



# City of Richmond Personnel Board 2024 ANNUAL REPORT

Personnel Board Members  
Chair Larry Wirsig  
Vice-Chair Vernetta Buckner  
Board Member Phillip Front

Sharrone Taylor  
Human Resources Director  
Human Resources Department  
January 23, 2025





# Introduction

The Personnel Board is responsible for the adoption and modification of the Personnel Rules, the creation and modification of class specifications, and the hearing of appeals resulting from disciplinary actions or allegations of discrimination.

**Article XIII Personnel Administration Sec. 8 (k) states:**

- The Director of Personnel shall make annual reports to the Personnel Board for its approval and transmission to the City 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.
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# 2024 Human Resources Activity In Review

Human Resources  
conducted 71  
recruitments.

Human Resources  
reviewed 6,437  
applications.

The City hired 111  
employees and  
promoted 62  
employees.

## 2024 Human Resources Highlights and Accomplishments

- Launched a restructured Firefighter recruitment campaign focused on attracting diverse applicant pool and City of Richmond residents.
- Human Resources made great strides in implementing a robust Employee Engagement Program which included an Employee Appreciation Event, Wellness and Fitness Events, weekly new employee introductory emails, ROSIE-Gram (peer appreciation), and an informative and attractive monthly employee newsletter.
- A Recruitment Hub was created for the department heads and hiring managers to streamline the hiring processes and to provide important information in an accessible and easy to use format.



**WE ARE HIRING!**  
**FIREFIGHTER  
TRAINEE**



**APPLICATION FILING DATES**  
8/26/2024 - 9/27/2024

After successful completion of the Fire Academy,  
you can earn the base pay of \$9,212.64 per month.  
In addition, eligible employees can receive a  
2.5% or 5% education incentive salary increase



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[GOVERNMENTJOBS.COM/CAREERS/RICHMONDCA](https://www.governmentjobs.com/careers/richmondca)





## Employment Activity

- The City hired **111** employees
- The City promoted **62** employees

### Additional Human Resources Activity:

#### Personnel Rules Amendments

- There were zero (0) Personnel Rules amendments in 2024

#### Personnel Board Appeal Hearings

- There were zero (0) appeals request and one (1) hearing in 2024

#### Formation/Modification of Bargaining Units

- None



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# A Look Ahead 2025 Highlights



- The City will be engaging in negotiations with all eight bargaining units to negotiate fair contracts that will fortify a stable workforce.
- The City will be coordinating a Classification and Compensation Study to ensure that the City of Richmond continues to be the employer of choice by providing competitive wages.
- Employee Training and upskilling will continue to be a focus. We will be introducing a COR Academy for the workforce, training curriculum designed for our Public Works employees, a robust safety training program, and a comprehensive DEI&B Training program for all employees as part of the City's Race Equity Initiative.
- A healthy and vibrant workforce is equally important. The City will continue making strides in the areas of wellness by ensuring our employees have access to a responsive Employee Assistance Program, adequate mental health support, and city-wide health-centric initiatives and events.

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Your Human Resources Department has employed several strategies focused on employee recruitment, retention, accountability and we have clear goals to improve employee morale and wellness, promote stability, employee retention, provide training and workforce development, succession planning, and more.

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## YOUR HUMAN RESOURCES HEROES

We represent over 125 years of City of Richmond Experience!

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We thank you for taking your civic duty seriously and supporting the City in the hiring of a skilled, and capable workforce that will implement the City Council's goals and objectives.