



Office of the City Manager

CONSENT CALENDAR

July 25, 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: Establish Classification and Salary Range – Deputy Police Chief

RECOMMENDATION

Adopt a Resolution establishing the unrepresented classification of Deputy Police Chief with an hourly salary range of \$96.1538 - \$125.0000, and an annual salary range of \$200,000.0000 - \$260,000.0000.

FISCAL IMPACT

Based on comparable classifications of surrounding police agencies, as well as internal alignment with existing Police Command Staff classifications, staff is recommending an hourly salary range of \$96.1538 - \$125.0000. This range is within the market mean and median for the Bay Area municipalities that have Deputy Police Chief and Assistant Police Chief positions. One vacant Police Captain position will be reallocated to create a Deputy Police Chief position, which will result in an annual fiscal impact of \$94,450 that will be funded by the General Fund.

CURRENT SITUATION AND ITS EFFECTS

The City Manager's Office, Police Department, and Human Resources Department analyzed the organizational structure of the Berkeley Police Department and identified the need for the new job class specification of Deputy Police Chief, a single class position to act as second in command and to serve as the department head in the absence of the Police Chief.

The position will provide professional and administrative support, as well as oversight of day-to-day operations, and will assist the Police Chief in meeting the City's public safety goals and objectives and the demands for police services in Berkeley's diverse

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communities, including the divisions of Operations, Investigations, Police Support Services, Policy and Planning, as well as Audit and Inspection.

Moreover, the addition of this position will create a succession plan and career ladder within the Command Staff. During periods of leadership change, having a Deputy Police Chief who can serve in the Chief's absence will help maintain the continuity of the Police Department's operations, presence in the community, and relationships with other City departments.

### BACKGROUND

The Human Resources Department contracted with independent HR consultant Tina Lee Rodriguez to conduct a classification and compensation study for the creation of the Deputy Police Chief classification. The study included a job analysis, a review of the police class series within the City and comparable classifications of surrounding police agencies, salary market research to determine competitive compensation, and internal alignment of the salary level. Surrounding agencies were reviewed to determine comparable classifications, including the City of Richmond, City of Vallejo, City of Hayward, City of Stockton, City of San Mateo, City of Fremont, and others. The maximum base pay is approximately 19.95% above the Police Captain maximum base pay and 16.08% below the Police Chief maximum base pay.

The Personnel Board discussed and voted unanimously at its June 5, 2023 meeting to send this classification and salary to the City Council for approval (Motion to Approve: Bartlow, Gilbert; Vote - Ayes: Bartlow, Dixon, Gilbert, Lacey, Wenk; Noes: None; Abstains: None; Absent: Karpinski, O'Loughlin).

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

### RATIONAL FOR RECOMMENDATION

The new classification will fill a gap in the organizational structure of the Police Department, provide the Police Chief with professional and operational support, maintain continuity of operations in the Police Chief's absence, and create a succession plan for the department's Command Staff.

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ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Resolution  
Exhibit: Attachment A to Resolution: Deputy Police Chief – Proposed Job Class Specification and Salary Range

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RESOLUTION NO. xxxxx - N.S.

ESTABLISHING THE DEPUTY POLICE CHIEF CLASSIFICATION

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 creation of the Deputy Police Chief classification;


WHEREAS, the Deputy Police Chief classification will fill a gap in the organizational structure of the Police Department, provide the Police Chief with professional and operational support, maintain continuity of operations in the Police Chief's absence, and create a succession plan for the department's Command Staff; and

WHEREAS, the Personnel Board recommended on June 5, 2023 to establish the unrepresented Deputy Police Chief job class specification and salary range exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) effective July 25, 2023.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Deputy Police Chief is established, with a salary range and classification specification as shown in Attachment A, effective July 25, 2023.

[Attachment A: Deputy Police Chief, Classification Specification and Salary Schedule]

**ATTACHMENT A**

	<p><b>DEPUTY POLICE CHIEF</b></p>	<p>Class Code: XXXX</p>
<p>CITY OF BERKELEY Established Date: July 25, 2023</p>	<p>Bargaining Unit: Unrepresented Classification</p>	

<p><b>SALARY RANGE</b>        \$96,153.80 - \$125,000.00 Hourly        \$7,692.3077 - \$10,000.0000 Biweekly        \$16,666.6667 - \$21,666.6667 Monthly        \$200,000.0000 - \$260,000.0000 Annually</p>
<p><b>DESCRIPTION:</b></p>
<p><b>DEFINITION</b></p>
<p>Under administrative direction, provides professional and administrative assistance to the Police Chief in planning, organizing, coordinating and directing the City's police services and law enforcement program; provides highly responsible and technical staff assistance to the Police Chief, including fiscal and personnel management and policy development and implementation; coordinates and supervises the activities of divisions and units within the Police Department; assumes command of the Police Department in the absence of the Police Chief; and performs related duties as required.</p>
<p><b>CLASS CHARACTERISTICS</b></p>
<p>This single class position serves as an administrative and professional assistant to the Police Chief in policy development, program planning, risk management, training, fiscal and personnel management, administration, and division operations. This classification is the second in command for the Police Department and acts as the Department Head in the absence of the Police Chief.</p>
<p>This class is distinguished from the Police Captain classification in that the incumbent is responsible for overall operations of the divisions and units within the Police Department; has departmentwide authority; and works with considerable latitude and independent judgment in developing, interpreting, and applying broad policies, rules, and regulations, and implementing and evaluating performance management systems, procedures, and standards for the department.</p>

**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, is similar or closely related to another duty statement, or a logical assignment to the classification.

1. Assists the Police Chief with the day-to-day administrative and technical operations of the Police Department;
2. Plans, organizes, coordinates, and directs the work of divisions and units in City police functions, including patrol, law enforcement, crime investigation, community services, operation of the City jail, Communications Center, Traffic/Parking Enforcement, Property room, maintenance of police records, and related support services;
3. Assumes command of the department in the absence of the Police Chief;
4. Assists in the development and implementation of policies, goals, objectives, procedures, and work standards for the department;
5. Evaluates programs, functions, activities, and procedures to ensure compliance with legal and regulatory requirements, efficient and effective operations of the department, and that organizational goals and objectives are met;
6. Monitors developments related to police service matters, evaluates their impact on City operations, and implements policy and procedure improvements;
7. Evaluates the progress of program plans to determine if command-wide objectives are accomplished economically and within budget and personnel allocation;
8. Oversees the development of performance management systems, procedures, and standards for program evaluation to ensure that financial and operational targets are met;
9. Works closely with the department's senior management to develop and deliver an overall strategy focused on developing and managing effective operational processes and procedures;
10. Works closely with the City Manager, the City Council, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems;
11. Represents the City and works closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff;
12. Prepares a wide variety of reports or presentations for City management or outside agencies;
13. Directs the selection, supervision, and work evaluation of department personnel;
14. Monitors and directs employee relations and grievance procedures;
15. Provides for staff development and supervisory training programs;

16. Provides staff and technical assistance to boards and commissions; and
17. 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. Roles and responsibilities of the Police Department and its personnel;
2. Administrative principles and methods including goal setting, program development and implementation, delegation and employee supervision;
3. Principles and practices of law enforcement, investigation, patrol, community policing and problem-solving strategies services, school and traffic safety, and related police services;
4. Crime prevention services, including crime prevention through environmental design and construction of new buildings and surrounding landscaping;
5. Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence;
6. Principles and practices of budget development and administration;
7. City Administrative Regulations, Personnel Rules and Regulations, Memoranda Agreements, and the City Council agenda and report processes;
8. Special event and demonstration planning; and
9. Disaster preparedness and terrorism response.

Skill in and ability to:

1. Plan, organize, administer and coordinate the City's police services program;
2. Recognize and mitigate risks and liabilities;
3. Select, motivate, and evaluate staff and provide for their training and professional development;
4. Develop and implement goals, objectives, policies, procedures, work standards and internal controls;
5. Analyze complex technical and administrative police services problems and projects, evaluate alternative solutions, and adopt effective courses of action;
6. Prepare clear and concise reports, correspondence, and other written materials;
7. Complete a wide variety of written projects in a timely manner;
8. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff;
9. Make oral presentations in a variety of settings such as departmental meetings, community meetings, and service clubs;
10. Exercise sound independent judgment within general guidelines; and
11. Make quick and effective decisions in emergencies.

**MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college or university with major coursework in criminology, social science, business or public administration, or a related field, and at least four (4) years of full-time paid experience equivalent to a Police Captain and/or Police Lieutenant in the City of Berkeley Police Department. Completion of a post graduate degree in an applicable field is desirable.

OTHER REQUIREMENTS Must possess a valid California driver's license and have a satisfactory driving record. Must be able to meet physical, psychological and background standards. Must be willing to work evening, night, weekend, and holiday call-ins. Must be able to maintain firearms qualification. Must possess a P.O.S.T. Management Certificate.

CLASSIFICATION HISTORY:

Classification Code: XXXX

Classification Established: July 25, 2023

FLSA Status: Exempt

Representation Unit: Unrepresented

Probationary Period: One Year

Workers' Comp Code: 7720