



Rent Stabilization Board
Office of the Executive Director

DATE: May 18, 2023

TO: Honorable Members of the Rent Stabilization Board

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

SUBJECT: Adding Assistant Management Analyst Position to Staffing Model

Background

The Finance Director started on April 17, 2023, and is moving forward with developing a staff and implementation plan for the new Finance Unit. Staff has prioritized hiring a new Assistant Management Analyst position to ease the transition of duties and realign financial activities for the agency. The proposed Assistant Management Analyst position will provide generalized fiscal support in procurement, contracting, systems management, data analysis, and reporting.

Staff has consulted with the Human Resources Department to best align the current framework for the Finance Unit with an existing job classification. Staff previously proposed the Accounting Technician position; however, after further analysis, Staff recommends that the Board approve the new Assistant Management Analyst position. This position is typically responsible for supporting budget development and performing technical and administrative work, which more closely aligns with the proposed plan to centralize financial duties, develop fiscal policies, establish uniform and consistent practices, and perform adequate checks and balances.

The salary for the Assistant Management Analyst position ranges between \$80,724 - \$95,284 Annually. The complete class specification is attached.

The Budget & Personnel Committee reviewed the status of the agency's staffing model and considered the need to add an Assistant Management position at their May 4, 2023 meeting.

Recommendation

The Budget & Personnel Committee and Executive Director recommend that the Board adopt Resolution 23-12 authorizing the addition of a 1.0 FTE Assistant Management Analyst to the agency's staffing model.

Financial Impact

Staff project that adding an Assistant Management Analyst will cost \$160,000 in salary and benefits for FY 2023/24. There are sufficient funds in FY 2023/24 budget to cover the costs for this position for the next fiscal year.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. Assistant Management Analyst Class Specification

RESOLUTION 23-12

ADJUSTING THE FISCAL YEAR 2022-2023 STAFFING MODEL TO ADD A NEW ASSISTANT MANAGEMENT ANALYST POSITION

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

WHEREAS, at its regular meeting on October 20, 2022, the Rent Stabilization Board adopted a staffing model for fiscal year 2022-23 that maintains a staffing level of at least 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 the overall capacity throughout the fiscal year; and

WHEREAS, the Budget & Personnel Committee has supported the Executive Director's recommendation to create a new Finance Unit responsible for all of the agency's financial and budgetary duties, which has been historically spread between several different work units; and

WHEREAS, the Budget & Personnel Committee supports the Executive Director's recommendation to create a new Assistant Management Analyst position to perform essential fiscal duties for the new Finance Unit; and

WHEREAS, the Budget & Personnel Committee and Executive Director have determined, after consulting with staff in the Human Resources Department, that the Assistant Management Analyst classification can best support the Finance Unit in procurement, contracting, systems management and reporting; and

WHEREAS, after reviewing the recommendation of the Budget & Personnel Committee and the Executive Director, the Board believes that it is necessary to add a new Assistant Management Analyst position and increase the overall staffing level to at least 27.0 career Full-Time Equivalents (FTEs), and

RESOLUTION 23-12

ADJUSTING THE FISCAL YEAR 2022-2023 STAFFING MODEL TO ADD AN ASSISTANT MANAGEMENT ANALYST POSITION (Page 2)

WHEREAS, the addition of an Assistant Management Analyst position projects to cost the agency up to \$160,000 in salary and benefits for the fiscal year 2023-24, and there are sufficient funds in the FY 2023/24 budget to cover these projected costs.

NOW, THEREFORE, BE IT RESOLVED that the addition of an Assistant Management Analyst position and the adjustment of the agency’s overall staffing level to 27.0 FTEs is hereby adopted for Fiscal Year 2022-2023.

Dated: May 18, 2023

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



Assistant Management Analyst

Class Code:
2038

Bargaining 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

\$38.81 - \$45.81 Hourly
\$3,104.80 - \$3,664.80 Biweekly
\$6,727.07 - \$7,940.40 Monthly
\$80,724.80 - \$95,284.80 Annually

DESCRIPTION:

DEFINITION

Under immediate supervision, performs responsible administrative, systems, statistical and other management analyses in support of departmental or division activities and functions; makes recommendations for action and assists in policy, procedure and budget development and implementation; performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry level in the professional Management Analyst series. The duties of this class involve beginning to moderately difficult professional staff work to relieve a superior who heads a major line or staff function of administrative and management details. Specific to general instructions are given on the scope and method of completing assignments, and work is subject to periodic review by supervisors for completeness and accuracy. Incumbents may supervise a small clerical unit. Emphasis in assignments is upon gathering, arranging and analyzing data, defining problems and their sources, creating proposals for improvements or solutions to problems and assisting in implementation of decisions reached. This class differs from that of higher level Management Analyst classes in that it is the beginning level class, and assignments and work performed are supervised more closely, are not as difficult and complex, and do not require the knowledges as those performed by the latter.

EXAMPLES 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. Performs administrative research, gathers material and data for reports, and assists in the preparation of narrative, charts, graphs, and tables;
2. Performs the less complex technical and administrative work involved in managing meetings and conferences such as agenda preparation;
3. Assists with the analyses and revision of administrative procedures, forms and reports to increase their effectiveness; supervises conformance with administrative procedures;
4. Answers inquiries received in person, by telephone, electronic mail or correspondence; investigates and resolves complaints referring more difficult and complex complaints to appropriate superiors;
5. Composes correspondence and prepares reports; writes public relations material; assists in the preparation of the annual report and similar publications;
6. Assists in the preparation of grant applications to secure federal, state or private funds, and conducts follow up in monitoring report procedures to assure compliance with grant reporting requirements, gathers data to assist in the evaluation of various grant programs;
7. Represents his/her superior at meetings with other divisions, departments, commissions, other public agencies, civic groups, private organizations and the general public;
8. Assists in the analysis and evaluation of budget and purchase requests; performs less complex work involved in budget preparation;
9. Acts in the absence of his or her superior on routine matters;
10. May supervise and review the work of clerical or subordinate staff;
11. Conducts a variety of management studies, i.e., work flow, leading to work simplification and greater operating efficiency;
12. Utilizes a variety of computer applications commonly found in a modern office environment, including standard desktop office applications such as the Microsoft Office Suite; and specific enterprise-wide applications such as FUND\$, fiscal/budget, content management, and resource databases; and
13. 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. Principles, practices and methods of administrative and organizational analysis;
2. Public administration principles and practices;
3. Business computer applications related to the work such as Microsoft WORD, Excel, Access, PowerPoint; and related programs and systems;
4. Financial/statistical/comparative analysis techniques and formulae;

5. Basic budgetary principles and practice; and

6. Basic supervisory principles and practices.

Skill in:

1. Analyzing administrative, operational and organizational problems, evaluating alternatives and reaching sound conclusions;

2. Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form;

3. Interpreting and applying laws, regulations, policies and procedures;

4. Preparing clear, concise and complete reports and other written materials;

5. Maintaining accurate records and files;

6. Operating a computer with proficiency and familiarity;

7. Directing the work of others on a project day-to-day basis;

8. Coordinating multiple projects and meeting critical deadlines;

9. Exercising sound independent judgment within established guidelines;

10. Establishing and maintaining effective working relationships with those contacted in the course of the work; and

11. Communicating effectively orally and in writing.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major coursework in business or public administration or a closely related field. Responsible office or program administrative or similar sub professional work may be substituted for the education on a year for year basis.

SPECIAL STATUS

Positions in the City Manager's office are exempt from the regular career service and the incumbent will hold regular "at will" status.

OTHER REQUIREMENTS

Specified positions may require possession of a valid California driver's license and a satisfactory driving record.

CLASSIFICATION HISTORY:

Established: 1988-11-01

Revised: 2007-02-01