



Rent Stabilization Board
Office of the Executive Director

DATE: February 15, 2024

TO: Honorable Members of the Rent Stabilization Board

FROM: Honorable Members of the Budget & Personnel Committee
By: DéSeana Williams, Executive Director

SUBJECT: Modifying Staffing Model – Public Information Unit and adding Executive Support

Background

The agency's current staffing model has 26.0 Full-time Equivalent (FTE) career positions. The 26.0 FTEs comprise seven units. Increasing operational efficiency, performance and capacity has been an integral driver in providing better service to the public and increasing compliance with program requirements. Two of the seven units are the Rent Board's most public-facing units: The Registration Unit and Public Information Unit. The operations of these front-facing units are critical to the success of the agency and the effectiveness of service to the public.

Public Information Unit

The current staffing model of the Public Information Unit at the Rent Board. The unit is currently comprised of one (1) CSS III position (Manager – in Local 1), five (5) CSS II positions (Housing Counselors in SEIU 1021 CSU), and one (1) OS II position (Admin Support in SEIU 1021 Clerical).

To create promotional opportunities and bolster our services through higher levels of duties and assignments, reframing the current PIU staffing model by introducing the Community Development Program Coordinator (CDPC) and the Community Services Specialist I (CSS I) will assist in furthering PIU and Rent Board service and operational performance goals.

This will be accomplished by converting a vacated CSS II position to a CDPC and converting another vacated CSS II position to a CSS I position for a more balanced team with an entry-level opportunity in housing counseling work. The current proposal does not require additional positions to the Public Information Unit.

Executive Office

The Executive Office has operated without dedicated administrative support for the past two years. The lack of support is impacting our ability to fulfill our mission effectively. By adding an Administrative Staff Assistant, below are seven detailed reasons outlining why administrative support is essential and how it will positively impact the operations of our agency:

- **Increased Efficiency:** Administrative support will streamline daily operations by managing schedules, organizing meetings, and handling correspondence. This will allow executive staff to focus on strategic decision-making and programmatic priorities, ultimately increasing efficiency.
- **Improved Communication:** With administrative support, communication within the agency and external stakeholders will be enhanced. Administrative staff can ensure timely dissemination of information, coordinate interdepartmental communication, and maintain accurate records, fostering a more cohesive and informed work environment.
- **Enhanced Customer Service** Administrative support is crucial in providing excellent customer service to our constituents. With dedicated staff managing inquiries, scheduling appointments, and handling administrative tasks, we can ensure prompt and professional responses to public inquiries and requests for assistance.
- **Compliance and Record-Keeping:** Administrative support is essential for maintaining compliance with regulatory requirements and record-keeping standards. By overseeing documentation, managing data entry, and ensuring adherence to reporting deadlines, administrative staff will contribute to our agency's accountability and transparency.
- **Project Coordination:** Administrative support facilitates project coordination and implementation. From organizing logistics to tracking project milestones, administrative staff can provide invaluable assistance to program managers, enabling seamless execution of initiatives and timely achievement of objectives.
- **Resource Management:** We can optimize resource allocation and utilization with administrative support. From managing office supplies to coordinating travel arrangements, administrative staff can help minimize waste and maximize cost-effectiveness, contributing to prudent financial management.

Increasing the capacity of the Rent Board by adding administrative support to the Executive Office will be instrumental in enhancing operational effectiveness, improving communication, and ensuring compliance within our agency.

At their February 8, 2024 meeting, the Budget & Personnel Committee unanimously voted to recommend that the full Board adopt Resolution 24-03 authorizing the proposed Staffing Model changes explicated above.

Recommendation

That the Board adopt Resolution 24-03 authorizing modifications to the Rent Board Staffing Model recommended by the Budget & Personnel Committee.

Financial Impact

Revising the current staffing model to include a Community Services Specialist I (currently 81,584.99 at the first step) and the Community Development Project Coordinator (currently \$105,911.83 at the first step) will have a fiscal impact of approximately \$2,690 in salary savings and \$37,375 with benefits, resulting in an annual net impact of approximately \$34,685 for both positions.

Significant salary savings from current vacancies also create an opportunity to amend our current staffing model to include the Administrative Staff Assistant position to provide much-needed administrative support to the Executive Director. Funding in the amount of \$33,799 is currently available in the FY23-24 budget to fund the position for the remainder of the fiscal year. Staff will seek Board permission to utilize FY23-24 anticipated salary savings to fund this position through FY24-25.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. Administrative Staff Assistant classification
2. Community Services Specialist I classification
3. Community Development Project Coordinator classification

RESOLUTION 24-03

MODIFYING THE FISCAL YEAR 2023-2024 STAFFING MODEL TO INCLUDE TWO COMMUNITY SERVICES SPECIALIST I CLASSIFICATIONS, A COMMUNITY DEVELOPMENT PROJECT COORDINATOR, AND AN ADMINISTRATIVE STAFF ASSISTANT

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, at its regular meeting on June 16, 2022, the Rent Stabilization Board adopted a staffing model for the fiscal year 2023-24 that maintains a staffing level of 26.0 career Full-Time Equivalents (FTEs); and

WHEREAS, the Budget and Personnel Committee and the Executive Director continuously monitor the agency's staffing model and overall capacity throughout the fiscal year; and

WHEREAS, the Budget & Personnel Committee supports the Executive Director's recommendation to modify the Public Information Unit staffing model by introducing a Community Development Program Coordinator (CDPC) and a Community Services Specialist I (CSSI) to assist in furthering service, operational performance goals and provide new promotional opportunities; and

WHEREAS, the Budget & Personnel Committee and Executive Director have determined the necessity to add dedicated administrative support in the form of an Administrative Staff Assistant to the Executive Office; and

WHEREAS, the Budget & Personnel Committee and Executive Director have ascertained after a thorough review that the proposed staffing changes will result in improved efficiency, enhanced customer service, and stronger compliance and record-keeping; and

WHEREAS, the financial impact of this staffing model change will be an annual net impact of approximately \$34,685 for both the CDPC and CSSI positions after salary savings, with \$33,799 available in the FY23-24 budget to fund the Administrative Staff Assistant position for the remainder of the fiscal year; and

WHEREAS, sufficient funds are available due to salary savings to support these changes in the staffing model currently and for FY24-25.

NOW, THEREFORE, BE IT RESOLVED that the inclusion of a Community Services Specialist I, a Community Development Project Coordinator, and an Administrative Staff Assistant in the agency's staffing model is hereby adopted for Fiscal Year 2023-2024.

RESOLUTION 24-03

MODIFYING THE FISCAL YEAR 2023-2024 STAFFING MODEL TO INCLUDE TWO COMMUNITY SERVICES SPECIALIST I CLASSIFICATIONS, A COMMUNITY DEVELOPMENT PROJECT COORDINATOR, AND AN ADMINISTRATIVE STAFF ASSISTANT (page 2)

Dated: February 15, 2024

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Leah Simon-Weisberg, Chair
Rent Stabilization Board

Attest: _____
DéSeana Williams, Executive Director



CITY OF BERKELEY
Established Date: Jul 30, 2009
Revision Date: Dec 7, 2010

Administrative Staff **Assistant**

Class Code:
2006

Bargaining Unit: Unrepresented Classifications

SALARY RANGE

\$39.53 - \$48.53 Hourly
\$3,162.46 - \$3,882.20 Biweekly
\$6,852.01 - \$8,411.43 Monthly
\$82,224.06 - \$100,937.14 Annually

DESCRIPTION:

DEFINITION

This is a single position class in the Rent Stabilization Program. Under direction, performs more complex, at times confidential, clerical work of an administrative nature in support of the Executive Director of the Rent Stabilization Program, senior staff which includes serving as administrative clerk to the elected Rent Stabilization Board; performs related duties as assigned.

CLASS CHARACTERISTICS

This paraprofessional class is characterized by responsibility for gathering and evaluating data, preparing and evaluating administrative records, and recommending a course of action to management staff in the areas of budget, purchasing, personnel and office management. The incumbent performs advanced and complex administrative support work for the Executive Director and the elected Rent Board, and may supervise a small clerical staff. This class is distinguished from other clerical classes by its advisory role to management and the independence and analytical requirements necessary for collecting and evaluating data and making recommendations.

EXAMPLE OF DUTIES:

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. Attends Rent Stabilization Board meetings, records votes, takes and prepares meeting minutes, compiles and posts Board agendas;
2. Researches less complex administrative problems, and makes recommendations for appropriate courses of action;
3. Interprets and applies City rules, regulations and policies; revises, modifies and recommends new policies and procedures; and keeps abreast of current developments in areas of specialty;
4. Acts as a liaison between the Rent Board and staff and serves as a resource to the Executive

Director, the public, City departments and other agencies on departmental programs and policies; assists in preparing and disseminating information on such and handles complaints and requests for information; prepares less complex reports, press releases, documents and correspondence;

5. Performs difficult and complex clerical tasks including word processing and spreadsheet development, correspondence and reports; filing and maintaining materials; operating office equipment; processing forms, records and reports; responding to inquiries, requests and complaints and making referrals; arranging meetings and conferences and preparing technical materials, as appropriate

6. May be authorized to sign supervisor's name on documents and represent supervisor at agency meetings and conferences;

7. Directs and coordinates the work of clerical employees; and

8. 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. Basic principles and practices of public administration and public relations;
2. Practices and procedures for conducting public meetings, including Roberts Rules of Order and the Brown Act;
3. Modern office practices and procedures;
4. Business English, spelling and punctuation, and arithmetic;
5. Word processing, database, and spreadsheet software such as accounting, calendaring, referral and project management systems, and the use of personal computing equipment;
6. Basic budgetary principles and practice; and
7. Basic supervisory principles and practices.

Ability to:

1. Analyze administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions;
2. Communicate effectively both verbally and in writing;
3. Maintain accurate records and files;
4. Direct the work of others on a day to day basis;
5. Coordinate multiple projects and meet critical deadlines;
6. Exercise sound independent judgment within established guidelines;

7. Operate a computer with proficiency and familiarity; set up and maintain filing and other recordkeeping systems; and

8. Establish and maintain effective working relationships with City boards, the public, and City employees contacted in the course of the work.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:

Four (4) years of increasingly responsible experience preparing and maintaining administrative, financial, fiscal, statistical records and/or reports and performing other administrative/clerical duties. College coursework in public or business administration, accounting, or related field may be substituted for the above experience on a year-for-year basis with 30 semester/45 quarter units being equal to one (1) year experience. Experience working with boards or commissions is highly desirable.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the 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:

Title: Administrative Staff Assistant
Classification Code: 2813
Classification Established: 1985
Classification Revised: 12/2010
FLSA Status: Non-Exempt
Administrative Leave/Overtime: OT
Representation Unit: Z2
Probationary Period: 1 Year
Workers Compensation Code: 8810

Community Services Specialist IClass Code:
2074Bargaining Unit: Service Employees International Union, Local
1021 (Comm Svcs & PT Rec Leaders)CITY OF BERKELEY
Established Date: Oct 7, 2008
Revision Date: Oct 7, 2008**SALARY RANGE**

\$39.22 - \$46.30 Hourly
 \$3,137.88 - \$3,703.73 Biweekly
 \$6,798.75 - \$8,024.76 Monthly
 \$81,584.99 - \$96,297.10 Annually

DESCRIPTION:**DEFINITION**

Initially, under close supervision, to provide professional level support in assigned community oriented programs. The type of duties performed may vary from program to program (depending on the needs, the type of services provided, and the focus of the program), but may include one or any combination of the following: program development, program or community agency monitoring or community organization.

CLASS CHARACTERISTICS

This is the entry level in this professional community program management series, requiring appropriate preparation, but no professional level experience. Incumbents receive close supervision in their assignments initially, while developing the ability to work independently and exercise sound judgment in solving a variety of difficult program delivery problems. This class is distinguished from Community Services Specialist II in that incumbents working at the latter level are full-trained, experienced and are assigned a wide variety of complex program responsibilities under general supervision. Positions in this class may be assigned supervision of paraprofessional and/or office support staff.

EXAMPLE OF DUTIES:

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. Plans and develops programs, by completing assessment to determine extent of service needs of the target population, such as homeless, disadvantaged adults and youths, etc;
2. Monitors and evaluates programs, to determine appropriate goal implementation and delivery of services;
3. Provides direct client service delivery in identifying service needs and offering referrals and social support program alternatives; conducts neighborhood programs for crime prevention in support of alternative youth activities, and other community based programs;
4. Works with community leaders, civic organizations, social clubs and churches to develop community based support for major City programs;

5. Meets with related community agencies and other City of Berkeley staff to coordinate services and assist with the implementation of new or improved programs;
6. Assists neighborhood groups in organizing and empowering themselves for greater self determination in the welfare and protection of their community;
7. Plans and develops public information campaigns to encourage acceptance and participation in City sponsored and community based programs;
8. Performs related duties.

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. Social, economic, health and safety issues facing high risk populations and the dynamics of human behavior;
2. Community and government services, agencies and social services resources;
3. Data collection and needs assessment methods;
4. Consensus building and conflict resolution techniques;
5. Principles and practices of community organization.

Skill in:

1. Utilizing community and governmental agency resources effectively to assist clients with social, health, recreational, and educational needs;
2. Responding sensitively to the needs of the homeless and disadvantaged from a variety of ethnic groups and cultures, including alternative lifestyles;
3. Exercising sound judgment and making appropriate recommendations and referrals;
4. Communicating effectively with a wide range of clients and agencies;
5. Preparing clear, concise and complete written reports and other written correspondence;
6. Gathering and analyzing quantitative and qualitative data and making sound conclusions;
7. Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

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

A college degree in sociology or a related field from an accredited college or university.
Progressively responsible experience in community organization, social services or a related field

which has required independent program development and needs assessment skills may be substituted for the education on a year-for-year basis.

OTHER REQUIREMENTS

Must have a valid California driver's license and a satisfactory driving record. Must be willing to work evenings and/or weekends. Some positions may require bilingual language skills to meet the needs of the population to be served.

City of Berkeley

Community Development Project Coordinator

SALARY

\$50.92 - \$61.57 Hourly

\$4,073.53 - \$4,925.22 Biweekly

\$8,825.99 - \$10,671.31 Monthly

\$105,911.83 - \$128,055.73 Annually

LOCATION

Berkeley, CA

JOB TYPE

Career

JOB NUMBER

2022-07-2073

DEPARTMENT

City-Wide

OPENING DATE

08/01/2022

CLOSING DATE

Continuous

BENEFITS OF WORKING FOR BERKELEY

[Berkeley, California](#) is a small city with a big reputation. At just ten square miles of land and seven square miles of water, Berkeley is famous around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, and home to over 50 parks, a top-ranked university, and the largest public marina in the San Francisco Bay.

As an employer, the City of Berkeley offers all the benefits of a career in the public sector while fostering diversity, creativity, and innovation. Join a team of high-caliber, experienced staff with a shared mission of serving the Berkeley community and promoting an accessible, safe, healthy, environmentally-sound and culturally-rich city.

JOB OPPORTUNITY

The City of Berkeley invites you to apply for the position of [Community Development Project Coordinator](#) (CDPC) for consideration in multiple City departments! In this role, you will have the opportunity to serve as a project leader in one of the City's community development program activities outlined below. You will coordinate various phases of projects and implement activities of housing, employment, transportation, and/or economic development. Duties include handling requests for grant

funding, contract compliance matters, operations support, data analysis, and development and administration of policies, procedures, and budgets.

Health, Housing & Community Services (HHCS)

- In Affordable Housing Programs, the CDPC implements a variety of programs related to affordable housing development, rehabilitation, program administration, and policy development and implementation. Ideal candidates have a solid understanding of affordable housing financing and/or housing policy, resourcefulness in responding to challenges, and proficiency in drafting, negotiating and executing the mechanisms for ensuring the community's interests.
- In Labor Standards and Employment Programs, the CDPC works to ensure the City is in compliance with relevant local and federal ordinances/regulations. The Berkeley Municipal Code (BMC) contains several locally adopted labor and employment programs.

Public Works

- In Real Property Services, the CDPC provides lead direction to staff, advises City Management on program implications of operational or financial activity, and makes recommendations regarding project restructuring, funding alternatives, and cost analysis. Incumbents have considerable latitude to exercise independent judgment, particularly when representing the City in meetings with other agencies, boards, commissions and community groups.
- In Electric Mobility, the CDPC leads the City's efforts to fulfill the [Berkeley Electric Mobility Roadmap](#) which aims to create a fossil-free transportation system and ensure equitable access to the benefits of clean transportation. Incumbent will organize the Electric Mobility Implementation Working Group, manage the development of City-owned electric vehicle charging infrastructure, track and develop programs utilizing emerging mobility options, and catalyze actions such as pilot projects and new best practices.

City Manager

- In the Office of Economic Development, the CDPC provides assistance to new and growing businesses in Berkeley and the business district organizations that represent them. They will perform economic data analysis, prepare reports and presentations, manage Berkeley's Revolving Loan Fund, and manage contracts with Business Improvement Districts (BIDs). Incumbent will act as liaison with various business organizations to promote positive neighborhood economic development outcomes. They will also advise businesses seeking to grow in or relocate to Berkeley and link them with property owners, brokers and other sources of business assistance.

See the full job class specification: <https://www.governmentjobs.com/careers/berkeley/classspecs/105114>

MINIMUM QUALIFICATIONS

A typical way of gaining the knowledge, skills, and abilities for this position is: Equivalent to graduation from a four-year college with major coursework in business, planning, or public administration or a closely related field and four (4) years of professional project management experience in community development, such as housing, economic development, public works, or planning. Lead and/or supervisory experience is desirable.

A master's degree in a related program is desirable and can be substituted for one (1) year of the required experience.

Incumbents must be able to attend evening meetings. A valid California driver's license is desirable.

APPLICATION PROCESS

Applicants must submit a completed application and responses to the supplemental questionnaire. Please note that resumes are not a substitute for a completed application.

Applications are available in alternative formats (audio-format, braille, large print, electronic text, etc.) upon request to ada@berkeleyca.gov. Please allow 10 days for production of the material in an alternative format.

EXAM PROCESS

The exam process will include, but is not limited to:

- Application review for minimum qualifications and required documents

Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content and may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The examination process and dates are subject to change. The City may, without notice, change or eliminate any assessment component as needs dictate. Applicants passing all examination phases will have their names placed on an employment eligible list that hiring departments will use to conduct final selection interviews.

Reasonable Accommodations: The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must submit a request in writing to hr@berkeleyca.gov at the time of application.

PRE-EMPLOYMENT PROCESS

Candidates under final consideration for employment with the City will undergo an employment background/reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, other credentials, credit check, criminal history check, and Live Scan fingerprinting.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER

The City of Berkeley is an Equal Employment Opportunity (EEO) employer. All employment actions shall be administered regardless of race, color, national origin, ancestry, religion, age, physical or mental disability or medical condition, sex, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, pregnancy, political affiliation, veterans' status, or any other status protected under federal, state, or local law.

DISASTER SERVICE WORKER

All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.

Agency

City of Berkeley

Address

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, California, 94704

Phone

(510) 981-6800

Website

<https://berkeleyca.gov/your-government/jobs>