



Office of the City Manager

CONSENT CALENDAR  
May 7, 2013

To: Honorable Mayor and Members of the City Council  
From:  Christine Daniel, City Manager  
Submitted by: David Abel, Acting Director of Human Resources  
Subject: Classification: Manager of Housing and Community Services

RECOMMENDATION

Adopt a Resolution to amend Resolution No. 64,250-N.S., Classification and Salary Resolution for Public Employees Union Local One, to revise and re-title the Housing Services Manager to Manager of Housing and Community Services and reduce the monthly salary by 3% to \$9,091 - \$11,056 effective May 12, 2013; and abolish the classification of Community Services & Administration Manager.

FISCAL IMPACTS OF RECOMMENDATION

The consolidation of the Housing, and Community Services Divisions in the Health, Housing and Community Services Department will allow the Department to reduce the salary of one classification and eliminate a managerial classification for an annual savings (salary and benefits) of approximately \$212,000.

CURRENT SITUATION AND ITS EFFECTS

Jane Micallef, Director of Health, Housing and Community Services, has requested the City to revise and re-title the Housing Services Manager classification in order to meet the organizational needs of the department. There has been significant organizational transformation of the Housing Services Division and the Community Services and Administration Division within the Health, Housing and Community Services Department. This is due to the loss of program funding and staffing, centralizing operational functions, and a planned transfer of the Rental Housing Safety Program to the Planning Department.

The elimination of staff and programs, centralization of operational functions and the retirement of the former Housing Services Manager in December 2012, created the opportunity to re-structure and re-align the Housing Services Division and the Community Services and Administration Division by having staff and programs merged into one division. The proposed revised classification of Manager of Housing and Community Services will manage the following functions:

Community Services

The unit provides housing policy. It coordinates the allocation and monitoring of funds to community agencies, and the coordination of housing and supportive

services for the homeless. The division also provides youth and adult employment services.

#### Housing Services

This unit partners with local housing developers to increase affordable housing and monitors all affordable housing to assure compliance with federal, state and local regulations and provides rehabilitation assistance to low-income seniors.

The recommended salary range of \$9,091 to \$11,056 is 3% lower than the current salary for Housing Services Manager because the revised classification has significant changes including a reduction in job scope, such as direct program management and direct supervision responsibilities. With the approval of this revised classification, staff is also recommending abolishing the classification of Community Services and Administration Manager when it becomes vacant.

#### BACKGROUND

The Personnel Board discussed the proposal at its April 1, 2013 meeting and voted (Dixon, Magana, Murray, Reyes, Roter – yes; Eblé - absent) to recommend the following to the City Council:

1. Revise and Re-title the Housing Services Manager class specification to Manager of Housing and Community Services, exempt from the overtime provisions of the Fair Labor Standards Act and eligible for Administrative Leave, in Representation Unit M (Management) and reduce the monthly salary 3% to \$9,091- \$9,548- \$10,025 – \$10,520- \$11,056 effective May 12, 2013.
2. Abolish the classification of Community Services and Administration Manager (Job Code 13620) when the classification becomes vacant.

#### 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

David Abel, Acting Director of Human Resources, 981-6807

#### Attachments:

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

City of Berkeley  
Class No. 1352  
May 2013

## **MANAGER OF HOUSING AND COMMUNITY SERVICES**

### **DEFINITION**

Under administrative direction, plans organizes and directs the activities and programs of the Housing and Community Services Division of the City's Health, Housing and Community Services Department; performs related work as assigned.

### **CLASS CHARACTERISTICS**

The incumbent of this single position class directs and administers the Health, Housing and Community Services Department programs such as the Community Development Block Grant (CDBG) Program, community agency funding and contracting activities, Community Services Block Grant Program (CSBG), housing rehabilitation programs affordable housing development programs, supportive housing programs, homelessness prevention and intervention, and the Housing Trust Fund (HTF). The incumbent is responsible for formulating policy, developing goals and objectives, ensuring compliance with HUD and other funding sources, developing and supervising staff, administering the division budget and directing day-to-day operations. Responsibilities are performed with a high degree of administrative discretion. The class is distinguished from the Health, Housing and Community Services Department Director in that the latter has overall responsibility for the entire Department with its various programs.

### **EXAMPLE 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. Advises the Director on housing development and rehabilitation activities, including working with non-profit developers on land acquisition, preparation of development plans and alternative project financing possibilities;
2. Advises the Director on homeless services and activities, including working with non-profit community agencies that create supportive housing or serve the homeless, preparation of local and regional plans on homelessness prevention strategies, and financing opportunities and options;
3. Advises the Director on the CDBG, CSBG, Emergency Shelter Grant (ESG) and the HOME programs, HUD compliance issues, and performance;

4. Advises the Director on community agency services and activities, and maintains effective relationships with a variety of non-profit community agencies, groups and individuals;
5. Manages housing development, homeless services and programs, and housing rehabilitation programs;
6. Manages the City's CDBG, CSBG, ESG and HOME programs;
7. Manages the community agency allocation process that involves the allocation of federal and local funds and coordination of multiple citizen commissions;
8. Develops and recommends housing policies, programs and ordinances;
9. Evaluates new legislation and state and federally funded programs and recommends policy and programs;
10. Coordinates the preparation of multiple budgets for a variety of housing, redevelopment, and homeless programs;
11. Provides staff and technical assistance to the Housing Advisory Commission, the Human Welfare and Community Action Commission, the Homeless Commission, the Commission on Labor and other boards and commissions as needed;
12. Maintains effective relations with a variety of community organizations, groups and individuals;
13. Selects, directs, assigns, trains and evaluates professional and administrative support staff;
14. Coordinates, delegates and follows up on the work of assigned staff to ensure completion;
15. Prepares guidelines and implementation procedures for new and existing programs;
16. Prepares a variety of written material such as staff reports memoranda, and correspondence including City Council reports; and
17. Performs related duties as assigned.

## **QUALIFICATIONS**

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

Knowledge of:

1. Management and administrative principles and practices: including budgeting, team building, development of goals and objectives and work planning and organization;
2. Federal, state and municipal laws and regulations governing housing and community development projects and programs, and related supportive services including HUD regulations, and other federal, state and private financing techniques;
3. CDBG program legislation and regulations, including monitoring and assessment techniques, contract compliance and auditing, project development and management, and interpretation of program regulations;
4. Contract compliance and proposal writing;
5. Housing production, construction, rehabilitation techniques and practices;
6. Understanding of City partnership roles in land acquisition and affordable housing development; and in combating homelessness;
7. Principles, practices and trends in affordable housing and housing maintenance;
8. Work-related computer applications such as Windows, Microsoft Word, Microsoft Excel and other related data base management and record keeping programs; and
9. Principles and practices of effective supervision including selection, training, employee motivation, work evaluation and discipline.

Ability to:

1. Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas;
2. Select, motivate and evaluate staff and providing for their training and development;
3. Prepare, administer and monitor a division budget;
4. Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action;
5. Develop and implement goals, objectives policies, procedures, work standards and management controls;
6. Prepare clear and concise reports, correspondence and other written materials; and make clear oral presentation;
7. Exercise independent judgment within general policy guidelines;

8. Establish and maintain effective working relationships with those encountered in the course of the work; and
9. Establish and maintain an effective public relations program related to the Divisions activities.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college or university with major work in public or business administration, urban planning, political science, economics or a closely related field and five (5) years of increasingly responsible administrative experience in developing and implementing housing including two (2) years of supervising professional staff. Experience with federally funded programs, community relationships, and citizen commissions are desirable. A graduate degree in a related field is desirable. Progressively responsible related experience may be substituted for the college course work on a year-for-year basis.

#### 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, maintenance of a valid California driver's license and satisfactory driving record is required.

Manager of Housing and Community Services	
Classification Code	1352
Classification Established	2006
Classification Revised (title change)	5/2013
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	M
Probationary Period	1 year
Workers Compensation Code	8810

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

CLASSIFICATION: MANAGER OF HOUSING AND COMMUNITY 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 has recommended revisions and re-titling of the Housing Services Manager; and

WHEREAS, the Human Resources Department has recommended reducing the salary of the classification by 3% in recognition of its' reduced scope of responsibility; and

WHEREAS, the Personnel Board recommended on April 1, 2013 to revise and re-title the Housing Services Manager classification to Manager of Housing and Community Services, exempt from the overtime provisions of the Fair Labor Standards Act and eligible for administrative leave, in Representation Unit M (Management) and reduce the monthly salary by 3%, effective May 12, 2013; and

WHEREAS, the Personnel Board recommended on April 1, 2013 to abolish the classification of Community Services and Administration Manager (Job Code 13620).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 64,250-N.S., Classification and Salary Resolution for Public Employees' Union Local One, is amended to revise and re-title the Housing Services Manager classification with a salary range as shown in Exhibit A, effective May 12, 2013.

BE IT FURTHER RESOLVED by the Council of the City of Berkeley that Resolution No. 65,250-N.S., Classification and Salary Resolution for Public Employees' Union Local One is amended to abolish the classification of Community Services and Administration Manager effective July 31, 2013

## Salary Schedule

Job Code	Unit	Class	FLSA	A	B	Steps C	D	E	Effective Date
1352	M	Manager of Housing and Community Services	E	\$9,091	\$9,548	\$10,025	\$10,520	\$11,056	05/12/13