



Office of the City Manager

15

CONSENT CALENDAR
January 18, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Don Ellison, Director, Human Resources Department
Subject: Recommendation to Increase the Salary Schedule for Director of Health, Housing & Community Services and Director of Parks, Recreation, & Waterfront

RECOMMENDATION

Adopt a Resolution amending Resolution No. 69,967-N.S. (Classification and Salary Resolution for classifications in Executive and Confidential Management, Confidential Professional, Confidential Clerical) to increase the salary of the Director of Health, Housing & Community Services from a maximum monthly salary of \$20,151.73. to \$21,432.00, per month and amending Resolution No. 70,107-N.S. (Salary Adjustment for the Department Heads of Finance, Human Resources, Information Technology, Parks, Recreation and Waterfront, Planning, Public Works and Fire Chief) to increase the salary of Director of Parks, Recreation and Waterfront from a maximum monthly salary of \$20,987.00 to \$21,432.00 to align it with other City of Berkeley Department Heads.

FISCAL IMPACTS OF RECOMMENDATION

The cost of this increase will be paid from General Fund.

CURRENT SITUATION AND ITS EFFECTS

The Human Resources department conducted a Classification and Compensation study of the Director of Public Works, Director of Parks, Recreation, and Waterfront, and Director of Health, Housing, and Community Services. Based upon the Compensation study Council authorized an increase of the Director of Public Works Director by 6.35% and the Director of Parks and Recreation by 4.15%. The Director of Health, Housing and Community Services did not receive an increase as the comp study did not show below median.

In order to bring internal equity back to this classification we are proposing that we maintain the band and internal alignment and move the HHCS Director by 6.2% to achieve top step of \$21,432.00 and Parks Director by 2% to achieve top step to \$21,432.00.

Salary for 3 Classifications prior to November 16, 2021 Council Adoption.

Job Description	Salary Min.	Salary Max.
Director of Public Works	14,655.33	20,151.73
Director of Parks	14,655.33	20,151.73
Director of HHCS	14,655.33	20,151.73

Salary for 3 Classifications post November 16, 2021 Council Adoption.

Classification	Step 1	
Director of Public Works	14,655.33	21,432.00
Director of Parks	14,655.33	20,987.00
Director of HHCS	14,655.33	20,151.73

Recommended Salary for Directors of Parks and HHCS

Classification	Step 1	
Director of Public Works	14,655.33	21,432.00
Director of Parks	14,655.33	21,432.00
Director of HHCS	14,655.33	21,432.00

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Donald E. Ellison, Human Resources, (510) 981-6800

Attachments:

- 1: Resolution
- 2: Classification Specification
- 3: Organizational Chart

RESOLUTION NO. ##,###-N.S.

SALARY ADJUSTMENTS FOR THE DIRECTOR OF HEALTH, HOUSING &
COMMUNITY SERVICES AND DIRECTOR OF PARKS, RECREATION AND
WATERFRONT

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Interim Deputy City Manager recommended revising the salary; and

WHEREAS, the Human Resources Department completed a classification and salary review and based upon the Compensation study Council authorized an increase of the Director of Parks and Recreation by 4.15%. The Director of Health, Housing and Community Services did not receive an increase as the comp study did not show below median; and

WHEREAS, in order to bring internal equity back to this classification it is proposed to increase the HHCS Director by 6.2% to achieve top step of \$21,432.00 and Parks Director by 2% to achieve top step to \$21,432.00.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,967-N.S., Executive and Confidential Management, Confidential Professional, Confidential Clerical, is amended revising the Director of Health, Housing and Community Services salary by 6.2% to achieve top step of \$21,432.00 and Resolution No. 70,107-N.S., Salary Adjustment for the Department Head of Parks, Recreation & Waterfront, is amended revising the Director of Parks, Recreation, and Waterfront salary by 2% to achieve top step to \$21,432.00.

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Attachment A



Director of Parks, Recreation and Waterfront

Class Code:
1083

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: January 18,2022

SALARY RANGE

\$84.55 - \$123.64 Hourly
\$6,764.00 - \$9,891 Biweekly
\$14,655.33 - \$21,431 Monthly
\$175,864.00 - \$257,175 Annually

DESCRIPTION:

DEFINITION

Under the administrative direction of the City Manager, directs the Department of Parks, Recreation and Waterfront with responsibility for the operation, planning, administration, financial management and intergovernmental relations for parks, recreation and waterfront management activities. Directs the activities of the department which include management of the City's marina and waterfront properties; the design, beautification, construction, and maintenance of the City's parks, gardens, trees, playgrounds, medians, recreation centers and wilderness camps; performs related work as assigned.

CLASS CHARACTERISTICS

This is a department head position with responsibility for the overall planning, administration and management of all marina, waterfront, parks and forestry, recreation, camps and youth enrichment programs and subject only to the direction of the City Manager. Departmental planning and operations are coordinated with activities of other City departments and developed within the framework of City policies. The Director of Parks, Recreation and Waterfront has primary responsibility for planning and administering all aspects of the following: the City's Marina facilities, all City managed waterfront properties, lease agreements with commercial enterprises, public services, the City's recreation facilities, and all programs offered at these facilities, use of the City's camps properties, and city sponsored camps activities and all City parks and landscaped areas, including medians and City trees. The Director of Parks, Recreation and Waterfront has direct responsibility, within general policy guidelines, for dealing with difficult matters involving policy, administration and operations. This position requires considerable public contact with citizen groups, boards, commissions, other governmental agencies and other City departments and officials.

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EXAMPLES OF DUTIES:

1. Works closely with the City Manager, City Council, other City departments, other public and private organizations and agencies, and citizens groups and commissions in developing an integrated and comprehensive approach to addressing problems and formulating programs and projects for implementation;
2. Plans, organizes, coordinates, administers, and directs the work of the department through the deputy director, division and section heads; develops and directs the implementation of goals, objectives, policies, procedures, work standards, and budget for the department; directs the development and implementation of management systems, procedures, and standards for program evaluation;
3. Directs the preparation of annual and long term business plans, and proforma financial statements to analyze the feasibility of new or improved business operations; drafts business plans which include revenue and cost analysis; recommends various types of fees including fees for berths; ensures appropriate fiscal systems and controls are implemented for the sound fiscal operation of business activities;
4. Ensures compliance of parks, recreation, camps and marina activities to pertinent codes, regulations, and guidelines; monitors developments related to capital improvement projects and maintenance; evaluates their impact;
5. Prepares and directs the preparation of complex written reports and studies for the City Manager, City Council, boards and commissions, and outside funding agencies; works closely with and provides technical assistance, directly or through subordinate staff, to citizen boards and commissions;
6. Manages, plans, coordinates and integrates departmental programs, operations, and policies with other City departments and staff, outside agencies, and citizen organizations, boards and commissions, and ensures public participation in parks, recreation center and marina planning and design; develops and provides effective service standards to meet the needs of parks, recreation, camps and marina users and ensures timely delivery of service; responds to citizen complaints, initiatives, and inquiries;
7. Directs the property management functions for the leases on publicly owned land and facilities, advising the City Manager on overall strategy for public and private leases; supervises the negotiation of leases;
8. Ensures the proper management of the Landscape Special Assessment District; prepares plans for bond issues for parks and waterfront development as appropriate;
9. Reviews staff work, existing policies, and operating procedures for overall effectiveness and develops effective programmatic approaches;
10. Responsible for the selection, supervision, work evaluation, and discipline of staff and provides for their training and development; ensures effective employee relations and grievance handling by the department;

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11. Oversees the planning and acquisition, layout and maintenance of new parks, or marina facilities, and the redevelopment of existing areas and recreation and camps facilities;

12. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and methods of waterfront, marina, recreation, camps facility and parks planning and design, maintenance, operations, boating, and environmental conservation and ecology at the local and regional level;

2. Thorough knowledge of local, state, and federal laws applicable to public recreation, parks and waterfront projects;

3. Administrative principles and methods, including goal setting, employee supervision and development, personnel administration, employee relations, program development and implementation;

4. Principles and practices of budget development and administration, grant funding application and administration, cost accounting, accounts receivables, and profit/loss analysis techniques and financial record keeping;

5. Effective methods for ensuring and facilitating citizen participation in parks, recreation, camps and marina issues;

6. Principles and practices of contract administration and evaluation; and

7. Social, political and environmental issues influencing program planning and administration.

Skill in:

1. Planning, organizing, administering and coordinating a variety of complex functional specialties;

2. Analyzing complex and sensitive economic, administrative, operational, and organizational problems related to parks, recreation and waterfront issues, evaluating alternatives and reaching sound conclusions;

3. Planning, developing and implementing effective parks, recreation and waterfront programs, based upon community needs, available resources and City priorities and policies;

4. Developing and implementing goals, objectives, policies, procedures, work standards, and management controls;

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5. Planning, preparing and administering the department budget;
6. Establishing and maintaining cooperative working relationships with a variety of citizens including patrons, community and private organizations, boards and commissions, and other City staff;
7. Establishing and maintaining an effective public relations program;
8. Selecting, motivating and evaluating staff and providing for their training and effective placement; ensuring the preparation of clear, concise, and complete reports and other written material and the maintenance of accurate records and files;
9. Coordinating multiple complex projects and meeting critical deadlines;
10. Exercising sound independent judgment within established guidelines;
11. Representing the City effectively in meetings with other governmental agencies, community groups, businesses, financial institutions, boards and commissions, and the public.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from an accredited college with a degree in business, marketing, landscape architecture, recreation, planning, public administration, or a closely related field and six (6) years of increasingly responsible professional experience in the field of recreation, forestry, parks landscaping design, planning, management analysis or marina management. At least four (4) years of this experience must have involved management of a variety of programs and supervision of professional and technical staff in the areas of parks, recreation or waterfront operations, public enterprise, destination resort management, or similar enterprises. This experience must have involved policy formation, program planning, development and implementation. Experience in providing services and facilities for fee for use by the public and in working with a variety of community organizations is desirable. A master's degree in a related field may be substituted for one year of the non-management experience.

OTHER REQUIREMENTS

Must be willing to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and a satisfactory driving record is required. Must be able to respond to emergencies on a 24 hour basis and attend evening and weekend meetings and events on a regular basis.

SPECIAL STATUS

This classification is excluded from the career service and the incumbent employed will be employed as an "AT-WILL" employee.

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CLASSIFICATION HISTORY:

Class No. 1112

Established: July 1995

Title Change: July 2001

Revised: January 2022

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Attachment B



Director of Health, Housing and Community Services

Class Code:
1077

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Jun 12, 2012
Revision Date: January 18, 2022

SALARY RANGE

\$84.55 - \$123.64 Hourly
\$6,764.00 - \$9,891 Biweekly
\$14,655.33 - \$21,431 Monthly
\$175,864.00 - \$257,175 Annually

DESCRIPTION:

DEFINITION

Under the administrative direction of the City Manager, directs the Department of Health, Housing and Community Services with responsibility for the planning, organization, administration, financial management and effective operation of its programs and services. These programs and services include the promotion of the physical, emotional, environmental and social well being of the Berkeley community; performs related duties as required.

CLASS CHARACTERISTICS

This is a department head position under direction of the City Manager, with responsibility for the overall planning, administration and operation of the Department of Health, Housing and Community Services. Departmental planning and operations are coordinated with activities of other City departments and are developed within the framework of City policies. The Director has primary responsibility for a wide variety of programs including public and mental health services; vital statistics; environmental health; community services including homeless, aging and employment services; community development block grant programs; community service contracts; and affordable housing development and rehabilitation. The Director assumes direct responsibility for dealing with difficult matters involving departmental programs, including complex funding relationships with Federal, State and County agencies, interpretation of related codes, ordinances and regulations, and for ensuring compliance with local, state and federal law in various program areas. This position requires considerable public contact with citizen groups, boards and commissions, as well as other municipalities, County, State, Federal and City departments and officials. This position may function as the Health Officer of the City.

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EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the class concept, or is similar or closely related to another duty statement.

1. Works closely with the City Manager, other City departments, boards and commissions, other public agencies and community groups and private sector representatives in developing effective programs to respond to public and community health, mental health, environmental health, affordable housing, homeless services, aging services and workforce development; assists in policy development which integrates housing development with neighborhood revitalization and economic development opportunities;
2. Provides overall direction to the work of the department through subordinate staff, encouraging the efficient and effective operations of all Department programs and services; motivates and encourages initiative and high standards of performance, productivity and accountability among the staff;
3. Develops general departmental administrative policies and procedures; reviews staff work, specific policies and operating procedures for conformance to established standards and makes decisions for the department regarding questions of interpretation of City regulations;
4. Advises the City Manager and the City Council on all aspects of community health care services in the City of Berkeley; confers with a variety of public and private officials on related issues and often serves as the City's representative to these officials;
5. Disseminates and interprets policies, laws, regulations and state and federal directives regarding medical and public health issues to physicians, department staff and representatives of hospitals, nursing homes, medical clinics and schools by written and personal contacts;
6. Oversees the Community Development Block Grant, Community Services Block Grant and Emergency Shelter Grant program planning, implementation and evaluation;
7. Works closely with and provides technical assistance, directly or through subordinate staff, to a variety of citizen boards and commissions such as the Community Health Commission, Mental Health Commission, Commission on the Status of Women, Housing Advisory Commission, Homeless Commission and Commission of Aging, Labor Commission, Peace and Justice Commission, as well as local, state and federal loan program committees and neighborhood improvement committees, and the City Council;
8. Directs the selection of supervisors and the work evaluation of departmental personnel; oversees employee relations and grievances; provides supervisory training and staff development programs;
9. Monitors developments related to the Department's service areas; evaluates their impact on City operations and implements policy and procedural improvements;
10. Coordinates the preparation of reports for the City Manager, City Council, boards and commissions, and outside funding agencies; reviews division budgets and coordinates the preparation, presentation and control of the departmental operating budget; and
11. Performs related duties as assigned.

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KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Administrative principles and methods, including goal setting, program and budget development and implementation;
2. Local, state and federal laws applicable to public health, housing development, rehabilitation and subsidized housing programs;
3. Principles and practices of a wide variety of social and/or health programs in both the public and private sector, and of related resources and funding procedures;
4. Principles and practices of the interrelationships between various governmental agencies involved with housing and community development;
5. Principles and practices of community service agencies, including non-profits serving the homeless and aging populations; adult and youth workforce development; and the issues related to those services;
6. Principles and practices of budget development and administration; and contract management and evaluation;
7. Funding sources impacting program and service development;
8. Social, political and environmental issues influencing program administration; and
9. Principles and practices of effective employee supervision, including selection, training, goal setting, and positive motivational techniques.

Ability to:

1. Plan, organize, administer and coordinate a variety of large and complex City health, housing and community services and programs;
2. Plan and develop programs based upon community needs, available resources and City priorities and policies;
3. Select, motivate and evaluate staff and provide for their training and professional development;
4. Develop and implement goals, objectives, policies, procedures, work standards and internal controls;
5. Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action;
6. Prepare clear and concise reports, correspondence and other written materials;
7. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff; and
8. Exercise sound, independent judgment within general policy guidelines.

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MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:

Graduation from a four-year college or university with major coursework in Business or Public Administration, Health Care or Hospital Administration, Public Health Administration or a closely related field. Six (6) years of progressively responsible experience in public administration, health care management, or community development. At least four (4) years of this experience must have been at a managerial level, which included state and federally funded services; policy formation; program planning, development and implementation; and budget and personnel management. A Master's Degree in the fields noted above and experience with citizen-participation based planning efforts, citizen boards and commissions, and state and federal grant administration are highly desirable.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to attend evening or weekend meetings and events, as required.

If acting as City Health Officer, in addition to the qualifications outlined in the section above, must possess a valid license as a Physician and Surgeon issued by the State of California, and a current California certificate to supervise physician assistants. A Master's Degree in Public Health and Board Certification in a Medical Specialty relevant to public health are desirable.

SPECIAL STATUS

This classification is excluded from the career service by Berkeley Municipal Code 4.04.120 and the incumbent will be an at-will employee.

CLASSIFICATION HISTORY:

Director of Health, Housing and Community Services	
Classification Code	1113
Classification Established	2/2012
Revised	1/2022
FLSA Status	Exempt
Administrative Leave / Overtime	Administrative Leave
Representation Unit	Z1
Probationary Period	N/A
Workers' Compensation Code	8810

