To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: LaTanya Bellow, Director of Human Resources

Subject: Classification and Salary: 1474 Resilient Buildings Program Manager

RECOMMENDATION
Adopt a Resolution amending Resolution No. 67,485-N.S. Classification and Salary Resolution for Public Employees Union Local One, to establish the classification of 1474 Resilient Buildings Program Manager with a monthly salary range of $9,849.33 - $12,092.40 effective September 13, 2018.

FISCAL IMPACTS OF RECOMMENDATION
The estimated total cost (salary and benefits) of this proposal for FY 2019 (December 2018– June 2019) for one position is approximately $224,493. The Department of Planning and Development will fund the total cost of this position from 833-8602-463.11-01 (50%) and 375-8602-463.11-01 (50%).

CURRENT SITUATION AND ITS EFFECTS
On December 1, 2015, the City Council referred to the City Manager a package of proposals to improve and expand the Rental Housing Safety Program (RHSP). Key recommendations included exploring ways to prioritize proactive inspections and establishing a cyclical inspection model whereby all rental units and rooms would be inspected by the City on a periodic basis.

On May 16, 2016, the Planning Department provided a report to the 4 X 4 Committee with an assessment of the proposed mandatory proactive housing inspection program, and a recommendation to create a new classification in the Building and Safety Division as a first step to improving and expanding the program. The new position would oversee the Housing Inspection and Community Services & Administration Sections within the Building & Safety Division. In addition to supervising staff, the position would be charged with conducting a thorough assessment and ongoing evaluation of the housing inspection policies and procedures to determine how systems could be streamlined to increase productivity. This work and the goal of expanding the RHSP toward a more proactive approach will require extensive community outreach to property owners and tenants, financial planning, and research of other jurisdictions.
BACKGROUND
The Personnel Board discussed the proposal at its July 2, 2018 meeting and voted (Yes: Bartlow, Dixon, Howard, Hunt, Lacey, Kidd, Murray, Popper, Wenk) to recommend the following to the City Council:

1. Establish the classification of Resilient Buildings Program Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit M (Management), Public Employees Union Local One, with a monthly salary range of $9,849.33 - $10,367.72 - $10,913.39 - $11,487.78 - $12,092.40 effective September 11, 2018.

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
Kimberly Castillo, Senior Human Resources Analyst, (510) 981-6820

Attachments:
1. Class Specification – Resilient Building Program Manager
2. Resolution
   Exhibit A: Salary Schedule
Resilient Buildings Program Manager

DEFINITION

Under general direction, plans, organizes, and directs activities and programs of the Housing Inspection and Community Services Sections within the Building and Safety Division; supervises and directs the work of professional, technical and/or support staff; assists in policies and procedures for revenue collection and budget development and implementation; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class directs and administers the Housing Inspection and Community Services sections of the Building and Safety Division and may also direct the Administration section. The incumbent plans, organizes, and directs programs, activities and the work of professional and support staff. The incumbent is responsible for coordinating major programs, from inception through approval and implementation and for performing highly specialized and difficult programmatic activities. The Housing Inspection section includes the Proactive Inspection Program, Reactive Inspection Program, Exterior Elevated Elements Program and other housing code enforcement programs. Community Services include community outreach for the Building and Safety Division, Soft Story Program, Unreinforced Masonry Program, federally-funded Retrofit Grants, Post-Disaster operations planning, and other seismic safety and hazard mitigation programs that encourage safety assessments and building retrofits, including but not limited to transfer tax rebate program for seismic improvements and the building occupancy resumption program.

The incumbent is responsible for formulating policy and procedures, developing goals and objectives, ensuring compliance with funding sources, developing and supervising staff, administering program budgets and directing day-to-day operations. This classification requires the exercise of considerable independent judgment in accomplishing the goals and objectives of the division, in providing problem resolution and representing the division in meetings with commissions and community groups. The incumbent assists the Building and Safety Manager with personnel matters, analyses and report writing. Responsibilities are performed with a high degree of administrative discretion. This class is distinguished from the Building and Safety Manager in that the latter has overall management responsibility for the Building and Safety Division.

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. Administers the Housing Inspection and Community Services sections; may manage the Administration section;
2. Prepares a variety of written materials such as City Council reports, resolutions, correspondence, memoranda, and web content;
3. Formulates, recommends and implements policies, procedures, programs, new service approaches, and ordinances;
4. Assists in the preparation of budgets for the Housing Inspection and Community Services sections; monitors budget and expenditures to ensure targeted budgetary goals are met and justifies allocations and expenditures;
5. Oversees revenue collection for the Rental Housing Safety Program;
6. Provides information to the community; makes presentations to boards and commissions as needed; coordinates project activities with other City departments;
7. Selects, directs, assigns, trains, and evaluates professional and administrative support staff and administers discipline as required;
8. Develops timetables and work programs; reviews and evaluates program data, considers alternatives and makes sound recommendations, including alternative courses of action, such as project restructuring, funding alternatives, and cost reduction;
9. Reviews the effectiveness of service delivery and work flow; makes and implements recommendations regarding such areas as organizational structure, staffing, productivity or procedure modifications to improve efficiency;
10. Assists property owners with completing mandated seismic retrofits, coordinating with permit specialists, plan checkers, inspectors, and design professionals to resolve obstacles to project completion;
11. Administers retrofit grant programs; coordinates with funders and prepares quarterly reports;
12. Tracks compliance with ordinances requiring retrofits of hazardous buildings and conducts code enforcement to increase compliance;
13. Manages the division’s website;
14. Contracts with vendors to provide personal and professional services, including preparing Request for Proposals (RFPs), interviewing and selecting vendors and negotiating scope of work and payment terms.

Knowledge and Abilities:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:
1. Principles and practices of program management, including development, planning, monitoring, evaluation and administration;
2. Management and administrative principles and practices: including budgeting, development of goals and objectives and work planning and organization;
3. Pertinent federal, state and municipal laws and regulations;
4. Principles and practices of housing inspection and code enforcement;
5. Seismic retrofit and hazard mitigation practices;
6. The building permit process and its interaction with other City departments and external organizations;
7. Work-related computer applications such as Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook, and other related database management and record keeping programs;
8. Principles and practices of effective supervision including selection, training, motivation, development, evaluation, and discipline.

Ability to:
1. Coordinate, direct and evaluate the work of professional and support staff;
2. Train staff in work procedures and provide for their professional development;
3. Prepare clear and concise Council reports, correspondence, memoranda, procedures, web content, and other written materials;
4. Accurately interpret, apply and explain pertinent federal, state and local laws, including municipal building and housing codes and ordinances;
5. Administer and manage a variety of projects and programs; coordinate programs with other departments and agencies;
6. Develop, implement, and evaluate programs, services, policies, procedures, work standards, and management controls, and make sound recommendations for improvement;
7. Identify and analyze complex administrative, operational and organizational problems, evaluate alternatives and implement operational changes; prioritize competing demands under pressure;
8. Prepare, administer, and monitor program budgets;
9. Lead communications and outreach for the Division and make clear oral presentations;
10. Exercise sound independent judgment within general policy guidelines;
11. Establish and maintain cooperative working relationships and deal courteously with those encountered in the course of work;

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:
A bachelor's degree from an accredited college or university with major course work in public or business administration, construction management, urban planning, communications, political science or a related field and five (5) years of increasingly responsible professional experience in housing or building inspection, the development and delivery of community service programs, code enforcement, public administration, or property management including two (2) years supervising professional staff. A graduate degree in a related field is desirable.

OTHER REQUIREMENTS
Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and fulfill job responsibilities. When driving on City business, maintenance of a valid California driver’s license and satisfactory driving record is required.

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<thead>
<tr>
<th>Resilient Buildings Program Manager</th>
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<tbody>
<tr>
<td>Classification Code</td>
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<tr>
<td>FLSA Status</td>
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<tr>
<td>Administrative Leave/Overtime</td>
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<tr>
<td>Representation Unit</td>
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<tr>
<td>Probationary Period</td>
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<td>Workers’ Compensation Code</td>
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RESOLUTION NO. ##,###-N.S.

ESTABLISH CLASSIFICATION: RESILIENT BUILDINGS PROGRAM MANAGER

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

WHEREAS, the City Manager had recommended establishing the Resilient Buildings Program Manager classification; and

WHEREAS, Department of Planning and Development and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on July 2, 2018 to establish the classification of Resilient Buildings Program Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, Representation Unit M (Management), Public Employees Union Local One, with a monthly salary range of $9,849.33 - $10,367.72 - $10,913.39 - $11,487.78- $12,092.40 effective September 13, 2018.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 67,485-N.S., Classification and Salary Resolution for Local One, is amended to establish the classification of Resilient Buildings Program Manager with a salary range as shown in Exhibit A, effective September 13, 2018.
### Salary Schedule

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Unit</th>
<th>Class</th>
<th>FLSA</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tr>
<td>1474</td>
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<td>Resilient Buildings Program Manager</td>
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<td>$9,849.33</td>
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