



Office of the City Manager

CONSENT CALENDAR

January 17, 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 – Medical Director

RECOMMENDATION

Adopt a Resolution establishing the represented classification of Medical Director with a monthly salary range of \$15,671.76 – 17,802.72.

FISCAL IMPACTS OF RECOMMENDATION

The new classification and associated salary range is comparable to the physician classification that is currently fulfilling the Medical Director responsibilities. The hourly rate of the current Part-Time Physician classification is \$101.67, and the top hourly rate for the proposed Medical Director position is \$102.71. The minimal salary difference will be covered by salary savings in FY 23, and through Realignment funds in subsequent fiscal years. The revised classification and new salary range result in an increased salary impact to the General Fund as the position is 100% funded by the General Fund. It is the department's intention to maintain it as a part-time position.

CURRENT SITUATION AND ITS EFFECTS

The Department of Health, Housing and Community Services (HHCS) is organized as an Office of the Director and five divisions [Attachment 1] that support the Department's mission: Aging Services, Housing and Community Services, Environmental Health, Mental Health, and Public Health. The Public Health Division (PH) strives to achieve health equity in Berkeley by creating environments that optimize health and well-being for all, and through community-based partnerships. PH provides health education and promotion for tobacco cessation, cardiovascular/heart health, childhood health and nutrition, oral health, and adolescent health. The Division oversees and provides adolescent health services at the Berkeley High School and Berkeley Technology Academy Health Centers, immunization clinics for both adults and children, and provides maternal and child health services including prevention programs and targeted case management.

Historically, the duties of the position have been evolved greatly in the last 30 years and the position is currently filled by a Part-Time Hourly Physician who works approximately 10 hours per week, outlined by a job duties statement. It is the department's intention to

Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

maintain it as a part-time position. With the future retirement of that incumbent, Human Resources and the Department of Health, Housing and Community Services initiated a review of the duties and salary prior to recruiting, and drafted a job description for Medical Director [Attachment 2]. The proposed Medical Director classification would develop, plan and implement medical-related Public Health Division goals and objectives. Additionally, the Medical Director would support the City's health education and services within the community. A licensed physician is required to sign certification statements of compliance with state and federal regulations, needed to operate the various public health clinics throughout the City.

BACKGROUND

To establish the job class specification of Medical Director, Human Resources and the Department of Health, Housing and Community Services sought input from the Manager of Public Health Services, Senior Managers from Health, Housing, and Community Services, and the current Part-Time Hourly Physician.

Bryce Consulting, an agency that provides a variety of human resource services to non-profit and public-sector clients, was retained to develop a job class specification and base salary recommendation. Agencies within the City's identified labor market were reviewed to determine if they have a comparable classification, including Alameda County, City of Concord, City of Fremont, City of Hayward, City of Oakland, City of Palo Alto, City of Richmond, City and County of San Francisco, City of San Jose, City of San Leandro, San Mateo County, and Santa Clara County. Santa Clara County has a different structure as it has its own hospital. Given that there are only a few cities within the State of California that have a Public Health function, none of the cities had a comparable classification.

In the absence of labor market data, internal alignment was reviewed to determine an appropriate salary based on organizational level, scope, complexity, and requirements. In reviewing the organizational chart, the position will report to the Manager of Public Health Services who has overall responsibility for managing the division; however, the Manager of Public Health Services is not a physician while the Medical Director is. The City currently has a Health Officer Certified classification that is responsible for enforcing local health orders and ordinances, regulations prescribed by the State Department of Health Services, and State statutes. The position reports to the Director of Health, Housing and Community Services and is required to be a licensed physician. With the Medical Director having a slightly narrower scope of responsibility, it is recommended that the salary for the classification be set 10% below the Public Health Officer Certified. The recommended hourly wage of \$90.41 – \$102.71 represents 10% below the salary of the Public Health Officer Certified job class specification.

The Personnel Board discussed and voted unanimously at its December 6, 2022 meeting to send this classification and salary to the City Council for approval (Motion to Approve: Dixon, Wenk; Vote: Bartlow, Lacey, Karpinski, Gilbert, O'Loughlin; Noes: None Abstains: None).

Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

ENVIRONMENTAL SUSTAINABILITY

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

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

Attachments:

1. Resolution
2. Organizational Chart – Department of Health, Housing and Community Services (HHCS)
3. Medical Director Classification

Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

RESOLUTION NO. xxxxx - N.S.

CLASSIFICATION: MEDICAL DIRECTOR

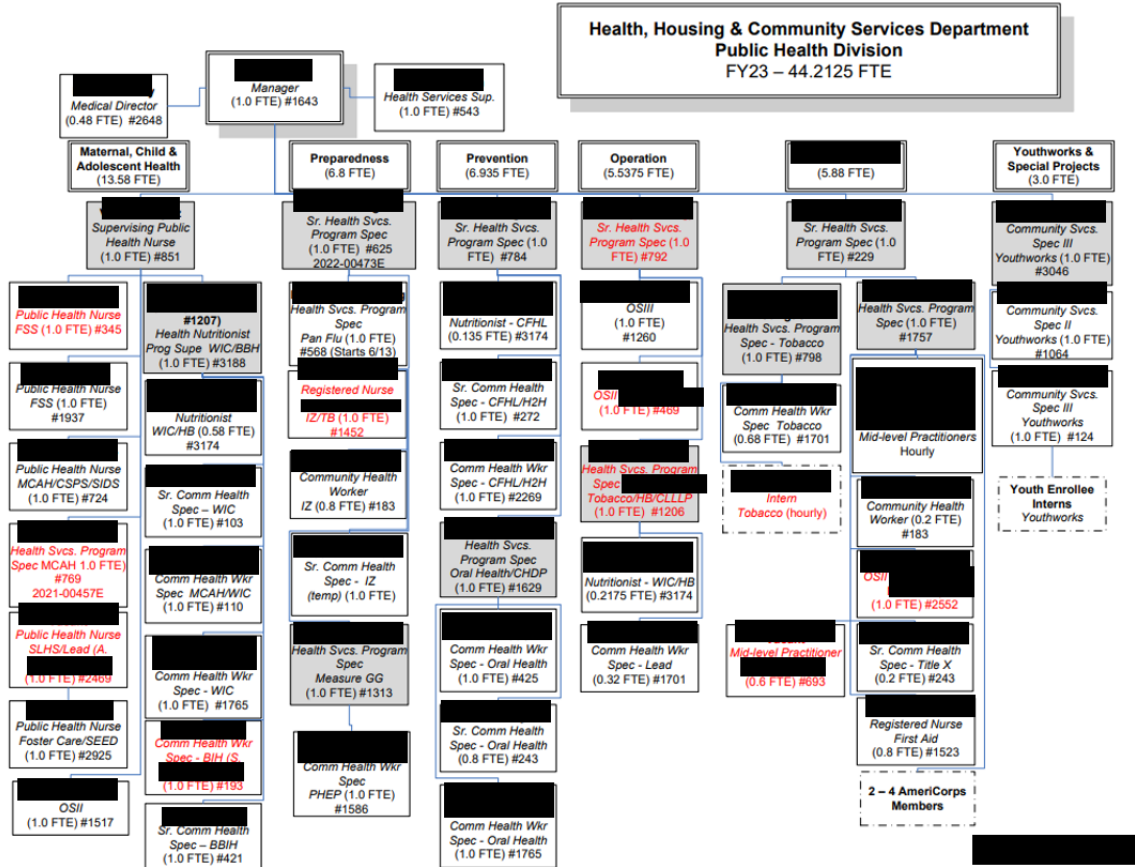
WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Human Resources Department has completed a classification review and recommended Medical Director;

WHEREAS, the Personnel Board recommended on December 6, 2022 to revise the Medical Director job class specification and salary range exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), effective December 6, 2022;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for Medical Director is established, with a monthly salary range of \$15,671.76 – 17,802.72 and classification specification, effective January 17, 2023.

Attachment 2: Organizational Chart – Department of Health, Housing and Community Services (HHCS)



Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

Attachment 3: Medical Director Job Class Specification



Human Resources

MEDICAL DIRECTOR

SALARY RANGE

\$90.41 – \$102.71 Hourly
\$7,233.12 – \$8,216.64 Bi-weekly
\$15,671.76 – 17,802.72 Monthly
\$188,061.12 – \$213,632.64 Annually

DEFINITION

Under direction, to provide medical oversight for the clinical operations of the Public Health Division; to coordinate activities with City departments and outside agencies; and to provide highly responsible and complex support to the Director of Health, Housing and Community Services.

CLASS CHARACTERISTICS

This is a single-position clinical management classification. The Medical Director's duties are clinical and highly complex in nature, involving highly technical functions to support medical consultation. The incumbent has broad authority for the day-to-day clinical practices of the Public Health Division.

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. Develop, plan and implement clinical goals and objectives that are aligned with programmatic goals and objectives; recommend and administer policies and procedures;
2. Coordinate division's clinical activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence;

Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

3. Participate in the development of the division's work plan; assign clinical work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
4. Assist in the selection, training, motivation and evaluation of personnel; provide or coordinate staff training; assist in conducting performance evaluations; assist in implementing discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division;
5. Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary;
6. Provide timely medical consultations, back-up by phone and email, and clinical training and assistance for Mid-Level Practitioners, Public Health Nurses, Registered Nurses and Program Managers during clinic/program operations;
7. Develop, approve, and monitor medical protocols for medical staff;
8. Serve as the Medical Director for various public health programs as needed, including signing certification statement of compliance to state and federal provisions.
9. In consultation with the Berkeley High School Health Center (BHS HC) Clinic Director or Program Managers, ensure implementation and adherence to medical protocols and procedures as well as any pertinent clinic policies;
10. Provide oversight in the clinical aspects of Continuous Quality Improvement for clinical staff at the various Program sites;
11. In collaboration with Program Managers, participate in clinical implications or impacts of administrative management decision-making;
12. Collaborate with Program Managers and clinical staff to ensure the accuracy of clinical medical records;
13. May conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications, when needed;
14. Provide medical doctor (MD) license information, sign off on all applicable licenses and certificates, and standing orders;
15. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service;
16. Perform 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. Medical science and its application;
2. Environmental and Public Health medical science and its application;
3. Federal, State and local laws governing public health, medical care, environmental health and pollution control;
4. Principles and practices of public health, including current trends in policy, treatment, prevention, education and related issues;
5. General medical practices of public health clinics;

Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

6. Effective public and community relations;
7. Principles and practices of leadership, motivation, team building and conflict resolution;
8. Pertinent local, State and Federal laws, rules and regulations;
9. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
10. Principles and practices of organization, administration and personnel management;
11. Principles and practices of budget preparation and administration;
12. Principles of supervision, training and performance evaluation;
13. Public relations practices and techniques; public speaking;
14. Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

1. Providing sound medical direction representing several different professional disciplines;
2. Working with County, State, Federal, and local government officials in the establishment of coordinated and effective program of services to health clients;
3. Develop and implement division clinical policies and procedures;
4. Gain cooperation through discussion and collaboration;
5. Interpret and apply City policies, procedures, rules and regulations;
6. Supervise, train and evaluate assigned staff;
7. Meet critical deadlines; make decisions under pressure;
8. Prepare and give effective public presentations;
9. Prepare and present complex narrative and statistical reports, correspondence, and other documents;
10. Communicate clearly and concisely, both orally and in writing;
11. Operate and use modern office equipment including computers and applicable software;
12. Establish and maintain 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:

Equivalent to a Doctorate of Medicine from an accredited medical college or university and five years of increasingly responsible experience in the practices of clinical medicine, including completion of an accredited residency in an applicable field and two years of experience as a licensed Physician working in a specialty area such as disease control and adult health or maternal and child health. A degree in Public Health, experience in working with community groups, and Board Certification in a Medical Specialty relevant to public health, such as family medicine, pediatrics, or preventive medicine, are desirable.

Classification and Salary: Medical Director

CONSENT CALENDAR
January 17, 2023

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.

Classification History

Title:	Medical Director
Class Code:	TBD
Established:	January 17, 2023
Revised:	N/A
FLSA Status:	Exempt
Admin Leave / Overtime:	Admin Leave
Representation Unit:	Z-1
Probationary Period:	12 Months
Workers' Comp Code:	8810

