



City Manager's Office

CONSENT CALENDAR

December 12, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Classifications and Salary Ranges – (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor

RECOMMENDATION

Adopt a Resolution revising the represented job class specifications and salary ranges of (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor to align pay with that of Public Works Supervisor classification in order to promote internal equity.

FISCAL IMPACT

Revising the job class specifications will increase the salary scale of Parking Meter Maintenance and Collection Supervisor (currently \$84,105.42 - \$98,657.98) and that of Traffic Maintenance Supervisor (currently \$92,730.15 - \$98,657.98) in order to align them with that of Public Works Supervisor: \$97,691.19 - \$104,475.30. This will have a fiscal impact of approximately \$5,817.32 at top step (\$10,153.55 including benefits) per position, resulting in an annual impact of approximately \$20,307.10 for two positions.

CURRENT SITUATION AND ITS EFFECTS

A recent desk audit revealed such significant overlap between the Parking Meter Maintenance and Collection Supervisor and Public Works Supervisor as to warrant an equitable alignment in pay. Further study of the Traffic Maintenance Supervisor class revealed similar overlaps. As such, across-the-board alignment in pay of all three classifications is being sought.

The revised job class specifications have undergone the meet and confer process with Service Employees International Union, Local 1021 (Maintenance & Clerical).

BACKGROUND

Although the Public Works Supervisor classification has certain job requirements specific to street work and maintenance, both the Parking Meter Collection and Maintenance Supervisor and Traffic Maintenance Supervisor job classifications share with it a considerable number of duties: planning and supervising crews; training them in work methods; providing technical assistance; reviewing work and evaluating performance; recommending disciplinary action; preparing reports; ordering inventory; ensuring equipment maintenance; conducting safety meetings; and fielding questions from the public.

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Public Works Supervisor	Parking Meter Maintenance and Collection Supervisor	Traffic Maintenance Supervisor
Plans, organizes, schedules, supervises, assigns and evaluates the work of several crews engaged in street maintenance, sewer maintenance or street cleaning activities;	Plans, organizes, schedules, supervises, assigns and evaluates work of crews engaged in meter repair, meter coin collection, and maintenance;	Plans, organizes, schedules, supervises, assigns and evaluates the work of crews engaged in traffic control painting and signing;
Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions;	Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety procedures;	Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions;
Recommends and implements disciplinary action as necessary;	May recommend disciplinary action;	Recommends and implements disciplinary action as necessary;
Estimates personnel, material and equipment requirements for assigned jobs;	Estimates personnel, material and equipment requirements for assigned routes;	Estimates personnel, material and equipment requirements for assigned jobs and prepares material requisitions;
Provides technical assistance to crews in resolving difficult problems encountered;	Provides technical assistance to crews in resolving difficult problems encountered;	Provides technical assistance to crews in resolving difficult problems encountered;
Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;	Prepares and maintains a variety of computer-generated and manual reports and records, including timecards, worksheets, accident reports, maintenance requests, and productivity reports;	Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
Orders and maintains an adequate inventory to accomplish assigned jobs.	Orders and maintains an adequate inventory to accomplish assigned jobs.	Orders and maintains an adequate inventory to accomplish assigned jobs.

In this sense, the positions are so substantially similar that Parking Meter Collection and Maintenance Supervisor and Traffic Maintenance Supervisor could be reclassified as Public Works Supervisors, albeit with a different scope of assignment; however, given that the current Public Works Supervisor job specification requires a Class B license, which a Parking Meter Collection and Maintenance Supervisor or a Traffic Maintenance Supervisor would not be expected to possess, the recommended solution for purposes of internal equity is alignment of the salary ranges for all three classifications.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

RATIONALE FOR RECOMMENDATION

Aligning pay scales for Parking Meter Collection and Maintenance Supervisor and for Traffic Maintenance Supervisor with that of Public Works Supervisor is recommended in order to achieve internal equity across those classifications.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

- 1. Resolution
 - Exhibit A: Parking Meter Maintenance and Collection Supervisor - Proposed Job Class Specification and Salary Range
 - Exhibit B: Traffic Maintenance Supervisor – Proposed Job Class Specification and Salary Range

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RESOLUTION NO. xxxxx - N.S.

REVISING THE CLASSIFICATIONS AND SALARY SCHEDULES OF
(1) PARKING METER MAINTENANCE AND COLLECTION SUPERVISOR
AND (2) TRAFFIC MAINTENANCE SUPERVISOR

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 the revision of the represented job class specifications and salary ranges of (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor; and

WHEREAS, the represented salary ranges of (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor should be aligned with that of Public Works Supervisor classification in order to promote internal equity; and

WHEREAS, the Personnel Board recommended on November 6, 2023 to revise the represented classifications and salary ranges of (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor, subject to the overtime provisions of the Fair Labor Standards Act (FLSA);

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classifications and salary ranges of (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor are revised as shown in Exhibits A and B, effective December 12, 2023.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
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[Exhibit A: Parking Meter Maintenance and Collection Supervisor, Classification Specification and Salary Schedule]

[Exhibit B: Traffic Maintenance Supervisor, Classification Specification and Salary Schedule]

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EXHIBIT A: Parking Meter Maintenance and Collection Supervisor

Class Code:
6042

Bargaining Unit: Service Employees International
Union, Local 1021 (Maintenance & Clerical)

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: December 12, 2023

SALARY RANGE

\$46.97 - \$50.23 Hourly
\$3,757.35 - \$4,018.28 Biweekly
\$8,140.93 - \$8,706.28 Monthly
\$97,691.19 - \$104,475.30 Annually

DESCRIPTION:

DEFINITION

Under general supervision, plans, organizes and directs the work of crews performing parking meter maintenance, repair and coin collection; performs complex analyses and project work in support of the Office of Transportation's Preventative Maintenance Master Plan for Parking Meters and Traffic planning; serves as liaison to community groups; investigates and maintains contracts and agreements with vendors; performs varied parking maintenance and administrative functions; performs related duties as required or as may be assigned.

CLASS CHARACTERISTICS

This is the first-line working supervisory level in parking meter maintenance, mechanical repair and collection work. Incumbents plan, organize, schedule, assign and direct the work of crews and perform the full range of duties of assigned personnel. This class is distinguished from the Senior Public Works (Transportation) Supervisor classification, which is responsible for coordinating both the traffic/transportation maintenance and parking meter installation, maintenance, repair and collection programs.

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EXAMPLE OF DUTIES:

The following list of duties describes 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.

1. Investigates the need for, and develops and maintains contracts and agreements with vendors, and monitors agreements for contractual obligations, warranties and follow-ups;
2. Plans, organizes, schedules, supervises, assigns and evaluates work of crews engaged in meter repair, meter coin collection, and maintenance;
3. Monitors contract performance of armored carrier under contract to safeguard coins collected from parking meters;
4. Maintains records of vendor performance regarding quality and delivery of services; conducts reviews of vendor performance and reports to supervisor;
5. Monitors usage of parking maintenance resources and all related costs of the meter repair/maintenance program on a regular basis;
6. Establishes vendor and materials requirements to support the business applications of programs and projects;
7. Conducts on-going research to develop sources and products, and establishes long-term vendor relationships, standards and language for pricing agreements, purchase orders and contracts;
8. Assists with the development of meter collection and maintenance policy and standards; establishes procedures and monitors problem areas for immediate correction;
9. Oversees the weighing and documentation of coin canisters and maintains security of cash until transferred to armored carrier;
10. Repairs, tests, and calibrates, and programs a variety of single and multi-space electronic parking meters;
11. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety procedures;
12. May recommend disciplinary action;
13. Estimates personnel, material and equipment requirements for assigned routes;
14. Provides technical assistance to crews in resolving difficult problems encountered;

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15. Prepares and maintains a variety of computer-generated and manual reports and records, including timecards, worksheets, accident reports, maintenance requests, and productivity reports;
16. Prepares monthly and ad hoc computer-generated summary reports for long-term program plans and budgeting actions;
17. Orders and maintains an adequate inventory to accomplish assigned jobs;
18. Provides detailed information to supervisors on patterns of abuse to parking meters;
19. Serves as liaison with internal city committees and various local business associations and responds to questions and complaints from the public;
20. Recommends special work or equipment maintenance and reviews work upon completion to ensure compliance with established standards and regulations;
21. May collect coins from parking meters;
22. Ensures appropriate safety devices and equipment are being utilized, conducts safety meetings and responds to emergency situations; and
23. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Methods, tools, computer hand-helds, and equipment used in electronic parking meter and equipment installation, maintenance, monitoring and collection;
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
3. Safe work methods and safety practices pertaining to the work;
4. Computer software applications including Microsoft Office, Duncan Meters and Reino Meter applications;
5. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work; and

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6. Relevant ordinances and Municipal Code sections related to parking regulations.

Skill in and ability to:

- 1. Establish and maintain effective working relationships with those encountered in the course of work;
- 2. Communicate successfully to City officials, the community and staff, the policy and operational reasons governing existing operation and changes;
- 3. Speak and write concisely, develop and teach training programs, gain cooperation and maintain the confidence of staff in the field;
- 4. Evaluate meter maintenance and collections procedures and techniques and recommend effective alternatives;
- 5. Plan, estimate, coordinate, schedule and evaluate the work of others;
- 6. Prepare and maintain a variety of computer-generated reports using a variety of PC software and applications;
- 7. Prepare and maintain a variety of accurate written records and reports;
- 8. Read and interpret plans, maps, specifications and manuals;
- 9. Operate and maintain equipment and tools used in the field;
- 10. Identify and implement effective courses of action to complete assigned work; and
- 11. Coordinate crew assignments with other divisions, departments and agencies.

MINIMUM QUALIFICATIONS:

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

Equivalent to completion of high school and two (2) years of experience in parking meter collection and/or meter maintenance and repair. Knowledge of a system utilizing electronic parking meters is highly desirable.

OTHER REQUIREMENTS

- 1. Must possess and maintain a valid Class "C" California driver's license and have a satisfactory driving record;
- 2. Must be willing to work out of doors in all weather conditions;

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3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 60 pounds; and

4. Must be willing to work with exposure to heavy traffic and to work overtime and off-hour shifts in emergency situations.

CLASSIFICATION HISTORY:

Established: 3/1/04

Rev: December 12, 2023

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EXHIBIT B: Traffic Maintenance Supervisor

Class Code:
5056

Bargaining Unit: Service Employees International Union, Local 1021 (Maintenance & Clerical)

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: December 12, 2023

SALARY RANGE

\$46.97 - \$50.23 Hourly
\$3,757.35 - \$4,018.28 Biweekly
\$8,140.93 - \$8,706.28 Monthly
\$97,691.19 - \$104,475.30 Annually

DESCRIPTION:

DEFINITION

Under general supervision, plans, organizes and directs the work of crews performing traffic painting and signing work; performs traffic control painting and signing work. Performs related duties as required or as may be assigned.

CLASS CHARACTERISTICS

This is the first-line supervisory level in traffic maintenance work. Incumbents plan, organize, schedule, assign and direct the work of crews and perform work as a working supervisor. This class is distinguished from the Senior Public Works Supervisor classification in the Office of Transportation, which is responsible for traffic/transportation maintenance and parking meter installation, maintenance, repair and collection programs.

EXAMPLE OF DUTIES:

The following list of duties describes 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.

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1. Plans, organizes, schedules, supervises, assigns and evaluates the work of crews engaged in traffic control painting and signing;
2. Personally performs traffic painting and signing work;
3. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions;
4. Inspects job sites to determine work required and to evaluate performance;
5. Recommends and implements disciplinary action as necessary;
6. Estimates personnel, material and equipment requirements for assigned jobs and prepares material requisitions;
7. Provides technical assistance to crews in resolving difficult problems encountered;
8. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
9. Orders and maintains an adequate inventory to accomplish assigned jobs;
10. Responds to questions and complaints from the public;
11. Recommends special work required or necessary equipment maintenance;
12. Reviews work upon completion to ensure compliance with established standards and regulations;
13. Ensures appropriate safety devices and equipment are being utilized;
14. Conducts safety meetings; coordinates activities with other affected agencies;
15. Drives trucks and performs work as an on-site supervisor;
16. Participates in meetings as required;
17. Responds to emergency situations as necessary; and
18. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Methods, tools and equipment used in traffic control painting and signing work;
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
3. Safe work methods and safety practices pertaining to the work;
4. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work; and
5. Relevant traffic and vehicle codes and regulations.

Skill in:

1. Traffic control painting and sign fabrication, installation and maintenance;
2. Planning, estimating, coordinating, and scheduling and evaluating the work of others;
3. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
4. Reading and interpreting plans, maps, and specifications and manuals;
5. Operating and maintaining equipment and tools used in the field;
6. Establishing and maintaining effective working relationships with those encountered in the course of the work;
7. Identifying and implementing effective courses of action to complete assigned work; and
8. Coordinating crew assignments with other divisions, departments and agencies.

MINIMUM QUALIFICATIONS:

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

Equivalent to completion of high school and 4 years of increasingly responsible traffic maintenance experience. Experience in a lead role over other staff is desirable.

OTHER REQUIREMENTS

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1. Must possess and maintain a valid Class "C" California driver's license and have a satisfactory driving record;
2. Must be willing to work out of doors in all weather conditions;
3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 60 pounds; and
4. Must be willing to work with exposure to heavy traffic and to work overtime and off-hour shifts in emergency situations.

CLASSIFICATION HISTORY:

Established: 12/1988
Rev: December 12, 2023