



Office of the City Manager

CONSENT CALENDAR

December 6, 2005

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Infrastructure Maintenance Manager Revised Salary Range

RECOMMENDATION

Adopt a Resolution amending Resolution No. 61,812–N.S., Classification and Salary Resolution for Unrepresented Employees, to increase the salary range of Infrastructure Maintenance Manager and repeal the salary recommendation portions of Resolution No. 63,006–N.S.

FISCAL IMPACTS OF RECOMMENDATION

The additional cost of this special 18.6 percent increase in salaries and benefits is \$25,474 above the original cost of \$136,959 provided to the Council on July 19, 2005. The increase for fiscal year 2006 will be absorbed through the existing budget appropriation. Total cost to establish the class with the new salary range is \$162,433. The Public Works Department will fund the additional increase from the Sanitary Sewer Operation Fund, Budget Code 830-5501-431.11-01.

CURRENT SITUATION AND ITS EFFECTS

On July 19, 2005 the City Council adopted Resolution No. 63,006-N.S. that established the classification and salary range for the Infrastructure Maintenance Manager. Claudette Ford, Acting Director of Public Works, has assessed the field operations of the Public Works Department and believes that the original salary level for this class is inadequate to attract and retain a candidate with the technical managerial level of experience to do the job. Ms. Ford bases this assessment on the need of the Infrastructure Maintenance Manager to have sufficient technical knowledge to effectively manage the disparate fields of street maintenance, sanitary and storm sewer maintenance, vehicle maintenance, electrical operations and maintenance, and building maintenance and repair. The Human Resources Department believes that we should acknowledge that the salary was too low now and make the adjustment rather than begin recruitment at the lower salary and not be able to attract the caliber of candidate that is needed to fill the position.

BACKGROUND

At its July 5, 2005 meeting, the Personnel Board recommended the establishment of an Infrastructure Maintenance Manager, Fair Labor Standards Act (FLSA) exempt classification, in Representation Unit Z2, Unrepresented Management and Confidential Classifications, with a deep salary range of \$6,989 - \$9,086 per month. At its July 19, 2005 meeting the City Council

amended the Classification and Salary Resolution for Unrepresented Employees, to add the classification and salary range of Infrastructure Maintenance Manager effective July 3, 2005.

On August 1, 2005, the City Manager appointed Claudette Ford to be the Acting Director of Public Works. Ms. Ford assessed the operations of the Public Works Department and expressed concerns about the salary range of the Infrastructure Maintenance Manager. Given the scope of duties and responsibilities, the salary is inadequate to attract and retain someone with the breadth of technical managerial level experience to perform this job at the present salary level. Based on this assessment of the staffing needs of departmental operations by the Acting Director of Public Works, the Human Resources Department provided additional salary comparisons and a revised recommendation.

At its November 7, 2005 meeting, the Personnel Board recommended a revised deep salary range for Infrastructure Maintenance Manager of \$8,288 – 10,775 per month or 18.6 percent above the salary range established in July.

RATIONALE FOR RECOMMENDATION

The need to attract and retain a highly competent Infrastructure Maintenance Manager through a competitive salary and based on the assessment of the needs of the Public Works Department.

ALTERNATIVE ACTIONS CONSIDERED

Maintain the lower salary range and risk future turnover and/or the need for additional recruitment efforts for this management position.

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805

Robert S. Kraus, Senior Human Resources Analyst, 981-6820

Attachments:

1: Resolution

Exhibit A: Salary Schedule

2: Personnel Board Recommendation of November 7, 2005

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

INFRASTRUCTURE MAINTENANCE MANAGER REVISED SALARY RANGE

WHEREAS, the operations of the Public Works Department and the scope of duties and responsibilities of the Infrastructure Maintenance Manager have been reassessed; and

WHEREAS, the original salary established for this class is deemed inadequate to attract and retain an employee with the breadth of technical managerial-level experience to perform the assignments; and

WHEREAS, the Personnel Board, at their November 7, 2005 meeting recommended a revision of the salary range to \$8,288-\$10,775 per month for Infrastructure Maintenance Manager.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,812-N.S., Classification/Salary Resolution for Unrepresented Employees, is amended to include the title of Infrastructure Maintenance Manager in Representation Unit Z2, Unrepresented Management and Confidential Classifications, with salary ranges as shown on Exhibit A, effective January 1, 2006.

BE IT FURTHER RESOLVED, that Resolution No. 63,006-N.S. that established a salary range of \$6,989-\$9,086 per month effective July 3, 2005 is rescinded.

Exhibit A

SALARY SCHEDULE

JOB CODE	REP UNIT	CLASSIFICATION TITLE	FLSA	A	B	C	D	E	EFFECTIVE DATE
1313	Z2	Infrastructure Maintenance Manager	E	8,288	-	-	-	10,775	01/01/06
				8,686	-	-	-	11,292	07/02/06
				9,103	-	-	-	11,834	07/01/07



Human Resources Department

Office of the
Director of Human Resources

October 11, 2005

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation to Revise the Salary Range for Infrastructure Maintenance Manager

At the July 5, 2005 meeting the Personnel Board approved the recommendation to establish the classification of Infrastructure Maintenance Manager to assume some of the broader budget, management oversight and customer service responsibilities of the former Deputy Director of Public Works position for activities located at the City's Corporation Yard. These responsibilities include direct responsibility for the management of the Streets and Utilities Division including traffic maintenance and the added functions of oversight, through either a Superintendent or a Senior Supervisor of vehicle fleet maintenance, building maintenance, and electrical maintenance. The Personnel Board supported the staff recommendations but expressed some concern about the scope of the job and recommended that, after six-months, staff prepare and present a status report related to the performance of the assigned duties, and offer additional comments and any helpful suggestions for the board's information. On July 19, 2005, the City Council adopted Resolution No. 63,006-N.S. that established the classification and salary range for the Infrastructure Maintenance Manager.

Rene Cardinaux retired from the position of Director of Public Works on August 5, 2005. On August 1, 2005, the City Manager appointed Claudette Ford to be the Acting Director of Public Works. Ms. Ford has had an opportunity to assess the operations of the Public Works Department and has expressed her concerns about the salary range of the Infrastructure Maintenance Manager. Specifically, Ms. Ford believes that, given the scope of duties and responsibilities of the Infrastructure Maintenance Manager, the salary is inadequate to attract and retain someone with the breadth of technical managerial level experience to perform this job at the present salary level. Based on this assessment of the staffing needs of the Acting Director of Public Works of departmental operation, we agree and have provided additional salary comparisons and a revised recommendation.

At the July 5, 2005 meeting The Personnel Board recommended establishment of an Infrastructure Maintenance Manager class with a deep salary range of \$6,989-9,086 per month

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effective July 3, 2005, exempt from the overtime provisions of the Fair Labor Standards Act, in Representation Unit Z2, Unrepresented Management and Confidential. We are recommending that the Board revise their original recommendation on the salary and propose instead a deep salary range of \$8,288-10,775 per month for the Infrastructure Maintenance Manager, based on the attached revised external salary comparison with like classes at other agencies. The revised comparisons include more Deputy Director assignments and comparisons to take into account the Board’s earlier concern about the scope and diversity of assignments. The top step of the proposed salary range is based on the combination of the salary lag with no added retirement calculations, plus an additional 5% to allow for future salary growth on the basis of performance. Salary policy and information provided to the board in July will not change. Like other Z2 classes an incumbent in the Infrastructure Maintenance Manager class will receive annual cost-of-living adjustments. In addition, an annual merit component will be approved by the City Manager upon the recommendation from the Director of Public Works. The minimum of the deep salary range is approximately 30% below the maximum. There are no steps in the range so an incumbent may be placed at any point in this deep range, depending on experience and previous salary history.

The top step for Infrastructure Maintenance Manager is realigned internally with the top step of other management classes as follows:

Internal Salary Comparisons	Minimum Monthly Salary	Maximum Monthly Salary	% above (+) or below (-)
Director of Public Works	\$10,068	\$13,844	28.48%
Assistant City Manager (Transportation)	\$9,666	\$13,281	23.26%
Deputy Director of Public Works	\$8,087	\$10,819	0.41%
Infrastructure Maintenance Manager (proposed)	\$8,288	\$10,775	0.00%
Manager of Engineering	\$8,611	\$10,748	-0.25%
Infrastructure Maintenance Manager (current)	\$6,989	\$9,086	-15.67%
Solid Waste and Recycling Manager	\$7,420	\$8,966	-16.79%
Facilities Maintenance Superintendent	\$6,778	\$8,189	-24.00%
Equipment Superintendent	\$6,397	\$7,369	-31.61%

The department has reviewed the proposed revised salary range, offered comments and suggestions, and supports the recommendation.

Recommendation:

1. Revise the salary range for Infrastructure Maintenance Manager by +18.6% to \$8,288 - \$10,775 per month effective 11/1/05

Attachments (2)

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1. July 5, 2005 Personnel Board item Recommending the Establishment of the Classification of Infrastructure Maintenance Manager
2. Revised Salary Survey for Infrastructure Maintenance Manager

cc: Claudette Ford, Acting Director of Public Works
Robert Kraus, Senior Human Resources Analyst

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Salary Survey: Fall 2005		Salary Range			
Agency	Class Title	Min	Max	Effective Date	Notes
Berkeley	Infrastructure Maintenance Manager	8,288	10,775	11/01/05	
Alameda	Public Works Supt			12/28/03	No Increase Scheduled. Excluded from array.
Alameda Co	Deputy Director, Public Works	9,570	11,641	see note	4% inc. included date to be determined
Concord	Mgr. Of Infrastructure Maint			07/01/04	No Increase Scheduled. Excluded from array
Contra Costa Co.	PW Field Ops Mgr.			10/01/04	No Increase Scheduled. Excluded from array
Fremont	Manager Maintenance Operations	8,152	11,005	07/01/05	Includes 4% Inc. 7/1/05
Hayward	Deputy Director, Public Works	8,509	10,351	07/01/04	2005 Inc unknown
Oakland	Public Works Operations Manager	8,985	11,032	07/01/05	Reports to Asst Dir Dept of Infrastructure & Ops.
Palo Alto	Deputy Director, PW's Operations	Midpoint		06/26/04	2005 Inc. unknown. Control Point. Excluded from array
Richmond	Deputy Dir. P.W. Oper/Mtce			07/01/03	No Increase Scheduled. Excluded from array
San Francisco	Operations Bureau Superintendent, Public Works	8,073	9,812	06/30/05	Includes 2% Inc. 6/30/05
San Jose	Maintenance Manager	7,673	9,346	07/01/05	
San Leandro	Assistant PW Services Director	7,758	9,430	01/01/05	2005 Inc unknown
San Mateo Co.	Deputy Director of Public Works	9,131	11,416	11/07/04	
Santa Clara Co	Deputy Director Infrastructure Development	8,146	11,691	06/20/05	Mgr Highway Design & Operations and Traffic Electrical Ops. Abolished
Vallejo	Maintenance Superintendent	8,584	10,434	07/01/05	
Median		8,331	10,720		
% Lead(+)/Lag(-)		-0.51%	0.51%		
\$ Lead(+)/Lag(-)		\$ 42	\$ (55)		
Agency Matches					
Correction to the deep (no step) salary range with a 30% spread between minimum and maximum of the range.					
Internal Salary Comparisons		Min	Max	% above(+) or below(-)	
Director of PW		10,068	13,844	28.48	
Asst. City Manager (Transportation)		9,666	13,281	23.26	
Deputy Director of PW		8,087	10,819	0.41	
Infrastructure Maintenance Mgr.		8,288	10,775	0.00	
Manager of Engineering		8,611	10,748	-0.25	
Solid Waste and Recycling Manager		7,420	8,966	-16.79	
Facilities Maintenance Supt		6,778	8,189	-24.00	
Equipment Superintendent		6,397	7,369	-31.61	

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