



Office of the City Manager

CONSENT CALENDAR
October 9, 2007

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: Classification: Watershed Resources Specialist

RECOMMENDATION

Adopt a Resolution amending Resolution No. 61,840–N.S., Classification and Salary Resolution for Public Employees Union Local One, to establish the Classification of Watershed Resources Specialist with a salary range of \$5,348 – \$6,500 per month effective October 1, 2007.

FISCAL IMPACTS OF RECOMMENDATION

The total cost of salaries and benefits to establish and fill this position is \$58,535 for the remainder of FY 2008. Funds have also been approved for FY 2009 for a total cost of \$104,360. The Public Works Department will fund the salary and benefits for this new classification from the General Fund, Budget Code 010-5207-410-1101.

CURRENT SITUATION AND ITS EFFECTS

On December 5, 2006, the City Council heard a second reading of an ordinance to amend Berkeley Municipal Code Chapter 17.08 (Preservation and Restoration of Natural Watercourses) commonly referred to as the “Creeks Ordinance”. The adoption of Ordinance No. 6,956–N.S., which amended the Creeks Ordinance was the culmination of the efforts of staff and the Creeks Task Force to implement policy direction received from the City Council to regulate culverted creeks, change the permit requirements within the existing 30-foot setback along open creeks for development on vacant and developed lots, and strengthen the ordinance and protection of creeks, riparian zones and water quality along open creeks for structure not addressed in the existing ordinance.

Staff from Human Resources have worked with the Director of Public Works and the Deputy Director of Planning on the duties and responsibilities for a new classification of Watershed Resources Specialist, to be charged with oversight and promotion of creek stewardship, education about the Creeks Ordinance, with a focus on citizens and

businesses that face issues related to creeks and watersheds. This position will create a program for developing a Citywide Watershed Plan.

BACKGROUND

The Personnel Board discussed the proposal at its September 10, 2007 meeting. By a unanimous vote, (Chan, Dixon, Reyes, Robinson, Smith, Silver, – yes; Bess, Eblé, – absent), the Board recommended the following:

1. Establish the classification of Watershed Resources Specialist, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Professional), with a monthly salary range of \$5,348 – 5,615 - \$5,896 - \$6,190 - \$6,500 effective October 1, 2007.

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, to maintain competitive salaries and, when applicable, to comply with regulatory requirements and city mandates.

ALTERNATIVE ACTIONS CONSIDERED

None

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 Item (9/10/07) with attachments

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

AMEND RESOLUTION 61,840-N.S. TO ESTABLISH CLASSIFICATION: of
WATERSHED RESOURCES SPECIALIST

WHEREAS, The Creeks Task Force has identified the need for a new classification to create a program for developing a Citywide Watershed Plan; and

WHEREAS, the Director of Public Works, in consultation with the Planning Department and Human Resources, has outlined the key assignments to be included in the Watershed Resources Specialist classification; and

WHEREAS, Public Employees Union Local One has reviewed and responded to the proposal to establish the new classification of Watershed Resources Specialist; and

WHEREAS, the Personnel Board recommended on September 10, 2007 to establish the classification of Watershed Resources Specialist, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Professional), with a monthly salary range of \$5,348 – 5,615 - \$5,896 - \$6,190 - \$6,500 effective October 1, 2007.

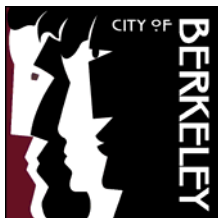
NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,840–N.S., Classification/Salary Resolution for Public Employees Union Local One, is amended to establish the class of Watershed Resources Specialist with a salary range as shown on Exhibit A, effective October 1, 2007.

Exhibit

A: Salary Schedule

Salary Schedule

Job Code	UNIT	CLASSIFICATION TITLE	FLSA	A	B	STEPS C	D	E	EFFECTIVE DATE
2885	P1	Watershed Resources Specialist	E	\$5,348	\$5,615	\$5,896	\$6,190	\$6,500	10/01/07



Human Resources Dept.

September 10, 2007

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation to Establish the Classification of Watershed Resources Specialist effective October 1, 2007

Background and Classification

On December 5, 2006, the City Council heard a second reading of an ordinance to amend Berkeley Municipal Code Chapter 17.08 (Preservation and Restoration of Natural Watercourses) commonly referred to as the "Creeks Ordinance". The adoption of Ordinance No. 6,956-N.S., which amended the Creeks Ordinance was the culmination of the efforts of staff and the Creeks Task Force to implement policy direction received from the City Council to regulate culverted creeks, change the permit requirements within the existing 30-foot setback along open creeks for development on vacant and developed lots, and strengthen the ordinance and protection of creeks, riparian zones and water quality along open creeks for structure not addressed in the existing ordinance.

The Creeks Task Force has identified the need for a new classification to create a program for developing a Citywide Watershed Plan and has outlined, in the form of a motion, the key aspects that they believe should be included in the Watershed Plan. These are:

1. Reduce flooding via storm water runoff reduction; make improvements to the storm drain infrastructure and development of storm water detention,
2. Reduce pollutant runoff into creeks and storm drains,
3. Identify and develop plan and funding mechanism for contraction and maintenance of storm drains, creek culverts and open creeks on public and private property,
4. Budget, schedule, map and update creek and storm drainage system maps,
5. Monitor the physical conditions of pollution levels of creeks, storm drains and wetlands, and
6. Set up advisory committee to assist staff.

As part of the development of the City Budget for Fiscal Year 2008 and Fiscal Year 2009, the City Manager, Deputy City Manager and Departmental Director presented the City Council with a comprehensive work plan that aligned Council priorities with the City's

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budget. This process included identifying new Critical Initiatives and Special Projects to be worked on and also reported back with a status update on Critical Initiatives and Special Projects from prior years. One of the Critical Initiatives identified by staff and the City Council was the development of a Watershed Management Plan with Public Works identified as the lead department. On June 26, 2007, the City Council adopted the Fiscal Year 2008 and Fiscal Year 2009 Budget that included funding to allocate a full time career position in the Public Works Department for what is now being titled as the Watershed Resources Specialist for the clean storm water and creeks programs.

Based on the foregoing information, staff has developed a classification specification for the Board's review. Claudette Ford, Director of Public Works and Wendy Cosin, Deputy Director of Planning have provided comments and suggestions on the duties and responsibilities for this new class of Watershed Resources Specialist. Typical tasks and examples of duties include promotion of creek stewardship, education about the Creeks Ordinance, with a focus on citizens and businesses that face issues related to creeks and watersheds. This position will create a program for developing a Citywide Watershed Plan. Grant writing, the search for funds for voluntary day lighting and open creek restoration and improvements, and administration of funds and implementing projects after funds are made available is also a priority for the proposed classification.

Once established the duties of this classification may be expanded to include a role to assist with creek permits and administrative use permits or other discretionary reviews under the Creeks Ordinance. Incumbents assigned to this class will have a layman's understanding of engineering and the land use aspects of permitting. The class will also serve as a project manager for identifying and developing plans for construction and maintenance of storm drains, and monitoring and reducing pollutant runoff into open creeks, creek culverts and storm drains on public and private property. The class will require knowledge of GIS desktop software and Computer Assisted Design (CAD) in order to update creek and storm drainage system maps.

Minimum Qualifications require graduation from a four-year college with major courses in engineering, planning, biology, business or public administration and four years of experience in implementing watershed program management.

Salary

To determine a salary recommendation for this new class, we contacted other public agencies for similar classifications. We found matches at five agencies, but they were not strong enough matches to recommend a salary range. As an alternative salary-setting methodology, we looked at internal relationships with similar classifications within the city in the occupational areas of community services and planning. A major characteristic of the Watershed Resources Specialist is the performance of programmatic services, community outreach, grant applications and administration of contracts. On the basis of these components we propose to set the salary at \$5,348 – 5,615 - \$5,896 - \$6,190 - \$6,500 per month effective October 1, 2007. See attachment B for details.

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We have reviewed this class and proposed salary with Public Employee Union Local One in a meeting held on August 28, 2007. The union supports our final proposal as noted on Attachment C.

Recommendation:

Therefore, the Personnel Board is requested to recommend the following to the City Council:

Establish the classification of Watershed Resources Specialist, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Professional), with a monthly salary range of \$5,348 – 5,615 - \$5,896 - \$6,190 - \$6,500 effective October 1, 2007.

Attachments (3)

- A. Watershed Resources Specialist Classification
- B. Salary Survey
- C. Local One Response

cc: David Abel, Human Resources Manager
Wendy Cosin, Deputy Director of Planning
Claudette Ford, Director of Public Works
Robert S. Kraus, Senior Human Resources Analyst

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City of Berkeley
Class No. 2887
October 2007

WATERSHED RESOURCES SPECIALIST

DEFINITION

Under general supervision plans, implements, monitors and evaluates the City's watershed management programs and creek ordinance; and performs related duties as assigned.

CLASS CHARACTERISTICS

This journey-level professional class performs a wide range of programmatic services related to waterway restoration, watershed volunteer projects, creek programs, clean water programs, storm water management, and community outreach. Incumbents negotiate and administer contracts, write grant applications, implement and monitor environmental programs and provide assistance to community organizations and citizen advisory bodies focusing on creek stewardship and education.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, 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. Design, develop, evaluate, and coordinate the City's Watershed Conservation Program;
2. Coordinate and conduct field investigations regarding water quality issues, hydrologic monitoring, and biological and other environmental conditions related to the City's watershed plan and creek ordinance; evaluate data;
3. May serve as a representative to the state and local clean water agencies and participate in local water conservation groups and coordinate creek enhancement activities with outside agencies and community groups;
4. Review, analyze and recommend amendments on clean water and watershed legislation; assess impacts on City programs; evaluate reports and research data prepared by subordinates on new or existing programs; develop recommendations;
5. Identify funding opportunities and prepare grant applications to support watershed management efforts and creek restoration; administer awarded grants;
6. Prepare requests for proposals, analyze proposals, and administer contracts for technical services as needed;

7. Oversee the creek ordinance and development and implementation of the public information component of the watershed management and creek stewardship programs, including development of brochures, Internet pages, print and media advertising campaigns, and water quality reports;
8. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for watershed conservation programs; input data into a computer; maintain and file reports; prepare statistical reports as required;
9. Prepare and make presentations on clean water and watershed programs to groups comprised of residents, merchants, businesses, civic associations and building/design professionals;
10. Provide technical assistance with creek permits as needed;
11. May be assigned supervision of office support staff and volunteers; and
12. Perform other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

1. Principles and practices of program development and implementation;
2. Ecological principles and systems, watershed systems, stormwater pollution;
3. Modern office procedures, methods and computer user applications related to the work such as GIS desktop software, Microsoft Word, Excel, Access, PowerPoint and Computer Assisted Design (CAD);
4. Contract administration including preparation of request for proposals and qualification and monitoring of awarded contacts;
5. Development, monitoring and administering of grant programs and budgets;
6. Federal, State and Local rules and regulations pertaining to clean water and watershed issues and the City's Creek Ordinance; and
7. Recent developments, current literature and information related to watershed conservation, water quality, hydrology, and biology as related to creeks.

Skill in and ability to:

1. Implement goals and objectives for providing watershed conservation programs;

2. Elicit community and organizational support for programs;
3. Plan and develop, coordinate and implement clean water and watershed programs;
4. Analyze, interpret, explain and apply technical policies, procedures, codes, and statutes; and
5. Prepare clear, concise, and complete reports, maps, correspondence and other written materials, and make clear oral presentations;

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Graduation from a four-year college with major courses in environmental studies, engineering, planning, biology, business administration, public administration, or a closely related field, and four (4) years of progressively responsible experience in planning, organizing, developing and implementing watershed program management and/or related environmental projects.

File: Watershed Resources Specialist - 2887.doc

Attachment
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Attachment B

From: Brenman, Eric
Sent: Wednesday, September 05, 2007 2:47 PM
To: Kraus, Robert; Abel, David
Cc: Ford, Claudette; Hodgkins, David; 'Kathy Rollins (E-mail)'
Subject: Watershed Resources Specialist Classification
[Rob/Dave:](#)

As discussed, Local One supports the below-referenced proposed classification of Watershed Resources Specialist as drafted contingent upon an adjustment to the monthly salary range as follows: \$ 5348 (Step A) to \$ 6500 (Step E). We arrived at this adjusted salary range based on an analysis of the salary ranges of the following positions: Community Services Specialist I & II and the Assistant and Associate Planner.

With this change (from the proposed \$4954 (Step A) to \$6022 (Step E)), Local One concurs that this position is correctly classified as FLSA Exempt and entitled to Administrative Leave (rather than Overtime).

Thank you for your constructive collaboration on this new position--best of success with your recruitment.

Eric Brenman, President
Public Employees Union Local One

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

From: Kraus, Robert
Sent: Monday, August 27, 2007 4:39 PM
To: Brenman, Eric; Kathy Rollins (E-mail); Shurson, Jenifer; Abel, David; Howard, Paul
Cc: Hodgkins, David
Subject: Watershed/Library/Transportation

Kathy and Eric:

As promised, attached are the three class specifications and recommendations for our agenda tomorrow. Please make copies and bring these items with you. This meeting was postponed due to vacations so we are down to the wire and will need to mail our recommendations to the Personnel Board after we meet tomorrow afternoon.

1:45 pm - Watershed Resources Specialist

Robert S. Kraus
Senior Human Resources Analyst
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Berkeley, CA 94704

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