

RICHMOND EMPLOYEE CORNER

Message from your City Management

Happy New Year to you all!

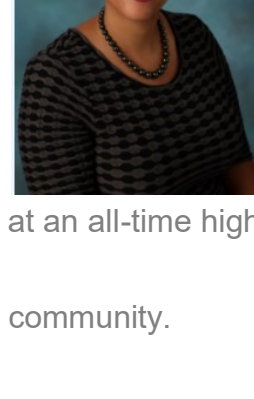
I would like to express my gratitude and best wishes for you, your families, and loved ones. In looking back at 2021, it was another eventful year where we worked together and adapted to ever-changing environments. In spite of challenges, we were able to make progress towards the City's strategic goals and continue to move in a positive direction.

As we transition into 2022, amidst the continuing COVID-19 pandemic, my commitment to best serve our employees and the Richmond community remains at an all-time high and I'm excited for the opportunities that the new year will bring.

Thank you for your dedication to your work and to the members of the Richmond community.

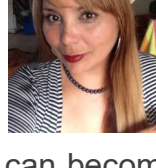
In service,

Shasha

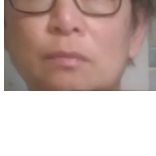


Welcome New Year and New Faces!


Hires

 **Marisol Del Rio, Employment Program Specialist I**
Employment and Training
January 4, 2022


Marisol Del Rio started as an Employment Specialist at RichmondWORKS. Her goal is to be a resourceful employee for her community and so they can become successful. Moreover, she wants to make members in the community aware that they can become what they want with the appropriate skill set. Marisol's interests include hiking along the ocean or beach, traveling with family, and watching movies and series.

 **Jennifer Dang, Office Assistant II**
Water Resource Recovery
January 10, 2022

Jennifer joined the Water Resource Recovery department as an Office Assistant II. Her goal is to attain a supervisory position with the City of Richmond.

 **ShechinahGlory Carter, Employment Program Specialist I**
Employment and Training
January 18, 2022

ShechinahGlory joins the Employment and Training Department as their new Youth Works Employment Specialist I. She wants to grow her professional network, increase her core skills, improve her collaboration, and advance with the City of Richmond. Some of her personal interests include fashion styling, health and nutrition. She is looking forward to working with her colleagues in providing superior services and resources to those in the community.

 **Nicole Williams, HR Technician II**
Human Resources
January 26, 2022

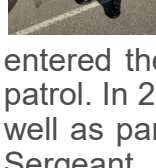
Nicole recently joined the City of Richmond as a Human Resource Technician II and is committed to be proactive at learning everything there is to learn. She wants to be an asset to the department, allowing room for growth in the future. When not working, Nicole enjoys hiking, short road trips and basketball, "Go Warriors."

Tamara Walker
Deputy Director Community Services-Employment & Training
January 3, 2022

Adilene Vargas, Police Officer Trainee
Police
January 4, 2022

Fangyu Shi, Accountant I
Finance
January 14, 2022

Promotions

 **Ernest Loucas, Police Lieutenant**
Police
January 30, 2022

Lt. Loucas began his journey in 2006 as Police Officer Trainee in Code Enforcement prior to attending the Police Academy. In 2007, he attended and graduated from the Napa Valley Police Academy. After being sworn in as a Police Officer, Lt. Loucas entered the Police Training Officer training program and upon completing, was released to SOLO patrol. In 2009, he was selected to be a Police Training Officer and continued to train new officers as well as participate with all collateral assignments until 2015, when he was promoted to the rank of Sergeant. In March 2017 he was assigned to the Personnel, Recruiting and Training Unit as the Administrative Sergeant until recently when he was promoted to the rank of Lieutenant. He will be assigned to Patrol Team 4, Weekend Day Shift as the Central District Commander.

January 1, 2022

Laura Canelo-Tirado, Communications Dispatcher III / Police

Cherly Cardenas, Communications Dispatcher III / Police

Marianne Hill, Communications Dispatcher III / Police

January 30, 2022

Carl Dean, Police Lieutenant, Police

Elizabeth Bashan, Police Lieutenant, Police

December 1, 2021 (We didn't forget you!)

Avinesh Nadan, Accountant I, Finance

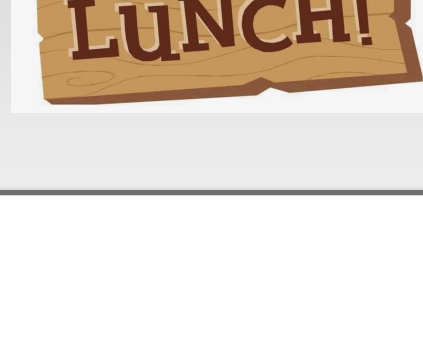
Mid-Scroll Poll! Getting to Know You

Richmond is full of great places to grab a bite to eat.

We want to know. . .

[Where do you like to have lunch in Richmond?](#)

Click the link above to share your favorite spot to eat at in our beautiful City of Richmond. We will share the results in next month's newsletter!



Training Opportunities

Heart Health webinars and other points of interest can be found on the Kaiser [February Wellness Calendar](#).

Be Prepared for the Unexpected: Establishing an Emergency Savings Fund
Tuesday, February 8, 2022; 1:00 p.m.– 1:30 p.m. OR Thursday, February 10, 2022; 9:00 a.m. to 9:30 a.m.

Register [here](#).

Hosted by Voya

Your myCalPERS Account for Active and Inactive Members
Wednesday, February 9, 2022; 11:00 a.m. – 11:20 a.m.

Registration required [here](#).

Hosted by CalPERS

Art of Writing the Performance Appraisal
Wednesday, February 23, 2022; 1:00 p.m. to 4:00 p.m.

For Supervisors, Managers, and Department Directors

Contact [Kate Soiseth](#) no later than 2/14/2022 to be registered.

Hosted by Liebert Cassidy Whitmore

Diversity in the Workplace – For Department Heads and Supervisors
Thursday, February 24, 2022; 9:00 a.m. – 10:00 a.m.

For Supervisors, Managers, and Department Directors

Contact [Kate Soiseth](#) for more information.

Hosted by Anthem EAP

Diversity in the Workplace – For Employees
Thursday, February 24, 2022; 2:00 p.m. – 3:00 p.m.

Contact [Kate Soiseth](#) for more information.

Hosted by Anthem EAP

Teamwork: The Essentials
Thursday, March 17, 2022; 2:00 p.m. – 3:00 p.m.

Contact [Kate Soiseth](#) for more information.

Hosted by Anthem EAP

Anytime Wellness Connections
Anytime! Hooray!

[How Gratitude Renews Us](#) (20 mins)

[Depression: What You Can Say](#) (5 mins)

[How to Make Better Decisions](#) (20 mins)

[Burnout](#) (2 mins)

Injury Illness Prevention Program (IIPP)
All employees that have not had it before or need refresher training

Wednesday, March 2, 2022; 7:30 a.m. – 10:45 a.m.

Instructor: Jim

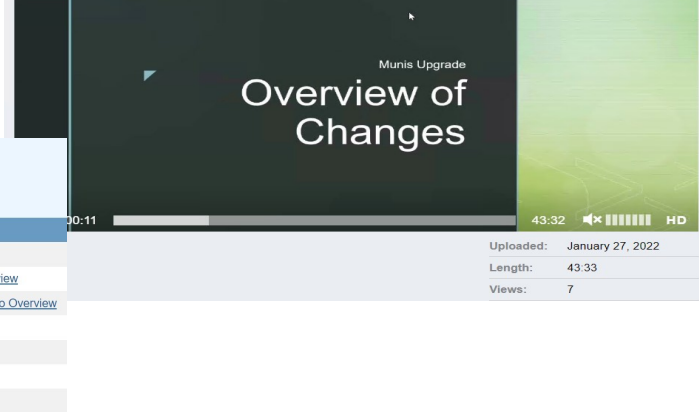
Log on to ESS to sign up

Department Highlights! We want your news!

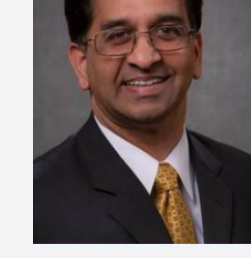
Human Resources Department

Human Resources, IT, and Finance completed Citywide end-user training on the Munis Upgrade.

To view a recording of the training that was conducted, please visit the [Munis Resources](#) page on the Intranet. You will find additional resources on the same site that includes standard operating procedures and other video tutorials.



Written Instructions	Videos
Logins On - Dashboard SCP	Logins On - Dashboard Video Overview
Electronic Employment Requisition SCP	Electronic Employment Requisition Video Overview
Electronic Personnel Action (Open Incomplete) SCP	Electronic Personnel Action (Open Incomplete) Video Overview
Contract Entry SCP	Munis Upgrade Citywide Trainings
PG Inventory & Records SCP	
Requisition Entry SCP	
Electronic Requisitions SCP	
Time & Leave Requisition SCP	
Approved Official Requisition Approval Process SCP	



HR Tips
Interim Deputy City Manager, Anil Comelo

What are the characteristics of a Lead vs. Supervisor:

Lead

- Provides training and guidance
- Monitors quality and productivity of work
- Provides supervisor input on performance

Supervisor

- Conducts performance appraisals
- Determines work hours
- Authorizes time off

Fire Department-Emergency Services

Short message:

[When indoors away from home, wear a high-quality mask \(N95 or KN95 are good\) and maintain social distancing.](#)

Categorical messages:

Get involved. Choose one of the following things to do this month to become better prepared: Connect with an isolated individual in your neighborhood or start a neighborhood organization.

Make a plan. Choose one of the following things to do this month to become better prepared: Learn what disasters can happen in your area and decide what you will do in a disaster.

Assemble a disaster supplies kit. Gather your emergency supplies in an accessible place.

More information for all three category messages can be found at <https://www.ready.gov>.

Employment Opportunities

Accountant I/II (OPEN UNTIL FILLED)	Full Time
Business Analyst I/II (Open Until Filled)	Full Time
Business License Field Investigator	Full Time
Communications Dispatcher I	Full Time
Communications Dispatcher II-Per Diem	Part Time
Information Technology Manager	Full Time
Learner Coordinator	Part Time
Lifeguard (Part-Time)	Part Time
Peacekeeper	Stipend
Police Officer Academy Grad (Direct) New	Full Time
Police Officer Lateral New	Full Time
Police Officer Trainee New	Exempt
Police Property Technician New	Full Time
Public Services Support Librarian	Part Time
Recreation Program Aide (Part-Time/Summer)	Part-time Hourly
Recreation Program Leader (Part-Time)	Part Time
Recreation Program Specialist	Part Time
Resident Housing Manager - Open/Continuous	Full Time
Senior Assistant City Attorney (Open Until Filled)	Exempt
Volunteer Tutor/Learner Coordinator	Full Time

[City Employment Website](#)