




Office of the City Manager

CONSENT CALENDAR
December 11, 2007

To:  Honorable Mayor and Members of the City Council

From:  Phil Kamlarz, City Manager

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

Subject: Personnel Rules and Regulations Amendment

RECOMMENDATION

Adopt a Resolution amending Resolution No. 60,776-N.S., the Personnel Rules and Regulations, Section 9.03–Promotion Through a Non-Competitive Personnel Action—to add the unlicensed classification of Traffic Engineering Assistant and the licensed classification of Assistant Traffic Engineer.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The Personnel Ordinance, in Section 4.04.070(A) of the Berkeley Municipal Code, provides that the Personnel Board shall review the Personnel Rules and Regulations, revisions and amendments to the Rules and make recommendations to the City Manager.

On October 24, 2006 the City Council adopted a resolution recommended by the Personnel Board to establish Section 9.03 - Promotion Through a Non-Competitive Personnel Action - of the Personnel Rules and Regulations that created an administrative procedure for internal promotion in certain classification series that require professional licensure, certification or registration. If a department head determines that an employee meets the criteria outlined in the Rules and Regulations, the department head submits an Employee Transaction Form to the Director of Human Resources recommending promotion of the employee to the licensed journey level classification, without the recruitment that an eligible list for the journey level classification be established or certified for the appointment. Upon determination that the criteria have been met, the employee is advanced to the journey level classification subject to the requirement to serve the appropriate probationary period, as outlined in the applicable memorandum agreement. This procedure is working well and it has

been a more efficient method of promoting individuals that have performed satisfactorily and have obtained the required qualifications and license(s).

The Personnel Board has recommended to me, and I am requesting that the City Council approve an amendment to the Personnel Rules and Regulations, to add the unlicensed classification of Traffic Engineering Assistant and the licensed classification of Assistant Traffic Engineer to the list of classes eligible for promotion through a non-competitive personnel action.

Traffic Engineering Assistant: This class performs technical traffic engineering support work in the field and office; conducts a variety of technical and inspection duties related to the City's Traffic Engineering program such as field investigations on traffic flow and parking studies, evaluating the need for traffic control devices, and other traffic field surveying assignments; recommends issuance of work orders for the installation of traffic control devices; and inspects work upon completion. Minimum qualifications include graduation from high school, supplemented by some drafting experience or coursework and two years of experience providing technical support to an engineering function, preferably in a municipal traffic engineering setting.

Assistant Traffic Engineer: This class performs professional research and analysis in the areas of traffic engineering and transportation; plans and designs traffic control programs; and provides assistance in the areas of traffic engineering and transportation. Minimum qualifications include graduation from a four-year college or university with major coursework in civil or traffic engineering and two (2) years of professional traffic engineering experience. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis. This classification will also require registration as a professional Civil or Traffic Engineer (see companion agenda item).

Therefore, Traffic Engineering Assistants who meet the experience and educational qualifications for the Assistant Traffic Engineer class, and obtain their registration as a professional Civil or Traffic Engineer, would be eligible for promotion to the Assistant Traffic Engineer class through a non-competitive personnel action upon meeting the criteria established in Section 9.03 of the Personnel Rules and Procedures.

BACKGROUND

The Personnel Board discussed the proposal at its November 5, 2007 meeting. By a unanimous vote, (Dixon, Chan, Eblé, Robinson, Silver, Bess, Reyes, Smith—yes), the Board recommended the following:

1. Amend Resolution No. 60,776N.S., the Personnel Rules and Regulations, Section 9.03 (Promotion Through a Non-Competitive Personnel Action) to add the unlicensed classification of Traffic Engineering Assistant and the licensed classification of Assistant Traffic Engineer.

RATIONALE FOR RECOMMENDATION

The recommendation is to improve the efficiency of an internal administrative procedure to permit employees to advance in the career service rather than have to conduct a recruitment and establish a promotional eligibility list when an employee attains licensure, certification or registration within a limited number of classifications.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

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

David Abel, Human Resources Manager, 981-6807

Attachments:

1. Resolution
Exhibit A: Personnel Rules and Regulations Section 9.03

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

AMENDING RESOLUTION NO. 60,776-N.S., THE PERSONNEL RULES AND REGULATIONS, SECTION 9.03, TO ADD THE UNLICENSED CLASSIFICATION OF TRAFFIC ENGINEERING ASSISTANT AND THE LICENSED CLASSIFICATION OF ASSISTANT TRAFFIC ENGINEER

WHEREAS, the Personnel Ordinance, in Section 4.04.070(A) of the Berkeley Municipal Code, provides that the Personnel Board shall review the Personnel Rules and Regulations, revisions and amendments to the Rules and make recommendations to the City Manager; and

WHEREAS, some professional classifications require professional licensure, certification or registration as a prerequisite at the journey level of a multi level classification series; and

WHEREAS, the Personnel Rules and Regulations (Resolution 60,776-N.S.) in Section 9.03 – Promotion Through a Non-Competitive Personnel Action – sets forth internal promotion procedures through a non-competitive personnel action for specified classification series; and

WHEREAS, on November 5, 2007, the Personnel Board, by a unanimous vote, approved a staff recommendation to add the unlicensed classification of Traffic Engineering Assistant and the licensed classification of Assistant Traffic Engineer to Section 9.03 of the Personnel Rules and Regulations.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley hereby amends the Personnel Rules and Regulations (Resolution No. 60,776-N.S.) in Section 9.03–Promotion Through a Non-Competitive Personnel Action–to add the unlicensed classification of Traffic Engineering Assistant and the licensed classification of Assistant Traffic Engineer.

Exhibit

A: Personnel Rules and Regulations Section 9.03

PERSONNEL RULES AND REGULATIONS

9.03 PROMOTION THROUGH A NON-COMPETITIVE PERSONNEL ACTION

Classifications that require professional licensure, certification or registration as a prerequisite at the journey level may be under filled at the unlicensed entry level, pending qualification for the required license based on the needs of the City. The City Manager or his designated representative may consider an employee for promotion to a higher class through a non-competitive personnel action if the employee meets all of the following criteria and has documented satisfactory performance in the lower level classification:

- The higher classification licensed position has been authorized for filling and the department has elected to fill it at the unlicensed level; and
- The employee has obtained the essential qualifications of the journey level classification, as outlined in the classification specification (i.e., experience and education qualifications, the demonstrated knowledge, skills and abilities, etc.); and
- The employee has obtained the required California State license, professional registration, or certification as identified in the job specification.

Unlicensed Classification	Licensed Classification
Mental Health Clinician I	Mental Health Clinician II
Psychiatric Social Worker I	Psychiatric Social Worker II
Assistant Environmental Health Specialist	Registered Environmental Health Specialist
Assistant Public Works Engineer	Assistant Civil Engineer
Psychiatrist I	Psychiatrist II
Psychiatrist II	Psychiatrist III
Public Health Physician	Public Health Physician (Certified)
Traffic Engineering Assistant	Assistant Traffic Engineer

If the department head determines that the employee meets the criteria outlined above, the department head then submits an Employee Transaction Form to the Director of Human Resources recommending promotion of the employee to the licensed journey level classification, without requirement that an eligible list for the journey level classification be established or certified for this appointment, with a copy of the required license. Upon determination that the criteria have been met, the employee will be advanced to the journey level classification subject to the requirement to serve the appropriate probationary period, as outlined in the applicable memorandum agreement.

