

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, March 28, 2019**

**5:15 p.m.**

**@ 440 Civic Center Plaza – City Council Chambers**



**AGENDA**

Chair: Steve Early

**Personnel Board Members**

Mindy Pines

McKinley Williams

Kyra Worthy

- 1. ROLL CALL**
- 2. AGENDA REVIEW**
- 3. STATEMENT OF CONFLICT OF INTEREST**
- 4. APPROVAL OF MINUTES**
  - a. Regular Meeting of January 24, 2019
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
  - a. **APPROVAL** to revise the existing classification of Environmental Compliance Inspector
  - b. **APPROVAL** to establish the position of Deputy Fire Marshal (Fire Department)
- 7. NEW BUSINESS**
  - None
- 8. UNFINISHED/OLD BUSINESS**
  - None
- 9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
  - None
- 10. CONSIDERATION OF PROBLEMS AND REPORTS**
  - None
- 11. ADJOURNMENT**

**NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.**

**COMMUNICATION ACCESS INFORMATION** This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

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

**JANUARY 24, 2019  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on January 24, 2019.

**1. ROLL CALL**

Present: Steve Early, Chair  
Mindy Pines, Board Member  
Kyra Worthy, Board Member

Absent: McKinley Williams, Board Member

**2. AGENDA REVIEW**

- No changes

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

- None

a. Regular Meeting of December 19, 2018

Chair Early made a motion to approve the minutes of December 19, 2018. Board Member Pines seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy, NAY: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: recommended that the Deputy City Attorney job specification be placed on the Personnel Board agenda for the next meeting. Mr. Hindler also recommended a presentation from City staff on Government Alliance on Race & Equity, City of Berkeley had a similar training along with a brain storming session to gather ideas from the community and the employees to work on the agendas. Mr. Hindler recommended language changes in the Deputy City Manager job specification.

***Audio recordings of Personnel Board Meetings are available at:***

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

Secretary Lisa Stephenson clarified that the Deputy City Attorney job specification and the Deputy City Manager job specification are both executive management and changes would not come before the Personnel Board.

6. **CONSENT AGENDA**

- None

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

- None

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at 5:19 p.m.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** March 28, 2019

**TO:** Chair Early and Members of the Personnel Board

**FROM:** Lisa Stephenson, Secretary to the Personnel Board

**SUBJECT:** APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF ENVIRONMENTAL COMPLIANCE INSPECTOR

### **BACKGROUND:**

The Water Resources 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 of Environmental Compliance Inspector be updated to revise the license requirements.

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

### **RECOMMENDATION:**

**APPROVE** revisions to Environmental Compliance Inspector classification.

### **ANALYSIS:**

The Environmental Compliance Inspector was originally established in December 2010. Under general direction the Environmental Compliance Inspector 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.

Currently the minimum qualifications require the candidate to have the Environmental Compliance Inspector Grade I certificate at the time of hire, and the Grade II certificate within 12 months of hire date. The requested changes will increase the period in which the Environmental Compliance Inspector Grade I and Grade II certificates are obtained.

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The Director of Water Resources Recovery wants to provide additional time for the candidates to acquire the required certifications because the Environmental Compliance Inspector Grade I certificate is not required for candidates to be minimally qualified for the position and the current requirements have prevented good candidates from meeting the minimum qualifications. As a result, it has been very difficult to recruit for this position. With the revisions, candidates will not need to have the Environmental Compliance Inspector Grade I certificate at the time of hire, but will instead need to acquire it within 12 months of hire. In addition, candidates will be required to obtain the Environmental Compliance Inspector Grade II certificate within 24 months, rather than 12 months.

These changes will assist in the recruitment of this position, by allowing more qualified candidates to meet the minimum qualification.

**ANALYST:** Veronica Duarte de Castro, Personnel Analyst I

Attachments:

Environmental Compliance Inspector (Original)  
Proposed Environmental Compliance Inspector Job Classification – markup  
Proposed Environmental Compliance Inspector Job Classification – final draft

**ORIGINAL**

**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 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.

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

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ENVIRONMENTAL COMPLIANCE INSPECTOR  
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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.

**PROPOSED**

**ENVIRONMENTAL COMPLIANCE INSPECTOR**

**DEFINITION**

Under direction ~~of the Environmental Services Manager~~ the Environmental Compliance Inspector; 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.

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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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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.
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ENVIRONMENTAL COMPLIANCE INSPECTOR  
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**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.

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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.

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**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 OR DEPARTMENT

**DATE:** March 28, 2019

**TO:** Chair Early and Members of the Personnel Board

**FROM:** Lisa Stephenson, Secretary to the Personnel Board

**SUBJECT: APPROVAL TO ESTABLISH THE POSITION OF DEPUTY FIRE  
MARSHAL (FIRE DEPARTMENT)**

### **BACKGROUND:**

The Richmond Fire Department provides ongoing public education programs, perform fire and safety inspections, and issue fire code permits, through the department's Fire Prevention Services Division. Staff assigned to this division also investigate the cause and origin of fires, and approve building plans and transportation requests for hazardous materials. The division currently comprises a Fire Marshal, two Fire Inspector I, and two Fire Inspector II positions. The Richmond Fire Department does not have an established classification of Deputy Fire Marshal. Currently, the Deputy Fire Marshal is an "assignment" for a Fire Inspector II, assigned to the duty of Deputy Fire Marshal. There have been several years of discussion between the City and labor about establishing this classification and making it a standalone position, which is supported by City Council. The Fire Chief, in assessing the needs of the Fire Department, has determined that a permanent Deputy Fire Marshal position is vital to the organizational needs in the Fire Prevention Services Division of the Fire Department.

The classification will be represented by I.A.F.F. Local 188. They have been informed and agree with this action.

### **RECOMMENDATION**

Approve establishing the classification of Deputy Fire Marshal in the Fire Department.

### **ANALYSIS**

The Fire Chief has determined a need for the Deputy Fire Marshal classification, as it will provide assistance to the Fire Marshal in the day-to-day operations of the Fire Prevention Services Division. The Deputy Fire Marshal will be the first supervisory level uniformed position in the fire prevention bureau that will assist in providing additional

## Personnel Board Staff Report

supervision of staff and activities within the division, and also assist the Fire Marshal with performing highly complex and sensitive inspections and investigations. By establishing the Deputy Fire Marshal classification, it allows the Fire Marshal to have a second in command that will have the ability to act as the Fire Marshal, in the event of his/her absence. The Deputy Fire Marshal is distinguished from the Fire Marshal in that the latter has overall responsibility for directing the activities of the fire prevention bureau.

**ANALYST:** Jessica Somera, Senior Personnel Analyst

Attachments: Proposed Deputy Fire Marshal Classification Specification (3 pages)

**P R O P O S E D**

**DEPUTY FIRE MARSHAL**

**DEFINITION**

Under direction, assists the Fire Marshal in management of the functions within the fire prevention bureau; performs fire investigations, fire safety education, fire inspections and fire code enforcement work; manages subordinate staff in such work; performs varied professional tasks in support of the bureau; may act as the Fire Marshal in his/her absence; and performs other related work as required.

**CLASS CHARACTERISTICS**

The Deputy Fire Marshal is the first supervisory level uniformed position in the Fire Prevention Services Division. The Deputy Fire Marshal is responsible for assisting the Fire Marshal in managing the day-to-day operations of the fire prevention bureau and performing highly complex and sensitive inspections and investigations. The Deputy Fire Marshal is distinguished from the Fire Marshal in that the latter has overall responsibility for directing the activities of the fire prevention bureau. The Fire Inspector II is distinguished from the Deputy Fire Marshal in that the latter performs journey level fire inspection duties in the fire prevention bureau.

**EXAMPLES OF DUTIES**

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

1. Assists the Fire Marshal in planning, organizing and supervising the activities within the Fire Prevention Services Division.
2. Assigns, reviews and approves the work of staff performing inspections, investigations and/or fire safety education duties; trains, supervises and evaluates staff.
3. Conducts the more complex inspections of residential, commercial and industrial facilities for compliance with applicable codes and ordinances; identifies code violations, issues citations and educates owners of need for compliance.
4. Conducts sensitive investigations of fires (particularly fires involving death, serious injuries, possible criminal activities and large losses) to determine causes and origins of fire damage; gathers information, collects, and preserves evidence. Prepares fire offense cases for trial; presents

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DEPUTY FIRE MARSHAL  
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- evidence in court and testifies regarding investigation findings. Advises and assists staff with typical fire investigations.
5. Reviews building and construction plans for adequate fire protection, fire control devices and code compliance. Confers with architects, engineers and contractors to assure code compliance.
  6. Develops and manages company inspection programs, including providing training on procedures and codes to engine companies.
  7. Develops fire safety education programs for members of the public from various age groups, cultural and socio-economic backgrounds; presents fire safety education programs to various community groups.
  8. Assists fire companies in resolving technical problems; assists in providing fire prevention training to fire companies.
  9. Prepares fire investigation reports. Responds to inquiries and complaints from the public; insurance companies, property owners and law enforcement agencies regarding fire inspections or investigations.
  10. May act as the Fire Marshal in his/her absence.

**MINIMUM QUALIFICATIONS**

NOTE: The level and scope of knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Thorough Knowledge of: Fire chemistry, fire behavior, fire prevention and fire safety principles and methods; Federal, State and local fire and building codes, laws, ordinances and regulations related to fire safety; building materials, construction and principles of combustion; principles and practices used in fire inspections and investigations; building extinguishing and alarm systems; proper storage and handling of explosive, flammable and hazardous materials; legal processes involved in collecting evidence, preparing cases and prosecuting violators of fire laws; and complaint resolution and mediation techniques used in making decisions and resolving difficult problems.

Ability to: assign, coordinate, direct and evaluate the work of others; perform detailed investigations, analyze findings, produce recommendations, and prepare reports; make sound decisions in the enforcement of various fire codes, laws, regulations and ordinances; interpret and apply appropriate provisions of applicable laws, regulations, ordinances and policies; detect and determine proper corrective actions for fire hazards and violation; interact tactfully with

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DEPUTY FIRE MARSHAL  
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others while conducting code enforcement, fire investigation and other related fire prevention duties; develop and maintain cooperative working relationships with staff and members of the public; read and interpret construction/building plans, diagrams and specifications; prepare correspondence, technical documents, reports, legal documents and memorandums using proper grammar, spelling and sentence structure; make oral presentations; and communicate clearly and concisely, both orally and in writing.

Effectively operate a variety of office equipment, including computer equipment and applicable programs.

**EDUCATION/ EXPERIENCE**

Current status as a permanent Fire Inspector II with the City of Richmond Fire Department.

**LICENSE/CERTIFICATION REQUIRED**

Possession of a valid California Driver's License and a satisfactory driving record are on-going requirements for this position.

Possession of current certification as an Emergency Medical Technician (EMT-B or higher) issued by a California EMT certifying entity is a condition of continued employment.

832 P.C. certification at the time of application.