



Office of the City Manager

REVISED AGENDA MATERIAL

Meeting Date: **October 12, 2021**

Item Number: **14**

Item Description: **Classification and Salary: Establish Program Manager I and II Classifications**

Submitted by: **City Manager**

Added salary range for Program Manager II classification.



Office of the City Manager

CONSENT CALENDAR

October 12, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: LaTanya Bellow, Director of Human Resources

Subject: Adopt a resolution creating the Classification and Salary Range of Program Manager I and II Classifications

RECOMMENDATION

Adopt a Resolution amending Resolution No. 69,996-N.S. Memorandum of Understanding: Public Employees Union - Local 1 to include the classification of Program Manager I and II Classifications with an hourly salary range of \$51.7326 - \$62.4561 and \$60.5676 - \$73.2938, respectively, effective October 12, 2021.

FISCAL IMPACTS OF RECOMMENDATION

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on internal equity. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. After considering the internal relationships among classifications, staff is recommending a monthly salary range of \$8,966.98 - \$10,825.72.

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Program Manager I	51.7326	54.2545	56.8023	59.5945	62.4561
Program Manager II	60.5676	63.5960	66.7758	70.1146	73.2938

CURRENT SITUATION AND ITS EFFECTS

The City's classification plan has over 394 job descriptions, specifically 152 are single classifications, most within the manager series. In efforts to streamline administering the City's classification and compensation plans, and support operational flexibility, the city is proposing a Program Manager I and Program Manager II broad classification in the managerial series.

The classification will be used across the organization, similar to the Analyst, Administrative Support classification. This model is alignment with other cities, for example San Francisco has Manager I, Manager II, and Manager III to cover all the various types of divisions/departments and operational needs.

Based on our findings and feedback, the proposed Program Manager I and II classifications would be placed in Public Employee Union, Representation Unit, P1. Additionally, this approach provides flexibility and alignment with career and succession development initiatives. We look to first utilize the classifications to support special programs in the Planning Department, such as our Energy and Recycling programs.

BACKGROUND

The Personnel Board met on April 12, 2021 and approved the classification and salary range for Program Manager I and II Classifications..

Motion/Second: Dixon/Gilbert

Ayes: Lacey, Dixon, Karpinski, Gilbert, Wenk

Nays: none

Abstain: none

Absent: Franklin, Wilson, Bartlow

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

LaTanya Bellow, Human Resources Director, Human Resources, 510-981-6807.

Attachments:

1: Resolution

- Exhibit A. Program Manager I classification with salary range
- Exhibit B. Program Manager II classification with salary range
- Exhibit C. Organization Chart

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

CLASSIFICATION AND SALARY RANGE: Program Manager I and II Classifications

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

WHEREAS, the Human Resources had recommended adding the Program Manager I and II Classifications; and

WHEREAS, the Human Resources Department has completed a classification and salary review; and

WHEREAS, the Personnel Board approved on April 12, 2021 to approve the classification of Program Manager I and Program Manager II with an hourly salary range of \$ 51.7326 - \$62.4561 and \$60.5676 – 73.2938, respectively; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,996-N.S. Memorandum of Understanding: Public Employees Union - Local 1 is amended to include the classification of Program Manager I and II Classifications with an hourly salary range of \$51.7326 - \$62.4561 and 60.5676 - \$73.2938, respectively, effective October 12, 2021.

Exhibits

- A. Program Manager I classification with salary range
- B. Program Manager II classification with salary range



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Program Manager I

Bargaining Unit: Public Employees Union, Local One

SALARY RANGE

\$51,732.6 - \$62,456.1 Hourly
 \$4,138.61 - \$4,996.49 Bi-Weekly
 \$8,966.98 - \$10,825.72 Monthly
 \$107,603.81 - \$129,908.69 Annually

DESCRIPTION:

DEFINITION:

Under general supervision, organizes and manages City programs or projects including the development and implementation of program goals and elements; may supervise professional, technical and clerical staff; and develops procedures, programs and methodologies.

CLASS CHARACTERISTICS:

This is the first level in the Program Manager series. The duties of this class involve program and project management work of programs and projects with City and community impact. Directs and administers one or more major City programs. Specific to general instructions are given on the scope and method of completing assignments, and work is subject to periodic review by supervisors for completeness and accuracy. This class differs from that of higher level Program Manager II in that it is the beginning level class, and assignments and work performed are supervised more closely, are not as difficult and complex, and do not require the depth of knowledge as those performed by the latter.

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 concept of the classification, or is similar or closely related to another duty statement.

1. Organizes, coordinates, and manages one or more programs or projects;
2. Coordinates administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and performance standards and administers contracts;
3. Develops procedures, methodologies and performance metrics-related to compliance and program requirements; interprets and applies existing policies to actual situations; identifies and resolves problems;
4. Represents the department in a variety of meetings and forums involving program coordination and implementation;
5. Conducts analyses and makes technical investigations and research on a variety of issues impacting the City;
6. Plans, develops and coordinates studies and prepares and presents findings and recommendations;
7. Formulates, recommends and implements policies, procedures and new service approaches associated with assigned program(s);

8. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
9. Reviews the effectiveness of service delivery and work flow; makes and implements recommendations regarding program elements;
10. Analyzes laws and regulations and their impact to assigned program(s);
11. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
12. Trains public and staff on program(s) to improve implementation, including creating and maintaining educational materials;
13. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
14. 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 practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;
3. Principles of budget development and administration;
4. Principles and practices of research, analysis, and report writing;
5. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
6. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
7. Regulatory and programmatic requirements and services as they relate to assigned program.

Ability to:

1. Effectively plan, develop, and implement comprehensive programs;
2. Collect and analyze data and reach a sound conclusion;
3. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
4. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
5. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
6. Meet deadlines in a highly political environment;
7. Communicate effectively, both orally and in writing;
8. Effectively analyze legislation and/or regulatory changes and their impact to City services;
9. Establish and maintain productive working relationships with those contacted in the course of the work;
10. Use English effectively to communicate in person, over the telephone, and in writing;
11. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and
12. Manage and supervise support staff.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four year college or university with major coursework in business or public administration, or a related field and three (3) years in the development and implementation of programs.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet 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 and weekend meetings.



Class Code:
00000

Program Manager II

Bargaining Unit: Public Employees Union, Local One

CITY OF BERKELEY
Established Date: MMM 00, 20XX
Revision Date: MMM 00, 20XX

SALARY RANGE

\$60.5676 - \$73.2938 Hourly
\$4,845.41 - \$5,863.50 Bi-Weekly
\$10,498.38 - \$12,704.26 Monthly
\$125,980.61 - \$152,451.10 Annually

DESCRIPTION:

DEFINITION:

Organizes and manages major City programs or projects that have a high degree of visibility and are of substantial impact including the development and implementation of program goals and elements; may supervise professional, technical and clerical staff; and develops procedures, programs and methodologies.

CLASS CHARACTERISTICS:

This is the second level class in the Program Manager series, fully competent to perform responsible and difficult program and project management for one or more major City programs that have a significant impact to the City and the community. Incumbents are expected to exercise independent judgment in the development and implementation of program and project goals, administering program budget and supervising staff.

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 concept of the classification, or is similar or closely related to another duty statement.

1. Organizes, coordinates, and manages one or more major programs or projects with high visibility and impact;
2. Coordinates administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and administers contracts;
3. Develops procedures, methodologies and performance metrics-related to compliance and program requirements; interprets and applies existing policies to actual situations; identifies and resolves problems;
4. Represents the department in a variety of meetings and forums involving program coordination and implementation;
5. Conducts complex analyses and makes technical investigations and research on a variety of issues impacting the City;
6. Plans, develops and coordinates complex studies and prepares and presents findings and recommendations;
7. Formulates, recommends and implements policies, procedures and new service approaches associated with assigned program(s);

8. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
9. Reviews the effectiveness of service delivery and work flow; makes and implements recommendations regarding program elements;
10. Analyzes laws and regulations and their impact to assigned program(s);
11. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
12. Trains public and staff on program to improve implementation, including creating and maintaining educational materials;
13. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
14. 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. Advanced principles and practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;
3. Principles of budget development and administration;
4. Advanced principles and practices of research, analysis, and report writing;
5. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
6. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
7. Regulatory and programmatic requirements and services as they relate to assigned program;
8. Principles and practices of grant administration, public procurement, contract law and negotiations.

Ability to:

1. Effectively plan, develop, and implement comprehensive programs with a broad impact and high degree of complexity;
2. Collect and analyze large volumes of data and reach a sound conclusion;
3. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
4. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
5. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
6. Meet deadlines in a highly political environment;
7. Communicate effectively, both orally and in writing;
8. Effectively analyze legislation and/or regulatory changes and their impact to City services;
9. Establish and maintain productive working relationships with those contacted in the course of the work;
10. Use English effectively to communicate in person, over the telephone, and in writing;
11. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and
12. Manage and supervise support staff.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four year college or university with major coursework in business or public administration, or a related field and five (5) years in the development and implementation of programs.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet 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 and weekend meetings.