

**CITY OF BERKELEY  
SPECIAL MEETING OF THE PERSONNEL BOARD  
DATE: December 20, 2021 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](mailto: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 the Shelter-in-Place 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/87851487853?pwd=cDF5dHR5V2Y5UEtReHFNcVBqd0VFZz09>. 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: 878 5148 7853, Passcode: 621891.  
To submit an e-mail comment during the meeting to be read aloud during public comment, email [kcabrera@cityofberkeley.info](mailto: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 September 7, 2021
- V. Recommendation to Revise the Classification and Salary Range of Deputy Finance Director
- VI. Recommendation to Re-establish the Classification and Salary Range of Senior Engineering Inspector
- VII. Recommendation to Revise the Minimum Qualifications for Mechanic
- VIII. Recommendation to Establish the Classifications Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and Revise the Classification of EMS Advisor
- IX. Recommendation to Revise the Classification of Assistant Fire Chief

**INFORMATION ITEMS:**

- X. Upcoming Election of Chair and Vice Chair – Discussion Only

- XI. Director's Report – Updates from HR Director – Discussion Only
- XII. Copy of Berkeley Matters – Discussion Only
- XIII. 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**  
**MEETING OF THE PERSONNEL BOARD**  
**DATE: September 7, 2021    TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department**  
**2180 Milvia Street, First Floor, Berkeley, CA 94704**  
**(510) 981-6800    E-mail: [LBellow@cityofberkeley.info](mailto:LBellow@cityofberkeley.info)**

I. Call to Order                    7:05 P.M.

II. Roll Call

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

Members Absent: Aviva Gilbert, Leah Wilson

Staff Present: LaTanya Bellow (Director of Human Resources); Kevin Sledge, Cecil Lopez, Dana d'Angelo (Human Resources); Abraham Roman (Fire Chief); David Sprague (Assistant Fire Chief); Jordan Klein (Director of Planning); Alex Roshal (Planning); Joy Brown (Public Works)

Public Attendance: Cordell Hindler

III. Public Comments    No Public Meeting on Rosh Hashanah

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on April 12, 2021

**Action:** MSC: (Wenk/Bartlow) to approve the minutes of the meeting on April 12, 2021.

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

V. Recommendation to Revise the Sworn Fire Prevention Inspector Classifications

**Action:** MSC: (Wenk/Dixon) to approve the Recommendation to Revise the Sworn Fire Prevention Inspector Classifications.

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

VI. Recommendation to Revise the Minimum Qualification and Update the Specifications for the Electrician Classification

**Action:** MSC: (Lacey/Dixon) to approve the Recommendation to Revise the Minimum Qualification and Update the Specifications for the Electrician Classification.

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

VII. Recommendation to Revise the Assistant Fire Chief and Emergency Medical Services Advisor Classifications

**Action:** MSC: (Dixon/Wenk) to approve the Recommendation to Revise the Assistant Fire Chief and Emergency Medical Services Advisor Classifications.

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

VIII. Recommendation to Amend the Housing Inspector and Building Inspector Classifications

**Action:** MSC: (Dixon/Wenk) to approve the Recommendation to Amend the Housing Inspector and Building Inspector Classifications.

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

**INFORMATION ITEMS:**

- IX. Director's Report – Updates from HR Director – Discussion Only
- X. Fire Safety and Code Enforcement – Updates from Fire - Discussion Only
- XI. Copy of Berkeley Matters – Discussion Only
- XII. Adjournment

**Action:** MSC: (Lacey/Dixon) to adjourn the meeting at 8:48 PM.

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

**If you are unable to attend a meeting please call 510-981-6824**

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



Human Resources Dept.

December 20, 2021

To: Members of the Personnel Board

From: LaTanya Bellow, Interim Deputy City Manager

Subject: Recommendation to Revise the Classification and Salary Range of Deputy Finance Director

### **BACKGROUND AND CLASSIFICATION**

Henry Oyekanmi, Director of Finance, requested that the City revise the classification and salary range of Deputy Finance Director.

The Deputy Finance Director position was established July 1, 1990 with one revision occurring in 2008. This position was last occupied in 2007 and has remained unfilled. Minor modifications to the job description have been made to more fully represent the duties performed. The salary range will bring the Deputy Finance Director to the labor market median of the market agencies with comparable classes and internal alignment

The Human Resources Department contracted with Bryce Consulting to conduct a Classification and Compensation Study. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. Staff is recommending a monthly salary range of \$12,226-\$16,120.

### **RECOMMENDATION**

Approve the revision of the Deputy Finance Director classification and monthly salary range of \$12,266.48 -\$16,120.00 effective January 1, 2022.

The new hourly salary range would be:

<b>Classification</b>	<b>Step 1</b>
Deputy Finance Director	\$70.7682 -\$92.9980

Attachments:

- A. Deputy Finance Director
- B. Organization Chart

cc: LaTanya Bellow, Interim Deputy City Manager  
Henry Oyekanmi, Director of Finance



CITY OF BERKELEY  
Established Date: Jul 1, 1990  
Revision Date: ~~Oct-Dec 20, 2008~~2021

## DEP DIRECTOR OF FINANCE

Bargaining Unit: Unrepresented Classifications

Class Code: 1065

### SALARY RANGE

~~\$64,397.7682~~- ~~\$84,629.9980~~ Hourly  
~~\$5,151.205,661~~- ~~\$6,769.607,440~~ Biweekly  
~~\$11,160.9312,266~~- ~~\$14,667.4716,120~~ Monthly  
~~\$133,931.20147,190~~- ~~\$176,009.60193,436~~ Annually

### DESCRIPTION:

#### DEFINITION

Under the general direction of the Director of Finance, organizes, supervises and directs the services and functions of the department with responsibility for fiscal, budgetary, and other supportive services; represents the department on administrative matters involving other departments and agencies; and supervises a staff of professional, technical and clerical personnel; performs related work as required.

#### CLASS CHARACTERISTICS

This single position class may have overall administrative and supervisory responsibility for the Finance Department functions which include the treasury, budget, business licenses and collections, accounting, real property, parking violations, pension systems administration, risk management and financial administrative services. In addition, the Deputy Director of Finance will assist in the development of new programs for equitable and adequate revenue sources. The Deputy director of Finance acts in the absence of the Director of Finance. This class differs from the Director of Finance by the latter class having overall responsibility for complex and sensitive analytical and management responsibilities in controlling the entire Finance Department.

### 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.

## Classifications: Revision of Deputy Finance Director Classification

### Page 2

1. Provides fiscal management of the divisional programs, which includes the maintenance of a centralized accounting system and the development of fiscal procedures and policies;
2. Advises the Director and others on program implications of financial activity and prepares a variety of financial reports; maintains liaison with project staffs, and Federal and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity;
3. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff;
4. Selects personnel and provides for their training and professional development;
5. Develops and improves programs for the effective utilization of office space, forms, supplies, equipment; works closely with other project on staff development matters;
6. Completes complex administrative and management studies for the department; prepares comprehensive written narrative and statistical reports;
7. Plans and proposes modification in the structure of retirement and other employee benefit plans for labor negotiations; provides management consultation to other divisions;
8. Provides leadership and technical assistance to committees, commissions or boards, either directly or through professional and supervisory staff;
9. Attends meetings and conferences and represents the department on committees directed; participates and represents the department on administrative service matters;
10. Designs and implements an automated and integrated financial accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures;
11. Performs related duties as assigned.

### KNOWLEDGE AND ABILITIES:

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

Knowledge of:

## Classifications: Revision of Deputy Finance Director Classification

### Page 3

1. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
2. Principles and practices of general, fund, and government accounting, including financial statement preparation and methods of financial reporting;
3. Principles and practices of business computer user applications;
4. Applicable city, state and federal laws and regulations;
5. Organizational planning techniques, including staffing and goals and objectives and work standards development;
6. Laws regulating the investment of public funds;
7. Administrative principles and practices, including goal setting, program and budget development and implementation and employee supervision.

#### Skill in:

1. Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff;
2. Strong leadership and interpersonal relations;
3. Analyzing and making sound recommendations on complex financial data;
4. Planning, organizing and directing a wide variety of financial programs and activities;
5. Evaluating financial programs and providing recommendations for improvements;
6. Understanding, interpreting, explaining and applying city, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing;
7. Developing and implementing financial procedures and controls;
8. Performing complicated mathematical calculations;
9. Evaluating the earning potential of tax-exempt investments and directing investment activities;
10. Preparing clear, concise and complete financial statements, reports and other written materials;



## Classifications: Revision of Deputy Finance Director Classification

Page 4

11. Exercising sound, independent judgment within general policy guidelines;
12. Representing the City effectively in contacts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups;
13. Establishing and maintaining effective working relationships with all levels of City management and the City Council.
14. Plans, directs, and coordinates work performed by multiple work units, including accounting, payroll, audit, budget, purchasing, and business licenses.

### MINIMUM QUALIFICATIONS:

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

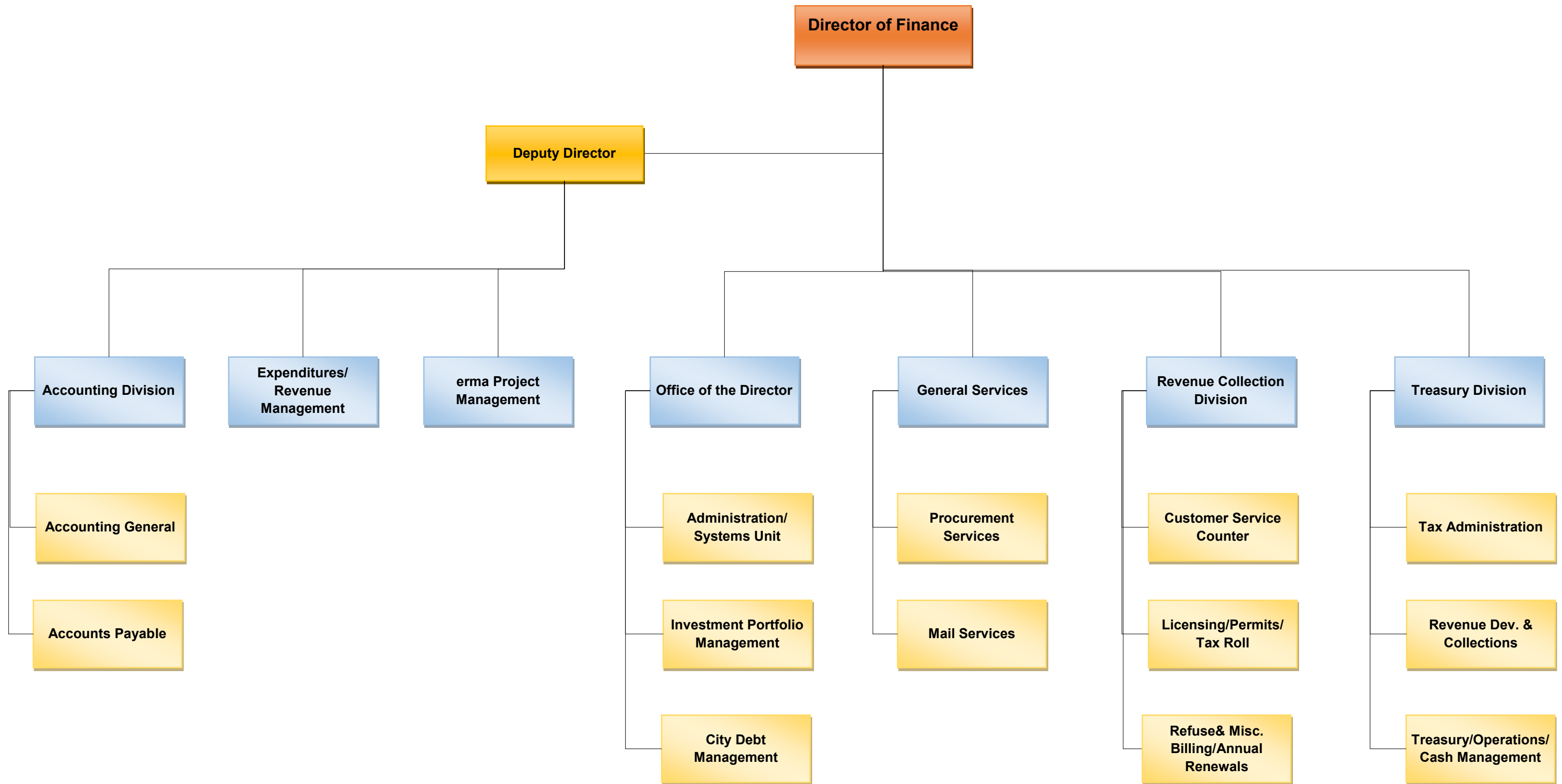
Equivalent to graduation from a four-year college or university with major coursework in accounting, business administration, finance or a closely related field and six (6) years of professional experience in accounting or financial management, of which at least two (2) years included the supervision of professional level staff. Related experience in a public agency and/or a master's degree in accounting or business administration is highly desirable.

### OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.

# Finance Organization Chart (Hi-Level)

December 2021





Human Resources Dept.

December 20, 2021

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director of Human Resources

Subject: Recommendation to Re-establish the Classification and Salary Range of Senior Engineering Inspector

## **BACKGROUND AND CLASSIFICATION**

At the request of the PEU Local One Union to review the operational needs of a Senior Engineering Inspector, the City's Engineering Division reviewed the request and determined there was an operational need to re-establish the position. The City reviewed the classification and made revisions. On November 20, 2021, a Meet and Confer meeting was held with the City and the Union and further revisions were discussed and a final classification specification was established.

The Engineering Division has a total of 39 current, full-time, employees (ten of these positions are currently vacant). The Engineering Inspector positions account for eight of the 39 positions in the Division.

The proposed Senior Engineering Inspector would reinstate a position that would provide additional oversight of the day to day activities of subordinate Engineering Inspectors. It will also provide a promotional opportunity for current employees and could help with employee retention.

## **DISCUSSION**

The Engineering Inspectors provide assistance with management of capital improvement projects, permitting, inspection of private and utility contract work, management of the private sewer lateral program. The major aspect of a large number of the Engineering Inspector staff are assigned to issuing permits and inspecting construction work being performed under a permit.

There is a current need to have a Senior Engineering Inspector in the permitting group that can take on a supervisory role and assign permit issuance and inspections on a day to day basis. A Senior Engineering Inspector would be in a better position to monitor the

workflow and review the more difficult permit applications such as the regulatory requirements and timelines related to small cell antenna permit applications.

Therefore, staff recommends that the Personnel Board re-establish the Senior Engineering Inspector classification to enable the Engineering Division to function more efficiently and provide improved services to the community.

### **SALARY**

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

After considering the internal relationships among classifications, staff is recommending a monthly salary range of \$8,575.29 - \$10,329.71.

### **RECOMMENDATION**

1. The Personnel Board is requested to approve the following:

Re-establish the Senior Engineering Inspector classification effective December 6, 2021.

### **Attachments:**

- A. Senior Engineering Inspector Classification Specification
- B. Organization Chart

cc: Andrew Brozyna, Deputy Director Public Works  
Cecil Lopez, Associate HR Analyst



CITY OF BERKELEY  
Established Date: XXXX

Class Code:  
3174

## Senior Engineering Inspector

Bargaining Unit: PEU Local One

### SALARY RANGE

\$49.47 - \$59.59 Hourly  
\$3,957.82 - \$4,767.56 Biweekly  
\$8,575.29 - \$10,329.71 Monthly  
\$102,903.42 - \$123,956.56 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision of the Supervising Civil Engineer, organizes, assigns and reviews the work of staff engaged in the performance of engineering inspections of public and private construction projects and permits issued by the Engineering Division; interprets City details, and specifications to ensure compliance with approved and permitted construction work; ensures compliance with municipal code; oversees day to day inspection logs, and maintenance/restoration work in the City's right-of-way; provides input and recommendations for improving the inspection and permitting process; performs related work as assigned

#### CLASS CHARACTERISTICS

This is a lead-level class with responsibility for assigning, reviewing and coordinating the work of Engineering Inspectors in addition to performing the more complex inspections on a variety of construction projects, including streets, sidewalks, sanitary sewers, storm drains, underground pipes and conduits and other public works structures. It is distinguished from the Engineering Inspector class by the responsibility to provide technical and functional supervision, the performance of the more complex inspections, compiling and maintaining inspection record data of the engineering/utility permits, and overseeing the inspection process from design to completion.

### 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.

## Classifications: Re-Establish the Senior Engineering Inspector Classification

### Page 2

1. Plans, prioritizes, leads, reviews and participate in the work of staff assigned to perform construction inspections, and issuance of permits;
2. Develops schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner;
3. Participates in evaluating the activities of staff, recommending improvements and modifications;
4. Assigns and reviews day to day duties and permit inspection responsibilities to subordinate staff as assigned;
5. Responds to inquiries and complaints from contractors, applicants, other City staff, and the public regarding inspection functions and construction activities;
6. Compiles and maintains detailed records and statistics of work activities such as issuance and inspection record data of engineering and utility permits and compiles information into reports in support of the Department;
7. Inspects all types of public works construction projects, such as sidewalks, driveways, sewer mains and lateral installations, curbs and gutters, retaining walls, earthwork, marina facilities, street excavation and patchwork, street paving and drainage facilities to determine compliance with contract specifications, state laws and local ordinances;
8. Maintain familiarity with federal, state, and local laws and rules that affect permitting and inspections performed by the Engineering Division;
9. Provides input and recommendations for modifications to existing and new policies, procedures, software, and technology, related to permitting and inspections performed by the Engineering Division;
10. Meets with other agencies, contractors, and City staff as required for permitting and inspections performed by the Engineering Division;
11. Provides input, recommendations, and supporting documentation related to establishment and updating of permitting fees and charges;
12. Prepares project update reports; maintains necessary field records including sketches, photographs, survey work, drafting, narrative notes, and enters information into permitting software;
13. Prepares and recommends change orders and progress payments for construction projects;
14. Meets and confers with representatives of utility companies, contractors, public agencies and the general public;
15. Makes on-site accident investigations and posts locations scheduled for repair;
16. Uses inspection equipment such as levels, tape measures, thermometers;
17. Appears as expert witness in court for accident investigations related to public works facilities;
18. Processes and issues permits;
19. Prepares as-built drawings of inspected projects and updates inspection records;
20. Operates electronic measuring, data collection and data processing equipment;
21. Reviews plans and permit application documentation to ensure compliance with standard details, stand specifications, Berkeley Municipal Code, and construction practices for typical types of Public Works permits and construction.
22. Performs related duties as assigned.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

## **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. Techniques of lead direction, including planning, assigning and monitoring work and assisting in evaluation of assigned crew members.
2. Surveying principles and practices, field engineering practices and basic design criteria;
3. Techniques and instruments of mechanical drawing and plan reading;
4. Standard construction practices, including methods, specifications, materials and equipment;
5. Relevant state and local laws, ordinances, regulations and codes;
6. Principles, methods, materials, and equipment required for safe work practices in construction zones;
7. Mathematics, algebra and trigonometry, including fractions, decimals and logarithms;
8. Principles and practices of construction inspection and materials testing;
9. Computer applications software used with standard desktop applications such as Microsoft Word, Microsoft Excel and related software programs and systems related to inspection work.

Ability to:

1. Providing technical and functional supervision over assigned staff; effectively train staff;
2. Reading and interpreting drawings, plans and contract specifications;
3. Keeping clear, accurate and concise records and field sketches;
4. Calculating volumes and quantities;
5. Interpreting and enforcing a variety of codes, ordinances and special requirements related to construction work;
6. Provide advice and assistance on construction inspection matters;
7. Writing clear, accurate and concise technical reports and correspondence;
8. Communicating tactfully and effectively with the public, property owners, contractors, and a variety of others encountered in the course of the work;
9. Making accurate mathematical calculations related to inspection and permitting work.

## **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school, supplemented by completion of a course in construction inspection and four (4) years of experience in engineering, construction or construction inspection, including surveying and drafting, one (1) year of which were at a level comparable to the classification of Engineering Inspector. College-level coursework in construction inspection may be substituted for the experience on a year-for-year basis to a maximum of two (2) years.

## **OTHER REQUIREMENTS:**

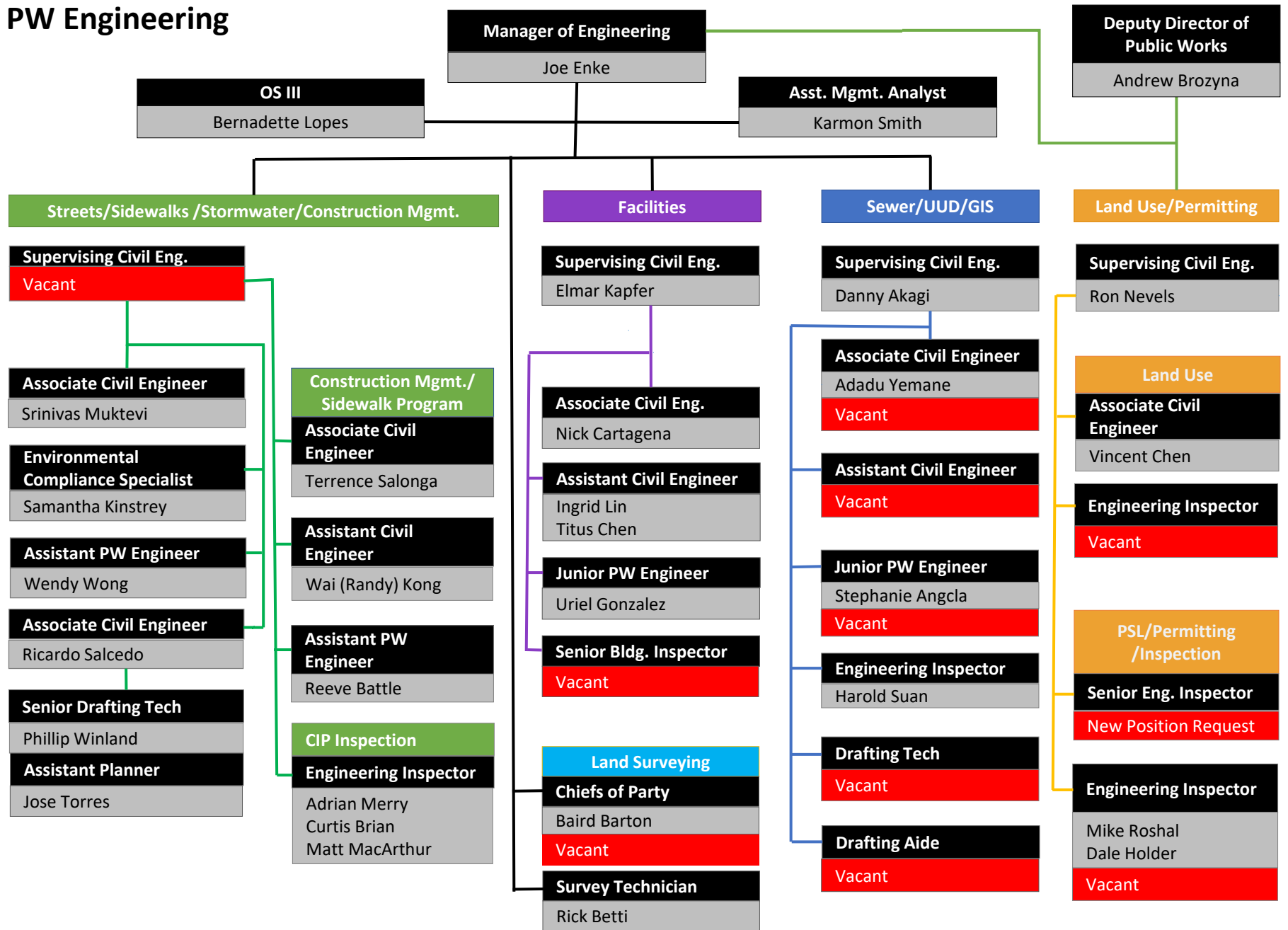
Must possess a valid California driver's license and have a satisfactory driving record. Possession of a valid Construction Inspectors Certificate issued by the State Department of Consumer Affairs is desirable. Must be willing to work outdoors in a variety of climatic and topographic conditions.

**CLASSIFICATION HISTORY:**

Established: xx/xx  
Local One PEU  
Exempt



# PW Engineering





Human Resources Dept.

December 20, 2021

To: Members of the Personnel Board  
From: Donald E. Ellison, Interim Director of Human Resources  
Subject: Recommendation to Revise the Minimum Qualifications for Mechanic

## **BACKGROUND**

Joy Brown, Operations Manager and SEIU 1021 Maintenance and Clerical Union had a Meet and Confer on September 22, 2021 to update the classification and revise the minimum qualifications. The Union agreed to revise the Mechanic classification minimum requirement to “Must obtain a valid California class “B” driver’s license and have a satisfactory driving record before completing the probation period, instead of at time of hire. A valid class EU smog license was changed to preferred instead of as a condition of completing probation.

## **RECOMMENDATION**

The Personnel Board is requested to approve the following:

1. Revise the Mechanic classification and minimum qualifications effective December 6, 2021.

## **Attachments:**

- A. Mechanic classification with revisions
- B. Corporation Yard Organizational Chart

cc: Liam Garland, Director of Public Works  
Joy Brown, Public Works Operations Manager  
Cecil Lopez, Associate Human Resources Analyst



Class Code:  
5304

## Mechanic

Bargaining Unit: Service Employees International Union, Local  
1021 (Maintenance & Clerical)

CITY OF BERKELEY  
Established Date: March 1, 2000  
Revision Date: ~~October 13, 2008~~ December 6, 2021

### SALARY RANGE

\$43.30 - \$45.90 Hourly  
\$3,464.00 - \$3672.00 Biweekly  
\$7,505.33 - \$7,956.00 Monthly  
\$90,064.00 - \$95,472.00 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision, maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, other vehicles, small gasoline engines and similar equipment; operates a variety of hand, power and shop tools; performs related work as assigned.

#### CLASS CHARACTERISTICS

Mechanic is the skilled, journey level class of the series. Under general supervision, incumbents perform the full range of assigned duties. This class is distinguished from Mechanic Lead which is the working lead level of the series, and from Mechanic Supervisor which is the first level supervisor of the series.

### EXAMPLES OF DUTIES:

The following list of duties describes 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.

1. Diagnoses and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, gaskets, etc.;
2. Diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring, switches, batteries, and radiators, thermostats, water pumps, etc.;
3. Diagnoses, repairs and overhauls power transmission systems including such parts as clutches, automatic and standard transmissions, differential units, gears, bearings, universal joints and hydraulic units;
4. Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take off equipment, makes oral and written reports of work performed, estimates labor, material and equipment required to complete assignments, repairs and adjusts steering mechanisms and other controls, checking and aligning wheels;
5. Repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxy acetylene welding equipment;
6. Road tests vehicles; drives trucks or equipment as required;

7. Diagnoses engine electronic computer using diagnostic scope;
8. ~~May perform Smog-smog~~ checks and ~~certifies-certify~~ vehicles.;
9. Performs preventive maintenance work on construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment;
10. Reads and interprets manuals, drawings and specifications;
11. Maintains and repairs small gasoline engines and similar equipment found on mowers, chain saws, etc.;
12. Completes forms and keeps accurate maintenance records ~~utilizing software~~;
13. Modifies and fabricates new parts for truck bodies and similar equipment;
14. Installs and repairs power take off equipment such as small electric cranes, hoists and small hydraulic lift equipment;
15. May direct and instruct other employees in the work;
16. Ensures proper safety ~~and environmental~~ precautions are observed;
17. May perform general preventative maintenance such as tire replacement and repair, balancing, replacing hoses, performing tune ups, may clean vehicles;
18. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel, ~~electric,~~ and gasoline powered vehicles and equipment;
2. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field;
3. Safe work methods and safety regulations pertaining to the work.

Skill in:

1. Diagnosing and repairing a wide variety of diesel and gasoline powered vehicles and equipment and related equipment;
2. Operating and maintaining a variety of hand, power and shop tools and equipment used in the work;
3. Understanding and following oral and written instructions;
4. Estimating necessary materials and equipment to complete assignments;
5. Exercising independent judgment and initiative without close supervision;
6. Preparing basic records and reports;
7. Reading and interpreting manuals, specifications and drawings;
8. Shop mathematics;

9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

### **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school and three (3) years experience at a journey level in the maintenance and repair of vehicles or heavy construction equipment. Course completion in appropriate trade school or technical coursework in diesel or gasoline powered mechanics leading to journey certification can be substituted for up to one (1) year of the required experience.

### **OTHER REQUIREMENTS**

~~Must possess a valid class "B" California driver's license and have a satisfactory driving record.~~ A class "A" driver's license is desirable. Must obtain a valid California class "B" driver's license and have a satisfactory driving record before completing the probationary period. Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds; requires availability to work evening and weekend shifts; ~~and must possess a~~ valid Class EU smog license and ASE Certification are preferred as a condition of completing probation.

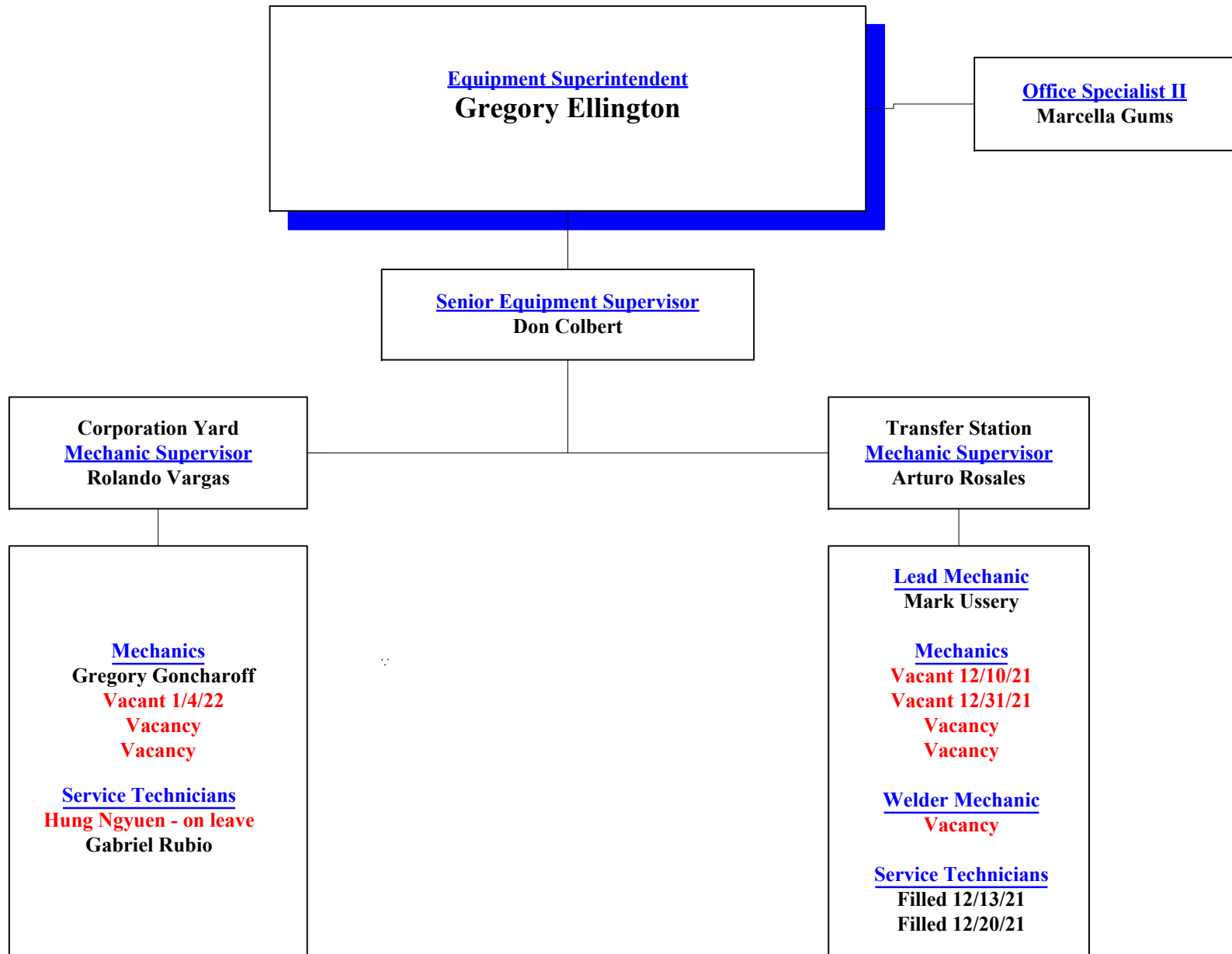
### **CLASSIFICATION HISTORY:**

Established: 12/88

Revised: 10/90

Revised: 03/00

# PUBLIC WORKS DEPARTMENT Equipment Maintenance





Human Resources Dept.

December 20, 2021

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director of Human Resources

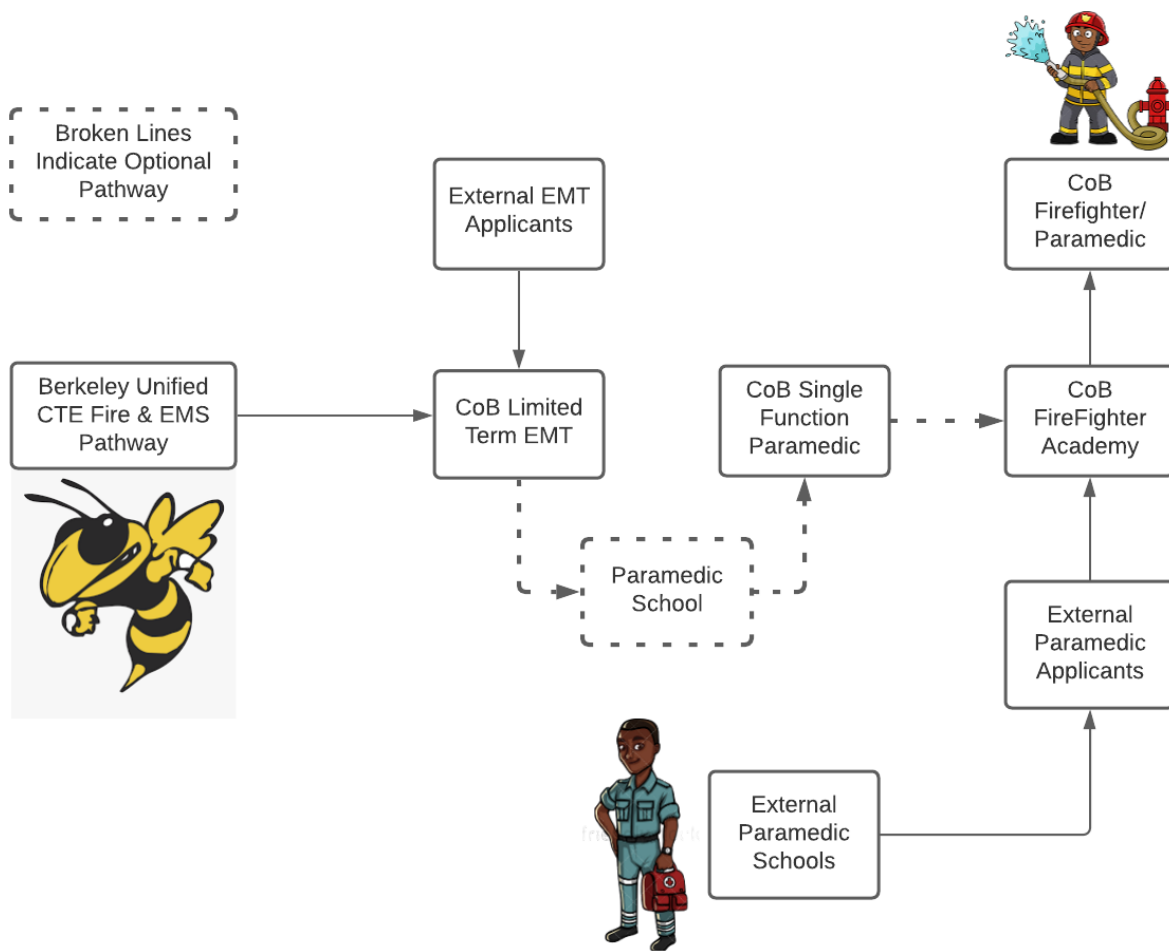
Subject: Recommendation to Establish the Classifications Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and Revise the Classification of EMS Advisor

## **BACKGROUND AND CLASSIFICATION**

Abraham Roman, Fire Chief (Chief), has requested that the City create the classifications of Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and revise the Classification of Emergency Medical Services Advisor.

With the passage of Measure FF in November of 2020 and some complimentary internal reconfigurations, the Fire Department (Department) will be redesigning the way it provides emergency medical service to the community. This will include providing a higher level of retrospective call audits and employee education, and replacing the firefighter/paramedics that currently staff the Cities ambulances with single function EMTs and Paramedics. The Department will also be deploying additional ambulances, some staffed at the basic life support (EMT) level with EMTs, which are more appropriate resource for low acuity calls.

Establishing these new EMS classifications, decoupled from the firefighter rank, will allow the organization to provide entry level jobs that are attainable to local youth graduating from the highly successful Berkeley Safety Training & Education Pathway (B-STEP) program at Berkeley Unified School District. This program begins in 11<sup>th</sup> grade with an A-G accredited science elective and then completes in 12<sup>th</sup> grade with a program that provides the education and ride along hours so students can obtain a California EMT license. B-STEP has been wildly popular and has attracted a diverse group of students in each cohort. The only missing piece have been local, attainable EMT and Paramedic careers. The Limited Term EMT and Single Function Paramedic classifications won't just provide a better, more cost-effective service to the community, but will also serve as the missing link to our local recruitment pipeline (see graphic, next page).



### LIMITED TERM EMT

EMT will become the entry level classification for the emergency medical services division within the fire department. The EMT classification is a recruitment pathway for the Department and the fire service more generally and thus, is limited to a three-year contract. This model has been used successfully in Departments within California. The EMT position will be aligned with B-STEP Community Technical Education (CTE) pathway that have been built inside the Berkeley Unified School District and other local educational institutions. Establishing the EMT classification will create opportunities in the Department that are more attainable to diverse workforce that is representative of the community it serves. Operationally, it will allow the Department to triage calls in the dispatch center and send the most appropriate transport resource to the call based on the patient's acuity.

### SINGLE FUNCTION PARAMEDIC

It is anticipated that Limited Term EMTs will be strong applicants for the position of Single Function Paramedics if they choose to apply. Single Function Paramedics will provide advanced life support services on the Cities ambulances and in other EMS functions as determined by the Department. Operationally, establishing this



classification will allow the Department to triage calls in the dispatch center and send the most appropriate transport resource to the call based on the patient's acuity.

## **EMERGENCY MEDICAL SERVICES QUALITY IMPROVEMENT & EDUCATION COORDINATOR**

This classification will manage the Departments Continuous Quality Improvement (CQI) program to include providing a higher level of retrospective call audits, data analysis and employee education. To recruit the right person for this critical job, the Department formed a labor management committee to research effective CQI programs throughout the State. The proposed modifications to this Classification include re-naming to Fire Department EMS Coordinator and modifications to the characteristics, duties, knowledge, abilities, minimum qualifications and pay that align it with comparable classifications in other jurisdictions.

### **SALARIES**

The Human Resources Department contracted with CPS HR Consulting to develop base salary recommendation based on comparable classifications in the Bay Area. CPS HR Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. Staff is recommending a proposed hourly salary range as follows, the official salary is under review.

<b>Classification</b>	<b>Range/Steps</b>
Limited Term EMT	\$20.00 - \$29.00
Single Function Paramedic	\$30.00 - \$45.00
Emergency Medical Services Quality Improvement & Education Coordinator	\$70.81 - \$80.77

### **RECOMMENDATION**

Therefore, the Personnel Board is requested to approve the following:

- Approve the creation of Limited Term Emergency Medical Technician (EMT) and Single Function Paramedic
- Approve the revisions and salary adjustment to the Emergency Medical Services Quality Improvement & Education Coordinator classification

Attachments:

- A. Limited Term Emergency Medical Technician (EMT)
- B. Single Function Paramedic
- C. Emergency Medical Services Quality Improvement & Education Coordinator
- D. Org Chart

cc: Abraham Roman, Fire Chief  
Amani Manning, Human Resources Technician

## **LIMITED TERM EMERGENCY MEDICAL TECHNICIAN (EMT)**

### **DEFINITION:**

Under general supervision, responds to medical emergencies, and other emergency and non-emergency situations, and takes appropriate action; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a single level class in emergency medical services where incumbents learn and eventually independently perform all duties required to effectively respond to emergency medical situations at the basic life support level. Incumbents may be assigned to an ambulance or other specialized response unit typically in two-person crews. This class is distinguished from Paramedic in that the latter class is fully qualified to provide medical care at the advanced life support level in addition to the basic life support level.

### **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. Provides first responder medical emergency care at the basic life support level as defined by the State of California and Alameda County;
2. Operates ambulances and other department vehicles;
3. Operates within applicable federal, state county and city laws, regulations and guidelines including the Health Insurance Portability and Accountability Act (HIPAA);
4. Completes accurate and thorough documentation of patient care;
5. Cleans, services, and ensures operational readiness of apparatus and equipment;
6. Participates in training and maintains/improves skills;
7. Participates in various staff support assignments including but not limited to: maintenance of stations, apparatus and other facilities and performs scheduled inspections of departmental equipment;
8. Works with the community in a variety of educational, public relations, and service programs;

9. Present in a professional manner and demonstrates behavior in accordance with state, county and city policies;
10. May serve in higher level classifications on a relief basis;
11. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;
12. May be required to provide vaccinations;
13. May function in related medical capacities during public health emergencies;
14. Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

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

Knowledge of:

1. Basic principles and practices of emergency medical care at the basic life support level;
2. Safety practices and precautions pertaining to the work;
3. Applicable federal, state, county and City regulations, practices and procedures;
4. Medical terminology and documentation.

Ability to:

1. Provide first responder emergency medical response at the basic life support level
2. Safely operate emergency apparatus and equipment;
3. Follow oral and written directions;
4. Establish and maintain effective working relationships with those encountered in the course of the work;
5. Maintain accurate records and prepare clear and concise reports, and other written materials;
6. Remain calm, make sound decisions, and respond appropriately in emergency situations;
7. Maintain physical fitness consistent sufficient to perform the work to established standards;
8. Communicate clearly and concisely, orally and in writing.

### **MINIMUM QUALIFICATIONS – BY DATE OF APPLICATION**

- Graduation from high school or GED equivalent
- Valid California EMT License

- Valid California Driver's License with a satisfactory driving record
- Current American Heart Association CPR for the Healthcare Provider card
- Proof of vaccination to include: COVID-19, Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

#### **MINIMUM QUALIFICATIONS – BY DATE OF APPOINTMENT**

- Successful completion of background investigation including a Livescan;
- Successful completion of physical ability exam according to the specifications of the fire department.

#### **OTHER REQUIREMENTS**

Must be able to travel within and outside the City of Berkeley to meet the program needs and to fulfil job responsibilities. The incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record.

Must be willing to maintain facial hair in such a manner as to ensure proper fitting and operation of Cal-OSHA compliant N95 and P100 particulate respirators.

Must be willing to work shifts as structured in the Fire Department. Must successfully complete on-going assessment of health and wellness as required by the City.

Employees in the position are employed on a limited term basis, which allows for a maximum of 36 months of full-time employment. During this time, the EMTs may request to transition to part time/per diem employment for a maximum of 24 months to attend a fire academy, paramedic school or education in a related field and return to a full time schedule to complete the 36 month full time employment contract. The total employment period will not to exceed a period of 60 months.

#### **CLASSIFICATION HISTORY**

Title: Limited Term Emergency Medical Technician

Classification Code: TBD

Established: December 20, 2021

FLSA Status: Non-Exempt

Admin Leave / Overtime: Overtime

Representation Unit: B

Probationary Period: 2 years

Workers' Comp Code:

## **PARAMEDIC**

### **DEFINITION:**

Under general supervision, responds to medical emergencies, and other emergency and non-emergency situations, and takes appropriate action; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is the journey level class, fully competent to perform responsible to provide emergency medical services response, performing all duties required to effectively respond to emergency medical situations at the advanced life support level. Incumbents may be assigned to an ambulance or other specialized response unit typically in two-person crews.

### **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. Provides first responder medical emergency care at the advanced life support level as defined by the State of California and Alameda County;
2. Operates ambulances and other department vehicles;
3. Operates within applicable federal, state county and city laws, regulations and guidelines including the Health Insurance Portability and Accountability Act (HIPAA);
4. Completes accurate and thorough documentation of patient care;
5. Cleans, services, and ensures operational readiness of apparatus and equipment;
6. Participates in training and maintains/improves skills;
7. Participates in various staff support assignments including but not limited to: maintenance of stations, apparatus and other facilities and performs scheduled inspections of departmental equipment;
8. Works with the community in a variety of educational, public relations, and service programs;
9. Presents in a professional manner and demonstrates behavior in accordance with state, county and city and department policies;
10. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;

11. May be required to provide vaccinations;
12. May function in related medical capacities during public health emergencies;
13. Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

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

Knowledge of:

1. Principles and practices of emergency medical care at the basic and advanced life support levels;
2. Safety practices and precautions pertaining to the work;
3. Applicable federal, state, county, City and department regulations, practices and procedures;
4. Medical terminology and documentation.

Ability to:

1. Provide first responder emergency medical response at the advanced life support level;
2. Safely operate emergency apparatus and equipment;
3. Follow and provide oral and written directions;
4. Establish and maintain effective working relationships with those encountered in the course of the work;
5. Maintain accurate records and prepare clear and concise reports, and other written materials;
6. Remain calm, make sound decisions, and respond appropriately in emergency situations;
7. Communicate clearly and concisely, orally and in writing;
8. Maintain physical fitness consistent sufficient to perform the work to established standards;
9. Maintain Alameda County accreditation

### **MINIMUM QUALIFICATIONS – BY DATE OF APPLICATION**

- Graduation from high school or GED equivalent
- Valid California Paramedic License
- Valid California Driver's License with a satisfactory driving record

- Current American Heart Association CPR for the Healthcare Provider, ACLS, PALS, PHTLS/ITLS (or equivalents as determined by the Fire Chief) cards
- Proof of vaccination to include: COVID-19, Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

#### **MINIMUM QUALIFICATIONS – BY DATE OF APPOINTMENT**

- Successful completion of background investigation including a Livescan;
- Successful completion of physical ability exam according to the specifications of the fire department.

#### **OTHER REQUIREMENTS**

Must be able to travel within and outside the City of Berkeley to meet the program needs and to fulfil job responsibilities. The incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record.

Must be willing to maintain facial hair in such a manner as to ensure proper fitting and operation of Cal-OSHA compliant N95 and P100 particulate respirators.

Must be willing to work shifts as structured in the Fire Department. Must successfully complete on-going assessment of health and wellness as required by the City.

#### **CLASSIFICATION HISTORY**

Title: Paramedic

Classification Code: TBD

Established: December 20, 2021

FLSA Status: Non-Exempt

Admin Leave / Overtime: Overtime

Representation Unit: B

Probationary Period: 2 years

Workers' Comp Code:

## EMERGENCY MEDICAL SERVICES ~~ADVISOR~~ QUALITY IMPROVEMENT & EDUCATION COORDINATOR

### DEFINITION

Under supervision of an Assistant Fire Chief in charge of ~~Training and/or~~ Emergency Medical Services (EMS), advises fire department personnel on training and pre-hospital medical services, and participates in the emergency medical response pre-hospital care program; performs related work as assigned.

### CLASS CHARACTERISTICS

This non-sworn classification is responsible for overseeing the fire departments and fire/ems dispatch quality assurance (QA) and quality improvement program, this will include but is not limited to dispatch and emergency medical services. This classification This position holds the responsibility works ensures to ensure that the department's pre-hospital care emergency program meets the requirements set forth by federal law, state law and the Alameda County Emergency Medical Services District for response to medical emergencies.; Additionally, the holder of this position This classification will coordinates ~~these~~ services with ~~other agencies, hospitals and ambulance companies~~ relevant stakeholders to; provides case review, ~~quality control~~ and training to the department's ~~fire~~ personnel; ~~may supervise support staff in the preparation and analysis the of~~ EMS statistics and related data, ~~oversees adherence of~~ federal, state, local and city regulations for the department's narcotic program, and works closely with the department's personnel to provide a system of total quality management.

### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, organizes and administers a training program for ~~firefighter~~ personnel to maintain paramedic, Emergency Medical Technician ~~and Emergency Medical Technician Defibrillation (EMT-D)~~, including ~~Sudden Infant Death Syndrome (SIDS) and C~~ Cardiopulmonary Resuscitation (CPR) training in accordance with the American Heart Association, with the Alameda County Emergency Medical Services District and the State of California Emergency Medical statues; and ongoing and current issues with prehospital medicine;:-
2. Routes specific issues to appropriate supervisor~~s~~, tracks broad issues to inform ~~dept~~ department- training;:-



3. Represents the fire department while following up on significant EMS incidents and investigating evaluates Emergency Medical Service EMS complaints and concerns;
4. Coordinates training continuing education classes, which includes curriculum development, written and practical examinations, and development and maintenance of course completion and certification records;
- ~~5.~~ Develops and coordinates training and system delivery programs to improve individual and departmental response capabilities;
- ~~6.5.~~ 6. Coordinates the department's activities with base hospitals;
- ~~7.6.~~ 7. Coordinates and evaluates retrospective ~~medical control and "saved statistical data"~~ in order to provide statistical information required to identify and accomplish the goals of the fire department as they relate to Emergency Medical Services EMS;
- ~~8. Participate in and critique disaster training exercises to test pre-hospital elements of the City's emergency management programs;~~
- ~~9. Serves as the medical advisor for pre-hospital care in the fire department as requested; Consult directly with department's medical director.~~
- ~~10. May supervise support staff in the compilation of EMS statistical arrays and related data;~~
- ~~8.7.~~ 7. Coordinates activities with the Alameda County Emergency Medical Services District, its related committees and commissions, as well as other area medical services and the State Fire Service; and
- ~~8.12. Performs related duties as assigned.~~
- ~~9.8.~~ 8. Oversees and Participates in peer QI process;
- ~~10.9.~~ 9. May be required to provide vaccinations;
10. Develop reports, policies and procedures consistent with local, state and federal regulations;
- ~~16. Is able to provide direct observation in the field during 911 response of EMS personnel~~
11. Function as the departments Designated Infection Control Officer and oversees the infection control program under the supervision of a chief officer;
12. Coordinates related pilot programs the department undertakes; and
- ~~—~~ Performs related duties as assigned.
- ~~13. 19. Coordinate the departments field training program~~

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. Working knowledge of the fire department's roles and responsibilities as they relate to pre-hospital Basic Life Support and Advanced Life Support;
2. The legal environment that surrounds emergency medical services;
3. Emergency medical program management, training methodology and techniques;
4. Practices and techniques of case review, quality assurance systems review and data collection and analysis; and
5. Role that ~~emergency medical services~~EMS plays in the fire service to include what the fire service role has been in the past, what it is now, and where it is going.

Skill in and ability to:

1. Plan, organize and conduct an ~~emergency medical service~~EMS training and quality assurance plan;
2. Develop and maintain a cooperative working relationship with a variety of agencies, boards and commissions; and
3. Develop and implement program policies and procedures and to oversee, coordinate and teach ~~initial certification, continuing education and re-certification classes of Emergency Medical Technicians to include Defibrillation (EMT-D).~~
4. Word processing, database, project management and spreadsheet software such as accounting, calendaring, referral and project management systems, and the use of personal computing equipment; and
5. Basic business controls, budget methods, business ethics, basic arithmetic and data review and reconciliation techniques.

5.6. Understanding of ICS and ability to fill ICS positions

**MINIMUM QUALIFICATIONS:**

AT TIME OF APPLICATION:

- ~~A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to a Bachelors of Art degree in Health Science or related field from an accredited college or university,~~
- ~~plus two Four (4) years of clinical experience within the emergency medical field; Progressively responsible program management experience and management of a pre-hospital care Quality Assurance Program is desirable.~~
- Must have a paramedic certification or higher level of medical license;
- Must have a Basic Life Support (BLS - C) Instructor Certificate;

- Must maintain date certifications for Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Professionals (PEPP); Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) or their equivalents as determined by the Alameda County Emergency Medical Services District;

## **OTHER REQUIREMENTS**

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

It is highly desirable that candidates have experience in, or substantial knowledge of 911 dispatch quality assurance programing, experience in providing EMS continuing education and training to adult learners, and have management experience of a pre-hospital care Quality Assurance Program.

~~Must possess a paramedic certification or higher level of medical training and current licenses and certifications, for ICS 100, 200, 700, and 800 (?), Basic Life Support (BLS—C) Instructor Certificate; Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Professionals (PEPP); Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) or their equivalents as a condition of initial and continued employment.~~

## **CLASSIFICATION HISTORY**

Title: Emergency Medical Services ~~Advisor~~ Quality Improvement & Education Coordinator

Classification Code: 2094

Revised: December 20, 2021

Established: October 9, 2008

FLSA Status: Non-Exempt

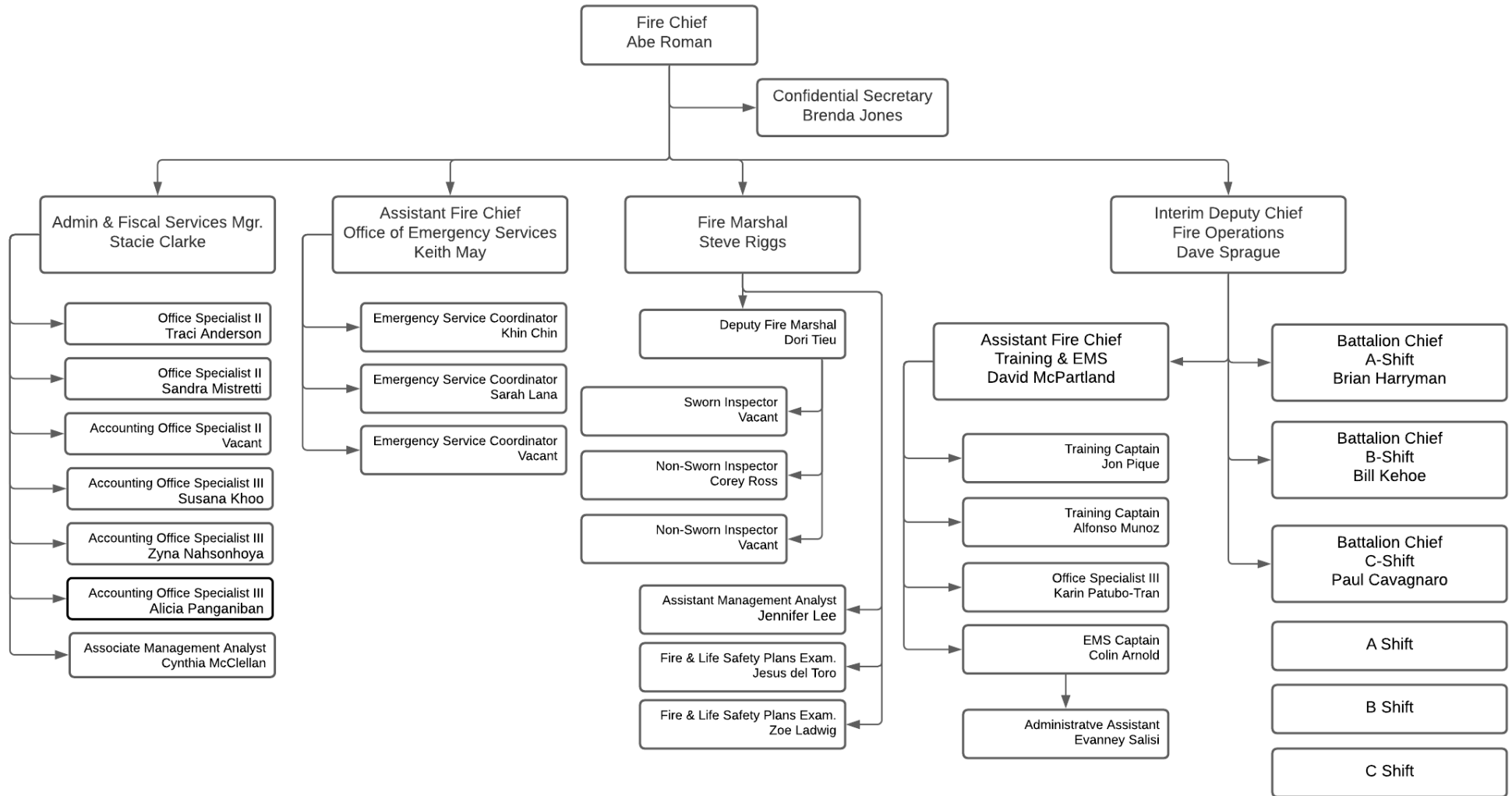
Admin Leave / Overtime: Overtime

Representation Unit: Public Employees Union, Local One

Probationary Period: 1 Year

Workers' Comp Code: TBD

Berkeley Fire Department, December 2021





Human Resources Dept.

December 20, 2021

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director of Human Resources

Subject: Recommendation to Revise the Classification of Assistant Fire Chief

### **ASSISTANT FIRE CHIEF**

This classification came before the Personnel Board on September 7<sup>th</sup>, 2021. Unfortunately, the wrong version of the classification document itself was presented that night and was missing one component of the minimum qualifications. While it was discussed by staff during their presentation, it was not included in the version presented to the Board for approval. It is coming back to you this evening with that one additional change reflected.

### **RECOMMENDATION**

Therefore, the Personnel Board is requested to approve the following:

1. Revise the Assistant Fire Chief Classifications

### **Attachments:**

- A. Assistant Fire Chief
- B. Fire Department Organizational Chart

## **ASSISTANT FIRE CHIEF**

### **DESCRIPTION:**

#### **DEFINITION**

Under general direction, oversees administrative work assignments, provides project management, supervises assigned personnel, establishes policies and procedures, creates and maintains program budget, and performs emergency response duties as required; performs related work as assigned.

#### **CLASS CHARACTERISTICS**

Positions in the class of Assistant Fire Chief work a non-shift assignment and have administrative and program management responsibilities in the areas of administration of department programs, including training, emergency medical services, dispatch, apparatus and facilities maintenance, prevention and inspection code compliance, investigations, public education, hazardous materials, and disaster planning. This class is distinguished from Battalion Chief, which supervises all fire operation shift activities. This class is distinguished from Deputy Fire Chief, which is a division head with overall responsibility for programs, policy, and operations of a major division of the Fire Department.

#### **EXAMPLES OF DUTIES:**

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Plans, directs, and manages the personnel and activities of a Division within the Fire Department; selects, trains, coaches, supervises, and evaluates subordinate supervisors and staff and may serve as the Division Manager of Emergency Medical Services, Training, Communications, Logistics, Wildland, or Plans;
2. Manages the training of personnel in all-risk prevention and emergency response methods and practices to increase effectiveness and efficiency; identifies education and training needs; schedules new training programs for new recruits and other personnel; conducts classroom and field instruction;
3. Manages and implements disaster preparedness, mitigation, recovery and response programs, and participates with regional disaster planning;
4. Attends and conducts various staff and departmental meetings and ensures that supervisors and subordinates are informed of significant events and scheduled activities;

5. Reviews and approves shift correspondence and reports;
6. May serve as a Duty Chief or provide Battalion coverage;
7. Serves on various departmental committees, and performs or oversees special studies and analyses related to methods, equipment, new developments, and departmental issues;
8. Serves on various City or County-wide departmental committees as a representative of the City of Berkeley or Fire Department;
9. Serves as secretary to various City Commissions;
10. Plans, prepares and coordinates development and submission of budget requests for the assigned division or area of responsibility, and monitors expenditures; participates in interviewing and selection of employees;
11. Prepares and maintains required reports and records as mandated by local, county, state, and/or federal requirements; serves as the department's Health Insurance Portability and Accountability Act (HIPAA) Officer;
12. Releases and interprets policies, directives, and personnel regulations, and ensures their consistent application across companies;
13. Conducts and participates in training; may personally perform a variety of fire suppression and medical treatment tasks in emergency situations;
14. Requisitions materials and approves purchases within delegated authorities; and
15. Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of supervision of a large group of employees through subordinate supervisors, including selection, training, coaching, evaluation, and discipline;
2. Administrative practices and methods including planning, delegation, and program implementation;
3. Principles, techniques, strategy, materials, and equipment used in fire suppression, investigation, and prevention including incident command and the statewide mutual aid program;
4. Principles and practices of providing emergency medical response at the advanced and basic life support levels;
5. Advanced principles and practices of budget preparation and administration;

6. Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects;
7. Applicable state and federal laws, codes, ordinances, and regulations;
8. Safety practices and precautions pertaining to the work;
9. Principles, practices, and procedures related to disaster preparedness and emergency education;
10. Principles and application of the Berkeley Municipal Code, State Fire Code, California Code of Regulations, or other references for application of duties and responsibilities;
11. Principles and practices of project analysis, cost estimating, and scheduling; and
12. Modern office procedures, and methods, including use of computers, related software and equipment.

Ability to:

1. Plan, organize, direct, and coordinate the work of supervisors, technical, and clerical personnel; delegate authority and responsibility;
2. Compile relevant data and prepare budget documents;
3. Analyze complex emergency response and operational problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
4. Interpret and implement goals, objectives, policies, procedures, work standards, and management controls;
5. Establish and maintain effective working relationships with those encountered in the course of the work;
6. Prepare clear and concise records, reports, correspondence, and other written materials;
7. Exercise independent judgment within general policy guidelines;
8. Prepare and analyze financial reports or budgets; and
9. Make oral presentations.

**MINIMUM QUALIFICATIONS:**

AT TIME OF APPLICATION

1. Must possess an A.A. or A.S. degree or higher from an accredited college or university or completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university.-
2. Two (2) years of full-time experience as a Captain and/or Battalion Chief in the Berkeley Fire Department.

BY COMPLETION OF PROBATION:



1. Successful completion of the Berkeley Fire Department Chief Officer Academy, or certificates of completion issued by the California Office of the State Fire Marshall (OSFM) for the one set of the following courses (a. or b.) or equivalents/replacements as determined by the OSFM:
  - a. California Fire Services Training and Education System (CFSTES) courses required for Chief Officer Certification, below, or
    - i. Fire Command 2A
    - ii. Fire Command 2B
    - iii. Fire Command 2C
    - iv. Fire Command 2D
    - v. Fire Command 2E
    - vi. Fire Management 2A
    - vii. Fire Management 2B
    - viii. Fire Management 2C
    - ix. Fire Management 2D
    - x. Fire Management 2E
    - xi. I-400
  - b. California Fire Services Training and Education System (CFSTES) courses required for Chief Fire Officer Certification:
    - i. Chief Fire Officer 3A: Human Resource Management, and
    - ii. Chief Fire Officer 3B: Budget & Fiscal Responsibilities, and
    - iii. Chief Fire Officer 3C: General Administration Functions, and
    - iv. Chief Fire Officer 3D: Emergency Service Delivery Responsibilities.
3. Fire Service Training and Education Program (FSTEP) Command and Control of the RIC Deployment or equivalent as determined by the Fire Department.

#### OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record. Must be willing to work shifts as structured in the Fire Department. Must be physically fit to participate in emergency response if needed.

#### **CLASSIFICATION HISTORY:**

Classification Code: 8147

Established: 1988

Revised: 2021-12-20

Revised: 2009-02-11

Revised: 2014-12-20

FLSA Status: Exempt

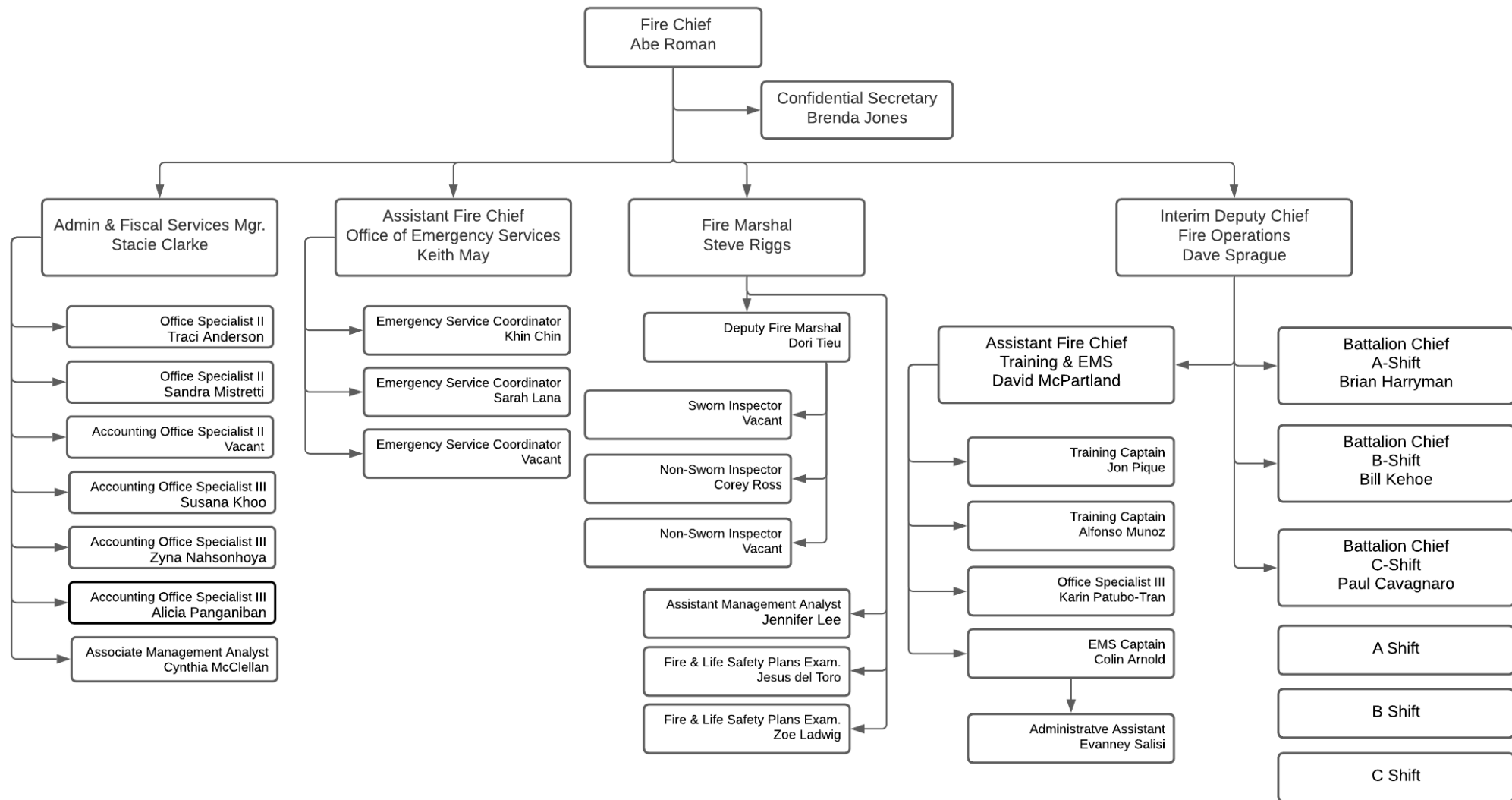
Admin Leave / Overtime: Admin Leave

Representation Unit: A

Probationary Period: 1 year

Workers' Comp Code: 7706

Berkeley Fire Department, December 2021





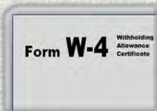
# FROM THE AUDITOR'S OFFICE

## NOTICE TO ALL EMPLOYEES

FROM THE PAYROLL AUDIT DIVISION OF THE AUDITOR'S OFFICE

### 2021 YEAR-END VERIFICATION and 2022 TAX RATES

This is the time of year to double check that your tax information is accurate and current. Please take a few minutes to read the following:



#### TAX WITHHOLDING STATUS

**FILING STATUS CHANGES:** If your filing status has changed since your last W-4 and/or DE-4 Forms were filed (married/divorced, gained/lost a dependent and/or exemption allowances have changed), this is the time to file amended W-4 (federal) and DE-4 (state) forms. Blank W-4 and DE-4 forms are available at [https://cityofberkeley.sharepoint.com/sites/city\\_auditor/Pages/EmplPayroll.aspx](https://cityofberkeley.sharepoint.com/sites/city_auditor/Pages/EmplPayroll.aspx) or you may contact Payroll Audit or your departmental payroll clerks to obtain blank forms.

**EXEMPT STATUS:** If you claimed "exempt" status on your W-4 and/or DE-4 form in 2021, please note that your exemption from taxes expires February 15, 2022. If you continue to qualify for exempt status and would like to claim exempt in 2022, you must complete both a new 2022 W-4 Form and a DE-4 Form by February 15, 2022. Without the new W-4 Form, your tax status will automatically be treated as if you had checked the box for Single or Married filing separately in Step 1(c) and made no entries in Step 2, Step 3, or Step 4 of the 2022 Form W-4 and your state tax status will also be changed to "Single-0" effective with the February 25, 2022, payday. Blank W-4 and DE-4 forms are available at [https://cityofberkeley.sharepoint.com/sites/city\\_auditor/Pages/EmplPayroll.aspx](https://cityofberkeley.sharepoint.com/sites/city_auditor/Pages/EmplPayroll.aspx) or you may contact Payroll Audit or your department to obtain blank forms.

#### W-2 MAILING VERIFICATION



Your name on your payroll check or direct deposit voucher MUST match your Social Security card. In addition, please verify the address on your payroll check or direct deposit voucher. The 2021 W-2 forms will be distributed by January 31, 2022. After you receive your 2021 W-2 form, please verify that your name and social security number printed on the form match your name and social security number printed on your social security card. This ensures the Social Security Administration is able to post your Medicare earnings. If you find a discrepancy, please contact your departmental payroll clerk or Payroll Audit.

#### 2020 FLOATING HOLIDAYS & 'ADMIN A' LEAVE ROLLOVER



Unused 2021 floating holidays and administrative leave balances will automatically roll over into vacation balances after the close of the pay period ending December 25, 2021. HOWEVER, the administrative leave roll-over CANNOT result in a vacation balance in excess of eight weeks, or 320 hours, including the floating holiday rollover. This means that if you have a vacation balance of 320 hours on December 31<sup>st</sup>, unused floating holidays will convert to vacation, but not the administrative leave.

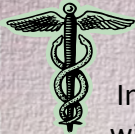
Please notify your departmental payroll clerk if you plan to use administrative leave between 12/26/21 and 12/31/21.

The 2022 floating holidays and admin leave accruals will be available January 1, 2022, and not before.

BERKELEY MATTERS • DECEMBER 3, 2021



## ADDITIONAL MEDICARE TAX ON EARNINGS OVER \$200,000



Individuals earning more than \$200,000 will pay an additional 0.9% Medicare tax on all wages over \$200,000. This additional tax only applies to wages above \$200,000. Thus, an employee who earns \$210,000 annually will pay Medicare tax of 1.45% on the first \$200,000, and Medicare tax of 2.35% on the remaining \$10,000.

More information is available at <http://www.paycor.com/cpacare/irs-releases-additional-medicare-tax-guidance>

## STATE DISABILITY INSURANCE

Effective January 1, 2022, the State Disability Insurance (SDI) taxable wage limit increases from \$128,298 to \$145,600. The SDI withholding rate for 2022 decreases from 1.20% to 1.10%. The maximum amount withheld from each employee increases from 1,539.58 to \$1601.60 per calendar year.



## 2022 MILEAGE RATE

The Internal Revenue Service has not announced the 2022 standard mileage rate for employees who use their personal vehicle for City business. The current rate is 56 cents per mile until December 31, 2021. You will be notified when the new rate is announced.



## DEFERRED COMPENSATION UPDATE



The 457 deferred compensation annual contribution maximum is increased from \$19,500 to \$20,500 for 2022. Participants age 50 and older may contribute an additional \$6,500 above the maximum \$20,500 limit for a total of \$27,000. The last three-year catch-up deferral is also increased to \$41,000 annually.

Benefited employees who wish to participate in any of the three deferred compensation pre-tax plans should call Empower at (866) 816-4400, Prudential at (415) 693-6016, and/or CalPERS at 1-888-713-8244 (x6).

Currently enrolled employees may change their contribution amount by completing a change form available at [https://cityofberkeley.sharepoint.com/sites/city\\_auditor/Pages/EmplPayroll.aspx](https://cityofberkeley.sharepoint.com/sites/city_auditor/Pages/EmplPayroll.aspx) or at the Payroll Audit Office at 2180 Milvia Street, 2<sup>nd</sup> Floor.

Contribution change forms received by the end of the month, take effect on the first check of the following month. Therefore, forms submitted by 12/31/21 will take effect on the 1/14/2022 paycheck.

If you have any questions about deferred compensation, please contact Heather Willis at 981-6785.

***Have a safe and happy holiday, and a joyous New Year!***



## PAY SCHEDULE • 2022



#	Pay Period			Payday
1	12/26/21	THRU	01/08/22	01/13/22 (Thu)
2	01/09/22	THRU	01/22/22	01/28/22
3	01/23/22	THRU	02/05/22	02/10/22 (Thu)
4	02/06/22	THRU	02/19/22	02/25/22
5	02/20/22	THRU	03/05/22	03/10/22 (Thu)
6	03/06/22	THRU	03/19/22	03/25/22
7	03/20/22	THRU	04/02/22	04/07/22 (Thu)
8	04/03/22	THRU	04/16/22	04/22/22
9	04/17/22	THRU	04/30/22	05/06/22
10	05/01/22	THRU	05/14/22	05/19/22 (Thu)
11	05/15/22	THRU	05/28/22	06/03/22
12	05/29/22	THRU	06/11/22	06/17/22
13	06/12/22	THRU	06/25/22	07/01/22
14	06/26/22	THRU	07/09/22	07/15/22
15	07/10/22	THRU	07/23/22	07/29/22
16	07/24/22	THRU	08/06/22	08/12/22*
17	08/07/22	THRU	08/20/22	08/26/22
18	08/21/22	THRU	09/03/22	09/09/22*
19	09/04/22	THRU	09/17/22	09/23/22
20	09/18/22	THRU	10/01/22	10/07/22
21	10/02/22	THRU	10/15/22	10/21/22
22	10/16/22	THRU	10/29/22	11/04/22
23	10/30/22	THRU	11/12/22	11/18/22
24	11/13/22	THRU	11/26/22	12/02/22
25	11/27/22	THRU	12/10/22	12/16/22
26	12/11/22	THRU	12/24/22	12/30/22

VTO days for the second half of the year have not yet been determined. When a payday falls on a VTO day or a holiday, checks will be issued a day early.

*\*These paydays are subject to be moved earlier depending on establishment of VTO days for FY23.*



## HOLIDAYS • 2022

<b>Dec 31<sup>st</sup>, 2021</b> (Fri)	New Year's Day (actual Jan 1st)
<b>Jan 17<sup>th</sup></b> (Mon)	Martin Luther King Jr.'s Birthday
<b>Feb 11<sup>th</sup></b> (Fri)	Lincoln's Birthday (actual Feb 12 <sup>th</sup> )
<b>Feb 21<sup>st</sup></b> (Mon)	Washington's Birthday
<b>May 20<sup>th</sup></b> (Fri)	Malcolm X's Birthday (actual May 19 <sup>th</sup> )
<b>May 30<sup>th</sup></b> (Mon)	Memorial Day
<b>June 20<sup>th</sup></b> (Mon)	Juneteenth (actual June 19 <sup>th</sup> )
<b>July 4<sup>th</sup></b> (Mon)	Independence Day
<b>Sept 5<sup>th</sup></b> (Mon)	Labor Day
<b>Oct 10<sup>th</sup></b> (Mon)	Indigenous Peoples' Day
<b>Nov 11<sup>th</sup></b> (Fri)	Veteran's Day
<b>Nov 24<sup>th</sup></b> (Thurs)	Thanksgiving Day
<b>Nov 25<sup>th</sup></b> (Fri)	Day after Thanksgiving Day
<b>Dec 26<sup>th</sup></b> (Fri)	Christmas Day





RGS is excited to add a new leadership academy level to our Training & Development program! The Management Leadership Academy is designed especially for agency managers and provides an immersive learning experience over 6 months. It helps build a broad skill set to address the challenges and complexities of managing in today's local government.

Our existing Academies continue to provide foundations of leadership, one for supervisors and managers at any level, the other for Lead and Senior-level positions. These courses teach core leadership skills that are an effective starting point on your leadership journey.

- **Virtual Management Leadership Academy, Starts February 24**
- **Virtual Supervisor/Manager Academy, Starts February 1**
- **Virtual Lead/Senior Academy, Starts February 17**

Visit our [Training & Development webpage](#) to learn more about all of our Training and Development Services.

## WINTER 2022 MANAGEMENT LEADERSHIP ACADEMY



Join a group of 18 managers in RGS' comprehensive, advanced academy aimed toward developing leadership competencies of local government managers! This Academy is designed for new or experienced managers in local government by trainers with extensive experience in all types of local agencies.

The Management Leadership Academy level focuses on the manager role as a strategic planner, goal-setter, and team manager. Managers translate Executive vision into outcomes and programs that drive local government services. The Academy frames these core concepts in the unique local government environment.

Academy elements include:

- 6-month program
- A leadership Assessment
- 6 one-on-one coaching sessions
- Live, Instructor-led sessions
- Panel discussions with experts
- Keynote speaker
- Networking opportunities
- Academy Resource Portal



**WINTER 2022  
MANAGEMENT LEADERSHIP  
ACADEMY SESSIONS/TIMELINE**

All sessions are on Thursdays from 8:30 am - 11:30 am, PST every two weeks unless otherwise noted.

Dates	Course Element
2/24/22 (Thurs)	Academy Kickoff
3/10/22 (Thurs)	Creating a Learning Organization
3/24/22 (Thurs)	From Strategy to Action: Planning the Work of your Team
4/7/22 (Thurs)	Making Better Decisions
4/21/22 (Thurs)	Applying Systems Thinking to Solve Problems and Capstone Project Kickoff
5/5/22 (Thurs)	Ace Your Next Board/Council Meeting
5/19/22 (Thurs)	Networking Session: Learning From Leaders' Successes and Failures
6/2/22 (Thurs)	Managing Remote/Hybrid Teams Plus the Post-Covid Organization Panel Session
6/16/22 (Thurs)	Navigating Difficult Conversations with Employees
6/30/22 (Thurs)	Building Influence Within the Organization and Beyond
7/14/22 (Thurs)	Managing Constant Change in Turbulent Times
7/26/22 (Tues*)	Panel Session: Repairing Local Agency Systems that Result in Inequities
7/28/22 (Thurs**)	Panel Session: Attracting and Retaining People in the Public Sector
8/11/22 (Thurs)	Capstone Summit

\* Note this panel discussion is on a Tuesday and runs from 10:00 am—11:30 am, PST

\*\*Note this panel discussion is on a Thursday and runs from 10:00 am-11:30 am, PST

To view details, flyers, and register, [click here](#)

**WINTER 2022 SUPERVISOR/  
MANAGER ACADEMY**



The Supervisor/Manager Academy level focuses on foundations of leadership, including the role of the leader, communicating effectively, and performance management. Open to any supervisor or manager level, the Academy frames these core concepts in the unique local government environment. It helps new or established supervisors and managers build trust, accountability, and effective work teams.

**WINTER 2022  
SUPERVISOR/MANAGER ACADEMY**

**Orientation:** Tuesday, January 25th  
10:00-10:45 am

**Dates:** Tuesday, February 1  
(must register by this date)  
Tuesday, February 15  
Tuesday, March 1  
Tuesday, March 15  
Tuesday, March 29  
Tuesday, April 12

**Time:** 8:30-11:30 am each day

To view details, flyer, and register, [click here](#)

## WINTER 2022 LEAD/SENIOR WORKER ACADEMY



The Lead/Senior-Level Academy focuses on many of the same concepts from our Supervisor/Manager level but from the lead/senior-level employee perspective. These roles often have to get work done with teams and co-workers without a formal authoritative role. This Academy shows leads how to contribute to a better work environment and performance and provide support to supervisors and managers.

### WINTER 2022 LEAD/SENIOR WORKER ACADEMY

**Orientation:** *Thursday, February 10*  
*10:00-10:45 am*

**Dates:** *Thursday, February 17*  
*(must register by this date)*  
*Thursday, March 3*  
*Thursday, March 17*  
*Thursday, March 31*  
*Thursday, April 14*  
*Thursday, April 28*

**Time:** *8:30-11:30 am each day*

To view details, flyer, and register, [click here](#)

---

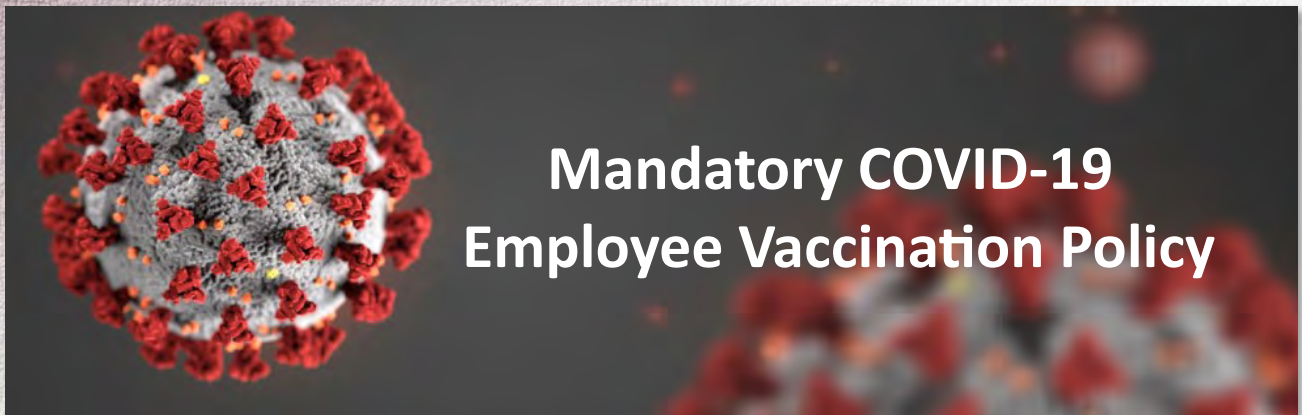


*RGS is a Joint Powers Authority established in 2002 to serve the needs of cities, counties, special districts, joint powers authorities, and other governmental entities throughout California. RGS works exclusively with public agencies, providing a ready source of support and consulting services to meet the needs of its partner agencies in a broad range of disciplines. Services include communications, human resources, strategic planning, municipal finance, training, and project management.*

### Information About RGS Services:

- [Classification and Compensation](#)
- [Disability and Leave Management](#)
- [Economic Development](#)
- [Emergency Management Services](#)
- [Finance](#)
- [Groundwater Sustainability Agencies](#)
- [Human Resources](#)
- [Land Use Planning and Regulatory Services](#)
- [Payroll](#)
- [Pooled Programs](#)
- [Recruitment Services](#)
- [Training & Development](#)
- [Transition Management](#)





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 using [JotForm](#) or by turning in a hardcopy version of the Self-Certification of COVID-19 Vaccine Status form 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](#).



## Virtual CalPERS Benefits Education Event

Learn how to make the most of your benefits.



Join us for a virtual  
**CalPERS Benefits Education Event**  
December 8 & 9

Learn about your benefits and ask questions at our upcoming virtual event with:

- Live, instructor-led classes with Q&A, including evening offerings
- **Ask the Experts** rooms hosted by CalPERS and partnering organizations

---

**Whether you're early through midway in your career or retirement's around the corner, it's important you understand all there is to know about your CalPERS benefits.**

**It's never too early to start planning for your financial future.**

---

### Live Classes

Our live, instructor-led classes cover your CalPERS retirement and health benefits, myCalPERS account, retirement options, along with specialized classes from Social Security and deferred compensation experts. Choose from class options customized to your career stage and enroll in class offerings that work for your schedule.

### Interact with Experts

Our experts will be available to answer your general questions about retirement, health benefits, purchasing service credit, and more. Use the chat feature or talk with our experts face-to-face via video.

**REGISTER [NOW](#)**





### **CITY COVID-19 SUPPLEMENTAL PAID SICK LEAVE DEADLINE EXTENDED TO DECEMBER 31, 2021**

Supplemental Paid Sick Leave (SPSL) benefits were provided to City employees beginning on January 1, 2021 and ending September 30, 2021. In accordance with Administrative Regulation 2.24: Administration of California COVID-19 Supplemental Paid Sick Leave, the leave hours were intended to provide paid time off for those employees who needed to take leave from work due to one of seven qualifying COVID-19 related reasons. SPSL leave hours expired on September 30, 2021, however, in response to the public health emergency created by the B.1.617.2 (Delta) variant and employee concerns about the expiration of the COVID-19 SPSL, the City of Berkeley will be voluntarily extending the deadline for City employees to use their existing SPSL leave balance until the end of the year. This extension of time does not provide additional leave. The pay codes will remain the same for SPSL hours accessed under the extended deadline. City of Berkeley employees can now continue to use their SPSL leave balance **through December 31, 2021.**



**California law requires** all employers of five or more employees to provide sexual harassment and abusive conduct prevention training for all full time, part-time, and temporary workers. These trainings help supervisors and staff understand

- ▶ What is harassment
- ▶ What is abusive conduct
- ▶ How to respond to and prevent harassment and abusive conduct in the workplace
- ▶ City of Berkeley's Harassment Prevention Policy.

Trainings are given by the City's EEO Officer, and are conducted virtually on Zoom. Proper training can help employees feel safe at work, and should help everyone understand the importance of a harassment-free workplace.

**The 2022 Training Calendar will be announced in the January 13<sup>th</sup> Berkeley Matters.** Employees should plan to attend ONE SESSION, which lasts one hour for staff, and two hours for supervisors. Resources will be provided.

Please email [redmond@cityofberkeley.info](mailto:redmond@cityofberkeley.info) to register for **one** of the following trainings. Login details will be sent by email the week before each session.

TRAINING COHORT	DATE	TIME
Supervisors	December 22 <sup>nd</sup>	<b>CANCELLED</b>





## UPCOMING CLASSES

**VTA TRAINING CALENDAR DOWN UNTIL FURTHER NOTICE: please refer to Berkeley Matters or contact [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) for any questions regarding upcoming training**

*To accommodate as we flex to recalibrate during the COVID-19 crisis, please note that the VTA training calendar will not be utilized. All Training announcements will be included in Berkeley Matters, and where possible, included in an Everyone Email. For questions, please contact [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) or your supervisor.*

*For staff who do not telework, and where possible, trainings will be recorded and/or structures put in place to accommodate appropriately. Please contact [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) to define.*

### New Manager / Supervisor Orientation



**2 days**

"New Supervisor Training" explores the transition from coworker to supervisor and presents the basics of supervision. New supervisors who have recently been promoted from line to supervisory staff are required to take "New Supervisor Training." This training is also a requirement for all new supervisors to the city of Berkeley.

#### **NEW SUPERVISOR ORIENTATION (2021 SCHEDULE)**

#### **DATES**

**Topic: New Supervisor Orientation**

**When: ~~Dec 21 and 22, 2021 • 8:30a-5p~~**

**CANCELLED**

### New Employee Orientation Schedule

**8 hours**

The goals of the New Employee Orientation are to educate the new employee about the governmental structure of this organization, the different departments and their functions, the general history and culture of Berkeley, important personnel policies, and the employee's role as a disaster worker. All new employees are required to attend a New Employee Orientation.

#### **DATES**

**Topic: NEW EMPLOYEE ORIENTATION**

**Time: TBA**

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

# CURRENT RECRUITMENTS

DEC 3, 2021 • PG 18

Application materials for these recruitments are available on-line ([www.cityofberkeley.info/jobs](http://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/HumanResources/Home/FrequentlyAskedQuestions.aspx](http://www.cityofberkeley.info/HumanResources/Home/FrequentlyAskedQuestions.aspx)

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
<b>Accounting Manager</b> (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	↑ COMPETITIVE ↓	\$60.83 to \$73.93	Continuous	
<b>Assistant Fire Chief</b>	To Establish a List		\$87.75 to \$96.54	Dec 7, 2021	Dec 21, 2021
<b>Behavioral Health Clinician I</b>	Vacancy		\$40.34 to \$47.31	Continuous	
<b>Behavioral Health Clinician II</b> (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	
<b>Civic Arts Coordinator</b> (req# 2021-00385E) (req# 2021-00386E)	Vacancy		\$46.36 to \$56.03	Nov 29, 2021	Dec 20, 2021
<b>Community Development Project Coordinator</b>	To Establish a List		\$48.94 to \$59.18	Nov 22, 2021	Dec 13, 2021
<b>Electrician</b> (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	
<b>Employee Relations Manager</b>	Resignation		\$62.87 to \$81.70	Dec 6, 2021	Dec 27, 2021



# CURRENT RECRUITMENTS (CONT'D)

DEC 3, 2021 • PG 19

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
<b>Epidemiologist</b>	Vacancy	↑ COMPETITIVE ↓	\$40.49 to \$49.21	Continuous	
<b>Fire Inspector (Sworn)</b>	To Establish a List		\$58.10 to \$64.05	Continuous	
<b>Firefighter Paramedic</b>	Vacancy		\$32.18 to \$40.54	Continuous	
<b>Firefighter Paramedic Lateral</b>	Vacancy		\$32.18 to \$40.54	Continuous	
<b>Information Systems Support Technician</b> (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00196E)	Promotion		\$35.49 to \$41.10	Nov 22, 2021	Dec 6, 2021
<b>Mechanic</b> (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	
<b>Mid-Level Practitioner</b> (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	
<b>Occupational Health and Safety Specialist</b> (Funded by Worker's Comp Fund #875 at 100%) (req# 2021-00078E)	Vacancy		\$44.48 to \$53.62	Continuous	
<b>Police Officer Lateral</b> (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
<b>Psychiatrist</b> (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
<b>Public Health Nurse</b> (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		

# CURRENT RECRUITMENTS (CONT'D)

DEC 3, 2021 • PG 20

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
<b>Public Safety Dispatcher II</b> (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy	COMPETITIVE	\$44.64 to \$48.45	Continuous	
<b>Registered Nurse</b>	Vacancy		\$50.18 to \$55.62	Continuous	
<b>Senior Systems Analyst</b> (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00322E)	Resignation		\$56.28 to \$68.56	Nov 29, 2021	Jan 14, 2022
<b>Supervising Public Health Nurse</b>	Vacancy		\$62.73 to \$73.65	Continuous	
<b>Deputy Fire Chief</b>	To Establish a List	PROMOTIONAL	\$93.35 to \$113.27	Nov 11, 2021	Dec 6, 2021
<b>Recreation Coordinator</b> (Funded by General Fund #010 at 100%) (req# 2021-00378E)	Vacancy		\$36.61 to \$42.50	Dec 6, 2021	Dec 20, 2021



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](http://www.cityofberkeley.info/jobs)

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
<b>Accountant II</b> (Funded by General Fund #010 at 100%) (req# 2021-00339E)	Resignation	Finance	Alyssa Loo @ 981-7335 or <a href="mailto:ALoo@cityofberkeley.info">ALoo@cityofberkeley.info</a>
<b>Accounting Office Specialist III</b> (Funded by Permit Service Center #833 at 72%, General Fund #010 at 13%, Unified Program (CUPA) #845 at 10%, Rental Housing Safety Program #375 at 5%)	Vacancy	Planning	Pankti Clerk @ 981-7462 or <a href="mailto:PClerk@cityofberkeley.info">PClerk@cityofberkeley.info</a>
<b>Associate Planner</b> (Funded by Permit Service Center #833 at 100%) (req# 2021-00392E) (req# 2021-00303E)	Resignation	Planning	Steven Buckley @ 981-7411 or <a href="mailto:StBuckley@cityofberkeley.info">StBuckley@cityofberkeley.info</a>
<b>Associate Planner</b> (Funded by Rent Stabilization Board #440 at 100%) (req# 2021-257E)	Transfer	Rent Board	Lief Bursell @ 981-4919 or <a href="mailto:LBursell@cityofberkeley.info">LBursell@cityofberkeley.info</a>
<b>Electrical Parts Technician</b> (Funded by Street Light Assessment District #470 at 50%, Special Gas Tax Improvement #369, Measure B—St & Road #391 at 25%) (req# 2021-00323E)	Retirement	Public Works	Joy Brown @ 981-6629 or <a href="mailto:EJBrown@cityofberkeley.info">EJBrown@cityofberkeley.info</a>
<b>Fire Captain II</b> (Funded by General Fund #010 at 100%) (req# 2021-00376E)	Promotion	Fire	Abe Roman @ 981-5500 or <a href="mailto:ARoman@cityofberkeley.info">ARoman@cityofberkeley.info</a>
<b>Mental Health Nurse</b> (Funded by Mental Health Service Act #063 at 100%) (req# 2021-00383E)	Resignation	HHCS	Nancy Gutierrez @ 981-7628 <a href="mailto:NGutierrez@cityofberkeley.info">NGutierrez@cityofberkeley.info</a>
<b>Senior Building Inspector</b> (Funded by Permit Service Center #833 at 100%) (RE# 2021-00390E)	Retirement	Planning	Alexander Roshal @ 981-7445 or <a href="mailto:ARoshal@cityofberkeley.info">ARoshal@cityofberkeley.info</a>



# VACANCIES ( PROMOTIONS • TRANSFERS • VACANCIES )( *CONT'D* ) DEC 3, 2021 • PG 22

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](http://www.cityofberkeley.info/jobs)

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
<b>Senior Electrical Supervisor</b> (Funded by General Fund #010 at 100%) (req# 2021-00319E)	Retirement	Public Works	Joy Brown @ 981-6629 or <a href="mailto:EJBrown@cityofberkeley.info">EJBrown@cityofberkeley.info</a>
<b>Supervising Civil Engineer</b> (Funded by Marina Operation/Maint #825 at 80%, Measure T1— Infra & Facilities #607 at 20%) (req# 2021-00266E)	Vacancy	PRW	Scott Ferris @ 981-6711 or <a href="mailto:SFerris@cityofberkeley.info">SFerris@cityofberkeley.info</a>
<b>Supervising Civil Engineer</b> (Funded by Special Gas Tax Improvement #369 at 70%, Measure B—Bike & Pedestrian #392 at 15%, Measure F—Alameda City VRF Street & Road #397 at 15%)	Vacancy	Public Works	Farid Javandel @ 981-7061 or <a href="mailto:FJavandel@cityofberkeley.info">FJavandel@cityofberkeley.info</a>



# HELLO'S & GOODBYE'S

DEC 3, 2021 • PG 23

TYPE	NAME	CLASSIFICATION TITLE	DEPT
<b>APPOINTMENTS</b>	██████████	<i>Assistant Planner</i>	Planning
	██████████	<i>Supervising Librarian</i>	Library
	██████████	<i>Auditor I</i>	City Auditor
<b>PROMOTIONS</b>	██████████	<i>Mechanic Lead</i>	Public Works
	██████████	<i>Field Representative</i>	Public Works
<b>RESIGNATION</b>	██████████	<i>Senior Management Analyst</i>	Rent Board
	██████████	<i>Information Systems Support Technician</i>	Information Technology
	██████████	<i>Library Aide</i>	Library
<b>RETIREMENT</b>	██████████	<i>Solid Waste Truck Driver</i>	Public Works

