



Office of the City Manager

CONSENT CALENDAR  
May 30, 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: Manager of Public Health Services

### 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 Manager of Public Health Services with a monthly salary range of \$10,133 - \$12,443 effective May 30, 2017.

### FISCAL IMPACTS OF RECOMMENDATION

The addition of the new classification to the Public Health Division will increase total costs by approximately \$70,000 - \$90,000 annually. This increased expense will be covered by Public Health Realignment funds (958-4505-440-11-01). For the last number of years we have received higher revenues for Public Health realignment than we have budgeted for expenses. We are confident that the current and future revenue will support this position.

### CURRENT SITUATION AND ITS EFFECTS

The Director of Health, Housing and Community Services (HHCS) has requested that the City establish a new classification of Manager of Public Health Services to oversee and manage the Public Health Division in the Health, Housing and Community Services Department.

The Public Health Division has always been under the oversight of the Health Officer (Certified), who served in a dual role, as the City's Health Officer as well as the Division Manager. However, when the Health Officer (Certified) retired from the City in December 2016, the HHCS Director and his management team took the opportunity to assess the overall needs of the Public Health Division. Additionally, he received input from staff in the Public Health Division expressing their concerns regarding the Division's organizational structure. Staff indicated that the workload of the Health Officer and Division Manager is too demanding for one person to do both well, and felt that the skill sets between a Health Officer and a Division Head are typically quite different; both of which are essential for the Division. Based on staff feedback, and the management team's assessment, the Director of HHCS determined that the Public

Health Division will be better served with a full-time Division Manager, and a part-time Health Officer. It is essential to have a dedicated full-time Division Manager to provide administrative oversight and management to the Public Health Division, while allowing the Health Officer (Certified) to focus on its role in coordinating public health care services with external agencies and health care providers, the ongoing communication with the local medical community, and acting as the liaison to the State Department of Health Services.

The Manager of Public Health Services will function as the Division Manager and will be expected to bring a strong vision and leadership to the Division, while working closely with the Health Officer (Certified). The Manager of Public Health Services will plan, organize, direct, and evaluate the activities, personnel, program and administrative functions of the Public Health Division; as well as direct the development and administration of the Division budget, and serve as a member of the HHCS leadership team.

#### BACKGROUND

The Personnel Board discussed the proposal at its May 1, 2017 meeting and voted (Yes: Dixon, Murray, Wenk, Howard, Bartlow, Hunt, Lacey; Absent: Kidd) to recommend the following to the City Council:

1. Establish the classification of Manager of Public Health Services, 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 \$10,133 - \$10,667 - \$11,229 - \$11,820 - \$12,443.

#### 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

Rebecca Chen, Senior Human Resources Analyst, (510) 981-6822

#### Attachments:

1. Class Specification –Manager of Public Health Services
2. Resolution and Exhibit A: Salary Schedule



CITY OF BERKELEY  
Established Date: May 30, 2017

## Manager of Public Health Services

Class Code:  
13670

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

Under administrative direction, provides vision and strategy for the Public Health Division in partnership with the Health Officer, division and department staff, and community members. Plans, organizes, directs, and evaluates the activities, personnel, programs, and administrative functions of the Public Health Division; directs the development and administration of the division budget; serves as a member of the Health, Housing and Community Services Department leadership team; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position classification is responsible for the overall planning, administration, and operation of the programs and activities of the Public Health Division, which includes overseeing the work of public health professional and support staff. The incumbent is responsible for ascertaining community public health needs, recommending and directing program development, implementation, and evaluation, and prioritizing health equity in the community. This class exercises a high degree of independent judgement, accountability, and ongoing decision-making responsibilities. This class is distinguished from the Director of Health, Housing and Community Services in that the latter has overall management responsibility for all of the divisions within the Health, Housing and Community Services Department.

### **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. Oversees the hiring and selection, workload assignment, accountability, training and development, and performance evaluation and management of division staff;
2. Prioritizes health equity by working closely with other division heads in the department, City staff, and community partners to provide comprehensive public health services to

City residents, and to resolve a broad range of service, delivery, community, and administrative problems;

3. Manages preparation and administration of the division's budget;
4. Plans, develops, directs, and coordinates a variety of public health programs; develops action plan, identifies funding sources, and creates procedures for quality control and assurance; monitors and evaluates multiple programs and projects and their cost effectiveness; ensures program adherence to federal laws, regulations, state statutes, city ordinances, and policies;
5. Evaluates results of program activities; determines, recommends, and implements changes as necessary;
6. Monitors developments related to public health matters and evaluates their impact on City public health programs and operations; recommends and implements policy and procedural improvements;
7. Maintains a thorough understanding of local, regional, state, and federal health policies and uses knowledge to proactively plan appropriate City responses to public health needs;
8. Interprets City policies and procedures to employees; and
9. 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 budgeting, goals and objectives development, work control, and staff supervision;
2. Principles and practices of public health administration;
3. Principles and practices of program management including determination/identification of funding sources, grant and proposal preparation, program evaluation, and fiscal management;
4. Applicable city, state, and federal guidelines and laws regulating public health practices, programs, and services;
5. Methods and procedures for developing and evaluating program quality control,

assurance, and effectiveness;

6. Public healthcare program funding sources and costs of services;
7. City, county, and state welfare and social service programs and agencies;
8. Methods and procedures for collecting and compiling demographic and statistical public health data; and
9. Principles and practices of public health education and teaching.

Ability to:

1. Select, plan, organize, assign, direct, review and evaluate the work of assigned staff; provide training for their professional development;
2. Identify the cultural patterns and health disparities influencing community health practices;
3. Develop, implement, and coordinate public health programs; evaluate the effectiveness of the programs and make sound recommendations for improvements;
4. Establish and maintain cooperative working relationships with the public, public and private organizations, boards and commissions, and City staff;
5. Utilize demographic and statistical data and information to evaluate community public health needs;
6. Exercise sound independent judgment within general policy guidelines;
7. Represent the City in contacts with City officials, community and other agencies, and the public; and
8. Prepare clear and concise reports and other written correspondence.

**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 public health, business, or hospital administration, or a related field; and five (5) years of progressively responsible professional public health program management experience and two (2) years of which must have been at the supervisory level.

Possession of a Master's degree from an accredited college or university in public health, business, or hospital administration, or related field may be substituted for one (1) year of

the required experience.

**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 attend evening and weekend meetings.

**CLASSIFICATION HISTORY:**

Manager of Public Health Services	
Classification Code	13670
Classification Established	5/30/2017
FLSA Status	Exempt
Administrative Leave/Overtime	Admin Leave
Representation Unit	M
Probationary Period	One Year
Workers' Compensation Code	8810

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

CLASSIFICATION: MANAGER OF PUBLIC HEALTH SERVICES

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

WHEREAS, the Director of Health, Housing and Community Services had requested the Human Resources Department establish the Manager of Public Health Services classification; and

WHEREAS, Department of Health, Housing and Community Services and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on May 1, 2017 to establish the classification of Manager of Public Health Services, 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 \$10,133 - \$10,667 - \$11,229 - \$11,820 - \$12,443 effective May 30, 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 Manager of Public Health Services with a salary range as shown in Exhibit A, effective May 30, 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>
13670	M	Manager of Public Health Services	E	\$10,133	\$10,667	\$11,229	\$11,820	\$12,443	5/30/2017