



Berkeley Housing Authority

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Telephone: (510) 981 5470 Fax: (510) 981 5480

Office of the Executive Director

Item 4A

CONSENT AGENDA

April 28, 2011

To: Honorable Chairperson and
Members of the Housing Authority Board

From: *Tia M. Ingram*
Tia M. Ingram, Executive Director

Subject: Adopt a resolution allocating an existing classification, BHA Senior Office Assistant, to representation unit "Z8" (for confidential clerical and office support employees).

RECOMMENDATION

Adopt a resolution allocating an existing classification, BHA Senior Office Assistant, to representation unit "Z8" (for confidential clerical and office support employees).

BACKGROUND

The current Berkeley Housing Authority staffing plan includes one position that provides administrative, often confidential support to the Executive Director, Finance Manager, and Management Analyst. The Board has adopted, and there currently exist three classifications that can be utilized for this function: Administrative Secretary, Administrative Assistant, and Senior Office Assistant.

Each classification is assigned to a "representation unit;" the classification is an important flag in the payroll system as it signifies the applicable benefit package including, but not limited to, whether the incumbent is responsible for payment of union dues.

The BHA Administrative Secretary and BHA Administrative Assistant classifications are assigned to representation unit Z8, and thus are considered confidential, and not subject to union representation or payment of union dues. This action, recommended with the knowledge and consent of SEIU Local 1021 (see attached) adds the BHA Senior Office Assistant classification to representation unit Z8.

FISCAL IMPACTS OF RECOMMENDATION

None

CONTACT PERSON

Tia Ingram, Executive Director, 981-5471

Attachment:

1. SEIU Local 1021 email
2. Resolution

ATTACHMENT 1

Aguilar-Vasquez, Celinda

From: Ingram, Tia
Sent: Thursday, April 21, 2011 9:55 AM
To: Aguilar-Vasquez, Celinda; Yturralde, Jesusa Eva
Subject: FW: Office Asst III

-----Original Message-----

From: Ingram, Tia
Sent: Thursday, March 10, 2011 8:08 AM
To: Richard Barnard
Cc: Hodgkins, David
Subject: RE: Office Asst III

Dave,

Richard and I met briefly yesterday to discuss this position (issue). Richard (SEIU) does not oppose our plan to have the position remain confidential and unrepresented, with the understanding that the position reports directly to the Executive Director, serves as the "director's admin support", handles confidential information (i.e. personnel matters), has not previously been represented, etc.

Richard, please correct me if I misstated anything. Thanks again for the ever forming positive, collaborative, partnership.

-----Original Message-----

From: Richard Barnard [mailto:Richard.Barnard@seiu1021.org]
Sent: Friday, March 04, 2011 9:05 AM
To: Ingram, Tia
Subject: RE: Office Asst III

Hi Tia can we meet in the beginning of the week so I can better understand what's going on with this position.

Thank you...Richard Barnard

-----Original Message-----

From: Ingram, Tia [mailto:TIngram@ci.berkeley.ca.us]
Sent: Wednesday, March 02, 2011 8:31 PM
To: Richard Barnard
Cc: Wayne Templeton
Subject: Office Asst III

Richard, I am pasting the text below, from my March 1st email. Can you please respond, or give me a call so we can talk? Thank you

"Richard, for budgetary reasons, we realigned the duties of the Administrative Assistant, and reclassified the position to the "Office Assistant III". The incumbent remains the primary assistant to the Executive Director, and thus, is privy to confidential information and records, including personnel records and certain medical information (i.e. work place injuries, family medical leave, workers compensation) .

The "Administrative Assistant" classification was not represented, and it my recommendation that the "position", now classified "Office Assistant III", remain unrepresented, for the reasons noted above."

ASSIGNING THE BHA SENIOR OFFICE ASSISTANT CLASSIFICATION TO
REPRESENTATION UNIT Z8

WHEREAS, the Berkeley Housing Authority classification plan includes three senior level clerical support classifications; and

WHEREAS, the three classifications, BHA Administrative Secretary, BHA Administrative Assistant and BHA Senior Office Assistant can be utilized to provide clerical/administrative support to the Executive Director, Finance Manager and Management Analyst; and

WHEREAS, every classification is assigned to a representation unit for payroll purposes; and

WHEREAS, Z8 is the representation unit for confidential clerical/administrative support classifications; and

WHEREAS, BHA Administrative Secretary and BHA Administrative Assistant classifications are assigned to representation unit Z8; and

WHEREAS, BHA currently utilizes the Senior Office Assistant classification to provide confidential clerical/administrative support to the Executive Director, Finance Manager and Management Analyst.

NOW THEREFORE, BE IT RESOLVED by the Board of the Berkeley Housing Authority that approves the allocation of the classification of BHA Senior Office Assistant to Representation Unit Z8.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on April 28, 2011 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary