



Berkeley Housing Authority

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Office of the Executive Director

Item 5B

CONSENT CALENDAR

March 8, 2012

To: Honorable Chairperson and
Members of the Housing Authority Commission

From:  Nia Ingram, Executive Director

Subject: Abolish the classifications of Berkeley Housing Authority (BHA) Administrative Secretary, BHA Administrative Assistant, and BHA Senior Office Assistant and establish new classification of BHA Executive Assistant under Representation Unit Z8 effective March 9, 2012.

RECOMMENDATION

Approve Resolutions (1) abolishing the classifications of Berkeley Housing Authority (BHA) Administrative Secretary, BHA Administrative Assistant, and BHA Senior Office Assistant and (2) establishing a new classification of BHA Executive Assistant effective March 9, 2012.

BACKGROUND

In September 2007 the Board adopted a series of 10 job classifications that were used for the initial staffing of the Authority. In August 2010, the Board made revisions to the classification plan, amending the Office Assistant classification to create two levels of general clerical assistance: an Office Assistant I and Office Assistant II classification.

BHA Executive Assistant Classification

The Management Team consists of the Executive Director, Finance Manager, Management Analyst, and confidential administrative/clerical support. As operations have evolved, and in response to changes in staffing, we have changed the description and functions assigned to the position. Most recently, in August 2011, BHA operations were assessed by Quadel consultants, who recommended further changes in compensation. The position has been vacant (no permanent appointment) since September 9, 2011, when the incumbent resigned.

To avoid confusion, we recommend abolishing the BHA Administrative Secretary, BHA Administrative Assistant, and BHA Senior Office Assistant classification, and creating a BHA Executive Assistant classification. This new, confidential, classification reflects the current "administrative" duties and responsibilities of the position and the expanded functionality of the position under the evolving organizational plan.

Salaries

In developing a salary recommendation, staff obtained current salary information for comparable positions at the Housing Authority in Alameda County, and San Francisco Housing Authorities. We further propose that we advise on the recruitment that the salary is under review and may be revised. This will allow for revision after a more comprehensive salary survey is performed for all BHA positions.

RATIONALE FOR RECOMMENDATION

In addition to correcting job classification, this action also serves as an initial step in aligning salaries to more closely reflect current market rates for comparable positions.

FISCAL IMPACTS OF RECOMMENDATION

Approximately \$12,000 reduction in annual income.

CONTACT PERSON

Tia Ingram, Executive Director, (510) 981-5471
Jesy Yturralde, Finance Manager, (510) 981-5488

Attachments:

1. Resolution: BHA Administrative Secretary; BHA Administrative Assistant; BHA Senior Office Assistant
2. Resolution: BHA Executive Assistant
3. Draft Classification Description - BHA Executive Assistant

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 12-_____

ABOLISHING THE CLASSIFICATIONS OF BHA ADMINISTRATIVE SECRETARY, BHA ADMINISTRATIVE ASSISTANT, AND BHA SENIOR OFFICE ASSISTANT

WHEREAS, the Berkeley Housing Authority Board of Commissioners is vested under the California Health and Safety Code to create classifications and establish salaries and health and welfare benefits for employees of the Berkeley Housing Authority; and

WHEREAS, under Resolution No. 07-13, adopted September 17, 2007, by the Board of Commissioners, a classification of BHA Administrative Secretary was created; and

WHEREAS, under Resolution No. 10-46, adopted July 23, 2010, by the Board of Commissioners, a retitling of classification of BHA Office Assistant to Office Assistant II occurred; and

WHEREAS, under Resolution No. 10-47, adopted July 23, 2010, by the Board of Commissioners, a classification of BHA Office Assistant I was created; and

WHEREAS, under Resolution No. 11-13, adopted April 28, 2011, by the Board of Commissioners, the BHA Senior Office Assistant Classification was assigned to Representation Unit Z8; and

WHEREAS, the confidential clerical/administrative position assigned to the management team, is vacant.

~~NOW THEREFORE BE IT RESOLVED~~ by the Berkeley Housing Authority Board of Commissioners that the classifications of BHA Administrative Secretary, BHA Administrative Assistant, and BHA Senior Office Assistant are abolished, and removed from the list of authorized classifications.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on March 8, 2012 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 12-_____

ESTABLISHING CLASSIFICATIONS OF BHA EXECUTIVE ASSISTANT UNDER
REPRESENTATION UNIT Z8

WHEREAS, the Berkeley Housing Authority Board of Commissioners is vested under the California Health and Safety Code to create classifications and establish salaries and health and welfare benefits for employees of the Berkeley Housing Authority; and

WHEREAS, under Resolution No. 07-13, adopted September 17, 2007, by the Board of Commissioners, a classification of BHA Administrative Secretary was created; and

WHEREAS, under Resolution No. 10-46, adopted July 23, 2010, by the Board of Commissioners, a retitling of classification of BHA Office Assistant to Office Assistant II occurred; and

WHEREAS, under Resolution No. 10-47, adopted July 23, 2010, by the Board of Commissioners, a classification of BHA Office Assistant I was created; and

WHEREAS, under Resolution No. 11-13, adopted April 28, 2011, by the Board of Commissioners, the BHA Senior Office Assistant Classification was assigned to Representation Unit Z8; and

WHEREAS, the confidential clerical/administrative position assigned to the management team, is vacant; and

WHEREAS, initiating the recruitment process to fill this position on a permanent basis is critical to creating stability within the organization; and

WHEREAS, there will be an opportunity within the next 3-6 months to revise the compensation and job description as part of an agency wide evaluation of job descriptions and compensation ;and

WHEREAS, the Executive Director of the Housing Authority has recommended the establishment of a classification of BHA Executive Assistant under Representation Unit Z8 effective March 9, 2012.

WHEREAS, a three step salary range \$4,422, \$4,670 and \$4,916 equivalent to the salary range for the comparable position in the local market, is proposed.

NOW THEREFORE BE IT RESOLVED by the Berkeley Housing Authority Board of Commissioners that the classifications of BHA Executive Assistant be created effective March 9, 2012.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on March 8, 2012 by the following vote:

Berkeley Housing Authority
 Class Code: BHA Executive Assistant
 Established: March 2012

BHA EXECUTIVE ASSISTANT

<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$4,422	\$4,670	\$4,916

DEFINITION

Under general supervision, assists and supports the Executive Director with highly specialized administrative tasks; and performs a wide variety of confidential and/or sensitive administrative duties, including office management and lead direction to subordinate administrative staff and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the senior level administrative support class at the Authority. Incumbents perform a variety of the most difficult duties and are expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level have detailed and sensitive public contact and work with detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively are of primary importance. Work product at this level rarely receives close review. Incumbents may also provide functional guidance in training and assisting less experienced support staff.

EXAMPLES OF DUTIES

The following list of duties is a description of the types of work that may be performed and is not intended to be an all-inclusive list. The omission of a specific duty does not make it unacceptable if the work is consistent with the class concept.

1. Organizes, maintains and ensures that BHA administrative and governance files are updated and current, including all actions of the Board of Commissioners.
2. Maintains efficient record-keeping systems and assures that accurate administrative files are maintained.
3. Prepares agendas, presentations and packets for staff meetings, board meetings, and meetings with other officials; may attend meetings outside normal office hours to arrange the room and record minutes.
4. Schedules and coordinates agendas, meeting rooms, meals, etc. for staff meetings, board meetings, and other internal/external meetings.
5. Manages BHA website, posting and removing items as appropriate; also manages BHA's "general" email box, tracking, responding to, and/or forwarding inquiries to appropriate staff.

6. Coordinates the Executive Director's and Board's travel arrangements, including booking hotel rooms, meeting space and transportation.
7. Ensures expeditious processing of documents submitted for approval; i.e. contracts, consultant agreements; non-disclosure agreements; various employee related forms/actions, etc.
8. Coordinates Human Resources management function including (a) the new hire and termination process for employees; (b) maintaining confidential employee files, including updates of critical information; (c) coordinating time cards, leave requests and accrued employee leave; and (d) interpreting administrative and operating policies and procedures for employees.
9. Coordinates waitlist processing/issuance of new vouchers including producing mail merge letters for those on the waitlist, collection and management of required documentation and verifications, data entry into Elite, and invitations to briefings.
10. Coordinates annual recertification process on a monthly basis, including producing mail merge letters, mailing of packets, and informing staff of issuance of packets.
11. Coordinates the criminal background check process for all staff, and functions as the primary point of contact on behalf of the Executive Director for City of Berkeley Police Department.
12. Coordinates scheduling of hearing process on behalf of Housing Specialists and Rent Board Attorneys who serve as the Authority's hearing officers.
13. Serves as the main point of contact for the Authority's landlord, custodial contract and office equipment vendors.
14. ~~Collects, compiles, and records, or otherwise gathers data and prepares standard and custom reports with required information for tracking and decision making (examples include complaint log, criminal background log, rent increase log, Executive Director & HUD communications binders).~~
15. Discerns issues/information to ensure that the Executive Director is apprised immediately of urgent information, especially those items that are sensitive, or raise some legal or public relations risk for the organization, as well as items such as upcoming deadlines and communications/meetings with program participants, landlords, and other customers.
16. Performs follow-up and necessary research on complex inquiries and problems which require knowledge of Agency-wide services and programs.
17. ~~Monitors inventory of various office supplies and ensures sufficient stock is available at all times.~~
18. Handles procurement of printed materials, office supplies and equipment.

19. Undertakes special projects as assigned.

MINIMUM QUALIFICATIONS:

Equivalent to Associate Arts degree or classes in business management, public administration, or other specialized job training program. Experience serving a Board or Commission is highly desirable; and three years progressively responsible experience providing administrative support for executive or management level professionals.

Knowledge of:

1. Office practices and procedures, business letter writing, standard format for typed materials, design of filing systems and the operation of standard office equipment;
2. Correct English usage, including spelling, grammar and punctuation;
3. Excellent knowledge of policies and procedures related to the specific areas to which assigned;
4. Knowledge of City Departments, community organizations, housing programs, and resources;
5. Computer applications related to the work such as Microsoft Word, Excel, Access, PowerPoint; and related programs and systems; and
6. Basic business controls, business ethics, basic arithmetic, data review and reconciliation techniques.

Ability to:

1. Establish, organize and maintain complex record keeping systems;
 2. ~~Communicate effectively, both verbally and in writing, and working with others in committees or other settings;~~
 3. Effectively and tactfully solicit information from the public and respond to their needs;
 4. Effectively identify and solve work-related problems;
 5. Make accurate arithmetic calculations;
 6. Use initiative and sound independent judgment within established guidelines;
 7. Prioritize work, provide direction and coordinate several activities simultaneously;
 8. Understand and carry out oral and written directions;
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9. Keyboard accurately at a rate of 40 net words per minute from printed copy;
 10. Prepare Board agenda packets and take summary longhand notes of meetings;

11. Maintain accurate records and files;
12. Operate a computer and use desktop applications and on-line reporting systems;
13. Establish and maintain effective working relationships; and
14. Work effectively and efficiently in stressful situations with multiple competing priorities, clients and others, while maintaining highest level of confidentiality.
15. Operate office equipment including complex copy machine, fax machine, digital recorder and telephone system.

OTHER REQUIREMENTS

A TYPICAL, BUT NOT ONLY WAY OF GAINING KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent of two-year degree and three (3) years of clerical/administrative support for an executive or senior management team. College level coursework in general business subjects such as business practices, public administration, information technology, and related subjects are highly desirable.