



AGENDA REPORT

HUMAN RESOURCES DEPARTMENT

DATE: October 19, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Laura Snideman, City Manager
Marc Fox, Interim Human Resources Director

SUBJECT: APPROVE THE FISCAL YEAR 2021-22 MULTI-YEAR COMPARATIVE POSITION LISTING AND ADOPT A RESOLUTION TO AMEND THE SALARY SCHEDULE TO IMPLEMENT THE CITY MANAGER'S REORGANIZATION OF SPECIFIC CITY DEPARTMENTS

STATEMENT OF THE ISSUE:

The City Manager is recommending modifications to the citywide organizational structure. The modifications help implement and refine the 2020 structure as created by the Interim City Manager at that time. The modifications address outstanding questions that came up in trying to implement the 2020 structure, better group together certain synergistic organizational functions, and create staffing capacity in several key areas in furtherance of the City Council's goals. The City Council's authorization is required to amend the City's authorized staffing (i.e. position control) and establish salary ranges.

RECOMMENDED ACTION:

APPROVE the Fiscal Year 2021-22 multi-year comparative position listing and AMEND the salary schedule to implement the city manager's reorganization of specific City departments – Human Resources Department (Marc Fox, 620-6600).

FINANCIAL IMPACT OF RECOMMENDATION:

The anticipated cost for the balance of the fiscal year is \$220,520 and the City anticipates absorbing the costs within the existing allocated budgets due to the timing of when staff vacancies are filled. Future annual costs are estimated at \$347,177 and will be included in the City's proposed FY2022/23 budget.

DISCUSSION:

Prior Interim City Manager Steven Falk implemented a citywide reorganization plan on Friday, January 24, 2020. City Manager Laura Snideman's first day of employment was Monday, January 27, 2020. Principle to the reorganization plan was to provide the City Manager a more manageable span of control. The City Manager has used her first year

of tenure to make her own assessments and receive feedback from individual members of the City Council, department directors and others about the organizational structure. The proposed organizational structure reinforces the work initiated by the prior interim City Manager and adds one net new position.

In implementing the new organizational structure, highlights of changes within the city council authority include:

- To provide uniformity, Department Directors will be titled “Director of [department name].
- The title of “director” will be held solely by those department directors who report directly to the city manager. No longer will there be “directors” reporting to Department Directors. Rather, in several functional areas of significance, a new title of “Deputy Director” will report to a Department Director.
- Within the City Attorney’s Office, a Chief Assistant City Attorney position is included, and this attorney assists the City Attorney in all aspects of planning, organizing and directing the operations of the City Attorney’s Office, serves as the assistant department director, develops departmental goals and objectives, and assists in the development and administration of the departmental budget.
- Within the City Manager’s Department, an Assistant City Manager position is added for direct support to the city manager for implementation of City Council goals.
- Within the Department of Community Development, deputy director positions are created to manage the areas of Planning & Housing and Building Inspections. To increase the City’s capacity to implement various related goals on homelessness, inclusionary housing and related housing activities, the reorganization plan adds a Housing Manager and reclassifies two employees to specific planner classifications.
- Within the Department of Community Services, deputy director positions are created to manage the areas of Employment & Training, Library, and Recreation. The City Council included significant additional funding for the Office of Neighborhood Safety and implementation of that new funding for new positions will be presented to the City Council shortly.
- A Department of Economic Development is created to signify the importance of a large body of synergistic work recently coalescing together. The scope, impact, budget, and number of employees furthering port, economic development, environmental, health, art, and other related initiatives deserve departmental status.
- Within the Department of Public Works, a deputy director position is created to manage the City’s water recovery programs and serve as City Engineer and a

Capital Projects Manager position is created reflecting the needs of the City's capital improvement projects program.

To summarize the allocated position changes:

<u>Position Deleted</u>	<u>Position Added</u>
Assistant City Attorney	Chief Assistant City Attorney
Deputy City Manager	Assistant City Manager
Port Director	Director of Economic Development
Deputy City Manager	Director of Community Services
Employment & Training Director	Deputy Director of Community Services – Employment & Training
Library & Cultural Services Director	Deputy Director of Community Services – Library
Community Services (Recreation) Director	Deputy Director of Community Services – Recreation
Building Official	Deputy Director of Community Development – Building Official
Planning Manager	Deputy Director of Community Development – Planning & Housing
	Housing Manager
Director of Water Resource Recovery	Deputy Director of Public Works (City Engineer)
Senior Civil Engineer	Capital Projects Manager
Development Project Manager II	Senior Planner
Senior Administrative Analyst	Planner II

The adopted FY2021/22 budget added the positions of Community Engagement Manager and Rent Board General Counsel; however, no salary has been established for these classifications. The proposed resolution sets salary ranges for each.

To summarize amendments to the salary schedule, which are to become effective October 1, 2021:

<u>Classifications Added</u>	<u>Salary Range</u>
Community Engagement Manger	Range 2.1 (\$8,087 - \$12,873)
Rent Board General Counsel	Range 5.1 (\$10,728 - \$17,078)
Chief Assistant City Attorney	Range 5.1 (\$10,728 - \$17,078)
Director of Economic Development	Range 5.1 (\$10,728 - \$17,078)
Deputy Director of Community Services – Employment & Training	Range 3.1 (\$9,024 - \$14,364)
Deputy Director of Community Services – Library	Range 3.1 (\$9,024 - \$14,364)
Deputy Director of Community Services – Recreation	Range 3.1 (\$9,024 - \$14,364)

Deputy Director of Community Development – Building Official	Range 3.1 (\$9,024 - \$14,364)
Deputy Director of Community Development – Planning & Housing	Range 3.1 (\$9,024 - \$14,364)
Housing Manager	Range 090A (\$11,580 - \$14,076)
Deputy Director of Public Works (City Engineer)	Range 3.1 (\$9,024 - \$14,364)

The salary schedule also amends job titles to read:

- Director of Community Development
- Director of Community Services
- Director of Finance
- Director of Human Resources
- Director of Information Technology
- Director of Public Works

Lastly, unused executive management classifications are removed from the salary schedule and the Director of Human Resources will administratively abolish the classification specifications. Removed are:

- City Engineer
- City Prosecutor
- Community & Economic Development Agency Director
- Deputy City Manager
- Director of Infrastructure Maintenance & Operations
- Director of Water Resources Recovery
- Employment & Training Director
- Housing Director
- Human Resources Personnel Officer
- Library & Cultural Services Director
- Library/Community Services Director
- Neighborhood Safety Director
- Planning & Building Services Director
- Port Director
- Recreation Director
- Redevelopment Director

A copy of the current organizational chart and the proposed organizational chart, showing the change in positions, are attached.

Alternative

As an alternative recommendation, maintain one Deputy City Manager, for a total of two net added positions, with an additional annual cost of \$284,398.

DOCUMENTS ATTACHED:

Attachment 1 – Current Organizational Chart

Attachment 2 – Proposed Organizational Chart

Attachment 3 – Updated Multi-Year Position Listing for FY2021-22

Attachment 4 – Resolution Amending the Salary Schedule

Reorganization Plan



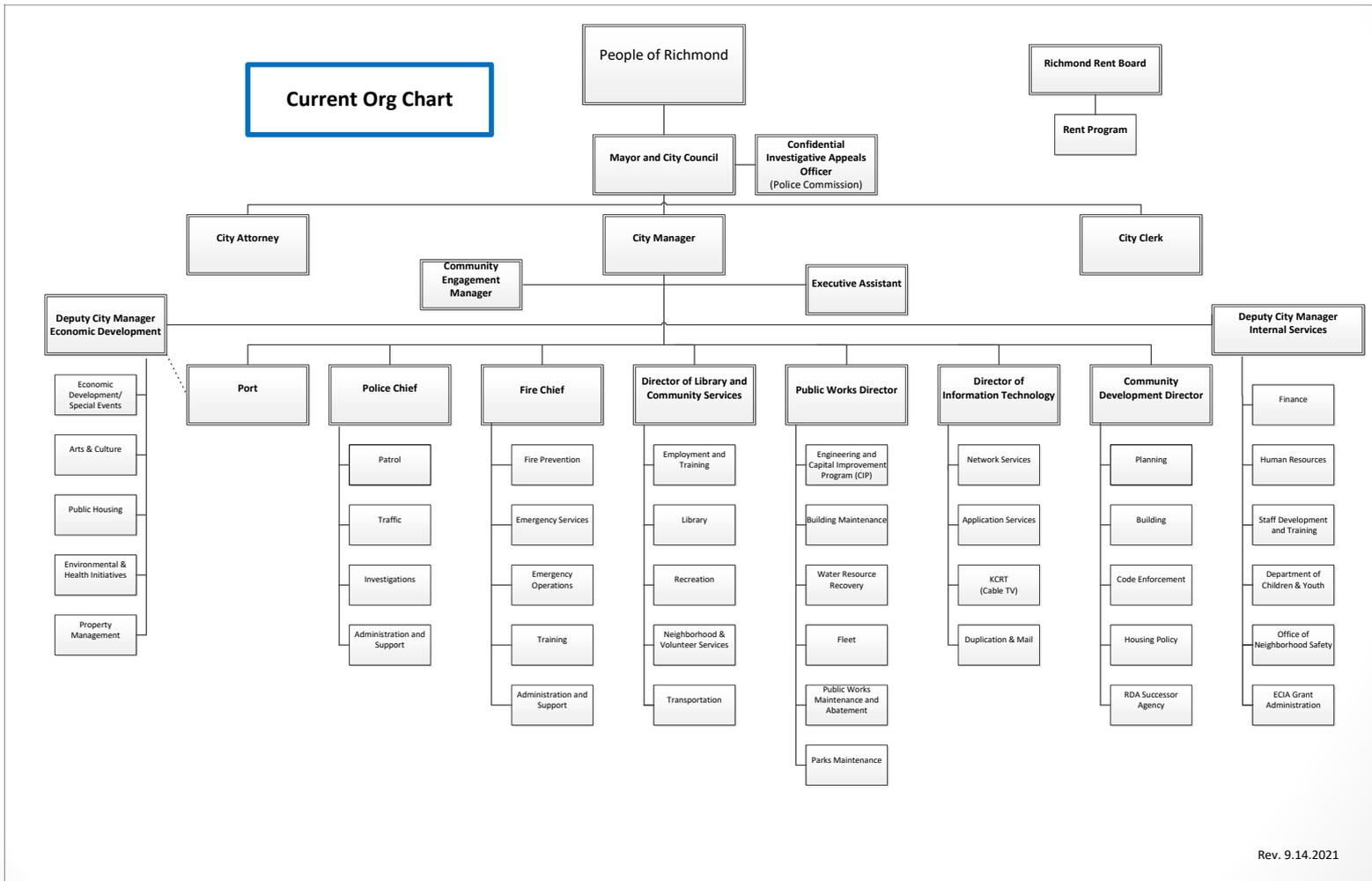
City of Richmond

October 19, 2021

Discussion Items

- History & challenges of current structure
- Proposed structure
- Additional Information
- Options
- Additional work underway
- Recommendations

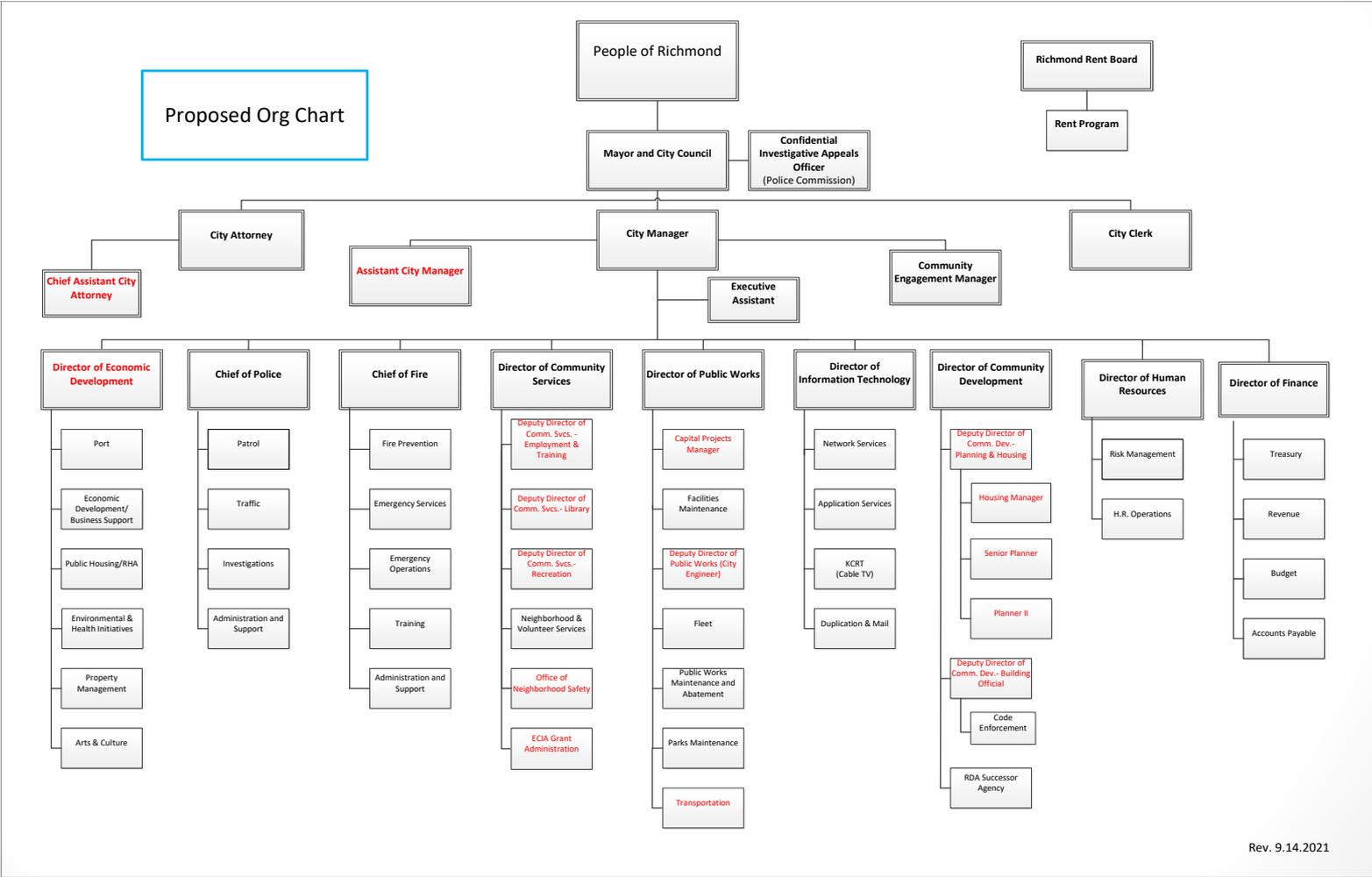
Current Structure



Challenges

- Incorporate best practices in reporting structure/missing “leads”
- Capacity & succession planning
- Housing/unhoused
- Implementing City Council priorities

Proposed Structure



Additional Information

- Assistant City Manager
 - Career growth opportunity
 - Act as City Manager as necessary
 - Cross-departmental Work
 - City Council Priority Projects
 - Just Transition
 - Diversity, Equity & Inclusion
 - Fiscal Sustainability
 - ARPA
 - Department of Children & Youth (Community Services partnership)
 - Other – incubate ideas & programs; research, project tracking
- Diversity, Equity & Inclusion Work/Equity Officer
 - City Council staff/GARE; Community Engagement Manager; ACM
- Port
- Wastewater

Options

- Add Deputy Port Director, delete Sr. Assistance Business Officer
 - Impact: +\$68,309 annually (~\$45,539 for FY21/22)
 - Impact: staff to meet/confer with Local 21 on class spec and salary
- Move Economic Development Director from salary band 5.1 to 5.2
 - Impact: Any impacted current employee would not be “Y-Rated”; or no impact for a newly hired City employee
- Deputy City Manager (DCM) position
 - Retain 1 DCM, in addition to Assistant City Manager (ACM)
 - Impact: +\$284,397 annually (~\$189,598 for FY21/22)
 - Impact: salary range for DCM & ACM are the same
 - Decrease DCM salary band from 5.5 to 5.2 (-\$537 per month salary)
 - Increase ACM salary band from 5.5 to 5.7 (+\$1,234 per month salary)
- Keep 2 DCM positions, 0 ACM position
 - Impact: no capacity for new City Council priorities; less efficient cross-departmental coordination; slower policy implementation;

Additional Work Underway

- Office of Neighborhood Safety
- Diversity, Equity & Inclusion Plan

Requested Actions

- Approve the Fiscal Year 2021-22 Multi-Year Comparative Position Listing
- Amend the Salary Schedule to implement the City Manager's reorganization of specific City Departments

Include any of the Options?

- A. Add Deputy Port Director, delete Sr. Assistance Business Officer
- B. Move Economic Development Director to salary band 5.2
- C. Retain 1 DCM
 1. Decrease Deputy City Manager salary band from 5.5 to 5.2
 2. Increase Assistant City Manager salary band from 5.5 to 5.7
- D. Keep 2 DCM positions, 0 ACM position

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
MAYOR'S OFFICE					
Mayor	1.0	1.0	1.0	1.0	1.0
Admin Trainee	2.1				
Assistant Admin Analyst		2.0	2.0	2.0	2.0
Management Analyst II	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	4.1	4.0	4.0	4.0	4.0
CITY COUNCIL					
Councilmember		6.0	6.0	6.0	6.0
Senior Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	1.0	7.0	7.0	7.0	7.0
CITY CLERK'S OFFICE					
City Clerk	1.0	1.0	1.0	1.0	1.0
City Clerk Technician	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	2.0	2.0	2.0	2.0	2.0
Total Full-Time Equivalents (FTEs)	4.0	4.0	4.0	4.0	4.0
CITY ATTORNEY'S OFFICE					
Assistant City Attorney	3.0				2.0
Chief Assistant City Attorney					1.0
City Attorney	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Office Specialist		1.0	1.0	1.0	1.0
Senior Assistant City Attorney	3.0	6.0	6.0	6.0	3.0
Supervising Office Assistant	0.7	0.7	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	8.7	9.7	10.0	10.0	10.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
COMMUNITY POLICE REVIEW COMMISSION					
Assistant Administrative Analyst	0.1	0.1	0.1	0.1	0.1
Total Full-Time Equivalentts (FTEs)	0.1	0.1	0.1	0.1	0.1
INFORMATION TECHNOLOGY					
Admin Trainee					
Business Analyst I					1.0
Business Systems Manager	1.0	1.0	1.0		
Cable TV Administrator		1.0			
Cable TV Engineering Support Asst.	1.0	1.0	1.0	1.0	
Cable TV Manager				1.0	1.0
Cable TV Programming Coordinator	1.0	1.0	1.0		1.0
Cable TV Production Support Assistant	1.0	1.0	1.0	1.0	
Cable TV Engineer Coordinator	1.0				
Duplicating/Mail Assistant I/II	1.0	1.0	1.0	1.0	1.0
GIS Administrator	1.0	1.0	1.0	1.0	1.0
Information Technology Assistant	1.0	1.0	1.0	1.0	1.0
Information Technology Director	1.0	1.0	1.0	1.0	1.0
Information Technology Manager				1.0	1.0
Microcomputer Support Specialist I/II					1.0
Network & Systems Manager	1.0	1.0	1.0		
Network & Systems Security Officer				1.0	1.0
Network & Systems Specialist I/II	1.0	1.0	1.0	1.0	1.0
Network & Systems Engineer	1.0				
Senior Cable TV Production Assistant	1.0	1.0	1.0	1.0	1.0
Senior Programmer Analyst	1.0	1.0	1.0	1.0	1.0
Telecommunication Manager					1.0
Telephone Radio Specialist	1.0	1.0	1.0	1.0	
Total Full-Time Equivalentts (FTEs)	15.0	14.0	13.0	13.0	14.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
CITY MANAGER'S OFFICE					
Administrative Chief	1.0	1.0			
Assistant Administrative Analyst	0.9				
Assistant City Manager					1.0
Associate Administrative Analyst		0.9			
City Manager	1.0	1.0	1.0	1.0	1.0
Community & Engagement Manager				1.0	1.0
Community & Economic Dev. Director	1.0	1.0			
Development Project Manager II	1.0	1.0			
Economic Development Administrator	1.0	1.0			
Environmental Services Manager	1.0	1.0			
Environmental Manager					
Executive Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II					1.0
Management Analyst I/ II	2.0	4.0			
Senior Management Analyst	1.0				
Sub-total City Manager	10.9	11.9	2.0	3.0	5.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
TRANSPORTATION (Department created in FY20-21)					
Management Analyst II	1.0	1.0			
Paratransit Assistant	1.0	1.0			
Paratransit Coordinator					
Paratransit Driver	3.0	3.0			
Paratransit Driver Leadworker	1.0	1.0			
Project Manager I/II	2.0	2.0			
Sub-total Transportation	8.0	8.0			
Total Full-Time Equivalentents (FTEs)	18.9	19.9	2.0	3.0	5.0
INTERNAL SERVICES					
Administrative Chief			1.0		
Associate Admin Analyst				1.0	
Deputy City Manager				1.0	0.0
Management Analyst I/II			1.0	1.0	
Total Full-Time Equivalentents (FTEs)			2.0	3.0	0.0
DEPARTMENT OF CHILDREN AND YOUTH					
Associate Admin Analyst					2.0
Management Analyst I/II					0.0
Total Full-Time Equivalentents (FTEs)					2.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
ECONOMIC DEVELOPMENT					
Arts & Culture Manager			1.0	1.0	1.0
Associate Admin Analyst			1.0	1.0	1.0
Deputy City Manager			1.0	1.0	0.0
Development Project Manager II			1.0	1.0	1.0
Director of Economic Development					1.0
Environmental Manager			1.0	1.0	1.0
Executive Secretary I/II					1.0
Management Analyst I/II			2.0	2.0	2.0
Port Director					0.0
Port Marketing/Operations Manager					1.0
Project Manager I/II			1.0	1.0	1.0
Sr. Business Assistance Officer					1.0
Total Full-Time Equivalentents (FTEs)			8.0	8.0	11.0
PORT is now in Economic Development as of FY21-22					
Admin Services Analyst	1.0	1.0	1.0	1.0	
Executive Secretary I/II	1.0	1.0	1.0	1.0	
Port Director	1.0	1.0	1.0	1.0	
Port Marketing/Operations Manager	1.0	1.0	1.0	1.0	
Total Full-Time Equivalentents (FTEs)	4.0	4.0	4.0	4.0	

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
RICHMOND HOUSING AUTHORITY					
Accountant I/II	1.0				
Accounting Assistant II	1.0				
Administrative Aide					1.0
Assisted Housing Manager		1.0			
Building Maintenance Supervisor					1.0
Building Trades Worker I/II/III	1.0				
Executive Director	1.0	1.0	1.0	1.0	1.0
Executive Secretary II	1.0				
Finance Manager	1.0	0.25			
Housing Program Analyst	1.0				
Housing Program Specialist I/II/III	6.0				
Office Assistant I/II	2.0	1.0			
Project Manager I/II	1.0				0.0
Property Manager					1.0
Resident Services Admin Officer	1.0				0.0
Resident Housing Manager	3.0	2.0	2.0	2.0	1.0
Senior Development Project Manager					1.0
Senior Resident Housing Manager			1.0	1.0	1.0
Total Full-Time Equivalentents (FTEs)	20.0	5.3	4.0	4.0	7.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
FINANCE					
Accountant I/II	6.0	7.0	6.0	6.0	7.0
Accounting Assistant I/II	8.0	6.0	6.0	6.0	6.0
Accounting Manager	2.4	3.0	3.0	3.0	3.0
Administrative Services Analyst	1.0	1.0			
Budget Administrator	1.0	1.0	1.0	1.0	1.0
Budget Analyst I/II	3.0	3.0	2.0	2.0	2.0
Business License Field Inspector					1.0
Business License Specialist	2.0	2.0	2.0	2.0	2.0
Buyer I/II	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II			1.0	1.0	1.0
Finance Director	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	2.0	2.0	2.0	2.0	2.0
Payroll Supervisor	1.0	1.0		1.0	1.0
Revenue Collection Manager	1.0				
Senior Accountant	1.5	3.0	3.0	3.0	3.0
Senior Budget Analyst	1.0	1.0			1.0
Senior Buyer	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalentents (FTEs)	32.9	33.0	29.0	30.0	33.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
HUMAN RESOURCES					
Administrative Services Analyst				1.0	1.0
Employee Benefits Analyst I				1.0	1.0
Human Resources Manager				2.0	2.0
Human Resources Mgt. Director	1.0	1.0	1.0	1.0	1.0
Human Resources Personnel Officer	2.0	2.0	2.0		
Human Resources Technician I/II/III	1.0	2.0	2.0	2.0	2.0
Labor Relations / Training Manager	1.0	1.0			
Personnel Analyst I/II	3.0	3.0	3.0	4.0	3.0
Personnel Assistant	1.0				
Principal Personnel Analyst	3.0	3.0	3.0	1.0	2.0
Project Manager I/II	1.0	1.0	1.0		
Risk Manager	1.0	1.0	1.0		
Senior Personnel Analyst	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	15.0	15.0	14.0	13.0	13.0
OFFICE OF NEIGHBORHOOD SAFETY					
Neighborhood Change Agents	3.0	3.0	5.0	5.0	5.0
ONS Program Manager	1.0	1.0	1.0	1.0	1.0
Program Coordinator	1.0				
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Program Coordinator		1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	6.0	6.0	8.0	8.0	8.0
POLICE					

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
SWORN					
Asst Police Chief	1.0	1.0	1.0	1.0	1.0
Police Captain	4.0	4.0	3.0	3.0	3.0
Police Chief	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	8.0	9.0	8.0	8.0	8.0
Police Officer	128.0	128.0	115.0	114.0	107.0
Police Officer Trainee	8.0	8.0	6.0	7.0	2.0
Police Sergeant	28.0	27.0	23.0	23.0	23.0
Sub-total Sworn	178.0	178.0	157.0	157.0	145.0
NON-SWORN					
Accountant II	1.0	1.0			
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Administrative Trainee	2.0	1.0			
Assistant Police Property Technician	2.0	2.0	1.0	1.0	1.0
Administrative Service Analyst	1.0	1.0	1.0	1.0	1.0
CCTV Wireless & Systems Specialist	1.0	1.0	1.0	1.0	1.0
Civilian Admin Manager					1.0
Code Enforcement Officer I/II	1.0	1.0	1.0	1.0	
Community Services Officer					2.0
Communications Call Taker	1.0	1.0	1.0	1.0	
Communications Dispatcher I/II/III	16.0	16.0	15.0	16.0	17.0
Communications Manager	1.0	1.0	1.0	1.0	1.0
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0
Crime Analysis Technician	1.0	1.0			1.0
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Crime Prevention Manager	1.0	1.0	1.0	1.0	1.0
Crime Prevention Specialist		1.0	1.0	1.0	1.0
Crime Scene Technician	3.0	5.0	2.0	3.0	3.0
Jailer	5.0	6.0	6.0	6.0	6.0
Network and Systems Specialist I/II	2.0	2.0	2.0	2.0	2.0
Office Assistant I/II	1.0	1.0	1.0	1.0	1.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
Parking Enforcement Representative	5.0	5.0	4.0	4.0	3.0
Police Assistant	1.0				
Police Property Technician	1.0	1.0	1.0	1.0	1.0
Police Records & Property Mgr.				1.0	1.0
Police Records Specialist	9.0	9.0	9.0	9.0	9.0
Police Records Supervisor	1.0	1.0	1.0		
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Public Information Officer		1.0			1.0
Public Safety Technology Supervisor	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Systems Administrator	1.0	1.0	1.0	1.0	1.0
Sub-total Non-Sworn	67.0	70.0	60.0	62.0	65.0
Total Full-Time Equivalentents (FTEs)	245.0	248.0	217.0	219.0	210.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
FIRE					
SWORN					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Battalion Chief	4.0	4.0	4.0	4.0	4.0
Deputy Fire Chief	1.0	1.0		1.0	1.0
Deputy Fire Marshal			1.0	1.0	1.0
Fire Captain	24.0	24.0	24.0	24.0	24.0
Fire Engineer	24.0	24.0	25.0	25.0	24.0
Fire Fighter	31.0	29.0	28.0	28.0	30.0
Fire Inspector I/II	4.0	5.0	3.0	3.0	3.0
Fire Marshal	1.0	1.0	1.0	1.0	1.0
Sub-total Sworn	90.0	89.0	87.0	88.0	89.0
NON-SWORN					
Administrative Aide	2.0	2.0	2.0	2.0	1.0
Administrative Services Analyst					1.0
Emergency Services Analyst					1.0
Emergency Services Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	
Project Manager I		1.0	1.0	1.0	
Senior Administrative Analyst	1.0				
Sub-total Non-Sworn	5.0	5.0	5.0	5.0	4.0
Total Full-Time Equivalent (FTEs)	95.0	94.0	92.0	93.0	93.0
PUBLIC WORKS					
Administrative Aide	4.0	4.0	3.0	3.0	3.0
Associate Admin Analyst		1.0	1.0	1.0	1.0
Building Trades Worker I/II/III	2.0	3.0	3.0	3.0	4.0
Capital Projects Manager					1.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
Carpenter	2.0	2.0	2.0	2.0	2.0
Code Enforcement Officer I/II	6.0	6.0			
Code Enforcement Superintendent	1.0	1.0			
Combo Equipment Mechanic	7.0	7.0	6.0	6.0	7.0
Construction & Maintenance Supervisor	1.0		1.0	1.0	1.0
Construction Inspector I/II			2.0	2.0	3.0
Custodial Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Director, Infrastructure & Maintenance	1.0	1.0			
Development Project Manager I/II					0.0
Electrical Supervisor			1.0	1.0	1.0
Electrician			4.0	5.0	5.0
Engineer I/II			1.0	1.0	1.0
Equipment Mechanic III	1.0	1.0			
Equipment Mechanic IV	2.0	2.0	3.0	3.0	3.0
Equipment Operator	1.0	1.0	9.0	10.0	11.0
Equipment Parts Specialist	1.0	2.0	2.0	2.0	2.0
Equipment Storekeeper	1.0				
Equipment Services Superintendent	1.0	1.0	1.0	1.0	1.0
Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0		1.0	1.0	1.0
Gardener	3.0	2.0	3.0	3.0	3.0
Grants Manager					0.4
Groundskeeper/Gardener	14.0	14.0	10.0	10.0	11.0
Maintenance Leadworker	4.0	6.0	9.0	10.0	10.0
Maintenance Worker I/II	6.0	5.0	14.0	15.0	18.0
Office Aide			1.0	1.0	1.0
Office Assistant II			1.0	1.0	1.0
Painter	2.0	2.0	2.0	2.0	2.0
Parks & Landscaping Superintendent	1.0	1.0	1.0	1.0	1.0
Parks Construction & Maintenance Worker	9.0	7.0	5.0	5.0	7.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
Parks Supervisor	3.0	4.0	3.0	3.0	3.0
Project Manager I/II			1.0	1.0	1.0
Public Works Director			1.0	1.0	1.0
Public Works Administrative Manager	1.0				
PW Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0
PW Streets Maint. Superintendent	1.0		1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0
Senior Civil Engineer			2.0	2.0	1.0
Stationery Engineer	3.0	3.0	3.0	3.0	3.0
Stationery Engineer Supervisor	1.0	1.0	1.0	1.0	1.0
Tree Leadworker	1.0	1.0	1.0	1.0	1.0
Utility Worker II	10.0	11.0	10.0	10.0	10.0
Total Full-Time Equivalentents (FTEs)	95.0	93.0	113.0	117.0	127.4
TRANSPORTATION DEPARTMENT					
Management Analyst I/II			1.0	1.0	
Paratransit Assistant			1.0	1.0	
Paratransit Driver			2.0	2.0	2.0
Paratransit Driver Leadworker			1.0	1.0	1.0
Project Manager I/II			2.0	2.0	2.0
Total Full-Time Equivalentents (FTEs)			7.0	7.0	5.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
CAPITAL IMPROVEMENT/RIGHT-OF-WAY MAINTENANCE IS NOW PUBLIC WORKS					
Administrative Aide	1.0	1.0			
Construction Inspector I/II	2.0	2.0			
Construction & Maint Supv	1.0	1.0			
Development Project Manager II	1.0	1.0			
Electrical Supervisor	1.0	1.0			
Electrician	5.0	5.0			
Equipment Operator	10.0	10.0			
Executive Secretary I/II	1.0	1.0			
Maintenance Lead Worker	3.0	3.0			
Maintenance Worker I/II	11.0	10.0			
Office Assistant I/II	2.0	1.0			
PW Admin Manager		1.0			
PW Maintenance & Operations Director	1.0	1.0			
PW Streets Maintenance Superintendent	1.0	1.0			
Senior Civil Engineer	3.0	3.0			
Total Full-Time Equivalentents (FTEs)	43.0	42.0			
WATER RESOURCE RECOVERY					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Admin Services Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director of Public Works					1.0
Director of Water Resource Recovery	1.0	1.0	1.0	1.0	0.0
Engineering Infrastructure Administrator		1.0	1.0	1.0	1.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
Environmental Compliance Inspector	3.0	3.0	3.0	3.0	2.0
Environmental Services Manager	1.0	1.0	1.0	1.0	1.0
Infrastructure Administrator	1.0				
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Senior Environmental Inspector					1.0
Total Full-Time Equivalent (FTEs)	10.0	10.0	10.0	10.0	10.0
COMMUNITY DEVELOPMENT (PLANNING & BUILDING SERVICES)					
Accountant I/II	1.0	1.0			
Administrative Aide			1.0	1.0	1.0
Associate Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Building Inspector	1.0				1.0
Building Inspector Supervisor	1.0	2.0	1.0	1.0	1.0
Building Official	1.0	1.0	1.0	1.0	0.0
Code Enforcement Manager					1.0
Code Enforcement Officer I/II			6.0	6.0	7.0
Code Enforcement Superintendent			1.0	1.0	
Community Development Director			1.0	1.0	1.0
Deputy Building Official					1.0
Deputy Director of Community Dev. - Building Services					1.0
Deputy Director of Community Dev. - Planning and Housing					1.0
Housing Manager					1.0
Industrial Building Inspector				1.0	1.0
Permit Technician I/II	4.0	4.0	4.0	4.0	4.0
Plan Checking Engineer	2.0	2.0	2.0	2.0	1.0
Planner I/II	2.0	3.0	1.0	1.0	2.0
Planning & Building Services Director	1.0	1.0			
Planning Manager	1.0	1.0	0.5	1.0	0.0
Planning Technician I/II			1.0	1.0	

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
Senior Accountant			1.0	1.0	1.0
Senior Administrative Analyst	1.0	1.0	1.0	1.0	0.0
Senior Building Inspector	4.0	4.0	4.0	4.0	4.0
Senior Planner	2.0	2.0	3.0	3.0	4.0
Total Full-Time Equivalentents (FTEs)	22.0	23.0	29.5	31.0	34.0
HOUSING					
Development Project Manager I/II	1.8	1.8	1.8	1.8	0.0
Planner II					
Senior Admin Analyst	1.0	1.0	1.0	1.0	0.0
Senior Accountant	1.0	1.0			
Senior Planner					
Total Full-Time Equivalentents (FTEs)	3.8	3.8	2.8	2.8	0.0
LIBRARY					
Administrative Librarian	2.0	2.0	2.0	2.0	2.0
Administrative Services Analyst	1.0	1.0	1.0	1.0	1.0
Associate Admin Analyst			1.0	1.0	1.0
Arts & Culture Manager	1.0	1.0			
Assistant Admin Analyst	1.0	1.0			
Deputy Director of Community Services - Library					1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Family Literacy Specialist	1.0	1.0	1.0	1.0	1.0
Learning Center Manager I/II	1.0	1.0	1.0	1.0	1.0
Librarian I/II	7.0	8.0	7.0	7.0	7.0
Library & Cultural Services Director	1.0	1.0	1.0	1.0	0.0
Library Aide (group 1)	0.6	0.6			
Library Assistant I/II	6.0	6.0	6.0	6.0	6.0
Library Associate	3.0	2.0	2.0	2.0	2.0
Library Information Systems Support Technician	1.0	1.0	1.0	1.0	1.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
Literacy Program Manager	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	0.7	0.7	0.7	0.7	0.7
Senior Library Assistant	2.0	2.0	2.0	2.0	2.0
Volunteer Tutor/Learner Coordinator	3.0	3.0	3.0	3.0	3.0
Total Full-Time Equivalentents (FTEs)	33.3	33.3	30.7	30.7	30.7
COMMUNITY SERVICES (RECREATION)					
Accountant II	1.0	1.0			
Accounting Asst I/II			1.0	1.0	1.0
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Auditorium Aide	3.2	3.2	3.2	3.2	3.2
Community Services (Recreation) Director	1.0	1.0			0.0
Community Services Administrative Manager	1.0	1.0	1.0	1.0	
Deputy Director of Community Services - Recreation					1.0
Development Project Manager II					0.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Finance Manager I/II	1.0	1.0			
Grants Manager					0.4
Lifeguard					1.6
Office Specialist	2.0	2.0	2.0	2.0	2.0
Recreation Program Coordinator	9.0	9.0	9.0	9.0	8.0
Recreation Program Specialist	1.6	1.6	1.6	1.6	3.2
Recreation Supervisor	3.0	3.0	3.0	3.0	3.0
Senior Accountant			1.0	1.0	1.0
Senior Lifeguard	1.6	1.6	1.6	1.6	1.6
Total Full-Time Equivalentents (FTEs)	28.4	28.4	27.4	27.4	30.0

Department	Adopted FY2018-19	Adopted FY2019-20	Adopted FY2020-21	Revised FY2020-21	Adopted FY2021-22
EMPLOYMENT & TRAINING					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Assistant Administrative Analyst					2.0
Administrative Services Analyst	2.0	2.0	2.0	2.0	1.0
Deputy Director of Community Services - Employment and Training					1.0
Director, Employment & Training	1.0	1.0			0.0
Employment Program Manager	3.0	3.0	3.0	3.0	3.0
Employment Program Specialist I/II	8.0	8.0	8.0	8.0	9.0
Finance Manager	1.0	1.0	1.0	1.0	1.0
Director of Community Services			1.0	1.0	1.0
Office Assistant I/II	1.0	1.0	1.0	1.0	0.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Senior Accountant					0.0
Senior Employment Program Specialist	1.0	1.0	1.0	1.0	2.0
Total Full-Time Equivalentents (FTEs)	19.0	19.0	19.0	19.0	22.0
RENT CONTROL					
Administrative Aide	2.0	3.0	3.0	3.0	3.0
Assistant Admin Analyst	1.0	1.0	1.0	1.0	1.0
Associate Admin Analyst	2.0				
Deputy Director Rent Program	1.0	1.0	1.0	1.0	1.0
Executive Director Rent Program	1.0	1.0	1.0	1.0	1.0
Hearing Examiner Rent Program	1.0	1.0	1.0	1.0	1.0
Rent Board General Counsel					1.0
Rent Program Analyst I/II		1.0	1.0	3.0	2.0
Rent Program Analyst II		2.0	2.0		
Senior Management Analyst					1.0
Staff Attorney Rent Program	1.0	2.0	2.0	2.0	1.0
Total Full-Time Equivalentents(FTEs)	9.0	12.0	12.0	12.0	12.0
GRAND TOTAL ALL DEPARTMENTS	733.2	728.5	669.5	680.0	692.2

4127	Title Change Only from Public Works Director; to Director of Public Works								
4145	Title Change Only from Information Technology Director; to Director of Information Technology								
4033	Title Change Only from Community Development Director; to Director of Community Development								
4071	Title Change Only from Human Resources Management Director; to Director of Human Resources								
4010	Title Change Only from Budget & Financial Services Agency Director; to Director of Finance								

I hereby certify that the foregoing Resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

 CLERK OF THE CITY OF RICHMOND
 (SEAL)

Approved:

 Mayor

Approved as to form:

 City Attorney