



Office of the City Manager

CONSENT CALENDAR
December 6, 2022

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Aram Kouyoumdjian, Director of Human Resources
 Subject: Classification and Salary: ADA Program Coordinator

RECOMMENDATION

Adopt a Resolution revising the represented classification Disability Services Specialist to ADA Program Coordinator with a monthly salary range of \$9,231.73 - \$11,162.67.

FISCAL IMPACTS OF RECOMMENDATION

The revised classification and new salary range result in an increased salary impact to the General Fund as the position is 100% funded by the General Fund. The Disability Services Specialist classification has a monthly salary range of \$8,345.45 - \$9,965.28, and the new ADA Program Coordinator position has a monthly salary range of \$9,231.73 - \$11,162.67. This results in monthly salary range increase of \$886.28 – \$1,197.36 and annual projected salary increase of \$10,635.42 - \$14,368.88. Including benefits the annual impact to the General Fund is projected to be an increase of \$18,021.71 - \$24,347.73. In FY 2023, the increase in costs will be covered by salary savings from the vacancy.

CURRENT SITUATION AND ITS EFFECTS

The Public Works Department is the largest department in the City with approximately 328 Full Time Employees and is comprised of eight divisions: Office of the Director, Administrative and Fiscal Services, Engineering, Zero Waste, Transportation, Facilities Management, Streets and Utilities, and Equipment Maintenance. The Disability Services Specialist currently reports to the Deputy Director Public Works.

This job description was created in 1992 and last updated in 1999. It has been determined that the classification is outdated with how the position is currently used. The position is responsible for developing, administering and implementing program elements as well as for maintaining current knowledge of changes to regulations and best practices that may impact the program and ensuring the City's compliance as required by federal, state, and local laws. The complexity, breadth of the error, and technical expertise required of the position are greater than what is currently provided in the current job description. Due to the nature of the varied assignments, this classification has a specialized knowledge base and duties.

A classification study was conducted to ensure the City remains competitive in the labor market during the current economic environment. The analysis focused on decision making, scope and complexity, contact with others required by the job, supervision received and exercised, and knowledge, skills and abilities.

Bryce Consulting provided a base salary recommendation based on several factors which included internal equity with similarly situated classifications, Emergency Services Coordinator, Transportation Services Coordinator, and Homeless Services Coordinator, organizational level, budget, analysis, program development and implementation. As a result of the base salary recommendation, staff is recommending a monthly salary range of \$9,231.73 - \$11,162.67.

BACKGROUND

Bryce Consulting was retained by the City of Berkeley to review one position currently classified as Disability Services Specialist within the Public Works Department for classification purposes. A desk audit was requested by the incumbent as the incumbent believed the title, job description, and compensation for the classification were not consistent with the duties nor industry standards. It should be noted the incumbent has since resigned, however the information gathered from this process will be used as guidance should recruitment commence for this position.

The Personnel Board discussed and voted unanimously to send this classification to the City Council for approval at its September 6, 2022 meeting (Vote: Ayes: Bartlow, Dixon, Lacey, Wenk, Karpinski, Gilbert, Noes: None Abstains: None).

ENVIRONMENTAL SUSTAINABILITY

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

Aram Kouyoumdian, Human Resources, (510) 981-6807.

Attachments:

1. Resolution
Exhibit A: Classification Specification- ADA Program Coordinator
2. Organizational Chart

RESOLUTION NO.2. -N.S.

CLASSIFICATION: ADA PROGRAM COORDINATOR

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

WHEREAS, the Human Resources Department has completed a classification review and recommended ADA Program Coordinator.

WHEREAS, the Personnel Board recommended on September 6, 2022 to revise the Disability Services Specialist classification and salary range exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and represented by SEIU, Local 1021, effective December 6, 2022

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for ADA Program Coordinator is established, with a salary range of \$9,231.73 - \$11,162.67 and classification specification as shown on Exhibit A, effective December 6, 2022.

Exhibit A: ADA Program Coordinator, Classification Specification

ADA PROGRAM COORDINATOR

DEFINITION:

Under general supervision, provides a variety of technical and professional analytical and subject matter expertise in the development and implementation of the City's ADA program which includes ensuring the City's compliance with federally mandated requirements, receiving and investigating grievance, reviewing projects plans for accessibility, training city staff, and serving as a resources to City departments, the business community and the public.

CLASS CHARACTERISTICS:

This is a single level class that recognizes positions that have significant responsibility for the development, monitoring and implementation of a substantial program related to City operations.

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. Recommends and assists in the implementation of ADA program goals and objectives; establishes schedules and methods for the City's ADA program; implements policies and procedures; Develops and implements a comprehensive ADA program by compiling, evaluating and determining program related activities, methods and approaches that meet the City's needs and ensures compliance with regulatory requirements;
2. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
3. Participates in program budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for program activities; monitors and controls expenditures;

4. Researches, compiles and prepares reports and documentation on program activities; analyzes program and develops corrective action, maintains records of findings and corrective actions.
5. Develops and presents informational materials to Council, Commissions, other departments, the community, outside agencies regarding program element and activities;
6. Acts as a liaison to other departments, the public, outside agencies, organizations and companies regarding accessibility related issues and concerns;
7. Initiates and coordinates ADA compliance related training to all City employees and subcontractors;
8. Receives and responds to complaints, concerns and grievances and investigates and prepares reports of findings and action in response;
9. Serves as Secretary to the Commission on Disability; apprises commissioners of laws, policies, and administrative procedures affecting Commission recommendations; provides information to the Commission about fiscal impact proposals, including overall department and city-wide fiscal capacity and priorities; assists in the preparation of meeting agendas, researches and completes staff and commission reports; prepares and coordinates the dissemination of Commission packets, meeting notices, prepares minutes and other communications;
10. Coordinates follow-up reports to staff or council and prepares materials for commission meetings; represents commission recommendations at City Council meetings, with other commissions at City department meetings, as necessary;
11. May plan, prioritize, assign, supervise and review the work of administrative support staff related to program activities;
12. Serves as Access and Function Needs Specialist ensuring appropriate communication to the disabled community as it relates to emergency preparedness and response;
13. Supports and oversees the implementation of the City of Berkeley ADA Transition Plan; compiles information regarding disability compliance measures; information for budgets and project recommendations for removal of barriers; reviews plans for removal of architectural equipment, policy, and procedural barriers to accessibility; works with department managers to determine modifications, revisions and additions needed to provide accessible programs;
14. Coordinates with Building and Safety, Planning and Development, Parks and Waterfront, and Public Works to maximize accessibility opportunities in public and private facilities, including the development and review of City design standards and procedures; monitors City projects progress, as needed, including review and approval of projects affecting the pedestrian walkway building alterations, and new construction; conducts on-site inspections;
15. Provides technical assistance to design professionals, including City engineers and architect developers, and the public about codes and best design practices for accessibility for persons with disabilities;
16. Performs related work as required.

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 and in the Examples of Duties.

Knowledge of:

1. State and federal laws, rules and regulations pertaining to civil rights, laws and regulations barring discrimination against disabled persons, especially Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act and their implementing regulations;
2. Major legal cases and practical, cost-effective compliance measures in the area of 504 and ADA compliance as they apply to city, county, and state governments; familiarity with compliance and due process procedures under both 504 and ADA;
3. Architectural and building standards as set forth in the Uniform Federal Accessibility Standards (UFAS), Title 24 of the California Health and Safety Code, and the Americans With Disabilities Act;
4. Disability and disabilities, disability-related issues and resources;
5. Principles and practices of program and policy planning, development, administration and evaluation; research methods, systems, and procedures analysis;
6. Principles and practices of budget monitoring;
7. Technical report writing procedures;
8. Modern office procedures, methods and computer equipment;
9. Principles of customer service;
10. Principles and practices of education and public speaking, including the planning, preparation and evaluation of educational materials and outreach tools.

Ability to:

1. Plan, coordinate, direct, review and evaluate the City's ADA compliance practices;
2. Analyze ADA compliance problems, evaluate alternatives and adopt effective course of action;
3. Deal tactfully and effectively with a wide variety of board and commission members, government officials, civic groups, unions, the public and City staff;
4. Assist in the development and monitoring of an assigned program budget;
5. Develop and recommend policies and procedures related to assigned program activities;
6. Interpret and apply laws, regulations, policies and procedures;
7. Plan, direct and review the work of staff on a project or day-to-day basis;
8. Represent the City in meetings with unions, members of the public and government bodies to promote program goals;
9. Provide clear, focused educational and information presentations;
10. Prepare clear, concise and accurate written studies, proposals and reports;
11. Operate and use modern office equipment including computers and applicable software;
12. Establish and maintain effective working relationships with those contacted in the course of work;
13. Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year college with major coursework in business or public administration, psychology, disability studies or social welfare, or a closely related field and three (3) years of professional experience working in programs serving people with a wide range of disabilities, at least two years of which involved civil rights advocacy or compliance.

OTHER REQUIREMENTS

Work is generally performed in an office setting. Work involves occasional fieldwork and public meetings which extend beyond the normal workday. Work includes complex telephone and face-to-face public contact situations and pressure generated by frequent interruptions, deadlines, complaints and peak workloads

