



Office of the City Manager

CONSENT CALENDAR
February 11, 2025

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Aram Kouyoumdjian, Director of Human Resources
Subject: Program Manager II Classification: 5% Differential for Assignment in City Manager's Office

RECOMMENDATION

Adopt a Resolution amending the Unrepresented Employee Manual to add a 5% salary differential to Program Manager II positions assigned to the City Manager's Office.

FISCAL IMPACTS OF RECOMMENDATION

The change will result in a 5% increase to the base salary of each Project Manager II position assigned to the City Manager's Office; currently, there are only two such positions.

CURRENT SITUATION AND ITS EFFECTS

Select classifications qualify for a 5% salary differential when the position is assigned to the City Manager's Office (CMO) rather than to a department, since the CMO assignment involves oversight of programs and services that have Citywide reach and are broader in scope than department-level programs and services. The recommendation to add Program Manager II to the list of classifications eligible for the 5% differential seeks to create parity within the CMO.

BACKGROUND

Section 13.19 of the Unrepresented Employee Manual provides that "Assistant, Associate, Senior Management Analysts, and Office Specialists III in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential." At its meeting of December 10, 2025, the City Council added the Communications Specialist classification to this list.

The current recommendation, which seeks to maintain parity among classifications in the CMO by adding the Program Manager II classification to the list, was considered by the Personnel Board at its January 6, 2025 meeting and approved by unanimous vote.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

This recommendation ensures parity among classifications assigned to the City Manager's Office and ensures that Program Managers II assigned to the CMO are recognized for the Citywide breadth of their work.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

1: Resolution

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

PROGRAM MANAGER II CLASSIFICATION: 5% DIFFERENTIAL FOR ASSIGNMENT
IN CITY MANAGER'S OFFICE

WHEREAS, Section 13.19 of the Unrepresented Employee Manual provides for a 5% salary differential for select classifications, such as management analysts and office specialists, when they are assigned to the City Manager's Office (CMO) to recognize the Citywide breadth of their duties; and

WHEREAS, by resolution adopted on December 10, 2024, the City Council added the Communications Specialist classification to the list of classifications eligible for the 5% differential set forth by Section 13.19 of the Unrepresented Employee Manual; and

WHEREAS, Program Manager II positions in the CMO involve oversight of programs that have Citywide reach and are broader in scope than department-level programs; and

WHEREAS, adding the Program Manager II classification to the list of classifications eligible for the 5% differential articulated in Section 13.19 of the Unrepresented Employee Manual would promote parity within classifications assigned to the CMO; and

WHEREAS, the proposed revisions were considered by the Personnel Board at its meeting of January 6, 2025 and approved by unanimous vote;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Program Manager II classification shall be eligible for a 5% differential when the position is assigned to the City Manager's Office; and

BE IT FURTHER RESOLVED that Section 13.19 of the Unrepresented Employee Manual be revised to add Program Manager II to the list of classifications eligible for a 5% differential when assigned to the City Manager's Office.

