

Public

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: April 4, 2022 TIME: 7:00 P.M.**

**Secretary: Donald E. Ellison, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: DEllison@cityofberkeley.info**

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE
AND TELECONFERENCE**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Personnel Board will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/81240267313?pwd=WFpSbGxKRWJPeXZaRUhHT3ZTZ2pldz09>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

To join by phone: Dial 1-669-900-9128 and enter Meeting ID: 812 4026 7313, Passcode: 480051.

To submit an e-mail comment during the meeting to be read aloud during public comment, email kcabrera@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply.

MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comments

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on March 7, 2022
- V. Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

INFORMATION ITEMS:

- VI. Berkeley Police Department Staffing – Updates from Chief Louis – Discussion Only
- VII. Director's Report – Updates from HR Director – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. Adjournment

If you are unable to attend a meeting please call 510-981-6812

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. **SB 343 Disclaimer:** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley CA.

**CITY OF BERKELEY
SPECIAL MEETING OF THE PERSONNEL BOARD MINUTES
DATE: March 7, 2022 TIME: 7:00 P.M.**

**Secretary: Donald E. Ellison, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: DEllison@cityofberkeley.info**

MEETING MINUTES

I. Call to Order 7:07 P.M.

II. Roll Call

Members Present: Mary Kay Lacey (Chair), Robert Dixon (Vice Chair), Darryl Bartlow, Aviva Gilbert, Jenny Wenk

Members Absent: Maya Karpinski

Staff Present: Donald Ellison (Interim Director of Human Resources); Dawud Brewer (Employee Relations Manager); Leisl-Giffith Redmond, Katherine Cabrera (Human Resources); Katherine Lee (Director of Police Accountability)

Public Attendance: None

III. Public Comments

Cordell Hindler said that he approves of the Personnel Board Meeting Schedule and he would also recommend to revise the Police Review Commission Investigator Classification.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on December 20, 2021

Action: MSC: (Wenk/Lacey) to approve the minutes of the meeting on December 20, 2021.

Vote: Ayes: Bartlow, Dixon, Lacey, Wenk
Noes: None
Abstains: Gilbert
Absent: Karpinski

V. Approval of Minutes of Meeting on February 7, 2022

Action: MSC: (Dixon/Wenk) to approve the minutes of the meeting on February 7, 2022.

Vote: Ayes: Bartlow, Dixon, Lacey, Wenk
Noes: None
Abstains: Gilbert
Absent: Karpinski

VI. Approval of 2022 Personnel Board Meeting Schedule

Action: MSC: (Gilbert/Wenk) to approve the 2022 Personnel Board Meeting Schedule.

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, Wenk
Noes: None
Abstains: None
Absent: Karpinski

VII. Recommendation to Rename and Revise the Police Review Commission Investigator Classification

Action: MSC: (Gilbert/Wenk) to approve the Recommendation to Rename and Revise the Police Review Commission Investigator Classification.

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, Wenk
Noes: None
Abstains: None
Absent: Karpinski

INFORMATION ITEMS:

VIII. Director's Report – Updates from HR Director – Discussion Only

IX. Copy of Berkeley Matters – Discussion Only

X. Adjournment

Action: MSC: (Wenk/Dixon) to adjourn the meeting at 8:27 PM.

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, Wenk
Noes: None
Abstains: None
Absent: Karpinski



April 4, 2022

To: Members of the Personnel Board

From: Tess Mayer, Director of Library Services

Subject: Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

BACKGROUND AND CLASSIFICATION

Tess Mayer, Director of Library Services, and Andre Spearman, Representative, and Danny Walker, President, of SEIU 1021 Maintenance and Clerical Union had a Meet and Confer on February 3, 2022, to update the classification and revise the Job Duties and Compensation. The Union agreed to revise the Tool Lending Specialist job essential functions to include culinary arts and compensation for additional duties and working knowledge around the use of the culinary tools to provide information to patrons. To account for the expectation that Tool Lending Specialists will or have learned a new body of knowledge related to culinary tools, the classification will receive a 3% increase across all steps effective 04/04/2022.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Revise the classification of Tool Lending Specialist, Service Employees International Union, Local 1021 (Maintenance & Clerical), with a monthly salary range of \$6,102.47 - \$7,084.43
2. Approve the classification description changes reflected below

Attachments:

- A. Tool Lending Specialist Specification

TOOL LENDING SPECIALIST

DEFINITION

Under supervision, provides tools, equipment, instructional manuals, and basic reference service regarding home maintenance and repair to patrons of the Berkeley Tool Lending Library; orders, maintains, and repairs tools and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

The Tool Lending Specialist is a skilled library support class assigned to the Berkeley Tool Lending Library. The duties require a sound working knowledge of [home improvement and culinary arts used by the do-it-yourself community](#). ~~This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement, building construction, and culinary arts-related reference service, and the circulation of tools and home improvement equipment. home maintenance and repair and the tools and equipment used in the building trades (carpentry, plumbing, electrical and painting). This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement and building construction related reference service and the circulation of tools and building construction equipment.~~

EXAMPLES OF DUTIES

1. Selects and lends a variety of [culinary tools](#), building trade, ~~and~~ gardening tools, and equipment to residents of the City;
2. Recommends to the Library the purchase of tools and equipment; advises on the purchase of instructional manuals for the Tool Lending Library collection;
3. Maintains tools and equipment in an operable condition, including making necessary repairs; sends tools out to private tool repair companies when [a](#) more difficult repair is required;
4. Processes lending requests and answers patron questions in person or by phone;
5. Maintains the reserve and waiting list, retrieves overdue materials, and collects fines;
6. Advises patrons on the correct and safe use of tools and equipment; answers basic patron reference questions regarding home maintenance and repair;
7. Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, telephone inquiries, and the amount of fees and fines collected;
8. Monitors expenditures related to tool repair and purchase;
9. Attends community meetings and public hearings to explain functions of the Tool Lending Library;
10. Maintains library in a clean and orderly condition;

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11. Monitors developments related to tools, equipment, and instructional material on home maintenance and repair;
12. Maintains inventory records;
13. May instruct staff or volunteers on job duties; and
14. Performs related work as assigned.

QUALIFICATIONS

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. Tools, equipment, and instructional manuals used in [culinary tools](#), building repair, and construction trades;
2. Standard [culinary and](#) building maintenance repair and maintenance procedures and terminology;
3. Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending;
4. Record keeping, report preparation, and filing methods and techniques;
5. Basic business arithmetic;
6. Standard safety practices and techniques in the building trades;
7. Basic tool and equipment repair, and repair resources; and
8. Operation of standard office equipment.

Skill in and ability to:

1. Provide sound information and appropriate tools and equipment to patrons;
2. Develop and implement lending and inventory control procedures;
3. Understand and follow oral and written instructions;
4. Organize work, set priorities, and exercise sound independent judgment;
5. Prepare and maintain accurate records and reports;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Gather and evaluate data and make logical recommendations; and
8. Instruct others in work procedures.

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OTHER REQUIREMENTS:

Must be able to work evenings, weekends and irregular shifts.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and two years of experience which has provided a working knowledge of the tools and equipment used in the building construction trades (carpentry, plumbing, painting, masonry, and electrical).

Established: 12/1988

Revised: 04/2004; [04/2022](#)

cc: Tess Mayer, Director of Library Services
My Chan, Associate Human Resources Analyst

MARCH HAPPENINGS

The month of March holds great promise- **Spring time, spring flowers, new beginnings.**



Here in the Bay Area and especially in our beloved Berkeley, we are blessed with a temperate climate. The weather during March is a mix between winter and spring, and though the weather may be volatile, the bees are charging full speed ahead towards pollination, spring flowers and acres of beauty.

March is also the month when basketball fans congregate and create a buzz. It's an awesome time to cheer your favorite basketball team on during **March Madness**. What's your team? Who are you rooting for? Learn more here <https://www.ncaa.com/news/basketball-men/bracketiq/2021-03-14/what-march-madness-ncaa-tournament-explained>



But then, did you know that the month of March is host to some noteworthy and seminal events?

- ◇ **Women's History Month**
- ◇ **National Disability Awareness Month**
- ◇ **Workplace Eye Health and Safety Awareness Month**
- ◇ **Irish American Heritage Month**



Women's History Month: About Women's History Month

Women's History Month had its origins as a national celebration in 1981 when Congress passed Pub. L. 97-28 which authorized and requested the President to proclaim the week beginning March 7, 1982 as "Women's History Week." Read more here <https://womenshistorymonth.gov/about/>

Across the country and around the world, March is a time to celebrate **Women's History Month** and **International Women's Day** (March 8). This year's official theme is "**Break the Bias,**" and the whole month is dedicated to honoring women, shining a light on their current societal contributions and celebrating the many important roles women have played throughout American history. <https://datebook.sfchronicle.com/guide/womens-history-month-2022-celebrate-with-bay-area-events-performances-and-more>

Right here in our City of Berkeley, join in to acknowledge our City's great women in leadership. With a city headed by our very own **City Manager Dee Williams-Ridley**, we have an amazing example to highlight! Many other examples abound! This month, how will you recognize and celebrate the achievements of Women?

Our very own beloved Berkeley library, is celebrating Women's History month in some novel ways. Stop by to participate! Learn more at <https://www.berkeleypubliclibrary.org/events/womens-history-month>



Do one activity and get a free woman in history button

Read a biography

Title

Recommendations:



No Walls and the Recurring Dream
Ani DiFranco




Trick Mirror
Jia Tolentino



Crazy Brave
Joy Harjo



Diwata
Barbra Jane Reyes

Check library database  for ebooks and audiobooks

Watch a documentary

Title

Recommendations:



Pieces That I am
Toni Morrison




The Death and Life of Marsha P. Johnson



Bombshell
Hedy Lamarr



Golden Gate Girls
Esther Eng

Check library database  for documentaries

Attend an event or visit a museum

Location

Recommendations:

Rosie the Riveter National Historical Park

San Francisco African American Historical & Cultural Society:
Crowns of Glory

Museum of Sonoma County:
From Suffrage to #MeToo


Charles M. Schulz Museum:
Lucy! Fussbudget to Feminist

BPL Events:
Feminist Zinemaking@Claremont

Muslim Women Beyond the Stereotype@THP South

Women in Films series@North

Check our online calendar for more!

Check library database  for discounted or free admission



Central Library
2090 Kittredge Street
Berkeley, CA 94704
Phone: 510-981-6100
berkeleypubliclibrary.org

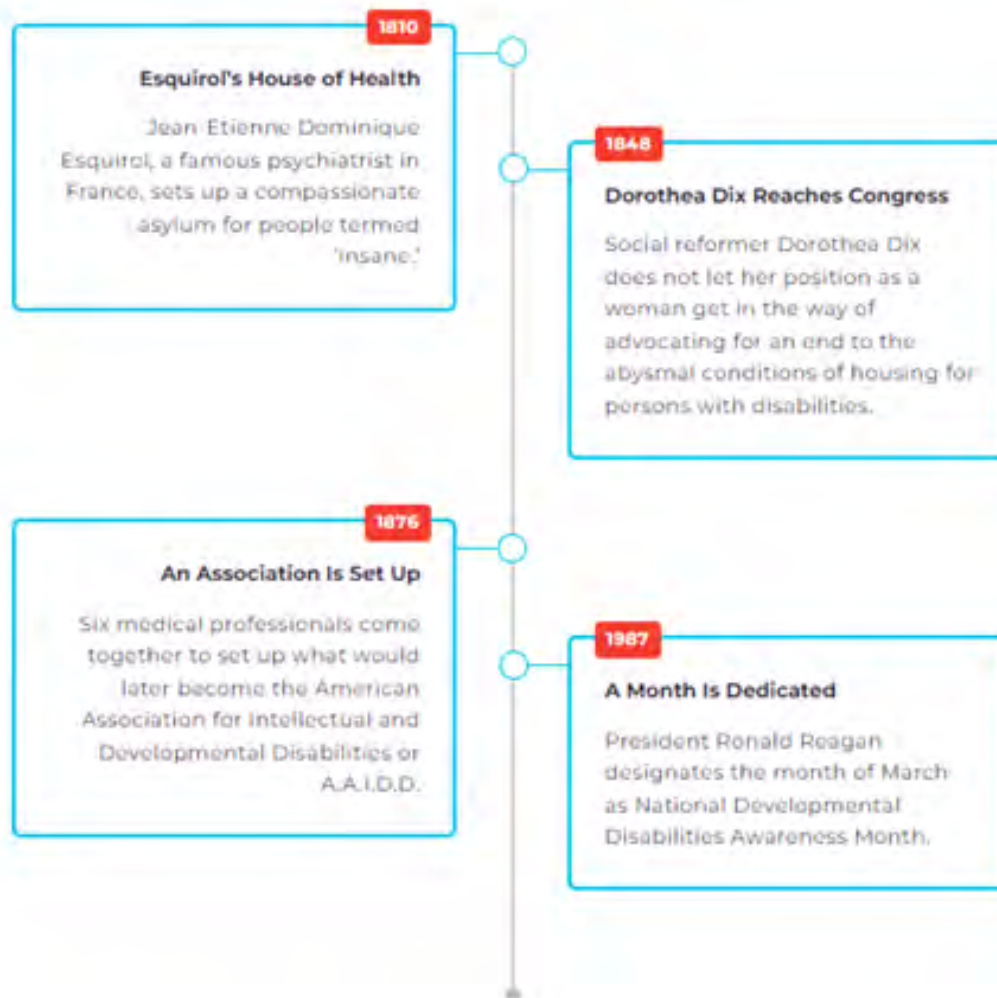
Wheel chair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call 510-981-6135 (voice) or 510-548-1240 (TTY); at least five working days will help ensure availability. Please refrain from wearing scented products to public programs.

March is National Disability Awareness Month:



Did you know...that this is the 28th Year the United States has recognized and celebrated March as **National Disability Awareness Month**? On February 26, 1987 President Reagan officially declared Proclamation 5613 making March National Disabilities Awareness Month.

NATIONAL DEVELOPMENTAL DISABILITIES AWARENESS MONTH TIMELINE



Learn more at <https://nationaltoday.com/national-developmental-disabilities-awareness-month/>

A part of the focus for March 2022 includes

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Every March, the [National Association of Councils on Developmental Disabilities \(NACDD\)](#) and its partners collaborate to observe [Developmental Disabilities Awareness Month \(DDAM\)](#). The 2022 theme, *Worlds Imagined*, focuses on how the world is changing as we move through and beyond the pandemic and highlights intersectionality and disability, as well as how people with intellectual disabilities and developmental disabilities (ID/DD) are living longer and more productive lives than ever before. The 2022 DDAM theme encourages exploration of new and ever-changing opportunities. Right here in the City of Berkeley, a strategic plan goal “Champion Social and Racial equity” is brought to life with efforts to create inclusion via the City’s Disability compliance program (read more here) <https://www.cityofberkeley.info/disabilitycompliance/>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Disability Compliance Program

City of Berkeley
Department of Public Works
1947 Center Street, 4th Floor
Berkeley, California 94704

TEL: (510) 981-6418
TTY: (510) 981-6347
FAX: (510) 981-6340

In addition to ensuring physical access to City programs and services, the City’s Disability Compliance Program develops training programs and resource materials and advises City employees about how to integrate people with disabilities in City activities. Program staff answer questions from both citizens and City employees about accommodating persons with disabilities.

It’s exciting that the city is in the process of updating our ADA Plan and in the first quarter launched an [ADA Survey for City Staff](#). Staff who interacted with the public or is in a management position were required to take the survey. If you’re interested, you can learn more about [the ADA Transition Plan](#) and [Disability Compliance](#).

March is also **Work Place Eye Health Month**.



One of the potential negative effects of the ongoing COVID-19 pandemic is the increase in digital screen time for many and it is important to raise awareness of digital eye strain and explore strategies to decrease detrimental effects of increased screen time.

It is also reported that each year, nearly 25,000 Americans visit the emergency room due to a workplace eye injury. Read more here <https://www.aao.org/newsroom/observances>.

During Workplace Eye Wellness Month this March, the American Academy of Ophthalmology reminds employers and workers about the importance of wearing certified and approved eye protection. How are you protecting your eye health? And what are some tips you can share with your one City Team-mates?

March is also **Irish American Heritage Month**.



In 1991, **President George H. W. Bush** issued the first proclamation designating March as Irish-American Heritage Month. In 1992, Congress passed Public Law 102-253 (106 Stat. 70), which designated March of that year as Irish-American Heritage Month. Read more here <https://guides.loc.gov/irish-american-heritage-month-legal-resources/history-and-overview>

This month, it was informative to read the words of the President of the United States Joe Biden in the recent presidential proclamation. According to the proclamation (read more here) <https://www.whitehouse.gov/briefing-room/presidential-actions/2022/02/28/a-proclamation-on-irish-american-heritage-month-2022/> nearly 1 in 10 Americans proudly trace their roots back to the Emerald Isle.

Did you know? Our very own **City of Berkeley** was named after a famous **Irish** Philosopher- George Berkeley!

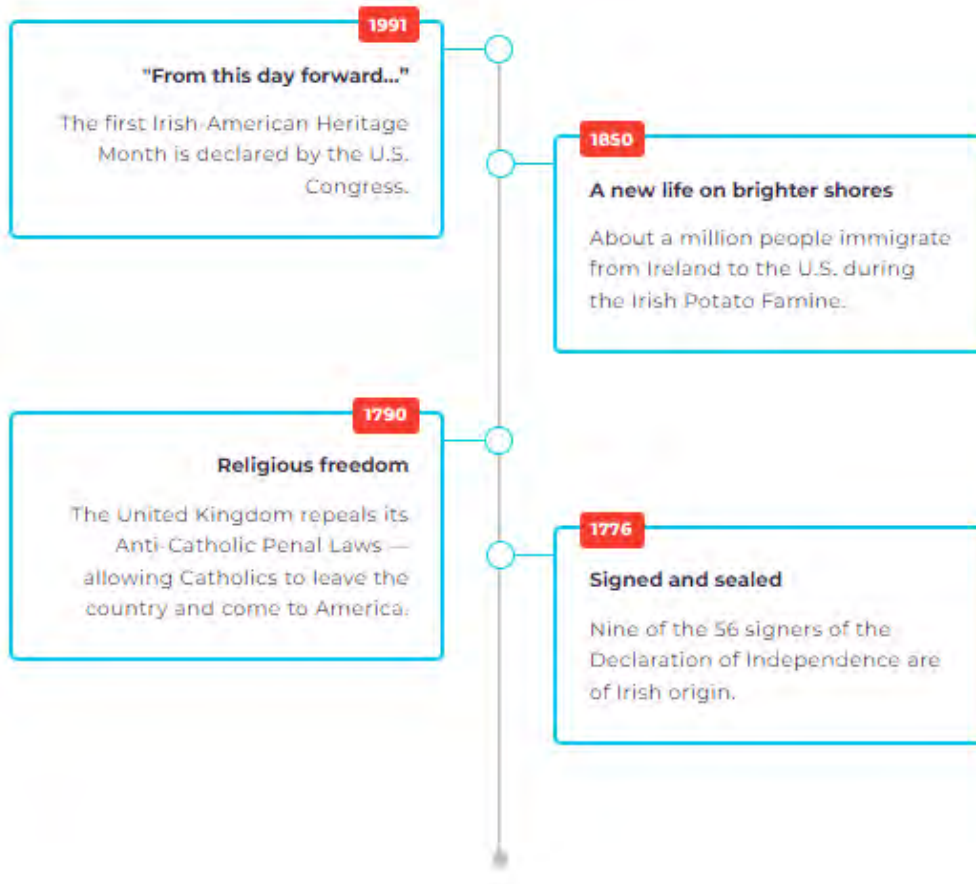


And our very own hallowed hall of academia, U.C. Berkeley boasts an Irish studies program!



Housed within the UC Berkeley Institute of European Studies in our very own city, the **Irish Studies Program** builds an intellectual community around shared cultural and creative interests in contemporary Ireland and Irish-America. Read more here <https://ies.berkeley.edu/irish>

IRISH-AMERICAN HERITAGE MONTH TIMELINE



March holds promise! Enjoy and celebrate! Whatever you do, and wherever you celebrate this beautiful month of March: how will you build a culture of Inclusion in Berkeley?

Share the wealth!



I am pleased to announce we have a new **Employee Relations Manager** within the Human Resources Department who joined our team on March 7, 2022.

Dawud Brewer is new to the City of Berkeley and will lead the Employee Relations Division of Human Resources. Dawud has extensive knowledge in labor relations and performance management and the ability to work well with a diverse customer base both internally and externally to build consensus and lead teams toward common goals.

Dawud transitioned to this role from the City of Sacramento where he worked for the past six years in both the Office of Public Safety Accountability and Department of Human Resources, Labor Relations Division representing the city in labor and disciplinary matters. Dawud has extensive experience in labor relations and negotiations, employee promotion, retention, termination, mediation and advocacy, conflict resolution, compensation, legal compliance, and human resources records management. Prior to his employment with the City of Sacramento, Dawud worked as a labor consultant with the law firm of Mastagni Holstedt A.P.C representing public employee unions and/or associations as a chief negotiator. Additionally, Dawud worked as a Deputy Sheriff with San Joaquin County and Police Officer with the City of Citrus Heights.

Dawud is a native of Sacramento, CA and holds a Bachelor of Science from the University of San Francisco and is a certified Labor Relations Master through the California Public Employees Labor Relations Association. Dawud's broad knowledge base, education, professional experiences, and personal triumph will add great value to our team.

Welcome

New COVID-19 Supplemental Paid Sick Leave Clarification

In compliance with Senate Bill 114, from January 1, 2022 until September 30, 2022, the City is extending COVID-19 sick leave protections and addressing the effects of the coronavirus on City of Berkeley employees who are unable to work or telework for certain qualifying reasons.

The City will provide employees up to 80 hours of COVID-19 Supplemental Paid Sick Leave benefits to employees.

Full time employees may use Up to **40 hours** (employees who work less than full time are entitled to the total number of hours normally scheduled to work in one week) for the following seven qualifying reasons:

- (1) The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health ("CDPH"), the federal Centers for Disease Control and Prevention ("CDC"), a local health officer who has jurisdiction over the workplace, or by the City's COVID-19 Prevention Program; or
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
- (4) The employee is caring for a family member who is subject to a quarantine or isolation order as described in subparagraph (1), or has been advised to quarantine as described in subparagraph (2); or
- (5) The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises; or
- (6) The employee is attending an appointment to receive a vaccine or a vaccine booster for protection against COVID-19; or
- (7) The employee is experiencing symptoms related to a COVID-19 vaccine or vaccine booster that prevents the employee from being able to work or telework.

The COVID-19 Supplemental Paid Sick Leave is in addition to any sick leave that may be available to the employee. An employee is not required to use other paid or unpaid leave before accessing leave under this policy.

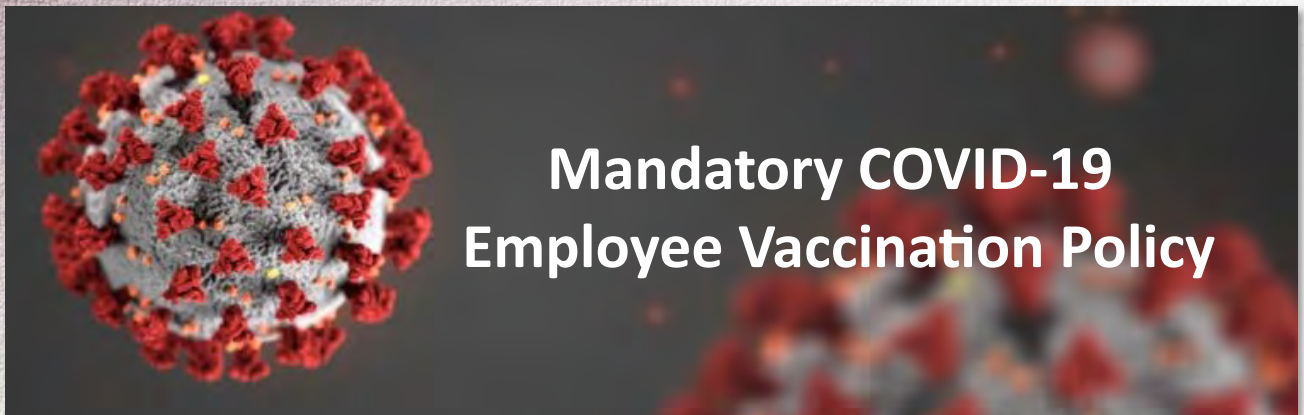
(Cont'd page 9)

Full time employees may be entitled to an additional up to **40 hours** (employees who work less than full time are entitled to the total number of hours normally scheduled to work in one week) of COVID-19 Supplemental Paid Sick Leave if the employee or a family member for whom the employee is providing care tests positive for COVID-19. An employee is not required to exhaust the initial COVID-19 supplemental paid leave (Section II of the attached policy) before accessing the additional hours provided a result of a positive COVID-19 test.

If an employee is requesting this additional leave for themselves or a family member for whom they are providing care, the employee must provide documentation of the positive test results in order to be approved for the leave. Employee should notify their supervisor of a positive test and provide documentation of the test result in one of the following two ways:

- a. electronically by sending an encrypted message by typing “[ENCRYPT]” in to the Subject line of the email to covidreporting@cityofberkeley.info; or;
- b. in person through the confidential lockbox located at the Human Resources Department, 2180 Milvia Street, 1st floor, Berkeley, CA 94704.

COVID-19 Supplemental Paid Sick Leave is retroactive to January 1, 2022. This means that an employee can use Supplemental Paid Sick Leave for any absence since January 1, 2022, that falls within one of the above seven qualifying reasons. In order to expedite payment of retroactive Supplemental Paid Sick Leave, employees should review the [Administrative Regulation 2.24](#) and complete the Request for COVID-19 Supplemental Paid Sick Leave form and submit the form to their Department Payroll Clerk.



As we all know, COVID-19 continues to pose a serious health risk. Vaccinations and testing as well as other COVID prevention measures remain necessary to protect employees and limit COVID-19 illnesses in the workplace and the community.

The City of Berkeley remains sincerely engaged in providing a safe and healthy workplace for employees, contractors, and visitors that are consistent with COVID-19 health standards, guidance, and legal requirements.

In order to maintain a healthy workplace, a vaccination verification and testing policy has been adopted and presented in [Administrative Regulation 2.25: Mandatory COVID-19 Employee Vaccination Policy](#). The policy was made effective on September 15, 2021, and is applicable to all City employees, interns, and volunteers.

A.R 2.25 requires verification of vaccination status of all COB employees and establishes diagnostic screening testing for employees that are unvaccinated or incompletely vaccinated. **Proof of vaccination status was due for all City of Berkeley employees on October 15, 2021. If you have not already done so, please ensure you submit your vaccination status immediately.** COB employees must, as a condition of employment, report their vaccination status to the City's Human Resources Department by turning in a hardcopy version of the Self-Certification of COVID-19 Vaccine Status form and a copy of vaccination card to the confidential lockbox located in the Human Resources office.

A.R 2.25 has details on exemptions, proof of vaccination and secure reporting methods as well as other helpful information on the vaccination policy.

Please follow this link for [COVID-19 Vaccination Policy& Face Covering FAQs](#).



March 2022



Employee Newsletter

March is sleep awareness month. Learn about quick tips for better sleep, sleep facts, and physical and mental health issues associated with lack of sleep.

[ENGLISH](#) | [SPANISH](#)

Supervisor Newsletter

A worksite newsletter with trending HR and leadership topics, product highlights, and this month's featured resources and events.

[READ NOW](#)



Personal Advantage Webinar

Learn techniques for successfully navigating change. Click the "Watch Now" button below, enter your login and then select "Webinars".

[WATCH NOW](#)



[CLICK HERE](#) to view the 2022 Communication and Training Calendar

Stay up to date with the latest empowering information for emotional and physical wellbeing, and trending topics for workplace leaders.

[CLICK HERE](#) to view the City of Berkeley's Explanation of Coverage (EOC)



It's your future,
take control of it **today!**

With the **CalPERS 457 Plan**
you benefit from:

- Contributions made through automatic payroll deductions
- Pre-tax contributions and tax-deferred growth

Learn more by scheduling a one-on-one meeting

Your CalPERS Account Manager will be here on:



Wednesday, April 13, 2022
***** Phone Appointments *****

- **Enroll!**
- **Review investment elections**
- **Explore roll-over options**
- **Discuss retirement goals**

To schedule an appointment:



<https://hso8vkeybn.timetap.com/>

**Appointments will
be held:**

City of Berkeley
To schedule a phone appointment online, go
to: <https://hso8vkeybn.timetap.com/>
or email Nancy.Garrity@Voya.com
or call 888-713-8244 x 2

CURRENT RECRUITMENTS

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Application materials for these recruitments are available on-line (www.cityofberkeley.info/jobs). **Applications must be submitted no later than 5pm on the closing date.** It is the applicant's responsibility to ensure that all the required materials are submitted by the closing deadline as stated on the announcement. Applications that are received after that deadline will not be accepted regardless of postmark or reason for being late. Applicants should keep a copy of all application materials submitted as the Human Resources Department does not provide copies.

During the recruitment filing period, employees requesting continuous eligibility are **required to submit an updated application**, including credentials, i.e. licensure, certificate etc. and indicate they wish to have continuous eligibility in the agency-wide questions portion of the application.

Personnel Rules and Regulations allow career employees in any

classification (except sworn public safety classifications) to qualify for continuous eligibility for classifications in which his/her name appears on the eligible list. Employees who qualify for continuous eligibility will remain on the eligible list in their relative standing without being required to compete in subsequent examinations. If the employee, however, wants to improve his/her standing, the employee will be required to compete in the new examination (e.g. employee's standing on the list is in Category III and wants to improve to Categories I or II).

NOTE: If testing standards or the qualifications for the classification should change, employees will be notified that they will be required to participate in a new examination in order to re-establish eligibility.

For answers to frequently asked questions regarding recruitments please visit: [www.cityofberkeley.info/Human Resources/Home/Frequently Asked Questions.aspx](http://www.cityofberkeley.info/Human_Resources/Home/Frequently_Asked_Questions.aspx)

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Assistant Human Resources Analyst	To Establish a List		\$39.49 to 48.05	Mar 14, 2022	Apr 4, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II (Funded by Ment Hlth State Aid Real Fund #960 at 57%, B.U.S.D Grant #134 at 24%, EPSDT Expansion Proposal #066 at 18%) (Funded by Mental Health Service Act Fund #063 at 100%) (Funded by Target Case Management/Linkages #056 at 56%, General Fund #010 at 44%) (req# 2021-00051E) (req# 2021-00099E)	Vacancy		\$44.43 to \$51.89	Continuous	
Community Services Specialist II (req# 2021-00213E) (req# 2021-240E) (req# 2021-00415E)	Vacancy		\$47.00 to \$55.81	Mar 14, 2022	Apr 4, 2022
Deputy City Attorney II/III (Funded by Public Liability #881 at 100%) (Funded by General Fund #010 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Continuous	
Deputy Finance Director Click here for recruitment details: Deputy Finance Director	To Establish a List		\$84.67 to \$93.00	Feb 23, 2022	Apr 1, 2022

CURRENT RECRUITMENTS (CONT'D)

MAR 10, 2022 • PG 19

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Electrician (Funded by Street Light Assessment District #470 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #825 at 50%, Special Gas Tax Improvement #369 at 25%, Measure B—Local St & Road #391 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy	COMPETITIVE	\$46.89 to \$51.39	Continuous	
Emergency Services Coordinator (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00431E)	Vacancy		\$47.00 to \$55.82	Jan 31, 2022	Apr 4, 2022
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Housing Inspector I (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00467E)	Vacancy		\$43.02 to \$51.04	Feb 21, 2022	Apr 4, 2022 (Extended)
Human Resources Manager	Resignation		\$64.67 to \$84.04	Mar 14, 2022	Apr 4, 2022
Junior PW Engineer (Funded by Sanitary Sewer Operation #830 at 100%) (req# 2021-00465E)	Resignation		\$42.91 to \$51.59	Mar 14, 2022	Apr 4, 2022
Manager of Mental Health Services	Retirement		\$68.34 to \$82.58	Mar 14, 2022	Apr 4, 2022
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	

CURRENT RECRUITMENTS (CONT'D)

MAR 10, 2022 • PG 20

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy	COMPETITIVE	\$51.23 to \$63.79	Continuous	
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #165 at 51.5%, Health (General) #055 at 42.5%, General Fund #010 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher II (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Senior Housing Inspector (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00462E)	Vacancy		\$49.22 to \$58.39	Feb 21, 2022	Apr 4, 2022 (Extended)
Senior Service Assistant	Promotion		\$32.59 to \$34.25	Mar 14, 2022	Apr 4, 2022
Senior Systems Analyst (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00322E)	Transfer		\$56.28 to \$68.56	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Paramedic Supervisor I (Funded by Paramedic Tax #160 at 100%) (req# 2021-00318E) (Funded by General Fund #010 at 100%) (req# 2020-00196E) (req# 2021-00377E)	Promotion	PROMOTIONAL	\$45.83 to \$50.51	Jan 31, 2022	Mar 18, 2022 (Extended)



To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call the department contact person within one week of the job posting if you **meet one** of the **above criteria**. To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
Associate Management Analyst (x2) (Funded by Health (Short/Doyle) #065 at 50%, Mental Health State Aide Realignment #960 at 50%) (req# 2021-00449E) (Funded by Health State Aid Real Trust #958 at 92%, General Fund #010 at 8%) (req# 2021-00464E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Associate Planner (Funded by Permit Service Center #833 at 100%) (req# 2022-00549E)	Promotion	Planning	Steven Buckley @ 981-7411 or StBuckley@cityofberkeley.info
Health Services Program Specialist (Funded by General Fund #010 at 72%, Health State Aid Real Trust #958 at 22%, Target Case Management/Linkages #056 at 6%) (req# 2021-00457E)	Promotion	HHCS	Victoria Lopez @ 981-5342 or VLopez@cityofberkeley.info
Information Systems Support Technician (Funded by General Fund #010 at 90%, Employee Training Fund #488 at 10%)	Retirement	Human Resources	Cecil Lopez @ 981-6802 or CLopez@cityofberkeley.info
Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00542E)	Retirement	Information Technology	Michael Sinor @ 981-6541 or MSinor@cityofberkeley.info
Librarian I (x12) (Funded by Library Discretionary #101 at 100%) (req# 2021-00414E) (req# 2021-00417E) (req# 2021-00421E) (req# 2021-00422E) (req# 2021-00423E) (req# 2021-00424E) (req# 2021-00425E) (req# 2021-00426E) (req# 2021-00427E) (req# 2021-00428E) (req# 2021-00429E) (req# 2021-00430E)	Vacancy	Library	My Chan @ MChan@cityofberkeley.info

To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call the department contact person within one week of the job posting if you **meet one** of the **above criteria**. To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE	REASON	DEPT	CONTACT
Office Specialist II (Funded by General Fund #010 at 100%) (req# 2022-00537E)	Vacancy	PRW	Denise Brown @ 981-6707 or DBrown@cityofberkeley.info
Police Review Commission Investigator (Funded by General Fund #010 at 100%) (req# 2022-00507)	Retirement	PRC	Katherine Lee @ 981-6812 or KLee@cityofberkeley.info
Recreation Coordinator (Funded by General Fund #010 at 100%) (req# 2022-00534E)	Resignation	PRW	Denise Brown @ 981-6707 or DBrown@cityofberkeley.info
Registered Nurse (Funded by Health State Aid Real Trust #958 at 65%, Health (General) #055 at 24%, General Fund #010 at 11%) (req# 2021-00459E)	Vacancy	HHCS	Suzanne Ridel @ 981-7714 or SRidel@cityofberkeley.info
Senior Behavioral Health Clinician (x2) (Funded by Health (Short/Doyle) #065 at 60%, Mental Health State Aide Realignment #960 at 40%) (req# 2021-00455E) (Funded by Mental Health Service Act #063 at 100%) (req# 2021-00116E)	Promotion	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Senior Health Services Program Specialist (Funded by General Fund #010 at 50%, Bio-Terrorism Grant #967 at 40%, Measure GG - Fire Prep Tax #456 at 10%) (req# 2022-00473E)	Retirement	HHCS	Janice Chin @ 981-5121 or JChin@cityofberkeley.info
Social Services Specialist (Funded by Mental Health Service Act #063 at 85%, Health (Short/Doyle) #065 at 15%) (req# 2021-00453E)	Promotion	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info



TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call or email the dept contact person within one week of the job posting if you **meet one of the above criteria**.

To have your name placed on the "Transfer List" please apply online: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
Health Services Program Specialist (Funded by One-Time Grant: No Capital Expenditures #421 at 100%) (req# 2022-00494E)	Vacancy	HHCS	James Allard @ 981-5377 or JAllard@cityofberkeley.info	NTE 6 Mos
Office Specialist II (Funded by Parks Tax #450 at 100%) (req# 2022-00532E)	Vacancy	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info	NTE 6 Mos

TEMPORARY VACANCIES WITHOUT an ELIGIBLE LIST

If you would like to be considered for one of these vacancies, [click here to download and email the employment application](#).

If you have a career appointment in the specific classification listed apply to be on the "Transfer List" AND call or email the department contact person within one week of the job posting.

CLASSIFICATION TITLE (Funding source and requisition/s)	DEPT	CONTACT	DURATION	OPENING DATE
School Crossing Guard Click here > description . To apply for this position, click here to download > employment application . You may email your completed application to: RJung@cityofberkeley.info	Police	Roselyn Jung @ 981-5975 or RJung@cityofberkeley.info	NTE 19 Hours/ Week	Feb 28, 2022

HELLO'S & GOODBYE'S

MAR 10, 2022 • PG 24

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Legislative Assistant</i>	City Council
	[REDACTED]	<i>Behavioral Health Clinician I</i>	HHCS
	[REDACTED]	<i>Associate Planner</i>	Planning
	[REDACTED]	<i>Assistant Civil Engineer</i>	PRW
	[REDACTED]	<i>Building Maintenance Mechanic</i>	Public Works
	[REDACTED]	<i>Animal Services Assistant</i>	CMO
PROMOTIONS	[REDACTED]	<i>Economic Development Project Coordinator</i>	CMO
	[REDACTED]	<i>Community Service Specialist II</i>	Rent Board
	[REDACTED]	<i>Public Works Supervisor</i>	Public Works
	[REDACTED]	<i>Assistant Management Analyst</i>	HHCS
	[REDACTED]	<i>Fire Prevention Inspector (Sworn)</i>	Fire
RESIGNATION	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Assistant Planner</i>	Public Works
	[REDACTED]	<i>Recreation Coordinator</i>	PRW
	[REDACTED]	<i>Human Resources Manager</i>	Human Resources
RETIREMENT	[REDACTED]	<i>Landscape Gardener</i>	PRW





The City of Berkeley Tuition Reimbursement Program(s)

One of the City of Berkeley's Strategic Plan goals is to
"Attract & Retain a talented & Diverse city government staff".

In keeping with this goal, the City has instituted 3 Tuition Reimbursement Programs. These Tuition Reimbursement Programs are available to assist regular career benefited employees in their professional growth in skills critical to the City of Berkeley. Interested? Want to learn more?

Email wparker@cityofberkeley.info for more information!



▶ **SEIU MC AND CSU/PTRLA REPRESENTED EMPLOYEES**

In accordance with the SEIU CSU MOU provision 40.5.1, *Reimbursement for a Course taken at an Accredited Institution*, the City has a Tuition Reimbursement Program for REIMBURSEMENT FOR A COURSE TAKEN AT AN ACCREDITED INSTITUTION. A maximum of \$750.00 per employee may be approved per fiscal year for career members of the CSU/PTRLA and the Maintenance and Clerical Unit, on a first come first approval basis. Applicants may submit an EDUCATIONAL REIMBURSEMENT FOR SEIU MC AND CSU/PTRLA EMPLOYEES FORM to the employee's Department Head and the Human Resources Director for tuition reimbursement of a class taken at an accredited institution that is directly related to the employee's job or related to a City of Berkeley job classification.

▶ **LOCAL 1: M - Management (Career) [PEU0], P-1 - Professional (Career) [PEU1], and P-2 - Engineering Paraprofessional (Career) [PEU1] Representation Units**

In accordance with the Berkeley Public Employees Union, Local One MOU provision 18.4 *Reimbursement for a Course taken at an Accredited Institution*, the City has a Tuition Reimbursement Program for REIMBURSEMENT FOR A COURSE TAKEN AT AN ACCREDITED INSTITUTION for members of the M - Management (Career) [PEU0], P-1 - Professional (Career) [PEU1], and P-2 - Engineering Paraprofessional (Career) [PEU1] representation units. A maximum of \$1,000.00 per employee may be approved per fiscal year from this fund. Career members of the above-referenced bargaining units, on a first come first approval basis, may submit a tuition reimbursement request to the employee's Department Head and the Human Resources Director for tuition reimbursement of a class taken at an accredited institution that is directly related to the employee's job or related to a City of Berkeley job classification.

▶ GENERAL CITY-WIDE TUITION REIMBURSEMENT: OPEN TO ALL CITY STAFF

The City will reimburse participating regular career benefited employees one course per semester with a cap of \$250 per class.

Please visit <http://webserver4/training/BCC/TuitionReimbursementOverview.asp> to review the list of approved courses.

Reimbursement may include the cost of tuition and books.



FOR ALL THESE PROGRAMS, PLEASE NOTE:

- * The participating employee must complete the appropriate Reimbursement form and submit it to Human Resources prior to enrolling in the course to make sure the course is one that qualifies for tuition reimbursement
- * Proof of grade (B-or better) must be obtained for reimbursement
- * City staff may only use ONE tuition reimbursement program at a time
- * Funds are strictly on a “first come, first served” basis

For more information, contact the City of Berkeley’s Training Officer via the information below. CARPE DIEM: seize the day!



Wilhelmina Parker, MS, COCM (Gender pronouns she, her, hers)

Training Officer

Training and Organizational Development Division

Human Resources

City of Berkeley

2180 Milvia St., First Floor

Berkeley, CA 94704

(510) 981-6823

Email: WParker@ci.berkeley.ca.us

Certified Professional/Master Coach (CPC,CMC)



Beginning in March 2022, the **Commuter Subsidy** will no longer be administered through Benefit Resource Inc. (BRI), so employees wanting to request the Subsidy will not need to register with BRI or need to claim their Subsidy through BRI.



Employees will just need to complete the "[Commuter Subsidy Benefit Request Form](#)" (link) and e-mail CommuteBenefits@cityofberkeley.info.

Employees currently receiving the benefit do not have to complete the form.



The benefit will be included in the participating employees' bi-weekly pay check beginning **March 10, 2022**. The \$20 benefit will be \$9.24 per check and \$80 benefit is \$36.93 per check, minus applicable taxes .

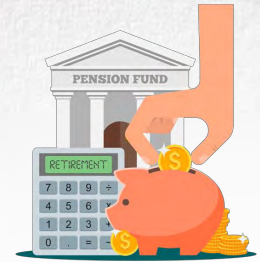
Final day to submit claims from April 2021-Feb 2022 in the BRI portal is Friday, April 29, 2022.



If you have any questions, please email CommuteBenefits@cityofberkeley.info

CALPERS PEPRA RAMPDOWN

In order to effectuate the ramp down for unrepresented PEPRA employees, as they do not have an MOU like employees represented by a union, it required a CalPERS cost sharing contract amendment. CalPERS only allows for one contract amendment per year so the ramp down for all PEPRA employees must have the same effective date. The timeline below illustrates the steps staff has taken, past and future effective dates of Council action to implement the PEPRA Ramp Down per CalPERS contract amendment requirements, effective date of the amendment, and prospective date of the request for the 2nd-year ramp down submission to CalPERS.



	First Year Ramp Down Process	Date
1.	SEIU M&C MOU and Unrepresented Manual Approved	July 20, 2021
2.	SEIU CSU and Local 1 MOU Approved	July 29, 2021
3.	Council on Summer Recess	July 30, 2021 – September 13, 2021
4.	No Roadmap to Effectuate PEPRA Ramp Down – Developing process Unrepresented Ramp Down Requires CalPERS Contract Amendment One CalPERS Contract Amendment per year.	August 2021 & September 2021
5.	Resolution to Request CalPERS Contract Amendment Approved	October 26, 2021
6.	Revised Resolution to Request CalPERS Contract Amendment Approves	December 14, 2021
7.	Council adopted resolution to start request CalPERS Cost Share Ramp down	December 14, 2021
8.	Unrepresented Ramp Down Vote – Simple majority required	December 14, 2021 - January 4, 2022
9.	Request for CalPERS Cost Share Amendment sent to CalPERS	January 5, 2022
10.	Required contract amendment documents, including the Resolution of Intention uploaded on to MyCalPERS	February 1, 2022
11.	Council to Adopt Resolution of Intention (Twenty days must lapse)	February 22, 2022
12.	Final Ordinance Adoption	March 15, 2022
13.	Effective Date of Ordinance/Resolution	March 15, 2022
14.	Effective Pay period start date of Ramp Down	April 17, 2022
	Second Year Ramp Down Process	Date
1.	Send Request for Employee Cost Share Contract Amendment	April 18, 2022
2.	CalPERS will contact the requesting agency to establish anticipated schedule of agency actions and upload required documentation	TBD



UPCOMING CLASSES

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

Are you a new employee with the City of Berkeley?
And/or have you recently been promoted into a Supervisory role?
If so, please sign up for the relevant orientation session.

Please be mindful of time frames for relevant groups:

May 2 nd — Sept 6 th — Dec 5 th	
Who?	When?
New Employees to the City	8:00 am - Noon
New Employees who are also New Supervisors to the City ¹	8:00 am - 5:00 pm
Existing city employees recently promoted into a managerial/supervisory role ²	1:00 pm—5:00 pm

***The same zoom link will be used for all sessions for that specific day/date.
These trainings will be held virtually until further notice.***

Register in advance for these meetings:

May 2nd

<https://us02web.zoom.us/meeting/register/tZEvf-ioqzggHNXpwVWoixCCn24TbE8Ojgu1>

Sept 6th

<https://us02web.zoom.us/meeting/register/tZUlcuuqjgqGNT7zostxYy2T30XrITwi9f3>

Dec 5th

<https://us02web.zoom.us/meeting/register/tZYkf--orDstE9b86sCsoADY5nad2eGgTGyj>

After registering, you will receive a confirmation email containing information about joining the meeting.

Please contact wparker@cityofberkeley.info with any questions

¹ Pre-work will be assigned to enhance your learning experience

² Pre-work will be assigned to enhance your learning experience



CITY-WIDE TRAINING

MAR 25, 2022 • PG 10

UPCOMING CLASSES *All 100% Virtual*

After registering, you will receive confirmation email containing information about joining the meeting

Date & Time	Topic	Audience	Zoom Registration Link
March 29th 2-4 PM	Performance Management & Progressive Discipline	<i>Supervisors & Managers</i>	Click here to Register
April 26th 12-1 PM	Assess Your Stress - Tips for Stress Management	All City Staff	Click here to Register
May 24th 12-1 PM	Enhancing Your Emotional Intelligence	All City Staff	Click here to Register
August 23rd 12-1 PM	Preventing Burnout in the Helping Professions	All City Staff	Click here to Register
September 27th 12-1 PM	Keeping Your Cool When Things Get Hot	All City Staff	Click here to Register
October 25th 12-1 PM	Conflict Resolution in the Workplace—An Overview	All City Staff	Click here to Register
November 22nd 12-1 PM	Cheers, Not Tears; Dealing with Holiday Stress	All City Staff	Click here to Register

CURRENT RECRUITMENTS

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Application materials for these recruitments are available on-line (www.cityofberkeley.info/jobs). **Applications must be submitted no later than 5pm on the closing date.** It is the applicant's responsibility to ensure that all the required materials are submitted by the closing deadline as stated on the announcement. Applications that are received after that deadline will not be accepted regardless of postmark or reason for being late. Applicants should keep a copy of all application materials submitted as the Human Resources Department does not provide copies.

During the recruitment filing period, employees requesting continuous eligibility are **required to submit an updated application**, including credentials, i.e. licensure, certificate etc. and indicate they wish to have continuous eligibility in the agency-wide questions portion of the application.

Personnel Rules and Regulations allow career employees in any

classification (except sworn public safety classifications) to qualify for continuous eligibility for classifications in which his/her name appears on the eligible list. Employees who qualify for continuous eligibility will remain on the eligible list in their relative standing without being required to compete in subsequent examinations. If the employee, however, wants to improve his/her standing, the employee will be required to compete in the new examination (e.g. employee's standing on the list is in Category III and wants to improve to Categories I or II).

NOTE: If testing standards or the qualifications for the classification should change, employees will be notified that they will be required to participate in a new examination in order to re-establish eligibility.

For answers to frequently asked questions regarding recruitments please visit: www.cityofberkeley.info/Human_Resources/Home/

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Assistant Human Resources Analyst	To Establish a List		\$39.49 to 48.05	Mar 14, 2022	Apr 4, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II (Funded by Ment Hlth State Aid Real Fund #960 at 57%, B.U.S.D Grant #134 at 24%, EPSDT Expansion Proposal #066 at 18%) (Funded by Mental Health Service Act Fund #063 at 100%) (Funded by Target Case Management/Linkages #056 at 56%, General Fund #010 at 44%) (req# 2021-00051E) (req# 2021-00099E)	Vacancy		\$44.43 to \$51.89	Continuous	
Communications Specialist	Vacancy		\$47.33 to \$56.18	Mar 28, 2022	Apr 18, 2022
Community Services Specialist II (req# 2021-00213E) (req# 2021-240E) (req# 2021-00415E)	Vacancy		\$47.00 to \$55.81	Mar 14, 2022	Apr 4, 2022
Deputy City Attorney II/III (Funded by Public Liability #881 at 100%) (Funded by General Fund #010 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Continuous	

CURRENT RECRUITMENTS (CONT'D)

MAR 25, 2022 • PG 13

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Deputy Finance Director Click here for recruitment details: Deputy Finance Director	To Establish a List	COMPETITIVE	\$84.67 to \$93.00	Feb 23, 2022	Apr 1, 2022
Electrician (Funded by Street Light Assessment District #470 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #825 at 50%, Special Gas Tax Improvement #369 at 25%, Measure B—Local St & Road #391 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	
Emergency Services Coordinator (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00431E)	Vacancy		\$47.00 to \$55.82	Jan 31, 2022	Apr 4, 2022
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Housing Inspector I (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00467E)	Vacancy		\$43.02 to \$51.04	Feb 21, 2022	Apr 4, 2022 (Extended)
Human Resources Manager	Resignation		\$64.67 to \$84.04	Mar 14, 2022	Apr 4, 2022
Junior PW Engineer (Funded by Sanitary Sewer Operation #830 at 100%) (req# 2021-00465E)	Resignation		\$42.91 to \$51.59	Mar 14, 2022	Apr 4, 2022
Library Services Manager	Vacancy		\$53.65 to \$64.65	April 4, 2022	April 22, 2022

CURRENT RECRUITMENTS (CONT'D)

MAR 25, 2022 • PG 14

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Manager of Mental Health Services (req# 2022-00483E)	Retirement	COMPETITIVE	\$68.34 to \$82.58	Mar 14, 2022	Apr 4, 2022
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.95 to \$34.93	Continuous	
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #165 at 51.5%, Health (General) #055 at 42.5%, General Fund #010 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher II (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	

CURRENT RECRUITMENTS (CONT'D)

MAR 25, 2022 • PG 15

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Senior Housing Inspector (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00462E)	Vacancy	↑ --- COMPETITIVE --- ↓	\$49.22 to \$58.39	Feb 21, 2022	Apr 4, 2022 (Extended)
Senior Service Assistant	Promotion		\$32.59 to \$34.25	Mar 14, 2022	Apr 4, 2022
Senior Systems Analyst (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00322E)	Transfer		\$56.28 to \$68.56	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Supervising Librarian Assistant	Vacancy	PROMOTIONAL	\$32.76 to \$40.30	April 4, 2022	April 15, 2022



To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call the department contact person within one week of the job posting if you **meet one** of the **above criteria**. To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
Assistant Planner (Funded by General Fund #010 at 100%) (req# 2022-00513E)	Promotion	Planning	Steven Buckley @ 981-7411 or StBuckley@cityofberkeley.info
Behavioral Health Clinician II (Funded by Mental Health Service Act #063 at 100%) (req# 2022-00538E)	Resignation	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Community Health Worker Specialist (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00305E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Fire Prevention Inspector (x4) (Funded by UC Settlement #489 at 100%) (req# 2022-00555E) (req# 2022-00556E) (req# 2022-00557E) (req# 2022-00558E)	Vacancy	Fire	David Sprague @ 981-5501 or DSprague@cityofberkeley.info
Health Services Program Specialist (x2) (Funded by Measure GG - Fire Prep Tax #456 at 10%, General Fund #010 at 23%, Bio-Terrorism Grant #967 at 67%) (req# 2021-00301E) (Funded by Alameda County Grants #165 at 19%, Health (General) #055 at 20%, General Fund #010 at 61%)	Resignation	HHCS	Janice Chin @ 981-5121 or JChin@cityofberkeley.info
Mini Bus Driver (Funded by General Fund #010 at 100%) (req# 2022-00531E)	Vacancy	HHCS	Tanya Bustamante @ 981-5178 or TBustamante@cityofberkeley.info
Senior Building Inspector (Funded by Permit Service Center #833 at 100%) (req# 2022-00568E)	Promotion	Planning	David Lopez @ 981-7441 or DLopez@cityofberkeley.info
Senior Solid Waste Supervisor (Funded by Zero Waste #820 at 100%) (req# 2022-00497E)	Resignation	Public Works	Leticia Juaregui @ 981-6362 or LJuaregui@cityofberkeley.info
Social Services Specialist (Funded by Library Discretionary #301 @100%) (req# 2022-00581)	Vacancy	Library	Tess Mayer @ 981-6108 or TMayer@cityofberkeley.info

TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call or email the dept contact person within one week of the job posting if you **meet one of the above criteria**.

To have your name placed on the "Transfer List" please apply online: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
Social Services Specialist (Funded by Mental Health Service Act #063 at 100%) (req# 2022-00502E)	Transfer	HHCS	Amy Davidson @ ADavidson@cityofberkeley.info	NTE 6 Mos
Program Manager II (Funded by General Fund #010 at 50%, Permit Service Center #833 at 50%) (req# 2021-00368E)	Vacancy	Planning	Alexander Roshal @ 981-7445 ARoshal@cityofberkeley.info	2 Years (Project Based)

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HELLO's & GOODBYE's

MAR 25, 2022 • PG 18

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Accounting Office Specialist II</i>	Fire
	[REDACTED]	<i>Employee Relations Manager</i>	Human Resources
	[REDACTED]	<i>Assistant Planner</i>	Planning
	[REDACTED]	<i>Public Safety Dispatcher I</i>	Police
	[REDACTED]	<i>Public Safety Dispatcher I</i>	Police
	[REDACTED]	<i>Electrical Parts Technician</i>	Public Works
	[REDACTED]	<i>Mental Health Nurse</i>	HHCS
	[REDACTED]	<i>Information Systems Support Technician</i>	Information Technology
PROMOTIONS	[REDACTED]	<i>Deputy City Manager</i>	CMO
	[REDACTED]	<i>EEO & Diversity Officer</i>	Human Resources
RESIGNATION	[REDACTED]	<i>Behavioral Health Clinician II</i>	HHCS
	[REDACTED]	<i>Associate Planner</i>	Planning

