



Office of the Mayor

05CONSENT CALENDAR

November 16, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Donald E. Ellison, Interim Director of Human Resources

Subject: Salary Adjustment to Market Median for Department Heads

RECOMMENDATION

Adopt a Resolution to amend Resolution No. 69,998-N.S. (Classification and Salary Resolution for classifications in Representation Unit Z-1 Confidential and Executive Management Employees) to increase the salary of the department heads of Finance (\$19,332 to \$21,133), Human Resources (\$19,332 to \$20,179), Information Technology (\$19,332 to \$21,451), Parks, Recreation and Waterfront (\$20,152 to \$20,987), Planning (\$19,332 to \$19,634), Public Works (\$20,152 to \$21,432), and Fire Chief (\$20,439 to \$21,626) be increased per month effective November 14, 2021, to bring their salaries in line with the median of the salaries of City/County department heads in comparable jurisdictions in the Bay Area.

FISCAL IMPACTS OF RECOMMENDATION

The financial impact of this recommendation is approximately \$62,787 for the balance of Fiscal Year 2022 and approximately \$100,459 in Fiscal Year 2023. The cost of this increase will be absorbed from the funds the Directors salaries are currently paid from which includes general fund and special revenue funds.

CURRENT SITUATION AND ITS EFFECTS

On July 29, 2021, the City Council adopted Resolution No. 69,998-N.S. that provided for cost of living adjustments and benefit improvements to employees in Representation Unit Z-1 who are Confidential and Executive Management employees. All employees in Representation Unit Z-1 received a 4% cost of living adjustment effective June 25, 2021.

City staff conducted a survey of City Manager/County department head salaries in comparable jurisdictions in the Bay Area. The results of this survey are attached for your information. This survey reflects that Berkeley's aforementioned department heads are paid approximately between 1.56% and 10.96% below the median of salaries paid to department heads in twelve (12) Bay Area jurisdictions, even after factoring in the recent cost of living adjustment. In assessing the comparability of the affected department heads responsibilities in several of the jurisdictions surveyed and given the

size of the City of Berkeley budget and staff, the range of services provided and the degree of community involvement, I believe that the department heads' positions are equally, if not more challenging than most of the department Heads and positions surveyed.

The salary survey confirmed that the City of Berkeley department heads are compensated at a lower level than other City and County department heads in other jurisdictions in the Bay Area. Accordingly, I recommend that the Council approve salary adjustments effective November 14, 2021 to bring the department heads salaries in line with the salaries of City /County department heads in comparable jurisdictions in the Bay Area.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACT

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

RATIONALE FOR RECOMMENDATION

City staff conducted a survey of City/County department heads' salaries in comparable jurisdictions in the Bay Area, which showed the Berkeley City department heads are undercompensated as compared to positions surveyed. The salary adjustments are being recommended in order to bring the Cities salary in line with that of City Managers/County department heads in comparable jurisdictions.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

- 1: Resolution: Salary Adjustment for the department heads of Finance, Human Resources, Information Technology, Parks, Recreation and Waterfront, Planning, Public Works, and Fire Chief
 - Exhibit A: Department Head Salary Survey
 - Exhibit B: Chart of Fiscal Impact

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

Salary Adjustment for the Department Heads of Finance, Human Resources, Information Technology, Parks, Recreation and Waterfront, Planning, Public Works, and Fire Chief

WHEREAS, under City Charter Section 27, the City Council is responsible to fix the compensation of the department heads of Finance, Human Resources, Information Technology, Parks, Recreation and Waterfront, planning, Public Works, and Fire Chief; and

WHEREAS, in October 2021 the City Council designated the Mayor to implement a salary increase for the department heads of Finance, Human Resources, Information Technology, Parks, Recreation and Waterfront, Planning, Public Works, and Fire Chief; and

WHEREAS, the City staff conducted a survey of City and County department head salaries in comparable jurisdictions in the Bay Area; and

WHEREAS, the result of the survey reflects that Berkeley's department heads of Finance, Human Resources, Information Technology, Parks, Recreation and Waterfront, Planning, Public Works, and Fire Chief are paid approximately between 1.56% and 10.96% below the median of City and County department heads in twelve (12) Bay Area jurisdictions.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that authorizes that the salaries of the department heads of Finance (\$19,332 to \$21,133), Human Resources (\$19,332 to \$20,179), Information Technology (\$19,332 to \$21,451), Parks, Recreation and Waterfront (\$20,152 to \$20,987), Planning (\$19,332 to \$19,634), Public Works (\$20,152 to \$21,432), and Fire Chief (\$20,439 to \$21,626) be increased per month effective November 14, 2021.

Department Head Salary Survey – Exhibit A
 Summary – Median

	MEDIAN			
	Base Salary			
Survey Classification	Berkeley Maximum Base Salary	Ranking	Labor Market Median Base Salary	% Berkeley Is Above or Below Labor Market Median
Director of Finance	\$19,332	7	\$21,133	-9.32%
Director of Human Resources	\$19,332	11	\$20,179	-4.38%
Director of Information Technology	\$19,332	10	\$21,451	-10.96%
Director of Parks, Recreation and Waterfront	\$20,152	6	\$20,987	-4.15%
Director of Planning	\$19,332	6	\$19,634	-1.56%
Director of Public Works	\$20,152	4	\$21,432	-6.35%
Fire Chief	\$20,439	8	\$21,626	-5.81%

Director of Finance

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Director of Finance	\$14,063	\$19,332	7
Alameda County	No Comparable Class			
Concord	Director of Finance	\$13,640	\$18,754	8
Contra Costa County	No Comparable Class			
Fremont	Finance Director	\$14,749	\$19,912	6
Hayward	Director of Finance	\$14,971	\$18,197	9
Oakland	Director, Finance	\$15,180	\$22,770	4
Palo Alto	Director of Administrative Services, Chief Financial Officer	\$14,089	\$21,133	5
Richmond	Finance Director	\$10,728	\$17,078	10
San Francisco	Controller	\$22,505	\$28,721	2
San Jose	Director of Finance	\$14,642	\$22,885	3
San Mateo County	No Comparable Class			
Santa Clara County	Chief Financial Officer	\$23,191	\$29,753	1
Labor Market Median			\$21,133	
% Berkeley is Above or Below Median			-9.32%	
# Of Comparable Matches			9	
<i>Data effective as of 9/2021</i>				
San Jose- 5% non pensionable pay added to base salary				

Director of Human Resources

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Director of Human Resources	\$14,063	\$19,332	11
Alameda County	Director of Human Resources	\$16,863	\$21,921	4
Concord	Director of Human Resources	\$13,640	\$18,754	12
Contra Costa County	Director of Human Resources	\$16,630	\$20,214	6
Fremont	Human Resources Director	\$14,749	\$19,912	8
Hayward	Director of Human Resources	\$16,073	\$19,533	10
Oakland	Director of Human Resources Management	\$13,089	\$19,634	9
Palo Alto	Human Resources Director/Chief People Officer	\$13,430	\$20,143	7
Richmond	Human Resources Management Director	\$10,728	\$17,078	13
San Francisco	Human Resources Director	\$18,120	\$23,123	2
San Jose	Director of Human Resources	\$14,642	\$22,885	3
San Mateo County	Director of Human Resources	\$16,452	\$20,564	5
Santa Clara County	Director, Employee Services Agency	\$20,370	\$26,136	1
Labor Market Median			\$20,179	
% Berkeley is Above or Below Median			-4.38%	
# Of Comparable Matches			12	
Data effective as of 9/2021				
San Jose- 5% non pensionable pay added to base salary				

Director of Information Technology

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Director of Information Technology	\$14,063	\$19,332	10
Alameda County	Chief Information Officer	\$16,045	\$21,511	6
Concord	Director of Information Technology	\$13,640	\$18,754	12
Contra Costa County	Chief Information Officer/Director of Information Technology	\$15,961	\$21,390	7
Fremont	Information Technology Services Director	\$15,356	\$20,731	8
Hayward	Director of Information Technology/Chief Information Officer	\$15,870	\$19,289	11
Oakland	Director of Information Technology	\$13,089	\$19,634	9
Palo Alto	Chief Information Officer/Director of Information Technology	\$14,673	\$22,010	5
Richmond	Information Technology Director	\$9,024	\$14,364	13
San Francisco	Department Head IV	\$18,120	\$23,123	2
San Jose	Director of Information Technology	\$14,642	\$22,885	3
San Mateo County	Director of Information Services	\$18,142	\$22,672	4
Santa Clara County	Chief Information Officer	\$22,664	\$27,549	1
Labor Market Median			\$21,451	
% Berkeley is Above or Below Median			-10.96%	
# Of Comparable Matches			12	
<i>Data effective as of 9/2021</i>				
San Jose- 5% non pensionable pay added to base salary				

Director of Parks, Rec & Waterfront

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Director of Parks, Recreation and Waterfront	\$14,655	\$20,152	6
Alameda County	No Comparable Class			
Concord	Director of Parks and Recreation	\$13,640	\$18,754	9
Contra Costa County	No Comparable Class			
Fremont	Community Services Director	\$14,749	\$19,912	7
Hayward	No Comparable Class			
Oakland	Director of Parks and Recreation	\$13,089	\$19,634	8
Palo Alto	Community Services Director	\$14,200	\$21,298	4
Richmond	No Comparable Class			
San Francisco	Department Head IV	\$18,120	\$23,123	1
San Jose	Director of Parks, Recreation and Neighborhood Services	\$14,642	\$22,885	2
San Mateo County	Director of Parks and Recreation	\$17,277	\$21,593	3
Santa Clara County	Director, Parks and Recreation	\$16,113	\$20,677	5
Labor Market Median			\$20,987	
% Berkeley is Above or Below Median			-4.15%	
# Of Comparable Matches			8	
<i>Data effective as of 9/2021</i>				
San Jose- 5% non pensionable pay added to base salary				

Director of Planning

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Director of Planning	\$14,063	\$19,332	6
Alameda County	No Comparable Class			
Concord	No Comparable Class			
Contra Costa County	Director, Department of Conservation and Development	\$13,860	\$16,847	10
Fremont	Community Development Director	\$16,130	\$21,775	2
Hayward	Director of Development Services	\$14,971	\$18,197	9
Oakland	Director of Planning/Building	\$13,089	\$19,634	5
Palo Alto	Director Planning & Community Environment	\$14,231	\$21,346	3
Richmond	Community Development Director	\$11,801	\$18,785	7
San Francisco	No Comparable Class			
San Jose	Director of Planning, Building and Code Enforcement	\$14,642	\$22,885	1
San Mateo County	Director of Community Development	\$14,926	\$18,653	8
Santa Clara County	Director, Department of Planning and Development	\$16,033	\$20,574	4
Labor Market Median			\$19,634	
% Berkeley is Above or Below Median			-1.56%	
# Of Comparable Matches			9	
<i>Data effective as of 9/2021</i>				
San Jose- 5% non pensionable pay added to base salary				

Director of Public Works

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Director of Public Works	\$14,655	\$20,152	4
Alameda County	No Comparable Class			
Concord	No Comparable Class			
Contra Costa County	No Comparable Class			
Fremont	Public Works Director	\$15,876	\$21,432	3
Hayward	Director of Public Works	\$15,548	\$18,900	5
Oakland	Director of Public Works	\$15,180	\$22,770	2
Palo Alto	No Comparable Class			
Richmond	Public Works Director	\$10,728	\$17,078	6
San Francisco	Department Head IV	\$18,120	\$23,123	1
San Jose	No Comparable Class			
San Mateo County	No Comparable Class			
Santa Clara County	No Comparable Class			
Labor Market Median			\$21,432	
% Berkeley is Above or Below Median			-6.35%	
# Of Comparable Matches			5	
<i>Data effective as of 9/2021</i>				

Fire Chief

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Ranking
Berkeley	Fire Chief	\$14,872	\$20,439	8
Alameda County	Fire Chief	\$18,127	\$21,626	5
Concord	No Comparable Class			
Contra Costa County	Fire Chief	\$17,809	\$21,647	4
Fremont	Fire Chief	\$17,212	\$23,236	3
Hayward	Fire Chief	\$16,564	\$20,134	9
Oakland	Chief of Fire Department	\$15,657	\$23,486	2
Palo Alto	Fire Chief	\$14,335	\$21,502	6
Richmond	Fire Chief	\$11,801	\$18,785	10
San Francisco	Chief of Department (Fire)	\$28,903	\$20,570	7
San Jose	Fire Chief	\$15,765	\$24,472	1
San Mateo County	No Comparable Class			
Santa Clara County	No Comparable Class			
Labor Market Median			\$21,626	
% Berkeley is Above or Below Median			-5.81%	
# Of Comparable Matches			9	
<i>Data effective as of 9/2021</i>				
San Jose- 5% non pensionable pay added to base salary				

Fiscal Impact - DH Salary Increase to Market Median - Exhibit B

Classification	Current Monthly Salary	Current Annually Salary	Labor Market Median Monthly Salary	Monthly Fiscal Impact Based on Salary (Full Median)	Annual Fiscal Impact Based on Salary Monthly (Full Median)
Director of Finance	\$19,332	\$231,982	\$21,133	\$1,801	\$21,613.60
Director of Human Resources	\$19,332	\$231,982	\$20,179	\$847	\$10,165.60
Director of Information Technology	\$19,332	\$231,982	\$21,451	\$2,119	\$25,429.60
Director of Parks, Recreation and Waterfront	\$20,152	\$241,821	\$20,987	\$835	\$10,023.20
Director of Planning	\$19,332	\$231,982	\$19,634	\$302	\$3,625.60
Director of Public Works	\$20,152	\$241,821	\$21,432	\$1,280	\$15,363.20
Fire Chief	\$20,439	\$245,274	\$21,626	\$1,187	\$14,238.40
TOTAL	\$138,070	\$1,656,845	\$146,442	\$8,372	\$100,459