



CONSENT CALENDAR
May 20, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Monica Walker, Interim Director of Human Resources

Subject: Revise Unrepresented Manual Section 13.19 to Add 5% Differential to Program Manager I Assigned to City Manager's Office

RECOMMENDATION

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

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 I to the list of classifications eligible for the 5% differential seeks to create parity within the CMO. The City seeks to include Program Manager I in the list of classifications assigned to the City Manager's Office who receive a 5% salary differential, as outlined in the Unrepresented Employee Manual.

BACKGROUND

The Unrepresented Employee Manual Section 13.19, *City Manager Department Differential*, states, "Assistant, Associate, Senior Management Analysts, Communication Specialists, Program Managers II, Office Specialists III, and Accounting Office Specialists III in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential." To create parity among unrepresented staff in the City Manager's Office, staff recommend that the Program Manager I also be added to the list. Program Manager I staff assigned to the City Manager's Office provide training, support, strategic program design, and project management services citywide, similar to other positions assigned to the City Manager's Office. At its meeting of February 11, 2025, the City Council added the Program Manager II classification to this list.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

Revise Unrepresented Manual Section 13.19

CONSENT CALENDAR

May 20, 2025

to Add 5% Differential to Program Manager I
Assigned to City Manager's Office

RATIONALE FOR RECOMMENDATION

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

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Monica Walker, Interim Director of Human Resources, (510) 981-6818.

ATTACHMENTS

1. Resolution

Exhibit A: Unrepresented Manual, Section 13.19, *City Manager Department Differential*

Revise Unrepresented Manual Section 13.19
to Add 5% Differential to Program Manager I
Assigned to City Manager's Office

CONSENT CALENDAR

May 20, 2025

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

REVISED UNREPRESENTED MANUAL SECTION 13.19 TO ADD 5% DIFFERENTIAL TO PROGRAM
MANAGER I CLASSIFICATION WHEN ASSIGNED TO THE CITY MANAGER'S OFFICE

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

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

WHEREAS, by resolution adopted on February 11, 2025, the City Council added the Program Manager II classification to the list of classifications eligible for the 5% differential set forth by Section 13.19 of the Unrepresented Employee Manual; and

WHEREAS, adding the Program Manager I 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 April 7, 2025, and approved by unanimous vote.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Program Manager I 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 I to the list of classifications eligible for a 5% differential when assigned to the City Manager's Office.

Exhibit A:

Unrepresented Manual, Section 13.19, *City Manager Department Differential*

Revise Unrepresented Manual Section 13.19

to Add 5% Differential to Program Manager I

Assigned to City Manager's Office

Exhibit A:

Unrepresented Manual, Section 13.19, *City Manager Department Differential*

CONSENT CALENDAR

May 20, 2025

13.19 City Manager Department Differential Assistant, Associate, Senior Management Analysts, Communication Specialists, Program Managers Land II, Office Specialists III, and Accounting Office Specialists III in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential.