pay such person. The City Manager must act on the recommendation with fifteen (15) days. In cases of contrary action by the City Manager, the Board may submit its recommendation to the Council. Recommendations of the Board submitted to the Council may be overridden only a 2/3 vote of the Council. (This is not to contravene the employee's right, if dissatisfied with any order or ruling of the Board, and/or Council, to appeal to the Superior Court.)

(b) To make such inquiries and investigations as it may deem to be warranted regarding the administration and effect of the provisions of this Article and rules adopted in accordance therewith, and to make such recommendations to the City Manager or to the Council as in its judgment may be indicated by the circumstances.

(c) To advise the City Manager on all matters of policy regarding the administration of the personnel system which the City Manager may present to it, or which, in its judgment, may be indicated by the circumstances.

(d) To review, together with duly authorized employee representation and in a public hearing, all changes, additions or eliminations in the personnel rules, which are proposed for presentation to the Council for approval, and to recommend for or against their adoption.

(e) To transmit to the Council with such additions and comments as it may desire to make, annual and special reports.

(f) (Amended at election April 17, 1973, and November 6, 1984) To entertain appeals on any matter arising under this Article by any aggrieved employee, or by the City, and make appropriate recommendations to the City Manager. Neither the Personnel Board nor any of its members shall have power to take any action in these appeals except by majority vote of the entire Board.

(g) Such rules and ordinances, or changes thereto, which are submitted by the City Manager to the Personnel Board for review and recommendations, and which are approved by the Personnel Board, together with duly authorized employee representation, shall require only a simple majority vote of the Council for adoption. These proposed rules or ordinances or changes thereto, which do not carry the recommendation of the Personnel Board, shall require an affirmative vote of six (6) Councilmembers in order to be adopted.

(h) (Added at election November 6, 1984) To subpoena witnesses to testify concerning any matter before the Board.

Sec. 8. (Amended at election November 6, 1984) The City Manager shall appoint a qualified Director of Personnel. The Director of Personnel shall be responsible for the proper administration of the personnel system and its operation. He shall have the power, and it shall be his duty:

(a) To serve as a Secretary to the Personnel Board, to see to the keeping of its minutes and records, to conduct investigations and prepare reports for the Personnel Board in matters under its consideration, and in all other proper ways to facilitate its actions and proceedings.

(b) To appoint his assistants in the operation of the personnel system, and to direct and control their work, and under the customary financial procedures of the City, to control the expenditures from appropriations for the administration of the personnel system.

(c) To establish and maintain a roster of all city employees.

(d) To prepare, together with duly authorized employee representation, and to recommend for consideration by the Personnel Board, and the Council, personnel rules including a classification plan, and drafts of ordinances for recommendation to the Personnel Board and Council, including such changes as are deemed desirable from time to time in such rules and ordinances.

(e) To allocate each position in the Classified Service to its proper class in the Classification Plan adopted under the provisions of this Article, and reallocate positions as the facts warrant.

(f) To develop and maintain class specifications, and to amend them from time to time as changing conditions warrant.

(g) (Amended at election April 17, 1973) To recruit candidates for employment, to pass upon qualifications of applicants, to conduct promotional and entrance examinations, to establish eligible lists which are to be in effect for such time as is prescribed in the City Personnel Rules but for not more than two years for certification

of eligibles and for appointments to positions in the classified service on the basis of such tests, subject to a work test period of probation of not more than six months or longer if prescribed by rule in initial appointments; eligibility lists are to be made a matter of public record at all times.

(h) To receive, record, transmit and to discuss with the employee concerned, written reasons for rejection during probation.

(i) To make such investigations as he may deem desirable with respect to the enforcement and effect of the provisions of this Article, and the personnel rules and related ordinances.

(j) To pass upon, for compliance with the provisions of this Article, the personnel rules and related ordinances, and to approve or disapprove as to compliance therewith, all appointments, demotions, transfers, promotions, service ratings, rejections, leaves of absence, changes in rates of pay, suspensions, separations and other employment transactions affecting the status of employees.

(k) To make annual reports to the Personnel Board for its approval and transmission to the Council on the administration and effect of this Article, with such recommendations as he may deem desirable, and to render such special reports as the Personnel Board may request. Such reports shall be public record.

(l) (Repealed at election April 17, 1973)

(m) To do all other things necessary or proper for making effective the provisions of this Article, the personnel rules and ordinances adopted in pursuant thereof.

(n) (Repealed at election April 17, 1973)

Sec. 9. Every person who, when this Article take effect, is legally occupying, by proper appointment thereto, a position placed in the Classified Service by this Article, shall continue to occupy such position without examination, and shall become subject to the provisions of this Article, as though he had been appointed to the position occupied, under the provisions of this Article. The provisions of this section shall also apply to all persons who, on the date of acquisition of any public utility, hereafter acquired by the City, are regularly employed by such utility.

Sec. 10. No person occupying a position in the Classified Service or seeking admission thereto, shall be employed, discharged or in any way favored or discriminated against because of race, or religious belief or political opinions or affiliations, or because of membership in or affiliation with a labor organization. For the purpose of collective bargaining and employee-management cooperation, employees shall have the right to organize and designate representatives of their own choosing.

No employee and no one seeking employment shall require as a condition of employment, transfer, promotion, or retention in service to join or to refrain from joining any organization or association of employees.

There shall be no discrimination against representatives of employees nor shall employees suffer discrimination because of membership or nonmembership in any organization or association of employees. The majority of the employees as a whole, may determine the organization, person or persons, who shall represent the employees as a whole. However, any professional group or craft or other appropriate unit shall have the right to authorize the organization, person or persons who shall represent them.

Sec. 11. There shall be no improper political activity as defined in the personnel rules to be hereinafter adopted, on the part of any employee in the Classified Service. City employees may not engage in political activities or services of any nature during the hours in which they are employed by the city; nor shall City funds, supplies, property, or equipment be utilized in performing any services of a political nature.

No officer or employee under the government of the City and no candidate for any City office, shall directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution, whether voluntary or involuntary, for any political purpose whatever, from anyone on any eligible list or holding any position under the provisions of this Article.

Sec. 12. (Repealed at election April 17, 1973)

Sec. 13. Any person who violates willfully or through culpable negligence violates or conspires to violate any provision of this Article shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than six months, or by both such fine and imprisonment. The conviction of any employee or officer of such offense shall operate automatically to terminate his service and to vacate his position.

Sec. 14. If any part of this Article is held by competent authority to be invalid, such decision shall not affect the remaining portions of this Article, or if any provision herein held to be in excess of that permitted by the constitution of the laws of the State, then such provision shall be construed to operate only to the extent permitted.

Sec. 15. All present and future ranks required for the best interests of the City in each of the City departments, shall be recognized in the rules, classifications, and compensation plans.

(Art. 14, Off-Street Vehicular Parking, repealed at election June 4, 1968)



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: DISCUSS AND APPROVE WHETHER, AND IF SO, WHEN THE PERSONNEL BOARD WILL RECESS.

BACKGROUND:

The Personnel Board meets on a monthly basis the fourth Thursday of each month between January and October and the third Wednesday in November and December.

RECOMMENDATION:

DISCUSS AND APPROVE whether, and if so, when the Personnel Board will recess

ANALYSIS:

The Personnel Board recessed in July of 2013 and July of 2015. Since then, the Personnel Board has not taken a scheduled recess.

A policy on the Personnel Board having a regularly scheduled recess was not found in either the City of Richmond City Charter or the Personnel Rules. Such scheduling would be determined by a majority vote of Personnel Board members.

ANALYST: Dorothy Mandujano, Senior Management Analyst