



Office of the City Manager

CONSENT CALENDAR
October 26, 2021

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: LaTanya Bellow, Director of Human Resources
Subject: Revise Housing Inspector Supervisor Classification

RECOMMENDATION

Adopt a Resolution amending Resolution No. 69,996-N.S. Memorandum of Understanding: Public Employees Union - Local 1, revising the Housing Inspector Supervisor Classification and Salary.

FISCAL IMPACTS OF RECOMMENDATION

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on market data and internal equity. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients.

Housing Inspector Supervisor

Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5
Current	49.2496	51.6582	54.1834	56.7988	59.4769
Proposed	54.1472	56.4945	59.0610	61.5505	64.2348

CURRENT SITUATION AND ITS EFFECTS

The Department of Planning and Development would like to amend the Housing Inspector Supervisor classification and increase the salary for the position. Human Resources and the Planning Department is working to expand the Housing Inspector Series with entry level and senior positions that will enable the department to attract, develop and retain the necessary talent to expand Berkeley’s housing inspection program. The new expanded Housing Inspector series causes compaction, which the proposed salary range will resolve.

The proposed amendments to the position are consistent with comparable agencies and operations and prepare for the oversight of additional entry level staff members. Additionally, these changes will help the City recruit and retain personnel, expand the Rental Housing Safety Program and increase operational flexibility in the Building and Safety Division. The creation of the Housing Inspector series (Assistant Inspector,

Housing Inspector I, Housing Inspector II and Senior Housing Inspector) requires the Housing Inspector Supervisor salary range to be adjusted.

The recommended modifications to the Housing Inspector classification series will enable the Planning & Development Department to implement outstanding City Council referrals to expand the Rental Housing Safety Program to include a regular proactive inspection schedule, and to establish a housing amnesty program.

BACKGROUND

The Personnel Board met on April 12, 2021 and approved the classification and salary range for Housing Inspector Supervisor.

Motion/Second:

Ayes: Lacey, Dixon, Bartlow, Karpinski, Gilbert, Wenk

Nays: none

Abstain: none

Absent: Franklin, Wilson

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Don Colbert, Interim Director, Human Resources, 510-981-6807

Ravi Rangi, Employee Relations Manager, 510-981-6821 Attachments:

1. Resolution
2. Housing Inspector Supervisor Job Description

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

CLASSIFICATION AND SALARY RANGE: Housing Inspector Supervisor

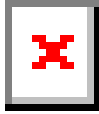
WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Director, Planning and Development had recommended revising the salary and classification; and

WHEREAS, the Planning Department and Human Resources Department have completed a classification and salary review; and

WHEREAS, the Personnel Board voted on April 12, 2021 to approve the classification and salary range for the Housing Inspector Supervisor.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,996-N.S., Memorandum of Understanding: Public Employees Union - Local 1, be revised amending the Housing Inspector Supervisor Classification and Salary.

Class Code:
14580

Housing Inspector Supervisor

Bargaining Unit: Public Employees Union, Local One
\$54.15-\$64.23 Hourly
\$4,331.17 - \$5,138.7820 Bi-weekly
\$9,395.52 - \$11,134.03 Monthly
\$112,626.17 - \$133,608.38 Annually

DESCRIPTION:

DEFINITION

Under general management, supervises the operations of the assigned units of the Housing Inspection Section, supervises housing inspection staff; assists in developing and implementing programs and policies for assigned functional area and for the effective operation of the Housing Inspection Section of the Building & Safety Division; performs related work as assigned.

CLASS CHARACTERISTICS

This is the full supervisory classification in the Housing Inspection series. Incumbents are working supervisors, responsible for planning, organizing, assigning and evaluating the work of the assigned units of the Housing Inspection Section of the Building and Safety Division involving housing inspection services and rental housing safety programs. Incumbents perform a broad scope of inspection tasks, including the more difficult or complex inspections, while providing advice, guidance, and supervision to Housing Inspectors. Assignments are varied and allow for the exercise of considerable judgment and independence in the interpretation of codes and regulations for assigned areas.

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. Plans, organizes, assigns, directs, reviews and supervises the work of an assigned group of Housing Inspectors and administrative staff; assists in

- selection of staff; trains, evaluates and recommends promotion and disciplinary actions, as appropriate;
2. Identifies, develops and directs the implementation of goals, objectives, policies, procedures and work standards for the work unit; reviews the effectiveness and efficiency of delivery of services, work flow, and unit organization and identifies methods or systems to improve effectiveness and efficiency;
 3. Advises and assists inspectors with field problems, and evaluates inspectors for their consistency and effectiveness in enforcing codes and carrying out policy by reviewing their work and accompanying them in the field;
 4. Schedules, coordinates and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various housing-related codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;
 5. Performs inspections and re-inspections of residential and/or mixed use buildings involving emergency situations, complex cases, difficult property owners and/or tenants, or in response to complaints regarding an inspector's actions to determine compliance with city, state and federal standards of construction, maintenance and use;
 6. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
 7. Assists in the preparation of the Housing Inspection unit's budget; monitors budget and expenditures to ensure targeted budgetary goals are met, recommends adjustments to service delivery as necessary, and justifies all allocations and expenditures; Researches and provides information regarding departmental programs and requirements, code requirements, upcoming inspections, housing reports, fees assessed, housing authority, status of property, administrative hearings, jurisdictional issues, etc. to property owners, tenants, members of the public and representatives from City departments and outside agencies;
 8. Coordinates unit activities with other City departments and outside agencies, and participates in multi-disciplinary teams, including the Problem Properties team;
 9. Reviews and approves or denies requests for billing adjustments from property owners;
 10. Assists in the preparation of a variety of written material such as staff reports, memoranda and correspondence including City Council reports;
 11. Participates in Administrative Hearings with rental property owners;
 12. Reviews subpoenas and discusses case/court appearance with inspector involved, attends court hearings and provides testimony;

13. Oversees annual Special Assessment Lien project to ensure proper lien amounts are assessed and forwarded to the Finance Department for processing;
14. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
15. Refers cases, provides information to and responds to questions from individuals in other City Departments, including Building Inspection, Finance, and the Health Department; and
16. Performs related duties as assigned.

Knowledge and Abilities:

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

Knowledge of:

1. Principles and practices of effective employee supervision, including work assignment, employee selection, training and evaluation;
2. Housing inspection procedures;
3. Federal, state and local laws, ordinances, codes and standards regulating housing quality, residential housing, residential building construction, remodeling, repair, and maintenance, including but not limited to California Building Codes, California Electrical Codes, California Mechanical Codes, California Plumbing Code, California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code and Zoning Ordinances;
4. Knowledge of laws related to space conversions;
5. Low and moderate income housing needs within a sizable urban setting;
6. Appropriate safety and fire prevention methods for a variety of assignments;
7. Principles and methods used in basic construction and a wide range of building construction trade areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, and related areas;
8. Conflict resolution techniques; and
9. Research practices and techniques.

Ability to:

1. Plan, organize, assign and evaluate the work of housing inspectors and administrative support staff;
2. Train staff in work procedures and techniques and provide for their professional development;

3. Effectively lead and motivate employees to work together as a team;
4. Develop and implement goals, objectives, policies, procedures, and work standards; and identify methods and systems to improve service delivery, work flow and organization of assigned unit;
5. Interpret and apply municipal building, housing and zoning codes and ordinances;
6. Provide technical inspection assistance in hearings and cases and recommend appropriate solutions for a wide range of inspection issues and problems;
7. Establish and maintain effective working relationships with those contacted in the course of the work, including individual citizens, other City department personnel, members of citizen boards and commissions and others;
8. Prepare detailed written material, including reports and analyses of code enforcement policies, proposed amendments and changes to programs and policies; and
9. Review plans and specifications for building-related construction and determine practicability of plans, compliance and regulations and validity of permits;
10. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
11. Use sound independent judgment within established guidelines.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and four years of increasingly responsible journey-level housing inspection experience. Lead or supervisory experience or training is 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.

Must be willing to attend evening meetings as required. Must possess an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC Residential or Commercial certifications for Electrical Inspector, Mechanical Inspector and Plumbing Inspector, or equivalent ICC Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.