



Office of the City Manager

CONSENT CALENDAR  
April 25, 2017

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Sarah Reynoso, Director of Human Resources

Subject: Classification and Salary: Public Works Operations Manager

RECOMMENDATION

Adopt a Resolution amending Resolution No. 67,484-N.S. Classification and Salary Resolution for Public Employees Union - Local One, to establish the classification of Public Works Operations Manager with a monthly salary range of \$9,928 - \$12,189 effective April 25, 2017.

FISCAL IMPACTS OF RECOMMENDATION

The estimated total cost (salary and benefits) for one (1) position in FY2018 is approximately \$249,547. The Public Works Department intends to add two (2) positions to its operation, one (1) in the Zero Waste Division, and one (1) in the Corporation Yard of the Streets and Utilities Division. The funding for each of the positions will come from the following budget codes:

Public Works Operations Manager	FTE	Budget Code
Zero Waste	1.0	820-5601-410-1101
Corp Yard	0.2	820-5111-410-1101
Corp Yard	0.2	830-5111-410-1101
Corp Yard	0.05	840-5111-410-1101
Corp Yard	0.05	850-5111-410-1101
Corp Yard	0.05	860-5111-410-1101
Corp Yard	0.3	865-5111-410-1101
Corp Yard	0.15	866-5111-410-1101

CURRENT SITUATION AND ITS EFFECTS

The Director of Public Works has requested that the City establish a new classification of Public Works Operations Manager to oversee and administer operations in the Corporation Yard of the Streets and Utilities Division and the Zero Waste Division in the Public Works Department.

Once the new Operations Manager classification is established, two new positions will be created: one in the Corporation Yard and the other at Zero Waste. The Streets and Utilities Division and the Equipment Maintenance Division are located in the Corporation yard and have a total of three superintendents (Equipment Superintendent, Facilities Maintenance Superintendent, and Public Works Maintenance Superintendent) who previously reported to the Deputy Director of Public Works, but due to a recent restructuring, the Deputy Director is now directly overseeing the Transportation and Engineering Divisions. This change has created a gap since the three Superintendents now report directly to the Director of Public Works. The proposed Public Works Operations Manager will work at the Corporation Yard and directly supervise these three superintendents, oversee daily operations, assist with budget and policy matters, and be the direct report to the Director of Public Works.

The Zero Waste Division currently has a Solid Waste and Recycling Manager who is responsible for all aspects of Zero Waste Management programs, supervises three Senior Solid Waste Supervisors and indirectly supervises 89 employees. The current staffing model is inadequate to address the many enterprise programs in this division. There is a need for an additional manager to assist in implementing several high priority and large projects, such as converting all commercial waste collection in-house, renovating the aging transfer station, overseeing a Request For Proposal for the recycling program, and restructuring the refuse collection routes. Additionally, this new position will provide additional supervision to staff and free up the Zero Waste Manager to manage the Division and work on implementation of the high priority projects. This Public Works Operations Manager will work at the Transfer Station, and directly supervise the two Senior Solid Waste Supervisors who oversee the commercial and residential collection areas, oversee daily operations, report to and assist the Solid Waste and Recycling Manager in specific areas, including the management of multiple multi-million dollar contracts.

The essential job duties of the Public Works Operations Manager include planning, organizing, overseeing, coordinating, and reviewing the work of management staff performing administrative, professional, technical, and maintenance support tasks related to programs and activities of several Public Works Operations and Solid Waste Divisions. It will have administrative management responsibilities in multiple programs and perform many duties that involve significant accountability and decision-making responsibility. The positions will require functional experience and program management experience in order to effectively orchestrate and streamline operations.

BACKGROUND

The Personnel Board discussed the proposal at its March 6, 2017 meeting and voted (Yes: Dixon, Murray, Wenk, Howard, Bartlow; Absent: Hunt, Kidd) to recommend the following to the City Council:

1. Establish the classification of Public Works Operations Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit M (Management), with a 5-step monthly salary range of \$9,928 - \$10,451 - \$11,001 - \$11,580 - \$12,189.

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

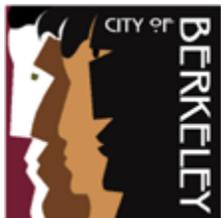
None

CONTACT PERSON

David Jung, Associate Human Resources Analyst, 981-6815

Attachments:

1. Class Specification – Public Works Operations Manager
2. Resolution  
Exhibit A: Salary Schedule



CITY OF BERKELEY  
Established Date: April 25, 2017

## Public Works Operations Manager

Class Code:  
13630

### **DESCRIPTION:** **DEFINITION**

Under general direction, oversees, plans, organizes, develops, analyzes, and manages functions of one or more assigned Public Works Operations or Zero Waste Management divisions including; administrative, professional, technical, and maintenance support activities. Performs related work as required.

### **CLASS CHARACTERISTICS**

This class has administrative management responsibilities for one or more programs in Public Works Operations and/or Zero Waste, including the operations, maintenance, and repair of the City's streets, stormwater and drainage systems, buildings and facilities, environmental programs, fleet and zero waste management. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures. This class is distinguished from the Zero Waste and Recycling Manager in that the latter is responsible for all aspects of Zero Waste Management programs and not specific areas. This class is further distinguished from the Deputy Director of Public Works in that the latter has overall responsibility for assigned functions of the Public Works Department and for developing, implementing, and interpreting public policy.

### **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. Provides management and administrative oversight for assigned areas in Public Works Operations and/or Zero Waste divisions, including streets, stormwater and drainage systems, buildings and facilities, environmental programs, fleet maintenance and operations, and zero waste collection, recycling, and disposal;
2. Participates in the development and implementation of goals, objectives, policies,

and priorities for assigned areas;

3. Participates in the development and management of division(s) budgets;
4. Recommends, administers, and implements plans, policies, and procedures; including service and staffing levels;
5. Develops and implements standardized procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and operating procedures;
6. Directs and coordinates the work plan for the assigned divisions; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures;
7. Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff development and training; oversees performance management of assigned staff;
8. Implements and coordinates applicable environmental programs designed to meet the City's sustainable environmental goals, including identifying and securing internal and external funding sources;
9. Develops and reviews staff reports and other necessary correspondence related to assigned public works maintenance and operations activities and services;
10. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action;
11. Monitors industry trends and innovations in public works operations and maintenance;
12. Serves as a liaison for assigned divisions and programs to other City departments, divisions, and outside agencies;
13. Provides staff support to the Department as needed with commissions, committees and task forces; attends and participates in professional group meetings;
14. Monitors and complies with industry standards and regulations to encourage safe and efficient operations; and
15. 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. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management;
2. Industry related safety practices and procedures;
3. Principles and practices of employee supervision, including work planning, assignment, review, evaluation and development of staff;
4. Principles and practices of budget administration;
5. Principles and practices of the operation of one or more of the following program areas:
  - a. Fleet maintenance,
  - b. Zero waste collections, disposal and recycling,
  - c. Streets and sewers,
  - d. Conservation and environmental resource management,
  - e. Stormwater and drainage systems, and
  - f. Building and facilities.
6. Local, state and federal laws applicable to operation of assigned divisions/program areas;
7. Funding sources impacting program and service development; and
8. Principles and practices of recordkeeping.

Ability to:

1. Recommend and implement goals, objectives, policies, procedures, work standards, and internal controls;
2. Research, analyze, and evaluate new service delivery methods, procedures and techniques;
3. Plan, organize, monitor, and coordinate a variety of projects and programs;
4. Select, motivate, and evaluate staff and provide for their training and professional development;
5. Analyze complex administrative and programing problems, evaluate alternative solutions and adopt effective courses of action;

6. Establish and maintain cooperative working relationships with citizens, public and private organizations, boards, commissions and City staff;
7. Prepare clear, concise, and professional reports, correspondence, and other written materials;
8. Use appropriate grammar, spelling, vocabulary and punctuation to communicate both orally and in writing; and
9. Utilize modern office practices, methods, computer equipment and applications to perform work and promote efficiency.

**MINIMUM QUALIFICATIONS:**

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

Possession of a bachelor's degree from an accredited college or university in environmental science, engineering, business or public administration, or a closely related field and four (4) years of progressively responsible experience in the management of public works field operations and maintenance and/or zero waste management; with three (3) years of supervisory experience.

Additional qualifying supervisory experience or advanced related program planning may be substituted for the required education on a year-per-year basis.

**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 work evenings and weekends.

**CLASSIFICATION HISTORY:**

Public Works Operations Manager	
Classification Code	13630
Classification Established	4/25/17
FLSA Status	Exempt
Administrative Leave/Overtime	Admin Leave
Representation Unit	M
Probationary Period	One Year
Workers' Compensation Code	8810

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

CLASSIFICATION: PUBLIC WORKS OPERATIONS MANAGER

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

WHEREAS, the Director of Public Works had requested the Human Resources Department establish the Public Works Operations Manager classification; and

WHEREAS, Department of Public Works and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on March 6, 2017 to establish the classification of Public Works Operations Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, Representation Unit M (Management), with a monthly salary range of \$9,928 - \$10,451 - \$11,001 - \$11,580 - \$12,189 effective April 25, 2017.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 67,484-N.S., Classification and Salary Resolution for Public Employees Union - Local One is amended to establish the classification of Public Works Operations Manager with a salary range as shown in Exhibit A, effective April 25, 2017.

Exhibit A

<b>Salary Schedule</b>									
<b>Class Code</b>	<b>Unit</b>	<b>Class</b>	<b>FLSA</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>EFFECTIVE DATE</b>
13630	M	Public Works Operations Manager	EXEMPT	\$9,928	\$10,451	\$11,001	\$11,580	\$12,189	4/25/17

