

Position Description	Total Salary & Benefits Costs for Positions Marked for Hiring Freeze 5/26/20	Total Salary & Benefits Costs for Positions Marked for Hiring Freeze 6/2/20	Total Salary & Benefits Costs for Positions Requested to be Filled	Comments/Justifications
<b>13 - CITY MANAGER'S OFFICE</b>				
ENVIRONMENTAL MGR			166,725	<p><b>Will be funded by ECIA under the energy efficiency and climate action strategy, and by franchise fees.</b> This position was converted to a lower compensation range (previous staff person held the role of Environmental Services Manager). If necessary, can attempt to delay filling until ~1/2021. Will be funded by Environmental and Community Investment Agreement (ECIA) under the Energy Efficiency and Climate Action Strategies, and Franchise Fees in accordance with adopted City Council policy direction to improve the environmental quality and implement the Climate Action Plan. If the City Council prefers to hold off fill this position, some duties can be performed by other staff. However, this will mean significant service impacts around the following eight (8) areas:</p> <ol style="list-style-type: none"> <li>1) The Climate Action Plan Implementation Timeline;</li> <li>2) Reduced programming to implement local GHG mitigation measures to achieve local and statewide emissions reduction targets;</li> <li>3) Significant reduction in the submission of applications to and implementation of regional and statewide environmental grant opportunities (i.e. Cap and Trade), often conducted in collaboration with local non-profits and the Community Development Department;</li> <li>4) Reduced programming to achieve City of Richmond zero waste goals;</li> <li>5) Reduced collaboration working with CBO's and Schools and residents on Climate mitigation strategies;</li> <li>6) Reduced capacity to support community efforts, such as AB617 implementation;</li> <li>7) City Asset Repositioning/Surplus Properties delays; and</li> <li>8) Ongoing Health in ALL Policies (HiAP) Implementation per adopted strategy and ordinance.</li> </ol>
ECONOMIC DEVELOPMENT ADMIN	185,421			
<b>15 - CITY ATTORNEY</b>				
CITY ATTORNEY			275,927	Per the City Charter, the City Attorney is a required officer position in the City selected by the City Council.
<b>17 - FINANCE</b>				
ACCOUNTANT II		147,114		
BUDGET ANALYST I			130,217	Internal transfer from Library & Community Services.
SR BUDGET ANALYST	161,879			
PAYROLL SUPERVISOR			157,454	This position is critical to mitigate errors with employees' paychecks, assist with payroll budget projections, and to meet various reporting requirements.
SENIOR ACCOUNTANT	161,879			
<b>19 - POLICE</b>				
<b>NON-SWORN:</b>				
PAYROLL SPECIALIST		113,926		
ADMINISTRATIVE AIDE		126,079		
ASST POLICE PROPTech		116,535		
CRIME SCENE TECH			123,458	Willing to freeze this position for the next fiscal year. Freezing it will result in less investigative capacity for our detectives.
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YOUTH PRG SVCS ASST		121,561		
POLICE RECORDS SPEC			116,462	Currently, two people going through the background process for this position. Not filling this position will result in overtime costs for the current staff. We have already given up two of these positions in recent years due to budget cuts and we are at absolute minimum staffing for 24/7 coverage.
PUBLIC INFO OFFICER		161,934		

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SENIOR ACCOUNTANT			161,879	The police department is in desperate need of an accountant. The police department accounts for the largest budget in the city. Many of our grants require this position and we are at risk of losing additional funds (we've already incurred losses) as a result of not having an accountant. This position is needed as soon as possible.
CRIME ANALYSIS TECH		117,369		
PARKING ENF REP			118,422	This position is a revenue generating position. Not filling this position will result in a loss of revenue to the city. I would like to fill this position as soon as possible. Department to determine amount of revenue generated from this position.  There are 3 vacant dispatcher positions. Not hiring these positions will result in additional burnout of our staff (they've been working mandatory overtime due to a shortage of staffing for a year) and additional dispatchers leaving for other departments. Overtime would have to be used to fill the shift shortages. I recommend filling one vacancy this fiscal year and the remaining two in fiscal year 20-21.
COMM DISPATCHER I			122,446	
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COMM DISPATCHER II			137,523	
<b>SWORN:</b>				
POLICE OFFICER	232,951			
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				There are currently 15 police officer vacancies. We expect that there will be retirements this year as well as officers leaving to work at other departments. Our officers have already expressed burnout because of mandatory overtime requirements due to a shortage of staffing. We need to continue hiring for these positions or we will not have enough officers to respond to emergency calls for service. We are already at a point where we are not able to do investigative follow up on many of our property crimes because we had to reduce our investigations staff to fill the void we have in patrol. Not hiring these positions will result in additional overtime costs as there is a minimum staffing requirement in the RPOA MOU. We've frozen 7 positions and will continue the hiring process for 8 throughout the next fiscal year (20-21).
POLICE OFFICER			232,951	
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POLICE SERGEANT			261,604	There are four police sergeant positions open. Not filling these positions will result in overtime costs as per agreement, we have to have supervisors to oversee our officers. I would like to promote into these positions in the next fiscal year (20-21).
POLICE SERGEANT			261,604	
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POLICE CAPTAIN	320,176			
POLICE LIEUTENANT			286,249	Not filling this position will result in overtime costs. Would like to promote into this position in fiscal year 20-21.
<b>20 - FIRE</b>				
<b>SWORN:</b>				
DEPUTY FIRE CHIEF		350,397		
FIRE FIGHTER		229,484		
<b>23 - PUBLIC WORKS</b>				
ADMINISTRATIVE AIDE		128,227		
DIRECTOR INFR & MTNC	235,554			
BLDG TRADES WKR I	129,563			
ELECTRICIAN		149,340		
GROUNDSKEEPER/GRDNR		117,203		
PARK CONT&MAINT WKR			13,248	Promotion to support maintenance of City's 50 parks. The difference in funding is due to promotion with no back-filling in the previous position held.
EQUIPMENT OPERATOR			13,248	Promotion to keep up with \$ 5.0 million Paving Program. The difference in funding is due to promotion with no back-filling in the previous position held.
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MAINT WKR II		126,399		
MAINTENANCE WORKER I		117,203		
COMB. EQUIP MECHANIC		144,091		
SR CIVIL ENGINEER		179,619		
<b>24 - LIBRARY</b>				
LIBRARY ASSISTANT I	100,121			
LIBRARY AIDE/I	29,165			
LIBRARIAN II		131,204		
<b>25 - COMMUNITY SERVICES</b>				
COMMUNITY SERVICES DIRECTOR		246,441		
<b>38 - TRANSPORTATION</b>				
MANAGEMENT ANALYST II			149,361	<b>This position will be funded by ECIA and is a term position.</b> We will explore the transfer of a current Library & Community Services staff with the requisite skills and experience to fill this job. Will not backfill for transfer. Position to be reallocated to Assoc. Admin. Analyst., the cost is the same
<b>TOTAL - GENERAL FUND</b>	<b>3,077,872</b>	<b>2,824,126</b>	<b>5,018,338</b>	