



**RENT STABILIZATION BOARD  
BUDGET & PERSONNEL COMMITTEE MEETING**

**Tuesday, February 18, 2025 – 5:30 p.m.**

**Rent Stabilization Board Conference Room A – 2000 Center Street, Ste. 400- 4th floor, Berkeley**

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE AND VIRTUAL PARTICIPATION.**

For in-person attendees, face coverings or masks that cover both the nose and the mouth are encouraged. If you are feeling sick, please do not attend the meeting in person.

**To access this meeting remotely:** Join from a PC, Mac, iPad, iPhone, or Android device by clicking on this URL: <https://us06web.zoom.us/j/83870121566?pwd=5qvw6oIrJ5vXtl9EJykUbmMwiHsL68.1>. If you do not wish your name to appear on the screen, then use the drop-down menu and click on "Rename" to rename yourself as anonymous. To request to speak, use the "Raise Hand" icon by rolling over the bottom of the screen.

**To join by phone:** Dial 1-669-900-6833 and enter Webinar ID: 838 7012 1566 and Passcode: 995676. If you wish to comment during the public comment portion of the agenda, Press \*9 and wait to be recognized by the Committee Chair.

To submit an email comment for the Committee's consideration and inclusion in the public record, email [DeWilliams@berkeleyca.gov](mailto:DeWilliams@berkeleyca.gov) with the Subject line in this format: "PUBLIC COMMENT ITEM FOR BUDGET & PERSONNEL COMMITTEE." Please observe a 150-word limit. Time limits on public comments will apply. Written comments will be entered into the public record. **Email comments must be submitted to the email address above by 9:30 a.m. on the day of the Committee meeting in order to be included.**

Please be mindful that this will be a public meeting and all rules of procedure and decorum apply for both in-person attendees and those participating by teleconference or videoconference.

This meeting will be conducted in accordance with Government Code Section 54953 and all current state and local requirements allowing public participation in meetings of legislative bodies. Any member of the public may attend this meeting at the posted location(s). Questions regarding this matter may be addressed to DéSeana Williams, Executive Director of the Rent Board, at 510-981-7368 (981-RENT). The Committee may take action related to any subject listed on the Agenda.



**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services Specialist at (510) 981-6418 (voice) or (510) 981-6347 (TDD) at least three (3) business days before the meeting date.

Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.



Rent Stabilization Board

## **RENT STABILIZATION BOARD**

### **BUDGET & PERSONNEL COMMITTEE MEETING**

**Tuesday, February 18, 2025 – 5:30 p.m.**

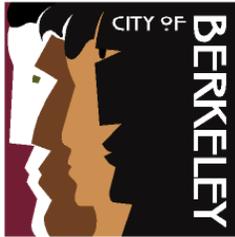
**Rent Stabilization Board Conference Room A – 2000 Center Street, 4th floor, Berkeley**

#### **AGENDA**

1. Roll Call
2. Land Acknowledgment Statement: *The Berkeley Rent Stabilization Board recognizes that the rental housing units we regulate are built on the territory of xučyun (Huchiun-(Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-Chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors, and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's landlords and tenants have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878 and since the Rent Stabilization Board's creation in 1980. As stewards of the laws regulating rental housing, it is not only vital that we recognize the history of this land but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today.*
3. Approval of agenda
4. Election of Committee Chair
5. Public Comment
6. Approval of October 3, 2024 and November 12, 2024, meeting minutes (attached to agenda)
7. Discussion and Possible Action on the Rent Board Staffing Model Modification (Report attached)
8. Discussion and Possible Action regarding FY24/25 Mid-Year Budget Update (Report attached)
9. Discussion and Possible Action on the Process to Adopt the Fiscal Year 2025/26 Registration Fee for Fully Covered and Measure MM units (staff presentation)
10. Discussion and Possible Action regarding the End of the Pass-through program funding (Presentation)
11. Future agenda items
12. Discussion and possible action to set the next meeting
13. Adjournment

**STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368**

**COMMITTEE:** Soli Alpert, Andy Kelley, Nathan Mizell, Dominique Walker



Rent Stabilization Board

## RENT STABILIZATION BOARD

### BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, October 3, 2024 – 5:30 p.m.

Rent Stabilization Board Conference Room A – 2000 Center Street, 4<sup>th</sup> floor, Berkeley

#### Minutes – To Be Approved

1. Roll Call: Executive Director Williams called Roll at 5:36 p.m.  
Members Present: Alpert, Mizell (Late), Simon-Weisberg, and Committee Chair Walker.  
Staff Present: D. Williams, S. Cole, F. Georgiev, S. Amora
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Public Comment: No public comment.
4. Approval of the Agenda: Motion to move Item 8 to follow agenda Item 6 and approve the October 3, 2024, Committee meeting agenda. M/S/C (Alpert/Walker). Voice Vote. Carried: 3-0-0-0.
5. Approval of the April 11, 2024, meeting minutes (attached to agenda): Motion to approve the April 11, 2024, Committee meeting minutes. M/S/C (Simon-Weisberg/Walker). Voice vote. Carried: 3-0-0-0.
6. Low-Income Tenant Pass-through Reimbursement Program: Finance Director Shamika Cole presented a PowerPoint to the committee with an update on the Passthrough program fund.  
NO ACTION TAKEN
7. Update on Rent Board staffing, recruitment, and capacity building (verbal report only)  
The Executive Director presents capacity-building initiatives within the Finance Unit, Planning Unit, Executive Office, and PIU, and the Finance Director introduces new Rent Board Finance Unit Staff. NO ACTION TAKEN.
8. Preliminary FY 23/24 Year End Report (See Attached Staff Report): Finance Director provided an update on the Status Quo and actual budget report. NO ACTION TAKEN.
9. Future agenda items:
  - ➔ Alternate Fee Schedule for Affordable Units
  - ➔ Rent Board FY 2025 Budget Discussion

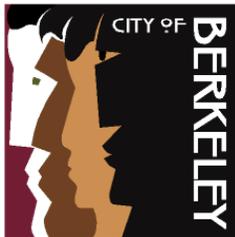
10. Discussion and possible action to set the next meeting: M/S/C (Simon-Weisberg/Walker).  
Voice vote. Carried: 4-0-0-0.

11. The next meeting is scheduled for Tuesday, November 12, 2024, at 5:30 p.m.

12. Adjournment: Commissioner Alpert made a motion to adjourn in recognition of the Executive Directors' Birthday M/S/C (Alpert/Simon-Weisberg) Motion to Adjourn. Voice Vote. Carried: 4-0-0-0. The meeting adjourned at 6:18 p.m.

**STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368**

COMMITTEE: Soli Alpert, Nathan Mizell, Leah Simon-Weisberg, Dominique Walker (Chair)



Rent Stabilization Board

## RENT STABILIZATION BOARD

### BUDGET & PERSONNEL COMMITTEE MEETING

Tuesday, November 12, 2024 – 5:00 p.m.

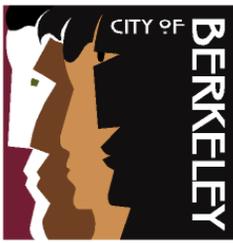
Rent Stabilization Board Conference Room A – 2000 Center Street, 4<sup>th</sup> floor, Berkeley

#### Minutes – To Be Approved

1. Roll Call: Executive Director Williams called Roll at 5:02 p.m.  
Members Present: Alpert, Mizell, Simon-Weisberg (Late), and Committee Chair Walker.  
Staff Present: D. Williams
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Public Comment: No public comment.
4. Approval of the Agenda: Motion to approve the November 12, 2024, Committee meeting agenda. M/S/C (Alpert/Walker). Voice Vote. Carried: 3-0-0-0.
5. Approval of the October 3, 2024, meeting minutes (attached to agenda): Motion to approve the October 3, 2024, Committee meeting minutes. M/S/C (Mizell/Alpert). Voice vote. Carried: 3-0-0-0.
6. Future agenda items: NO ACTION TAKEN
  - ➔ Alternate Fee Schedule for Affordable Units
  - ➔ Rent Board FY 2025 Budget Discussion
7. Discussion and possible action to set the next meeting: Committee members will look to reconvene after the new year. NO ACTION TAKEN
8. CLOSED SESSION: Public Employee contract discussion pursuant to California Government Code Section 54957(b)(1): Title: Executive Director. NO ACTION TAKEN
9. Adjournment: Commissioner Walker motioned to adjourn M/S/C (Walker/Alpert) Motion to Adjourn. Voice Vote. Carried: 4-0-0-0. The meeting adjourned at 5:58 p.m.

**STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368**

COMMITTEE: Soli Alpert, Nathan Mizell, Leah Simon-Weisberg, Dominique Walker (Chair)



Rent Stabilization Board  
Office of the Executive Director

DATE: February 18, 2025

TO: Honorable Members of the Budget and Personnel Committee

FROM: By: DéSeana Williams, Executive Director

SUBJECT: Modifying Staffing Model – Replacing the Policy Director with a Principal Program Manager and Adding an Accounting Specialist II to Support Finance and Registration Operations

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## Background

The agency currently operates with 28.0 Full-time Equivalent (FTE) career positions across seven functional units, two of which are highly public-facing:

- Public Information Unit (PIU): Provides direct services to the public through housing counselors and Outreach efforts.
- Registration Unit: Maintains the landlord and rental unit database and collects the annual registration rental fee from landlords.

As part of ongoing efforts to enhance operational efficiency, streamline oversight, and strengthen compliance enforcement, the Executive Director proposes modifying the staffing model, replacing the Policy Director position with a Principal Program Manager (PPM).

The new PPM will assume some responsibilities previously assigned to the Policy Director while taking on a direct supervisory role over the Registration Manager and CSS III/Public Information Unit Manager.

Additionally, the FY24/25 Budget Report identified the need for increased fiscal-related support within the Finance and Registration Units due to the new coverage of over 3,000 government-subsidized units. Given the anticipated increase in registration and financial transactions, the Rent Board should proceed with recruiting an Accounting Specialist II (AOS II) to support these expanded operations.

This restructuring aligns the agency's workforce with its strategic goals, improves program oversight, and ensures financial sustainability in managing the growing volume of transactions.

## Restructuring of the Executive Office

### Current Structure:

- Policy Director (to be eliminated) – Requires new classification- Previously slated to oversee policy research, program initiatives, and high-level strategy.
- Registration Manager – Oversees all rental unit registration and fee collection efforts.
- CSS III/Public Information Unit Manager – Manages tenant and landlord counseling, outreach, and education.

### Proposed Structure:

- **Principal Program Manager (Existing Classification-New Position) – Replaces Policy Director**
  - **Supervises:**
    - Registration Manager
    - CSS III/Public Information Unit Manager
  - **Functions:**
    - Oversees both registration compliance and public information functions.
    - Manages program initiatives, housing data analytics, and regulatory compliance efforts.
    - Strengthens cross-unit coordination for policy implementation.
    - Implements performance monitoring to improve service delivery.

## Rationale for Staffing Model Change

1. **Enhanced Operational Oversight:**
  - Combining Registration and Public Information Units under a Principal Program Manager allows for more efficient leadership, ensuring coordination between rental registration enforcement and public outreach efforts.
2. **Improved Compliance & Program Alignment:**
  - Registration fee collection and tenant-landlord counseling are interconnected functions in enforcing rent stabilization regulations.
  - A unified leadership approach ensures that both teams align their efforts in increasing landlord compliance and educating the public.
3. **Strategic Workforce Optimization:**
  - Eliminating the Policy Director position reduces redundancy.
  - The Principal Program Manager brings strong programmatic oversight, incorporating both compliance enforcement and public service delivery.
4. **Financial Efficiency:**
  - The Principal Program Manager's role integrates operational leadership with policy execution, making the agency more effective without requiring an additional FTE.
5. **Strengthened Policy Development, Research, and Compliance Oversight:**
  - The Principal Program Manager will assume key policy functions previously handled by the Policy Director, ensuring that the agency remains at the forefront of housing regulations, compliance trends, and legislative updates.

- Responsibilities will include analyzing policy impacts, drafting and reviewing policy documents, and providing recommendations for regulatory changes to align with state and local housing laws.
- The PPM will conduct ongoing research on rent stabilization trends, eviction protections, and housing affordability, translating findings into data-driven policy proposals for Board consideration.
- In collaboration with the Registration and Public Information Units, the PPM will integrate policy research with outreach efforts, ensuring that landlords and tenants receive updated guidance on rental laws and compliance requirements.
- This role will also oversee the review of registration compliance data, using findings to shape enforcement strategies and identify gaps in current policies proactively.

**6. Activating Pre-approved Additional Support for the Finance and Registration Units:**

- The FY24/25 Budget Report detailed the potential to add fiscal-related support to the Finance and Registration Units. Assessing the additional volume of units and registration and financial transactions that will happen with new coverage of over three thousand government-subsidized units, the Rent Board should move forward with recruiting the Accounting Specialist II (AOS II) position.

## **Financial Impact**

Revising the current staffing model to include a Principal Program Manager (currently \$324,598) and the Accounting Office Specialist II (currently \$131,159) will have an annual net impact of approximately \$120,984 for both benefited positions.

Significant salary savings from current vacancies also have created an opportunity to amend our current staffing model to include these two positions to provide much-needed administrative support to the Finance Unit and Registration Unit and compliance, policy work, and additional oversight to the Public Information and Registration Units. Funding in the amount of \$113,864 is currently available in the FY24-25 budget to fund the positions for the remainder of the fiscal year. Staff will seek Board permission to utilize FY24-25 anticipated salary savings and expected revenue to fund these positions in FY25-26.

## **Recommendation**

The Budget and Personnel Committee recommends that the Board authorizes the replacement of the Policy Director position with a Principal Program Manager, who will oversee both the Registration and Public Information Units as outlined in this proposal.

## **Contact Information**

**DéSeana Williams, Executive Director**  
(510) 981-7368



CITY OF BERKELEY  
Established Date: Jul 30, 2017  
Revision Date: Dec 7, 2018

## **Principal Program Manager**

Class Code 9021

### **SALARY RANGE**

**\$162,537.65 - \$196,697.49 Annually**

### **Description**

#### **DEFINITION**

Plans, organizes, directs, and supervises one or more major City programs or projects that are highly visible and have a substantial impact, including the development and implementation of program goals and elements; performs a variety of technical tasks relative to the assigned program or project; and develops procedures, programs, and methodologies.

#### **CLASS CHARACTERISTICS**

This management level classification may be populated with multiple incumbents who mission. The Principal Program Manager is a supervisory level responsible for directing one or more complex City programs or projects. Incumbents are expected to demonstrate skills and knowledge particular to their assignment. Under general direction, the Principal Program Manager organizes, coordinates and directs various staff and activities associated with the development and implementation for programs and projects.

Principal Program Manager is distinguished from the Program Manager II in that it has full supervisory responsibilities, including completing performance evaluations and counseling for performance improvement.

### **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. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of project or program implementation; implements policies and procedures;

2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the performance of project or program implementation as well as the activities of professional, paraprofessional and support staff;
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, equipment, and supplies; monitors and controls expenditures;
5. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
6. Organizes, coordinates, and manages one or more major programs or projects with high visibility and impact;
7. Supervises administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and administers contracts;
8. Represents the department in a variety of meetings and forums involving program coordination and implementation;
9. Conducts complex analyses and makes technical investigations and research on a variety of issues impacting the City;
10. Plans, develops and supervises complex studies and prepares and presents findings and recommendations;
11. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
12. Reviews the effectiveness of service delivery and work flow; develops and supervises the implementation of recommendations regarding program elements;
13. Analyzes laws and regulations and their impact to assigned program(s);
14. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
15. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
16. 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. Advanced principles and practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;

3. Principles of budget development and administration;
4. Principles and practices of supervision, training, and performance evaluations;
5. Advanced principles and practices of research, analysis, and report writing;
6. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
7. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
8. Regulatory and programmatic requirements and services as they relate to assigned program;
9. Principles and practices of grant administration, public procurement, contract law, and negotiations.

Ability to:

1. Organize, implement, and direct program or project operations and activities;
2. Effectively plan, develop, implement, and supervise comprehensive programs and policies with a broad impact and high degree of complexity;
3. Assist in the development and monitoring of an assigned program budget;
4. Collect and analyze large volumes of data and reach a sound conclusion;
5. Supervise, train, and evaluate assigned staff;
6. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
7. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
8. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
9. Meet deadlines in a highly political environment;
10. Communicate effectively, both orally and in writing;
11. Effectively analyze legislation and/or regulatory changes and their impact to City services;
12. Establish and maintain productive working relationships with those contacted in the course of the work;
13. Use English effectively to communicate in person, over the telephone, and in writing;
14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and 15. Manage and supervise support staff.

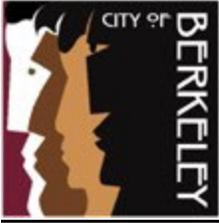
### **Minimum Qualifications**

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

Equivalent to graduation from a four (4) year college or university with major coursework in business or public administration or a related field and five (5) years in the development and implementation of programs, including two (2) years in a lead capacity. Experience in a public agency setting is desirable. Additional professional-level experience as outlined above may be substituted for the college education on a year-for-year basis.

**OTHER REQUIREMENTS:**

Must be able to travel to various locations within and outside the City of Berkeley to meet 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. Must be able to attend evening and weekend meetings.



## **Accounting Office Specialist II**

Class Code 4002

### **Salary Range**

\$73,037.12 - \$79,551.47 Annually

### **Description**

#### **DEFINITION**

Under supervision, performs a variety of routine to moderate fiscal and accounting support tasks within complex accounting systems; utilizes automated accounting systems and spreadsheet applications; contributes to continuous service improvement efforts; and performs related work as assigned.

#### **CLASS CHARACTERISTICS**

The Accounting Office Specialist II is a journey-level class in the Accounting Support class series. Positions allocated to this class are characterized by incumbents having a thorough understanding of standard accounting clerical support practices and being fully competent to perform a variety of accounting and financial support duties. Work is performed and decisions are made under established guidelines and supervision and generally involves posting, adjusting, balancing and reconciling accounts and funds; verifying the accuracy of accounting, payroll and other financial documents; creating and maintaining source document files; and providing accounting or financial information to others. This class is distinguished from the Accounting Office Specialist III, which is a technical specialist performing the most complex and difficult accounting support tasks with a higher level of independent judgment and may provide lead direction. This classification is distinguished from Office Specialist II through emphasis on the use of numbers, statistics, and financial records in performing of clerical duties.

### **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 class concept, or is similar or closely related to another duty statement.

1. Enters and retrieves data and prepares or updates a variety of accounting, financial, and statistical records and reports from an automated financial system or personal computer spreadsheet software;
2. Inputs data into subsidy spreadsheets; develops spreadsheets with financial and statistical data and reconciles departmental spreadsheets and journals to the city's central database such as FUND\$;
3. Sets up and maintains filing systems and databases using personally developed spreadsheets and reporting systems; modifies databases; researches files, summarizes data, and prepares statistical reports;
4. Tabulates, verifies, ensures accuracy, interprets, reconciles, and corrects data from a variety of source documents in compliance with presented formats, and reconciles errors and documents the results;
5. Matches invoices, receives reports and other requests for payment with a purchase order or contract documents; ensures proper authorization and compliance with city policies and procedures, and produces and remits payments;
6. May assist the department payroll clerk with the following: reviewing employee time reports for accuracy and compliance with policies and procedures and documenting results; preparing batch materials of accounting or payroll-related systems by reviewing input for accuracy; effecting corrections prior to processing; reviewing payroll accounting output, report discrepancies to department payroll clerk and effecting corrections prior to processing; completing forms to authorize payroll or personnel status changes; checking the output of automated financial systems reports; and maintaining and updating master payroll records;
7. Provides information to vendors regarding invoices, purchase orders, and contracts;
8. Receives checks and cash and processes and balances accordingly; maintains and reconciles accounts receivable;
9. May provide input to citywide problem-solving task force efforts to improve grant administration and billing;
10. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, databases, and related financial, record keeping, and desktop publishing applications;
11. Requisitions supplies and equipment, prepares bills for payment, reserves rooms, and makes all related preparations for meetings;
12. Establishes and maintains cooperative and productive relationships with those contacted during the course of work; and
13. Performs related duties as assigned.

### **Knowledge and Abilities**

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

Knowledge of:

1. Principles and practices related to bookkeeping, internal controls, automated accounting systems, accounting, banking, and business ethics;
2. Correct posting, compiling, reconciling, balancing, coding, indexing, filing, and data interpretation principles and practices;
3. Basic arithmetic, ten-key by touch, calculator, and spreadsheet formulas;
4. Terminology used in accounting and fiscal support activities;
5. Work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, databases, and related financial, budgetary, record keeping and desktop publishing applications.
6. Internal control practices related to payments; and
7. Citywide Personnel, General Ledger and Payment Policies and Procedures.

Ability to:

1. Perform rapid and accurate mathematical calculations;
2. Accurately keyboard and 10-key by touch;
3. Communicate effectively both verbally and in writing;
4. Understand and carry out oral and written directions;
5. Effectively and tactfully solicit information from others and respond to their need for information and assistance;
6. Effectively identify and solve work-related problems, document results, and review reports with peers and managers;
7. Exercise initiative and sound independent judgment within established guidelines; and
8. Establish and maintain effective working relationships with those encountered in the course of work.

**Minimum Qualifications**

**A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:**

Equivalent to graduation from high school and two (2) years of accounting clerical support experience. College-level accounting coursework may substitute for the required experience, on the basis of twelve (12) semester or sixteen (16) quarter units equaling one (1) year of experience.

**Desirable Qualifications**

Successful completion of college-level courses in accounting and budgeting and internal certificates of competencies in accounting, labor distribution, and accounting software are highly desirable.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside of the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on city business, maintenance of a valid California driver's license and satisfactory driving record is required.

**Rent Board Position Detail**  
Sorted by Classification

Classification Title	FY 2025 Adopted
Accounting Office Specialist II	1.00
Accounting Office Specialist III	1.00
Administrative and Fiscal Services Manager	1.00
Assistant Management Analyst	1.00
Administrative Staff Assistant	1.00
Associate Management Analyst	1.00
Associate Planner	1.00
Digital Communications Coordinator	1.00
Community Development Program Coordinator	1.00
Community Service Specialist II	6.00
Community Service Specialist III	1.00
Executive Director	1.00
General Counsel	1.00
Office Specialist II	3.00
Office Specialist III	1.00
Legal Secretary	1.00
Senior Hearing Examiner	1.00
Senior Management Analyst	1.00
Senior Planner	1.00
Staff Attorney II	2.00
<b>TOTAL FTE:</b>	<b>28.00</b>

**Changes as follows:**

Created 1.0 FTE Digital Communication Coordinator

Created 1.0 FTE Administrative Staff Assistant

Converted 1.0 Community Services Specialist II to 1.0 FTE Community Development Program Coordinator

Relocated OSII to AOSII

**Proposed Modification  
Berkeley  
Rent Stabilization Program  
2025 Organization Chart**

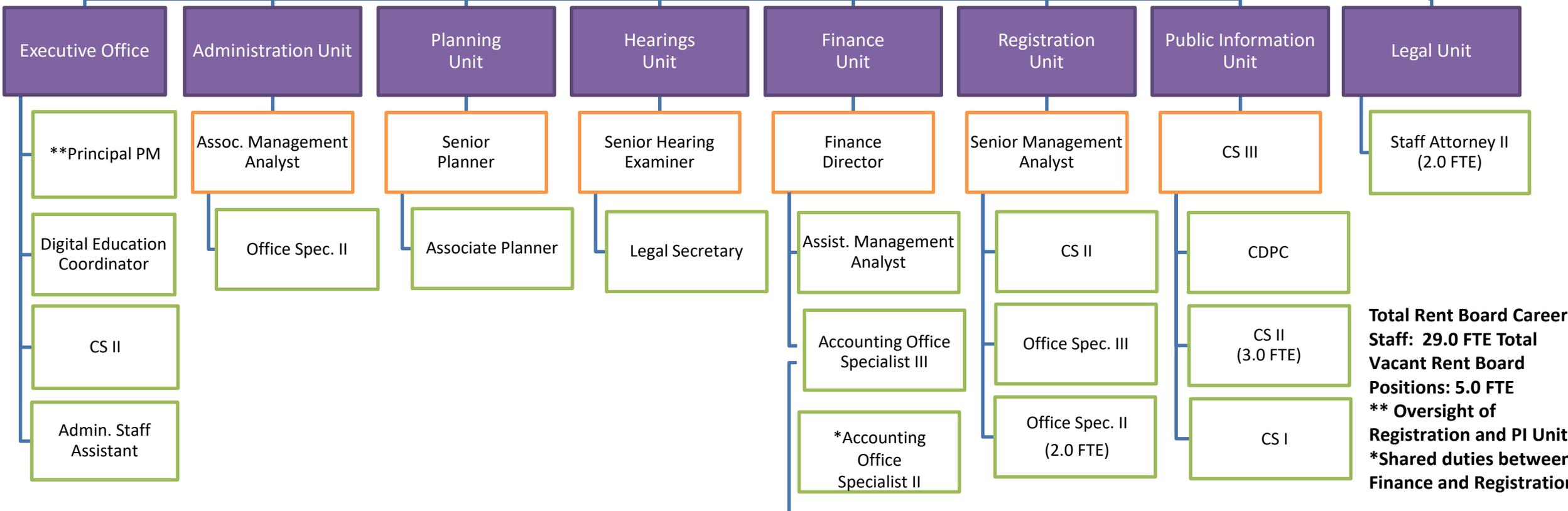
Career and Temporary  
Positions Sorted by Supervision

Berkeley Voters

Elected Rent Stabilization Board

Executive Director

General Counsel



**Total Rent Board Career Staff: 29.0 FTE**  
**Total Vacant Rent Board Positions: 5.0 FTE**  
**\*\* Oversight of Registration and PI Units**  
**\*Shared duties between Finance and Registration**

Rent Stabilization Program FUND 801 FY 2025 Mid Year Budget Update			
Account Code	Description	Mid Year FY 2025	Projected Year End FY 2025
511110	Monthly Employees	1,443,460	3,500,000
513110	Overtime	329	10,000
514110	Stipends	81,226	164,000
520110	Benefits	927,000	1,900,000
612110	Professional Services - Legal Outside	75,000	275,000
612190	Misc. Legal Expenses	18,225	40,000
612250	Temp. Agency Employees	0	10,000
612990	Misc. Professional Services	433,382	858,292
613120	Office Equip. Mtc. Svcs. / Furniture	11,722	25,000
624110	Property Repairs/ Mtc. Svc.	0	500
625110	Rental of Land / Buildings	128,537	401,980
633110	Advertising/public access	40,938	82,269
634110	Registration Fees/Training	30,000	68,000
634210	Transportation & Commercial Travel	0	4,200
634240	Meals & Lodging	0	2,000
635110	Printing and Binding	32,730	45,000
639110	Bank Credit Card Charges	19,040	25,000
639120	Professional Dues & Intern Fees	4,200	4,200
639130	Messenger / Delivery	500	500
641110	Office Supplies	13,500	15,131
641120	Postage	3,397	42,000
643110	Books & Publications	24,472	40,000
644110	Food - Non	885	4,500
645110	Supplies - Clothing	3,307	3,307
651110	Non Cap Computers and Software Furniture	2,500	50,000
651120	Non Cap Furniture	24,237	50,000
664130	Cap Furniture	17,313	24,500
664140	Cap Computers, Printers, Software	3,290	10,000
670140	PC Replacement/City Software Licences	43,400	74,305
670150	Mail Services	2,100	3,600
670190	Int Service - P	4,500	7,500
670200	Int Service - Vehicle G/Maint	15,000	15,000
632110/120	Telephones	7,120	11,000
9001-514110	Technology Stipend	0	15,000
	Unallocated	402,365	100,000
	<b>Expenditure Subtotal**</b>	<b>3,813,675</b>	<b>7,881,784</b>
	Capital Reserve (incl. 3Di, file digitization,	281,750	281,750
		<b>Mid Year FY 2025</b>	<b>Projected Year End FY 2025</b>
	<b>Total Authorized Fund Expenditures*</b>	<b>4,095,425</b>	<b>8,163,534</b>
	Fully-covered Unit Revenue	6,268,833	6,700,000
	Measure MM Revenue	1,020,507	1,050,000
	Registration Penalties	382,430	382,430
	Fair Chance Ord. Administration	41,575	41,575
	Misc. (Project review, Settlements, Admin. Fees)	2,000	2,000
	<b>Total Authorized Fund Revenue*</b>	<b>7,715,345</b>	<b>8,176,005</b>
	<i>FY 24 Registration Revenue***</i>		
	<i>Registration Year Revenue</i>		
	Annual Surplus/Shortfall		12,471
	<i>Previous FY Carryover Expenditures</i>		

	<b>FUND BALANCE (cash basis)</b>	<b>1,198,754</b>	<b>1,542,044</b>
	<b>FUND BALANCE (accrual basis)</b>	<b>1,198,754</b>	<b>1,542,044</b>
		<b>1,185,591</b>	<b>1,528,881</b>