



Office of the City Manager

CONSENT CALENDAR

May 7, 2024

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Legislative Aide Class Specifications and Salary Range

RECOMMENDATION

Adopt (1) first reading of an Ordinance amending Berkeley Municipal Code Section 4.04.120(A) to rename the Legislative Assistant classification as Legislative Aide; (2) a resolution authorizing revisions to all pertinent documents to effectuate the classification name change, approving job specifications and a new salary range for the renamed classification, and approving terms negotiated with SEIU Local 1021 - CSU & PTRLA regarding advancement along the new salary range for the renamed classification.

FISCAL IMPACT

The recommendation increases the salary range for the renamed Legislative Aide classification over the formerly-named Legislative Assistant classification, with the increased costs to be absorbed by Mayor and Council Offices via the General Fund.

CURRENT SITUATION AND ITS EFFECTS

The recommendation sets forth newly-drafted job specifications for the Legislative Aide classification, following the meet-and-confer process with SEIU Local 1021 - CSU & PTRLA, along with a 14-step salary range that spans \$39.20 at the lowest step and \$73.08 at the highest.

Since the Legislative Aide classification is at-will, outside the City's civil service structure, advancements along the salary range will be in one of two ways, pursuant to agreement with the union:

- **Annual:** Legislative Aides will automatically advance one step annually – upon their anniversary date in the classification and upon receipt of a performance evaluation that meets or exceeds expectations. Alternatively, they will automatically advance one step annually upon their anniversary date in the

classification in the absence of an evaluation. They will not have their annual step increase in the event of a negative evaluation (below “meets expectations”).

- **Multi-Step:** The hiring authority will be able to move a Legislative Aide multiple steps upon a significant change in the Legislative Aide’s level of education, complexity of assigned tasks and duties, and/or supervisory responsibilities.
 - On a one-time basis upon approval of the new specifications and salary range, the hiring authority will be able to move a Legislative Aide up to two steps above the employee’s currently hourly rate even in the absence of a significant change in level of education, complexity of assigned tasks or duties, and/or supervisory responsibilities.
 - Multi-step movements would apply to current Legislative Assistants, not just to those hired after the class specification is revised. Multi-step increases for a significant change in the Legislative Aide’s level of education, complexity of assigned tasks or duties, and/or supervisory responsibilities would apply to any changes since the Legislative Assistant’s original step placement.

BACKGROUND

The classification of Legislative Assistant was established without an accompanying classification description. In the fall of last year, the Human Resources Department proposed a formal job specification for the renamed Legislative Aide classification and proceeded to engage in the meet-and-confer process with the union, which reached its conclusion in the latter part of March. The proposal was approved by the Personnel Board on April 1, 2024 on a vote of 3 ayes, 2 noes, and 1 abstention.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONAL FOR RECOMMENDATION

Job specifications are foundational components of the City’s classification and compensation system, so it is imperative that they exist for the renamed Legislative Aide classification.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

ATTACHMENTS

- 1: Ordinance
- 2: Resolution

Attachment A: Legislative Aide – Job Specifications

ORDINANCE NO. ##,###-N.S.

AMENDING BERKELEY MUNICIPAL CODE CHAPTER 4.04 TO UPDATE SECTION
4.04.120 EXEMPTIONS FROM CAREER SERVICE (AT-WILL EMPLOYEES)

BE IT ORDAINED by the Council of the City of Berkeley as follows:

Section 1. That Section 4.04.120(A) of the Berkeley Municipal Code is amended to read as follows:

4.04.120
Exemption from career service (At-will employees).

The provisions of this chapter shall apply to all positions in the service of the City except:

A. The City Manager, Assistant City Manager, Deputy City Manager, Assistant to the City Manager, Assistant to the City Attorney, Police Review Commission Officer, Police Review Commission Investigator, Budget Manager, Assistant to the Mayor, Capital Improvement Programs Manager, Economic Development Manager, and Legislative ~~Aide~~ Assistant, and Employee Relations Manager;

B. Assistant, Associate and Senior Management Analyst when appointed to the City Manager's Department or to the budget unit of the Management and Administrative Services Agency; and Secretary to the Mayor, Administrative Secretary and Secretary when appointed to the Mayor's office;

C. All department heads, health officer, and supervising psychiatrist;

D. Persons employed seasonally in the summer camps;

E. Persons employed as reserve or emergency employees during the period of national emergency as provided in the ordinance creating such employment;

F. All persons who are paid at an hourly rate with the exception of library aides. Persons appointed as hourly library aides shall be part of the career service with the exception of those hired to fill temporary positions of six months or less. Persons appointed to these positions which are exempt from the career service shall serve at the pleasure of the appointing authority and may be demoted, suspended, or otherwise rejected at any time without cause and without right of appeal or hearing in any manner. Except that, any employee in the career service promoted or transferred to a position not included in the career service and made exempt from the career service shall be reinstated to their career appointment from which they were promoted or transferred if within six months of appointment to a position not included in the career service, action is taken to dismiss them, unless charges are filed and the employee is discharged in

accordance with this chapter and the rules established hereunder for positions in the career service. All employments designated in this section shall be entitled to only those benefits provided for at-will employees in the personnel rules and regulations or in applicable memoranda agreements. (Ord. 7896-NS § 1, 2024; Ord. 6492-NS § 1, 1999; Ord. 6480-NS § 1, 1999; Ord. 6370-NS § 1, 1997; Ord. 6343-NS § 1, 1996; Ord. 6280-NS § 2 (part), 1995; Ord. XXXX-NS § 1, 2024)

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

NEW JOB SPECIFICATIONS AND SALARY RANGE FOR LEGISLATIVE AIDE CLASSIFICATION (RENAMED FROM LEGISLATIVE ASSISTANT)

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

WHEREAS, the classification of Legislative Assistant was established without accompanying job specifications; and

WHEREAS, job specifications are foundational components of the City’s Classification and Compensation plan; and

WHEREAS, the Human Resources Department proposed to rename the Legislative Assistant classification to Legislative Aide and developed job specifications for the renamed classification with an hourly salary range of \$39.20 to \$73.08 and an annual salary range of \$81,536.00 to \$152,006.40; and

WHEREAS, the City met and conferred with SEIU Local 1021 - CSU & PTRLA, the union representing the Legislative Assistant classification, regarding the renamed Legislative Aide class, the job specifications, the salary range, and the methods of advancement along the new salary range for the renamed classification; and

WHEREAS, the Personnel Board recommended on April 1, 2024 to rename the Legislative Assistant classification to Legislative Aide and to adopt the new job specifications and salary range for the Legislative Aide class; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Legislative Assistant classification be renamed as Legislative Aide and that all pertinent documents be amended to effectuate the change; and

BE IT FURTHER RESOLVED that the renamed Legislative Aide classification have an hourly salary range of \$39.20 to \$73.08 over 14 salary steps and an annual salary range of \$81,536.00 to \$152,006.40, effective the start of the first full pay period following adoption of this resolution; and

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$39.20	\$41.16	\$43.18	\$45.29	\$47.51	\$49.84	\$52.28
Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
\$54.84	\$57.53	\$60.34	\$63.30	\$66.40	\$69.66	\$73.08

BE IT FURTHER RESOLVED that the job specifications for the Legislative Aide classification, attached hereto as Attachment A, be hereby adopted; and

BE IT FURTHER RESOLVED that the Council approves the following methods of advancement along the salary range for the Legislative Aide class, given that it is an at-will classification and outside the City's civil service structure:

- (1) Legislative Aides will automatically advance one step annually – upon their anniversary date in the classification and upon receipt of a performance evaluation that meets or exceeds expectations; they will automatically advance one step annually upon their anniversary date in the classification in the absence of an evaluation, but will not have their annual step increase in the event of a negative evaluation (below “meets expectations”); and
- (2) The hiring authority will be able to move a Legislative Aide multiple steps upon a significant change in the Legislative Aide's level of education, complexity of assigned tasks and duties, and/or supervisory responsibilities; on a one-time basis upon approval of the new specifications and salary range, the hiring authority will be able to move a Legislative Aide up to two steps above the employee's currently hourly rate even in the absence of a significant change in level of education, complexity of assigned tasks or duties, and/or supervisory responsibilities; and

BE IT FINALLY RESOLVED THAT multi-step movements will apply to current Legislative Assistants, not just to those hired after the class specification is revised; and that multi-step increases for a significant change in the Legislative Aide's level of education, complexity of assigned tasks or duties, and/or supervisory responsibilities would apply to any changes since the Legislative Assistant's original step placement.

ATTACHMENT A



Legislative Aide

(Formerly Legislative Assistant)

Bargaining Unit: Service Employees International
Union, Local 1021 (Comm Svcs & PT Rec
Leaders)

CITY OF BERKELEY
CLASS CODE 2127
Date: May XX, 2024

SALARY RANGE

~~\$37,802.8 - \$53,189.7 Hourly~~
~~\$3,024.22 - \$4,255.18 Biweekly~~
~~\$6,552.49 - \$9,219.55 Monthly~~
~~\$78,629.82 - \$110,634.58 Annually~~
\$39,200.00 - \$73,080.00 Hourly
\$3,136.00 - \$5,846.40 Biweekly
\$6,794.67 - \$12,667.20 Monthly
\$81,536.00 - \$152,006.40 Annually

DESCRIPTION:

DEFINITION:

Under the supervision of the Mayor, Councilmember, or designee, provides specialized administrative and analytical support to the Mayor and/or Councilmember as it relates to legislative tracking, development, and analysis; and serves as a liaison between the Mayor's or Councilmember's office and the community.

CLASS CHARACTERISTICS:

This is a single level class characterized by the assignment of a full range of routine to complex tasks and duties at varied levels of independence. Employees at this level may receive instruction or assistance as new, unusual, or unique situations arise, and are aware of the operating procedures and policies within the work unit. Positions in this class may be flexibly staffed. Salary placement should be commensurate with level of education, experience, complexity of assigned tasks and duties, level of supervision/independence, and/or supervisory responsibilities.

EXAMPLE OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed 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. Represents the Mayor/Councilmember in meetings and maintains liaison with elected officials and representatives of local, regional, state, and federal governments, other public agencies, businesses, professional and community groups, the media, and the public;
2. Serves as a liaison between the Mayor's and/or Councilmember's office and the community, including but not limited to, receiving and responding to communication from constituents, identifying issues and solutions, connecting residents, merchants and other community members with City resources, managing neighborhood concerns, responding to and tracking constituent inquiries, and providing status updates to the Mayor/Councilmember;
3. Receives and reviews correspondence directed to the Mayor/Councilmember; evaluates suggestions and comments from the public and drafts replies; analyzes and summarizes responses from the public and prepares reports containing recommendations on courses of action;
4. Prepares correspondence to governmental officials or citizens informing them of findings and remedial action when appropriate;
5. Plans and organizes administrative, analytical, legislative, fiscal, or similar studies relating to the activities and operations of the Mayor/Councilmember;
6. Develops, plans, and assists with implementing policy and procedural modifications;
7. Prepares a wide variety of written materials including correspondence, reports, draft legislation, and public information materials from brief verbal instructions;
8. Reviews and analyzes a variety of city documents;
9. Coordinates and arranges meetings for the Mayor/Councilmember and prepares materials as required;
10. Organizes and staffs community events sponsored by the Mayor/Councilmember.
11. Monitors legislative matters and government agencies;
12. Conducts research and special studies and prepares memoranda and reports thereon;
13. Prepares resolutions, ordinances, speeches, correspondence, and other materials of a varied nature;
14. Investigates complex matters, as assigned, relating to the work of the Mayor/Councilmember; submits investigative findings with recommendations;
15. Performs office management functions, including the maintenance of legislative records and a wide variety of confidential and other office records and files; helps maintain office/office organization.
16. Tracks legislation; prepares summaries of Mayor/Councilmember actions or agendas;
17. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;
18. May be authorized to exercise independent work/judgment or may work under the direction of the Mayor/Councilmember or another Legislative Aide; may provide supervision to subordinate staff and/or assume responsibility for leading and/or coordinating projects;
19. May provide training and act as a lead or supervisor of subordinate staff and volunteers; and
20. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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. Municipal government functions and organization, and the basic principles and organization of regional, state, and federal level of government;
2. Public administration principles and practices;
3. Principles, practices, and methods of administrative, organizational, legislative and procedural analysis;
4. Wide variety of issues affecting public policy;
5. Conflict resolution and problem-solving techniques;

6. Techniques and practices for problem research and resolution;
7. Methods and techniques of clear, concise, and accurate oral and written communications;
8. Technical report writing procedures;
9. Modern office equipment and procedures including use of word processing, database, and spreadsheet applications; and
10. Methods and procedures to utilize computer applications and technology related to the work, including but not limited to, web design and maintenance, video production, presentation software, and image editing software.

Ability to:

1. Develop and maintain effective relationships with elected officials, representatives of the public and private groups, the media and the public;
2. Represent the City in meetings with intergovernmental agencies, public officials, the media, and community groups;
3. Analyze complex administrative, operational, legislative, economic, and organizational problems; evaluate alternatives;
4. Track and analyze pending litigation;
5. Multi-task, manage time, and track multiple processes and overlapping deadlines;
6. Apply Federal, State, and local laws, codes and regulations;
7. Exercise sound independent judgment;
8. Coordinate functions and activities between departments and outside agencies;
9. Maintain accurate records and files;
10. Prepare and analyze complex reports of a general and technical nature;
11. Interpret and apply administrative and city policies, laws, and rules;
12. Coordinate effective completion of competing projects; meet critical deadlines;
13. Exercise judgment in developing, analyzing, and evaluating programs and proposals and make recommendations regarding policy options involving complex matters;
14. Draft complex correspondence, memoranda, and reports which articulate the elected official's proposals and position on matters before the Mayor/Councilmember and various governmental bodies;
15. Use sound judgment in recognizing scope of authority;
16. Review finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate English grammar and spelling usage;
17. Establish and maintain effective working relationships with those contacted during work.

MINIMUM QUALIFICATIONS:

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

Coursework in political science, public policy, business administration, public administration, or a related field desirable. Experience performing progressively responsible and complex administrative duties supporting an elected official desirable.

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.

CLASSIFICATION HISTORY:

Classification Code: XXXX
Classification Established: May XX, 2024

FLSA Status: Exempt
Admin Leave / Overtime:
Representation Unit: Service Employees International Union, Local 1021 (Community Services & Part-Time Recreation Leaders)
Probationary Period: At Will
Workers' Comp Code: 8810