



Office of the City Manager

CONSENT CALENDAR

May 9, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Aram Kouyoumdjian, Director, Human Resources

Subject: Establish Classification and Salary: Electrical Supervisor and Communications Supervisor

RECOMMENDATION

Adopt two Resolutions:

1. To establish the represented classification of Electrical Supervisor with a monthly salary range of \$9,666.8000 - \$10,882.1055 effective May 9, 2023.
2. To establish the represented classification of Communications Supervisor with a monthly salary range of \$9,666.8000 - \$10,882.1055 effective May 9, 2023.

FISCAL IMPACTS OF RECOMMENDATION

The total fiscal impact will be **\$42,006**. The cost of the new positions is \$466,946 (\$233,473 for each), and the Department will be removing the current vacant positions of Senior Electrical Supervisor (\$214,242) and Electrician (\$210,698), for a total of \$424,940, from the fiscal year 2023-2024 budget. The cost will be funded by the General Fund, Equipment Replacement, Equipment Maintenance, Streetlight, State Transportation Tax, and Measure BB (existing Public Works Department budget).

CURRENT SITUATION AND ITS EFFECTS

Establishing this classification advances our Strategic Plan Priority goals to be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community and to attract and retain a talented and diverse City government workforce.

BACKGROUND

The Facilities Division of Public Works is responsible for maintaining, repairing, and installing the City's electrical and communications assets including, but not limited to, traffic signals, controllers, battery backup systems, street lights, building electrical, generators, Marina electrical, radios, sewer lift stations, and ethernet. It is the only

maintenance division at the Corporation Yard without working supervisors. Having frontline supervisors in these groups will allow for better communication and decision processes with internal and community partners. It also aligns with all other divisions within Public Works, and creates promotional opportunities within the unit.

The new classifications establish working supervisor positions in the Electrical and Communications Units. These positions are separate from the current Lead positions, in that the Lead Positions provide leadership over performing work, but do not have personnel supervisory responsibilities.

As background, the Senior Electrical Supervisor is in Local One and the job class specification does not allow the position to do hands-on electrical work, only serve in a supervisory and administrative role. Public Works recruited for a Senior Electrical Supervisor in early 2022, and the most qualified candidate was an internal candidate who declined the position because of the extreme shortage of journey-level electricians in the division. There were no qualified external candidates. An additional retirement in September 2022 resulted in only 3 electricians for the entire City.

Currently, the Electrical Unit has 11 Full Time Equivalent (FTE) positions (7 of which are currently vacant) and would like to add the new classification of Electrical Supervisor only. This would be an internal recruitment and the vacancy resulting from the internal promotion would be removed from the budgeted positions. The change is illustrated in the proposed organization chart for the Communications Unit of the Facilities Division of Public Works (Attachments 3 and 4).

Currently, the Communications Unit has 4 Full Time Equivalent (FTE) positions and would like to add a new position for this classification. The change is illustrated in the proposed organization chart for the Communications Unit of the Facilities Division of Public Works (Attachments 3 and 4).

A salary survey of surrounding agencies demonstrates that the proposed salary range is within market for surrounding agencies including the cities of Oakland, Santa Rosa, Richmond, and San Francisco. However, the final salary range was determined by examining internal alignment between the Lead classification that the Supervisor oversees, and the Facilities Superintendent classification that oversees the Supervisor. The recommended salary range provides an 11% differential above a Lead classification and a 16% differential below the Facilities Superintendent, which aligns with classification and compensation industry practices. The City's Budget Office has already approved the fiscal impacts of the new classifications, and is in the process of confirming the new FTEs. There are sufficient funds available in the baseline budgets.

The Personnel Board discussed and voted at the March 6, 2023 meeting to present this classification for City Council approval (Vote: Ayes - Dixon, Karpinski, Lacey, O'Loughlin, Wenk; Noes - None; Abstain - None; Absent - Bartlow, Gilbert).

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

If the new classifications are not approved, the Human Resources and Public Works departments will continue to recruit for a Senior Electrical Supervisor under the current job class specification.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, 981-6801

Attachments:

1. Resolution – Electrical Supervisor  
    Exhibit A – Job Class Specification – Electrical Supervisor
2. Resolution – Communications Supervisor  
    Exhibit A – Job Class Specification – Communications Supervisor
3. Current Organizational Chart
4. Proposed Organizational Chart

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

CLASSIFICATION: ELECTRICAL SUPERVISOR

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

WHEREAS, the Public Works Department has requested the Human Resources Department establish the classification of Electrical Supervisor; and

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

WHEREAS, the Personnel Board recommended on March 6, 2023 to establish the classification of Electrical Supervisor with a monthly salary range of \$9,666.8000 - \$10,882.1055; and

WHEREAS, funding is provided by Streetlight, State Transportation Tax, and Measure BB.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for Electrical Supervisor is established, with a salary range and classification specification as shown in Exhibit A, effective May 9, 2023.

[Exhibit A: Electrical Supervisor, Classification Specification and Salary Schedule]



CITY OF BERKELEY

Established Date: May XX 2023

## Electrical Supervisor

Class Code:  
XXXX

### SALARY RANGE

\$55.7700 - \$62.7814 Hourly  
 \$4,461.6000 - \$5,022.5102 Biweekly  
 \$9,666.8000 - \$10,882.1055 Monthly  
 \$116,001.6000 - \$130,585.2662 Annually

### DESCRIPTION:

#### DEFINITION

Supervisory position that oversees, plans, organizes and directs the work of several crews performing electrical installation, maintenance and repair work; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is the working Supervisory level in electrical installation, maintenance and repair work. Incumbents supervise, plan, organize, schedule, assign and direct the work of several crews and provide technical assistance as necessary.

### EXAMPLES OF DUTIES:

The following list of duties describes 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.

1. Supervise, plans, organizes, schedules and assigns the work of several crews engaged in installation, maintenance and repair work on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems and related electrical systems and equipment;
2. Exercises general supervision over employees as necessary. Train employees on policies, procedures and performance standards; monitor work assignments and measure performance;
3. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions and ensures that safety standards are being utilized;
4. Inspects job sites as needed to determine work required and measure the performance of Electricians;
5. Estimates personnel, material and equipment requirements for assigned jobs;

6. Provides technical assistance to crews in resolving difficult problems encountered;
7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
8. Coordinates with Electrical Parts Technician for orders and maintains an adequate inventory to accomplish assigned jobs;
9. Manages work orders and services requests; creates, closes, updates, reassigns as necessary;
10. Conducts safety meetings; coordinates activities with other affected divisions; assist in the development of division budget; track and monitor labor and material expenditures;
11. Participates in meetings as required; responds to emergency situations as necessary;
12. Responds to questions from the public including contractors for private projects;
13. 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, methods, tools, materials and equipment used in the electrical trade;
2. Techniques of lead direction, including planning, assigning and monitoring work and supervising work performance of journey level employees;
3. Safe work methods and safety practices pertaining to the work;
4. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
5. Relevant codes and regulations;
6. Computer applications related to the work.
7. Principles and practices of effective employee supervision, including selection, training, work evaluation and participation in the City's progressive discipline process;

Skill in:

1. Supervising, planning, estimating, coordinating, and scheduling the work of several crews;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, schematics, specifications and manuals;
4. Operating and maintaining equipment and tools used in the field;

5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Identifying and implementing effective courses of action to complete assigned work;
7. Coordinating crew assignments with other divisions, departments and agencies.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to completion of high school and five (5) years increasingly responsible journey level experience as a City of Berkeley Electrician.

**OTHER REQUIREMENTS**

1. Must possess a valid class "B" California driver's license and have a satisfactory driving record;
2. Must be willing to work out of doors in all weather conditions and to work with exposure to potentially hazardous substances, with proper protection;
3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 80 pounds;
4. Must be willing to work from aerial lifts and underground in confined spaces and to work standby, off hours, and overtime in emergency situations;
5. Must possess good color vision.

**CLASSIFICATION HISTORY:**

Established Date: May XX 2023

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

CLASSIFICATION: COMMUNICATIONS SUPERVISOR

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

WHEREAS, the Public Works Department has requested the Human Resources Department establish the classification of Communications Supervisor; and

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

WHEREAS, the Personnel Board recommended on March 6, 2023 to establish the classification of Communications Supervisor with a monthly salary range of \$9,666.8000 - \$10,882.1055; and

WHEREAS, funding is provided by General Fund, Equipment Replacement, Equipment Maintenance.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for Communications Supervisor is established, with a salary range and classification specification as shown in Exhibit A, effective May 9, 2023.

[Exhibit A: Communications Supervisor, Classification Specification and Salary Schedule]





## Communications Supervisor

Class Code:  
XXXX

CITY OF BERKELEY  
Established Date: May XX 2023

### SALARY RANGE

\$55.7700 - \$62.7814 Hourly  
\$4,461.6000 - \$5,022.5102 Biweekly  
\$9,666.8000 - \$10,882.1055 Monthly  
\$116,001.6000 - \$130,585.2662 Annually

### DESCRIPTION:

#### DEFINITION

Supervisory position that oversees, plans, organizes and directs the work of Communications Technicians and others performing installation and maintenance of electronic communications and telephone systems; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is the working Supervisory level in electronic communications installation and maintenance work. Incumbents Supervise, plan, organize, schedule, assign and direct the work of staff and provide technical assistance as necessary.

### EXAMPLES OF DUTIES:

The following list of duties describes 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.

1. Supervises, plans, organizes, schedules and assigns the work of staff engaged in electronic communications installation, maintenance and repair work, including, but not limited to, radio transmitting, receiving and relay equipment, alarm, audio and video systems, telephone and data communications systems and related electronic systems and equipment;
2. Exercises general supervision over employees as necessary. Train employees on policies, procedures and performance standards; monitor work assignments and measure performance;
3. Instructs and provides for the training of staff in work methods, use of a variety of specialized test instruments, tools and equipment and applicable safety precautions;
4. Inspects job sites to determine work required and measure the performance of Communications Technicians;
5. Estimates personnel, material and equipment requirements for assigned jobs; orders materials and

schedules jobs;

6. Provides technical assistance to staff in resolving difficult problems encountered;

7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, FCC license maintenance requests, etc.;

8. Orders and maintains an adequate inventory to accomplish assigned jobs;

9. Meets with user departments to help them to address their needs; responds to questions and complaints;

10. Ensures a timely preventative maintenance program is carried out on all existing systems; identifies equipment obsolescence, recommends replacement equipment when needed; researches system needs, designs systems as necessary, prepares technical specifications when needed for new or replacement equipment or systems;

11. Maintains communications with vendors to resolve equipment problems; remains current on modifications and repair data and on information on technical advances;

12. Reviews and inspects work upon completion to assure work meets all specifications and regulations that are applicable to the work; inspects quality of work and makes sure all work is completed to the satisfaction of user departments;

13. Ensures that appropriate safety devices and equipment are being utilized;

14. Conducts safety meetings; coordinates activities with other affected divisions; assist in the development of division budget; track and monitor labor and material expenditures;

15. Represents the City at meetings of radio frequency coordinating organizations; participates in the radio frequency coordination process to protect valuable existing frequencies from interference, as well as to obtain required new frequencies to meet the needs of the City; communicates with neighbor governmental agencies when necessary to coordinate radio communication or telecommunication needs with other public safety service providers;

16. Assist in the development of division budget; track and monitor labor and material expenditures;

17. Participates in meetings as required;

18. Responds to emergency situations as necessary;

19. Coordinates with Electrical Parts Technician for orders and maintains an adequate inventory to accomplish assigned jobs;

20. Manages work orders and services requests; creates, closes, updates, reassigns as necessary;

21. Participates in meetings as required; responds to emergency situations as necessary;

22. 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 design, maintenance, installation, repair and modification of electronic communications systems and equipment;
2. Methods, tools and equipment and instruments used in electronic communications systems maintenance and repair work;
3. Techniques of lead direction, including planning, assigning and monitoring work and supervising work performance of journey level employee;
4. Safe work methods and safety practices pertaining to the work;
5. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
6. Applicable Federal Communication Commission codes and regulations;
7. Computer applications related to the work;
8. Principles and practices of effective employee supervision, including selection, training, work evaluation and participation in the City's progressive discipline process;
9. Shop mathematics, including algebra, geometry and trigonometry.

Skill in:

1. Supervising, planning, estimating, coordinating, and scheduling the work of staff;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, schematics and specifications and manuals;
4. Operating and maintaining instruments, equipment and tools used in the field;
5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Explaining technical concepts regarding specialized communication equipment in understandable lay terms; and designing systems as needed;
7. Identifying and implementing effective courses of action to complete assigned work;
8. Coordinating assignments with other divisions, departments and agencies.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school and five (5) years of increasingly responsible experience in

the installation, repair and maintenance of electronic communications systems as a City of Berkeley Communications Technician. Experience in the repair and maintenance of GE or Motorola mobile and portable two-way radio systems and data communications hardware is desirable.

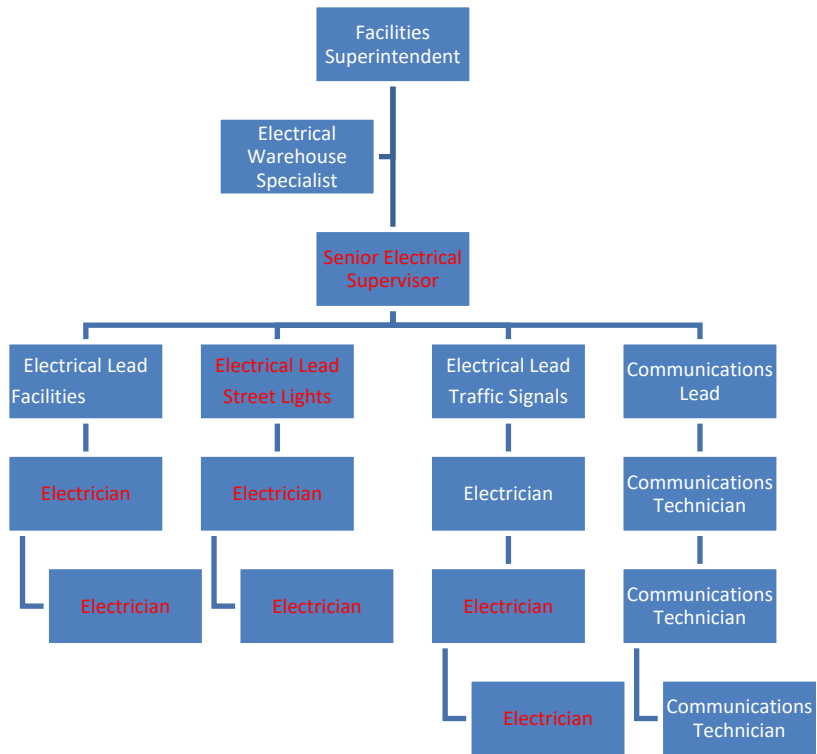
**OTHER REQUIREMENTS**

Must possess a valid California driver's license and have a satisfactory driving record. Must possess sufficient strength and stamina to lift and carry objects weighing up to 50 pounds. Must be willing to work off-hours, standby, and overtime in emergency situations. Must possess good color vision. Must possess a valid FCC General Radio-Telephone Operators license **at time of appointment**.

**CLASSIFICATION HISTORY:**

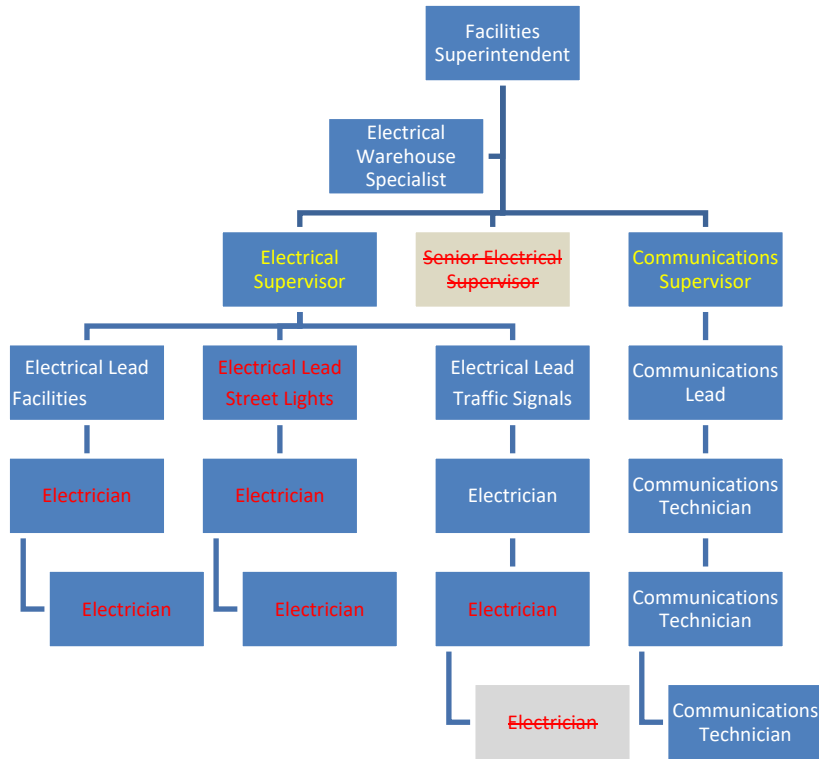
Established Date: May xx, 2023

Attachment 3: Current Electrical and Communications Organizational Chart



15 Positions

Attachment 4: Proposed Electrical and Communications Organizational Chart



16 Positions