



Office of the City Manager

CONSENT CALENDAR
May 16, 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: Epidemiologist

RECOMMENDATION

Adopt a Resolution amending Resolution No. 67,482-N.S., Classification and Salary Resolution for Service Employees International Union Local 1021, Community Service & Part-Time Recreation Leaders Association, to establish the classification of Epidemiologist with a monthly salary range of \$6,405 - \$7,785 effective May 16, 2017.

FISCAL IMPACTS OF RECOMMENDATION

Through Resolution No. 67,355-N.S., Council has allocated funding from the General Fund (budget code 010-4501-440-30.38) for the Public Health Division to coordinate the evaluation of the Healthy Berkeley Program and produce an annual report that disseminates process and outcome data resulting from the program. The estimated total cost (salary and benefits) of this proposal for FY 2018 for one position is approximately \$159,384.

CURRENT SITUATION AND ITS EFFECTS

Paul Buddenhagen, Director of Health, Housing, and Community Services, has requested the establishment of a new classification of Epidemiologist to collect, analyze, interpret, evaluate, and present health data and information pertinent to the City in the Public Health Division of the Health, Housing, and Community Services Department (HHCS).

In November of 2014, Berkeley voters passed Measure D with the intent to diminish the human and economic costs of diseases associated with the consumption of sugar-sweetened beverages (SSBs) by discouraging their distribution and consumption in Berkeley through a tax. Measure D provided for the establishment of the Sugar-Sweetened Beverage Product Panel of Experts (SSBPPE) commission to advise the City Council on how and to what extent the City should fund programs to further reduce the consumption of SSBs in Berkeley and address the consequences of such consumption. The SSBPPE recommended that City Council allocate funds to staff a

position to design, implement, and report on on-going evaluation efforts of the Commission-recommended initiatives.

On November 29, 2016, Council approved the SSBPPE's recommendation to use Measure D revenue to fund a new position in the Public Health Division. Additionally, on February 28, 2017, at the recommendation of the SSBPPE and with Council's direction, the Public Health Division worked to rename the SSB Program to the "Healthy Berkeley Program". The creation of the Epidemiologist classification will provide program and impact evaluation support to the "Healthy Berkeley" sugar sweetened beverage consumption and impact reduction programs newly funded by the City.

The City currently has no specific "Epidemiologist" classification, although public health does have an epidemiologist on staff. Given the needs and demands in the Public Health Division, it would be better served by having a career full-time Epidemiologist on staff, as well as allowing the Public Health Division to expand on its service delivery. The Epidemiologist will perform various functions related to the gathering and analysis of health statistical data and information. The incumbent will provide assistance to program staff in support of the planning, development, administration, and evaluation of programs. In addition, the Epidemiologist will present epidemiological research data and findings to a wide-range of professionals, including policy makers, community planning groups, and during conferences and research meetings. Creating a specific Epidemiologist classification will provide a classification under which the City could recruit, hire, and retain individuals with well-developed skills in this specialized area, and is optimal for meeting the future core health data analysis needs of the Division and the Department.

Therefore, staff recommends to City Council the establishment of an Epidemiologist classification to enable the City to staff the position in-house in lieu of contracting out for this service. The creation of this new classification will allow the City to hire an Epidemiologist to collect, analyze, interpret, evaluate, and present health data and information pertinent to the City.

BACKGROUND

The Personnel Board discussed the proposal at its April 3, 2017 meeting and voted (Yes: Hunt, Bartlow, Kidd, Murray, Dixon, and Howard; No: Wenk) to recommend the following to the City Council:

1. Establish the classification of Epidemiologist, eligible for the overtime provision of the Fair Labor Standards Act (FLSA), in Representation Unit G1 (SEIU Local 1021 Community Services and Part-Time Recreation Leaders Association – Career and non-career health, welfare and social service classifications), with a 5-step monthly salary range of \$6,405 - \$6,725 - \$7,061 - \$7,414 - \$7,785, effective May 16, 2017.

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 maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Crystal Esparza, Assistant Human Resources Analyst, 981-6808

Attachments:

1. Class Specification – Epidemiologist
2. Resolution and Exhibit A: Salary Schedule



CITY OF BERKELEY
Established Date: May 2017

Epidemiologist

Class Code:24220

DESCRIPTION:

DEFINITION

Under general supervision, collects, analyzes, interprets, and presents health data pertinent to the City; implements local surveillance and research activities; manages assigned programs, projects, or activities involving the collection, interpretation, assessment, evaluation, and use of data and information; and performs other related work as required.

CLASS CHARACTERISTICS

This class performs various functions related to the gathering and analysis of health statistical data and information as well as providing assistance to program staff in support of the planning, development, administration, and evaluation of programs. This position differs from the Senior Health Management Analyst in which the latter has oversight of multi-programs within a complex operating department, and performs the more difficult and complex epidemiology analysis.

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. Designs and implements survey instruments and procedures for quantitative and qualitative data collection and analysis;
2. Develops evaluation tools, monitors, and tracks procedures, and defines objectives and supporting tasks;
3. Plans, conducts, and evaluates original clinical or population based surveys and epidemiological research projects and disseminates findings to appropriate parties;
4. Presents epidemiological research data and findings to a wide-range of professionals, policy makers, community planning groups, and during conferences

and research meetings;

5. Prepares reports, presentations, and scientific papers based on hypothesis and results; participates in conferences, meetings and seminars relating to the causation, spread, and prevention of diseases; prepares accurate statistical and narrative reports, computer documentation, and other written materials;
6. Plans, conducts, and evaluates epidemiological activities to determine patterns of disease and of the determinants of health;
7. Monitors and analyzes State, County, City, and census tract level data to identify trends and progress towards national goals;
8. Analyzes and evaluates statistical data analysis techniques; develops and manages various databases to support analytical and reporting methodology;
9. Utilizes statistical techniques and software to assess the health status of the community and evaluate the effectiveness of agency activities directed at improving community health indicators;
10. Works with community health professionals assisting with epidemiological aspects of planning, design, methodology, and data collection;
11. Maintains accurate records and files related to work performed; prepares and updates documentation regarding assigned projects;
12. May lead assigned support staff and work related to research and evaluation; and
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 and procedures of epidemiology, including design analysis, and evaluation of surveillance systems;
2. Principles and practices of statistical analysis, including geospatial analysis;
3. Methods of collecting and analyzing data, including computer processing methods used to generate, organize, and display data;
4. Current applicable databases and data systems commonly used in Public Health;

and

5. Standard office practices and procedures, including the operation of standard office equipment.

Ability to:

1. Research, gather, analyze, summarize, and present statistical health data and information;
2. Interpret, monitor, and ensure compliance with applicable research and data protection policies, codes, and regulations;
3. Prepare clear, concise, and professional reports, analyses, and any written correspondences;
4. Exercise sound independent judgement within established procedural guidelines;
5. Plan, organize, and complete assigned work in a timely manner;
6. Maintain accurate records and files;
7. Communicate effectively before groups;
8. Establish and maintain effective working relationships with those contacted in the course of the work;
9. Represent the Department and the City in meetings with other agencies; and
10. Operate a variety of standard office equipment.

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 with a major in health science, epidemiology, mathematics, statistics, or a related field; and two (2) years of experience designing, conducting, analyzing, interpreting, and evaluating epidemiological, research or evaluation studies.

Progressively responsible related experience may be substituted for the education requirement on a year-for-year basis.

Possession of a Master's degree from an accredited college or university with specialization in epidemiology, biostatistics 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.

CLASSIFICATION HISTORY:

Epidemiologist	
Classification Code	24220
Classification Established	May 2017
FLSA Status	Non-Exempt
Administrative Leave/Overtime	Overtime
Representation Unit	G1
Probationary Period	6 Months
Workers' Compensation Code	8810

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

CLASSIFICATION: EPIDEMIOLOGIST

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 recommended establishing the Epidemiologist classification; and

WHEREAS, the Public Health Division and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on April 3, 2017 to establish the classification of Epidemiologist, eligible for the overtime provisions of the Fair Labor Standards Act (FLSA) in Representation Unit G1 (SEIU Local 1021 Community Services and Part-Time Recreation Leaders Association – Career and non-career health, welfare and social service classifications), with a 5-step monthly salary range of \$6,405 - \$6,725 - \$7,061 - \$7,414 - \$7,785), effective May 16, 2017.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 67,482-N.S., Classification and Salary Resolution for Service Employees International Union Local 1021 Community Services & Part-Time Recreation Leaders Association, is amended to establish the classification of Epidemiologist with a salary range as shown in Exhibit A, effective May 16, 2017.

Exhibit A

Salary Schedule

Class Code	Unit	Class	FLSA	Steps					Effective Date
				A	B	C	D	E	
24220	G1	Epidemiologist	N	\$6405	\$6725	\$7061	\$7414	\$7785	05/16/2017

