



Office of the City Manager

CONSENT CALENDAR  
October 11, 2022

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Donald Ellison, Interim Director of Human Resources  
Subject: Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range

RECOMMENDATION

Adopt a Resolution to expand the Program Manager Series by establishing the Principal Program Manager classification with a monthly stepped salary range of \$12,651.60 to \$15,309.90 effective October 7, 2022.

FISCAL IMPACTS OF RECOMMENDATION

There is no significant fiscal impact of the recommendation. The monthly stepped salary range for the existing Program Manager I and II classification is \$9,515 to \$13,478. The recommended monthly salary range for the new classification of Principal Program Manager is \$12,651.60 to \$15,309.90.

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department is proposing the establishment of a new classification of Principal Program Manager.

The Program Manager series is a city-wide classification. The Principal Program Manager was created to expand the Program Manager series to create a promotional opportunity in the various city departments.

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. The staff is recommending a monthly salary range of \$12,651.60 - \$15,309.90.

Principal Program Manager	Salary (Monthly)
Classification Step 1	\$12,651.60
Classification Step 5	\$15,309.90

BACKGROUND

The Personnel Board discussed and voted unanimously to send this classification to the City Council for approval at its September 6, 2022 meeting. (Vote: Ayes: Dixon, Gilbert, Karpinski, Lacey, Wenk, Noes: None Abstains: None).

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Donald E. Ellison, Human Resources, Human Resources, (510) 981-6807.

Attachments:

1. Resolution

Exhibit A: Classification Specification and Salary Schedule

RESOLUTION NO. -N.S.

CLASSIFICATION: PRINCIPAL PROGRAM MANAGER

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

WHEREAS, the Human Resources Department has completed a classification review and recommended establishing the Principal Program Manager classification to create a promotional opportunity in various city departments;

WHEREAS, the series will lead to wider outreach and a more diverse pool of potential qualified candidates, and create a professional path for dedicated employees by allowing the division to retain and develop top talent that directly benefits our city's stakeholders;

WHEREAS, this classification also responds to Human Resource's request to develop such a classification in the last contract cycle, and supports the City's Strategic Plan goals to "Foster a dynamic, sustainable, and locally-based economy" and "Attract and retain a talented and diverse City government workforce."

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for Principal Program Manager is established, with a salary range and classification specification as shown on Exhibit A, effective October 7, 2022.

Exhibit A: Principal Program Manager, Classification Specification and Salary Schedule



Class Code:  
28990

## Principal Program Manager

Bargaining Unit: Public Employees Union Local One

CITY OF BERKELEY  
Established Date: XXXX

### SALARY RANGE

\$72.99 - \$88.33 Hourly  
\$5,839.20 - \$7,066.11 Biweekly  
\$12,651.60 - \$15,309.90 Monthly  
\$151,89.22 - \$183,718.85 Annually

### DESCRIPTION:

#### DEFINITION

Plans, organizes, directs and supervises one or more major City programs or projects that have a high degree of visibility and are of substantial impact including the development and implementation of program goals and elements; performs a variety of technical tasks relative to assigned program or project; and develops procedures, programs and methodologies.

#### CLASS CHARACTERISTICS

This management level classification may be populated with multiple incumbents who exercise a broad range of authority over complex programs critical to a department's mission. The Principal Program Manager is a supervisory level with responsibility for directing one or more major City programs or projects of a complex nature. Incumbents are expected to demonstrate skills and knowledge particular to their assignment. Under general direction, the Principal Program Manager organizes, coordinates and directs various staff and activities associated with the development and implementation for programs and projects.

Principal Program Manager is distinguished from the Program Manager II in that it has full supervisory responsibilities, including completing performance evaluations and counseling for performance improvement.

### EXAMPLES OF DUTIES:

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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. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of project or program implementation; implements policies and procedures;
2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the performance of project or program implementation as well as the activities of professional, paraprofessional and support staff;
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, equipment, and supplies; monitors and controls expenditures;
5. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
6. Organizes, coordinates, and manages one or more major programs or projects with high visibility and impact;
7. Supervises administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and administers contracts;
8. Represents the department in a variety of meetings and forums involving program coordination and implementation;
9. Conducts complex analyses and makes technical investigations and research on a variety of issues impacting the City;
10. Plans, develops and supervises complex studies and prepares and presents findings and recommendations;
11. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
12. Reviews the effectiveness of service delivery and work flow; develops and supervises the implementation of recommendations regarding program elements;
13. Analyzes laws and regulations and their impact to assigned program(s);
14. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
15. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
16. Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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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. Advanced principles and practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;
3. Principles of budget development and administration;
4. Principles and practices of supervision, training and performance evaluations;
5. Advanced principles and practices of research, analysis, and report writing;
6. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
7. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
8. Regulatory and programmatic requirements and services as they relate to assigned program;
9. Principles and practices of grant administration, public procurement, contract law and negotiations.

Ability to:

1. Organize, implement and direct program or project operations and activities;
2. Effectively plan, develop, implement and supervise comprehensive programs with a broad impact and high degree of complexity;
3. Assist in the development and monitoring of an assigned program budget;
4. Collect and analyze large volumes of data and reach a sound conclusion;
5. Supervise, train and evaluate assigned staff;
6. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
7. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
8. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
9. Meet deadlines in a highly political environment;
10. Communicate effectively, both orally and in writing;
11. Effectively analyze legislation and/or regulatory changes and their impact to City services;
12. Establish and maintain productive working relationships with those contacted in the course of the work;
13. Use English effectively to communicate in person, over the telephone, and in writing;

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14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and
15. Manage and supervise support staff.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from a four (4) year college or university with major coursework in business or public administration, or a related field and five (5) years in the development and implementation of programs, including two (2) years in a lead capacity. Experience in a public agency setting is desirable. Additional professional-level experience as outlined above may be substituted for the college education 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 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 be able to attend evening and weekend meetings.

