



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: Environmental Health Supervisor

RECOMMENDATION

Adopt a Resolution amending Resolution No. 64,250-N.S., Classification and Salary Resolution for Public Employees Union Local One, to establish the classification of Environmental Health Supervisor with a monthly salary range of \$7,352 to \$8,543 effective May 12, 2013.

FISCAL IMPACTS OF RECOMMENDATION

The Health, Housing and Community Services Department will convert one Senior Environmental Health Specialist position to Environmental Health Supervisor. The total incremental increase in cost, including salary and benefits, is \$10,800 for Fiscal Year 2014. The Department will fund this increase from General Fund (010-4302-440-1101), Vector Control Fund (150-4304-440-1101), Sewer Funds (830-4305-440-1101 and 830-4301-44-1101), and Abandoned Auto Fund (371-4306-440-1101).

CURRENT SITUATION AND ITS EFFECTS

Jane Micallef, Director of Health, Housing and Community Services has requested that the City re-establish the classification and salary range of Environmental Health Supervisor. This classification was abolished in 2002 because it had not been used and was no longer part of the Health Department's organizational structure.

The Environmental Health Division has 14 full-time equivalent staff, including a Manager of Environmental Health, professional staff in the Environmental Health Specialist classification series, a Senior Management Analyst, and office support staff. All staff in the Environmental Health Specialist classification series must report directly to the Manager because the Senior Environmental Health Specialist classification can provide lead direction, but cannot supervise staff. The result is that the Manager has a large span of control with 13 staff reporting directly to the Manager.

The Environmental Health Supervisor was used until the late 1990's as the supervisory level in the professional Environmental Health classification series, and staff are proposing re-establishing the classification in order to provide support to the Manager and increase the level of supervision afforded to the professional staff. The Environmental Health Supervisor would assume an active leadership role in environmental health program planning, development, implementation, and evaluation; and supervise professional and support staff involved in environmental health, and vector control programs. The significant revisions would change the structure from two Senior Environmental Health Specialists, to one Senior Environmental Health Specialist and one Environmental Health Supervisor. The recommended salary restores the salary relationships to the approximate level in place when the classification was abolished.

#### 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. Establish the Environmental Health Supervisor class specification, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit P1 (Professional), with a monthly salary range of \$7,352-\$7,633-\$7,925-\$8,228-\$8,543 effective May 12, 2013.

#### 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. Classification: Environmental Health Supervisor
2. Resolution  
Exhibit A: Salary Schedule

City of Berkeley  
Class No. 2457  
May 2013

## **ENVIRONMENTAL HEALTH SUPERVISOR**

### **DEFINITION**

Under direction, supervises professional and support staff involved in environmental health, and vector control programs; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory level of the professional Environmental Health classification series. The incumbent assumes an active leadership role in environmental health program planning, development, implementation, and evaluation. Other responsibilities include administering projects and programs; and participating in the preparation and administration of the Environmental Health Division's budget. This classification has broad discretion and makes independent judgments within the overall policy guidelines established by the Department. This classification is distinguished from the Manager of Environmental Health in that the latter has overall management responsibility for City environmental health, vector control programs, and related activities.

### **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. Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the Environmental Health Division;
2. Participates in the preparation and administration of the division's budget;
3. Plans, organizes, assigns, directs, trains, reviews, and supervises the work of assigned staff;
4. Develops training programs, operational procedures, and methods to evaluate the performance of the Environmental Health Division;
5. Confers with and provides professional assistance to City departments on environmental health issues;
6. Directs complex special studies, surveys, inspections, investigations, and analytical studies; reviews findings, and makes recommendations;
7. Reviews staff reports and makes field visits to ensure enforcement of sanitary codes and regulations;

8. Consults with professional and technical staff to resolve field problems; and performs the more complex and difficult inspections;
9. Evaluates and determines appropriate action in cases of persistent sanitation violations and prepares cases for prosecution;
10. Represents the City in contacts and meetings with other agencies and organizations; and makes technical and/or educational presentations to the public;
11. Prepares a variety of periodic, statistical and special reports related to areas of assignment, including correspondence, policy and procedures, training, and other written materials;
12. Maintains current knowledge of technology and technical advancements in the field of health, sanitation or a related biological field; and
13. Performs related duties as assigned.

### **QUALIFICATIONS**

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

#### Knowledge of:

1. Principles and practices of administrative management, including planning, developing, and monitoring programs, as well as administering budgets;
2. Principles and practices of environmental health and sanitation investigation, inspection, and enforcement;
3. Principles of chemistry, biology, zoology, hazardous materials management, occupational health, toxic waste management, industrial hygiene, and environmental engineering;
4. Principles and practices of rodent and vector control, including equipment and materials utilized;
5. Principles and practices of sanitary food production, processing and handling; and
6. Local, State, and Federal environmental health and safety regulations and requirements.

#### Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional and office support staff;
2. Evaluate rodent and vector problems and recommend corrective action;

3. Evaluate and determine substance composition through testing and analysis;
4. Educate the public to the need for maintaining sanitary and non-hazardous conditions;
5. Explain and interpret a variety of rules, regulations and laws;
6. Read and interpret property and other plans and blueprints;
7. Prepare clear, concise, and complete technical reports, and other correspondence; and
8. Establish and maintain effective working relationships with those contacted in the course of the work.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major coursework in environmental health, sanitation or a related biological field and four (4) years of experience equivalent to Registered Environmental Health Specialist in a public health agency. Lead level experience is highly desirable.

OTHER REQUIREMENTS

Must be willing to work such hours as are necessary to accomplish the job requirements. Must be willing to work with potential contact with toxic and hazardous materials. 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.

Must possess a valid Certificate of Registration as an Environmental Health Specialist in the State of California. Possession of a valid Certificate of Registration in the State of California as a Certified Technician in Vertebrate Vector Control and Terrestrial Invertebrate Vector Control Categories A, B, C, and D is desirable.

Environmental Health Supervisor	
Classification Code	2457
Classification Established	11/1988
Classification Abolished	12/2002
Classification Re-established	5/2013
FLSA Status	Exempt
Administrative Leave/Overtime	Admin Leave
Representation Unit	P1
Probationary Period	One Year
Workers' Compensation Code	8810

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

CLASSIFICATION: ENVIRONMENTAL HEALTH SUPERVISOR

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

WHEREAS, the classification of Environmental Health Supervisor was abolished in 2002 because it had not been used; and

WHEREAS, the Director of Health, Housing and Community Services has recommended establishing the Environmental Health Supervisor classification in order to provide support to the Manager of Environmental Health, and increase the level of supervision afforded to the professional staff; and

WHEREAS, the Personnel Board recommended on April 1, 2013 to establish the classification of Environmental Health Supervisor, exempt from the overtime provisions of the Fair Labor Standards Act and eligible for administrative leave, in Representation Unit P1 (Professional) represented by Public Employees Union Local One, effective May 12, 2013.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution 64,250-N.S., Classification and Salary Resolution for Public Employees Union Local One is amended to establish the classification of Environmental Health Supervisor with a salary range as shown on Exhibit A, effective May 12, 2013.

***Salary Schedule***

<b>Job Code</b>	<b>Unit</b>	<b>Class</b>	<b>FLSA</b>	<b>A</b>	<b>B</b>	<b>Steps C</b>	<b>D</b>	<b>E</b>	<b>Effective Date</b>
2457	P1	Environmental Health Supervisor	E	\$7,352	\$7,633	\$7,925	\$8,228	\$8,543	05/12/13

