

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: October 3, 2022 TIME: 7:00 P.M.**

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

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

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

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/85857935234?pwd=RFdwZ3YvQmM5ZFRzbVIET2JZNS9Jdz09>. 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: 858 5793 5234, Passcode: 222763.
To submit an e-mail comment during the meeting to be read aloud during public comment, email kcabrera@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply.

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on September 6, 2022
- V. Election of Vice Chair
- VI. Request for Extension of Temporary Animal Services Assistant

INFORMATION ITEMS:

- VII. Director's Report – Updates from HR Director – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. Adjournment

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

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

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD MINUTES
DATE: September 6, 2022 TIME: 7:00 P.M.

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

MEETING MINUTES

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

II. Roll Call

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

Members Absent: None

Staff Present: Donald Ellison (Interim Director of Human Resources); Dawud Brewer (Employee Relations Manager); Natasha Martinez, Jeneen Miller-Edenburg, Jessica Lewis, Katherine Cabrera (Human Resources); LaTanya Bellow (Deputy City Attorney); Andrew Brozyna (Deputy Director of Public Works); Farimah Brown (City Attorney); Brendan Darrow (Assistant City Attorney); Lisa Warhuus (Director of HHCS);

Public Attendance: 2

III. Public Comments

Kelly: Commissioner Lacey may change her Zoom name or host may change it

Mary: [Comments regarding Disability Services Specialist] Favor experience over degrees. Must have CASP and W3C Certification certifications; event, outreach, grant experience. Consider 2 part-time positions to make it accessible to people with hidden disabilities.

Cordell: The Personnel Board should consider a retreat to go over expectations for 2023. Approves the positions on the agenda.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on May 9, 2022.

Action: MSC: (Wenk/Gilbert) to approve the minutes of the meeting on May 9, 2022.

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

V. Election of Vice Chair

Action: MSC: (Gilbert/Wenk) to nominate Bob Dixon as Vice Chair.

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

VI. Recommendation to Revise the Classification and Salary Range of Disability Services Specialist

Action: MSC: (Dixon/Lacey) to approve the Recommendation to Revise the Classification and Salary Range of Disability Services Specialist with the understanding that the Disability Commission will be advised and their input in the hiring process will be sought.

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

VII. Recommendation to Establish the Classification and Salary Range of Diversity, Equity, and Inclusion Officer

Action: MSC: (Dixon/Wenk) to approve the Recommendation to Establish the Classification and Salary Range of Diversity, Equity, and Inclusion Officer with the correction to make the position exempt.

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

VIII. Recommendation to Establish the Classification and Salary Range of Assistant to the City Attorney

Action: MSC: (Lacey/Wenk) to approve the Recommendation to Establish the Classification and Salary Range of Assistant to the City Attorney.

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

IX. Recommendation to Revise the Deputy City Attorney I-III Classification and Establish Deputy City Attorney IV Classification and Salary Range

Action: MSC: (Dixon/Gilbert) to approve the Recommendation to Revise the Deputy City Attorney I-III Classification and Establish Deputy City Attorney IV Classification and Salary Range.

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

Abstains: None

Absent: None

X. Recommendation to Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range

Action: MSC: (Wenk/Dixon) to approve the Recommendation to Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range with the correction to make the position exempt.

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

Noes: None

Abstains: None

Absent: None

INFORMATION ITEMS:

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

XII. Copy of Berkeley Matters – Discussion Only

XIII. Adjournment 8:38 PM



Office of the City Manager

Date: September 16, 2022

To: Members of the Personnel Board

From: Amelia Funghi, Animal Services Manager

Subject: Request for Extension of Temporary Animal Services Assistant

I am requesting a six (6) month extension of the temporary appointment of Emily Dodson. Emily Dodson has been working as temporary, unbenefited Animal Services Assistant in Animal Services since March 14, 2022.

Animal Services employs 3.5 FTE Animal Service Assistants (ASA). At the present time, 1.0 FTE ASA has been on medical leave since June 2018, 1.0 FTE ASA is on modified duty that prevents him from performing his duties and 0.5 FTE ASA position is vacant. Two 1.0 FTE Animal Control Officers (ACO) are on modified duty and as a result, are prohibited from performing the duties of ASAs. Additionally, two 1.0 FTE ACO positions are vacant. This has left the shelter severely under-staffed and necessitates the use of temporary employees in order to provide basic care and husbandry to the average daily shelter populations of 51 animals. In addition to Ms. Dodson, Animal Services currently employs a second temporary Animal Services Assistant who was hired on December 14, 2021.

Ms. Dodson was hired on March 14, 2022 on a temporary basis at 40 hours per week in an effort to provide coverage and backfill for staff who are off work due to injury. I am requesting an extension of her 40 hours per week temporary appointment for up to an additional six months to end March 14, 2023 in order to maintain basic operations of animal services.

SENSATIONAL SEPTEMBER

BERKELEY MATTERS ● SEPTEMBER 9, 2022



September is the ninth month of the year in both the Julian and Gregorian calendars. It is one of four months with 30 days. The others are April, June, and November. In 2022, September starts on the first Thursday and ends on a Friday. **September marks the beginning of autumn in the northern hemisphere (and the start of spring in the southern).** Traditionally considered the month that marks transitions between seasons, it is often one of the most temperate weather-wise.

The sultry sepia and earth tones of September, mark the return of a more humdrum activity; **back to school**. Scores of youngsters head back to the tomes of academia. This year, it's even more poignant after the isolation of COVID.



Back to
School



September has one official holiday. It is **Labor Day**, which is the first Monday of the month no matter what date it falls on. Labor Day was originally designed to honor workers as part of the [American organized labor movement](#). Learn more [here](#)

There are **three official flowers** in the month of September and for those of us who appreciate nature's flora and fauna, take a gander at these beauties on your next nature walk while enjoying the cloudless, brilliant days



Forget-Me-Not: The small petals of the forget-me-nots resemble the ears of a mouse.

Morning Glory: The morning glory is a symbol of affection.



Aster: There are about 180 species of aster. The name comes from an Ancient Greek word meaning "star" based on the shape of the flower head.

Spectacular September Events in our very own Berkeley, CA



Did you know, that September in Berkeley is **HAPPENING?** If you are interested in arts, culture, or just getting outdoors, you'll find a favorite activity right here in our very own Berkeley, like:

25 GODDESS

SEPT



Sun, Sep 25, 4 – 7 PM
Berkeley Repertory Theatre
2025 Addison St, Berkeley, CA

And much more...

21 SEP Berkeley Old Time Music Conven
Wed, Sep 21 – Sun, Sep 25
Freight & Salvage, 2020 Addi...
Berkeley, CA



29 SEP Jack Johnson
Thu, 6:30 – 9:30 PM
The Greek Theatre, Hearst Gr...
Berkeley, CA



11 SEP Nine Inch Nails
Sun, 7 – 11 PM
The Greek Theatre, Hearst Gr...
Berkeley, CA



21 SEP The Berkeley Old Time Music Convention – Ronnie's...
Wed, Sep 21 – Sun, Sep 25
Berkeley, CA



Visit

<https://allevents.in/berkeley/september>
to discover Berkeley, CA happenings
in September!

Or for those of you who crave to do your part to meet one of the City of Berkeley's strategic plan goals (<https://berkeleyca.gov/your-government/our-work/strategic-plan>) specifically "Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment" join in for the Parks, Recreation & Waterfront sponsored activity "Coastal Clean Up" on Sept 17th!



Register for Coastal Cleanup Day on September 17th



Come clean the waterfront as part of a statewide effort to improve our waterways and learn how we can do so on a daily basis.

Join City staff, community groups, and volunteers from around Berkeley to help clean up trash and plastic pollution at local beaches, bays, and waterways during Coastal Cleanup Day.

Cleanup activities will take place from 9:00 am-12:00 pm, along various areas of the Berkeley Waterfront and Aquatic Park.

You can pre-register online as an individual or group, and register in person on the day of the event. All participants must fill out a waiver; youth under 18 must have a waiver completed by their legal guardian.

Register here: <https://secure.rec1.com/CA/berkeley-ca/catalog/index/f01b0dbfdcce46547fde328ab1227b8f?filter=c2VhcmNoPSZjYXRIZ29yeSU1QjEzMzAxJTVEPTE=>

September Seminal Month & Celebrations

But beyond the hustle and bustle of (mostly) **outdoor school days being really back again** and family, food, fun and fiesta on Labor Day, there are several noteworthy events in the month of September. Take a look.

Click on link(s) to learn more about each monthly commemoration:

- [Alopecia Areata Awareness Month](#)
- [Baby Safety Month](#)
- [Better Breakfast Month](#)
- [Classical Music Month](#)
- [Fall Hat Month](#)
- [Gynecologic Cancer Awareness Month](#)
- [Hispanic Heritage Month – September 15 to October 15](#)
- [Intergeneration Month](#)
- [International Update Your Resume Month](#)
- [Little League Month](#)
- [National Americana Month](#)
- [National Blood Cancer Awareness Month](#)
- [National Disease Literacy Month](#)
- [National Square Dance Month](#)
- [National Blueberry Popsicle Month](#)
- [National Chicken Month](#)
- [National Childhood Cancer Awareness Month](#)
- [National Childhood Obesity Awareness Month](#)
- [National Courtesy Month](#)

<https://nationaldaycalendar.com/september-monthly-observances/>

As you venture about in your day to day, how will you celebrate and commemorate? What stands out for you?

We'd love to hear from you! Have an idea, article or suggestion for highlight in Berkeley Matters? Write wparker@cityofberkeley.info and share your thoughts and insights and Carpe Diem!



Office of the City Manager

September 7, 2022

To: Honorable Mayor and Councilmembers
Department Directors

From: Dee Williams-Ridley, City Manager

Subject: POLITICAL ACTIVITY IN THE NOVEMBER 8, 2022 ELECTION

Please remind all the employees in your department of the standards applicable to partisan political activity by public employees. As public employees, we serve all of the people of Berkeley, and it is important to refrain from activities that may give an appearance of impermissible political bias in carrying out our official duties.

To promote and preserve the impartial character of City service, all City employees shall comply with the following standards:

1. Employees shall not engage in any political activity of any sort during working hours or on City property.
2. Employees shall not solicit contributions from other employees or from persons on employment lists, either during or after work hours.
3. Employees shall not participate in political activities of any kind while in uniform.
4. Employees shall not wear any costume, button, notice, or any other device that communicates a position on any local, county, state or federal candidate or ballot measure during working hours or on City premises.
5. No employee shall be listed by official position on any campaign literature, unless the campaign literature contains an explicit notation that any references to City titles are "for identification purposes only."
6. Employees shall not use any property, resource, or privilege provided by the City to support or oppose a local, county, state or federal candidate or ballot measure. This includes, but is not limited to, employee work time, computers, mobile devices, data, distribution lists, copiers, fax machines, typewriters, and other equipment.
7. City employees shall not make City property which is not otherwise available to the general public available for political activities.
8. City employees may respond to requests for information about ballot measures provided that their statements are limited to accurate, impartial and objective information to aid voters in understanding the effects of a ballot measure. However, City employees may not participate in a campaign event on City time, even if only to provide an impartial informational presentation.

While the First Amendment protects the rights of City employees to engage in political activity while off duty, employees should be mindful of the fact that Berkeley is a politically active community and that City employees may be quickly characterized as "political". Under these circumstances, it is particularly important for all of us to avoid any appearance of political bias in our official duties.

This memorandum provides general guidelines regarding political activities by City employees and is not a substitute for legal advice. Please contact the City Attorney's office in advance with any questions related to employee participation in political activities. Thank you for your cooperation in reaching this goal.

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

Prevention of Slips, Trips, and Falls

Why is prevention of slips, trips and falls important?



In Canada over 42,000 workers get injured annually due to fall incidents. This number represents about 18% of the "time-loss injuries" that were accepted by workers' compensation boards or commissions across Canada (based on statistics from Association of Workers' Compensation Boards of Canada, 2016).

How do falls happen?

Statistics show that the majority (67%) of falls happen on the same level resulting from slips and trips. The remaining 30% are falls from a height. This document will summarize information on "falls on the same level" (slips and trips). Falls from an elevation, such as falls from ladders, roofs, down stairs or from jumping to a lower level, etc., is discussed in the [Safety Belts, Harnesses, and Lanyards](#) document since each type of fall requires different features in a fall prevention program.

Slips

Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- wet or oily surfaces
- occasional spills
- weather hazards
- loose, unanchored rugs or mats
- flooring or other walking surfaces that do not have same degree of traction in all areas

Trips

Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance and, eventually fall. Common causes of tripping are:

- obstructed view
- poor lighting
- clutter in your way
- wrinkled carpeting
- uncovered cables
- bottom drawers not being closed
- uneven (steps, thresholds) walking surfaces

How to prevent falls due to slips and trips?

Both slips and trips result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This fact shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing fall incidents.

Housekeeping

Good housekeeping is the first and the most important (fundamental) level of preventing falls due to slips and trips. It includes:

- cleaning all spills immediately
- marking spills and wet areas
- mopping or sweeping debris from floors
- removing obstacles from walkways and always keeping walkways free of clutter
- securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat
- always closing file cabinet or storage drawers
- covering cables that cross walkways
- keeping working areas and walkways well lit
- replacing used light bulbs and faulty switches

Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective.

For more information about effective housekeeping visit the OSH Answers document on [Workplace Housekeeping - Basic Guide](#).

Flooring

Changing or modifying walking surfaces is the next level of preventing slip and trips. Recoating or replacing floors, installing mats, pressure-sensitive abrasive strips or abrasive-filled paint-on coating and metal or synthetic decking can further improve safety and reduce risk of falling. However, it is critical to remember that high-tech flooring requires good housekeeping as much as any other flooring. In addition, resilient, non-slippery flooring prevents or reduces foot fatigue and contributes to slip prevention measures.

Footwear

In workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall incidents should focus on selecting proper footwear. Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers' is highly recommended.

Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety

for the employee. For more information on footwear visit the OSH Answers document on [Safety Footwear](#).

What can you do to avoid falling at work?

You can reduce the risk of slipping on wet flooring by:

- taking your time and paying attention to where you are going
- adjusting your stride to a pace that is suitable for the walking surface and the tasks you are doing
- walking with the feet pointed slightly outward
- making wide turns at corners

You can reduce the risk of tripping by:

- keeping walking areas clear from clutter or obstructions
- keeping flooring in good condition
- always using installed light sources that provide sufficient light for your tasks
- using a flashlight if you enter a dark room where there is no light
- making sure that things you are carrying or pushing do not prevent you from seeing any obstructions, spills, etc.

The City of Berkeley is proud to partner with Bay Area SunShares to support your transition to cleaner energy



Limited time
discounts on
solar + battery
storage!

SIGN UP BEFORE
NOVEMBER 15, 2022



bayareasunshares.org

- ⇒ **How?** SunShares pools the buying power of all nine Bay Area counties to negotiate discounts from pre-vetted quality solar installers
- ⇒ **Why?** With solar panels and home battery storage, you can generate your own power and keep the lights on during power outages
- ⇒ **Why now?** Stack the limited time SunShares discount and the Federal Solar Tax Credit which is to be extended 10 years to 30%

Learn more at [upcoming webinars](#)

- September 22 (5pm - 6pm)
- October 11 (12pm - 1pm)
- November 9 (6pm - 7pm)





UPCOMING CLASSES

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

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

Please be mindful of time frames for relevant groups:

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

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

Register in advance for these meetings:

Dec 5th

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

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

Please contact wparker@cityofberkeley.info with any questions

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

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



UPCOMING CLASSES

VTA link to sign up for trainings:

<http://cobwebv5/vta/learnerconnection/Security/Logon.aspx>

Date & Time	Topic	Audience	Location/Modality
September 27th 12-1 PM	Keeping Your Cool When Things Get Hot	All City Staff	Zoom
September 28th 9:30-12 PM	Preparing Council Reports	All City Staff	Zoom
September 30th 11:00-3 PM	Leader in Each of Us (Core 3C Class)	All City Staff	Tupelo (In person/TBD)
October 12th 9:30-12 PM	Understanding Employee & Labor Relations	Supervisors/ Managers	Zoom
October 19th 9-12 PM	Collaborative Communication @ Work	All City Staff	Zoom
October 20th 9-12 PM	Reasonable Suspicion (Core 3C Class)	Supervisors who manage D.O.T Staff	Multi-Purpose Room/In Person
October 20th 1-3 PM	Reasonable Suspicion (Core 3C Class)	Any City of Berkeley Supervisors/ Managers	Multi-Purpose Room/In Person
October 25th 12-1 PM	Conflict Resolution in the Workplace—An Overview	All City Staff	Click here to Register
October 27th 12-1 PM	Benefits Basics—New in Career (Brown Bag)	All City Staff	Zoom
October 28th 11-3 PM	Collaborative Communication @ Work (Core 3C Class)	All City Staff	Tupelo (In person/TBD/Hybrid)
November 10th 9-11:30 AM	CalPERS—Retirement Workshop (Mid Career)	All City Staff	Zoom
November 22nd 12-1 PM	Cheers, Not Tears; Dealing with Holiday Stress	All City Staff	Click here to Register
November 29th 9-12 PM	Creating Affective Teams (Core 3C Class)	All City Staff	Zoom



UPCOMING CLASSES

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

Date & Time	Topic	Audience	Location/Modality
December 2nd 11-3 PM	Creating Effective Teams (Core 3C Class)	<i>All City Staff</i>	Tupelo (In person/TBD/Hybrid)
December 5th 2:45-4:45 PM	Performance Management— Supervisors	<i>All City Staff</i>	Zoom
December 5th 9:30-11:30 AM	New Employee Orientation	<i>All City Staff</i>	Zoom
December 5th 9:30-11:30 AM	COB 101-Structure & Governance (Core 3C Class)	<i>All City Staff</i>	Zoom
December 5th 1-5 PM	New Supervisors Orientation	<i>Supervisors/ Managers</i>	Zoom
December 8th 9-11:30 AM	Your CalPERS & You (10 Years to Retirement)	<i>All City Staff</i>	Zoom
December 16th 9-10:30 AM	Working in a Drug Free Environment (Core 3C Class) AM Session	<i>All City Staff</i>	Tupelo
December 16th 1-2:30 PM	Working in a Drug Free Environment (Core 3C Class) PM Session	<i>All City Staff</i>	Tupelo

CURRENT RECRUITMENTS

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

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

Personnel Rules and Regulations allow career employees in any

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

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

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

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #011 at 100%) (req# 2018-00319)	Retirement	↑ COMPETITIVE ↓	\$60.83 to \$73.93	Continuous	
Assistant Human Resources Analyst (req# 2022-00599E)	Vacancy		\$7,051.20 to \$8,578.27 (Monthly)	Aug 15, 2022	Sep 16, 2022
Assistant Inspector (Funded by Rental Housing Safety Program #129 at 100%) (req# 2022-00775E)	Vacancy		\$37.33 to \$44.29	Sep 12, 2022	Oct 3, 2022
Associate Transportation Engineer (Funded by General Fund #011 at 100%) (req# 2022-00721E)	Resignation		\$60.42 to \$73.01	Sep 12, 2022	Oct 3, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II	Vacancy		\$44.43 to \$51.89	Continuous	
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2021-00439E, 2021-00341E, 2022-00777E)	Promotion		\$48.95 to \$59.18	Aug 1, 2022	Continuous
Deputy City Attorney II/III (Funded by Public Liability #678 at 100%) (Funded by General Fund #011 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Continuous	

CURRENT RECRUITMENTS (CONT'D)

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RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly un- less indicated)	OPENING DATE	CLOSING DATE
Electrician (Funded by Street Light Assessment District #142 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #608 at 50%, Special Gas Tax Im- provement #127 at 25%, Measure B—Local St & Road #130 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy	↑ COMPETITIVE ↓	\$46.89 to \$51.39	Continuous	
Camp Manager (Funded by Playground Came Fund #125 at 100%) (req# 2022-00732E, 2022-00733E)	Vacancy Promotion		\$37.10 to \$45.10	Aug 29, 2022	Oct 11, 2022
Emergency Medical Services Quality Improvement & Education Coordinator (Funded by Meas FF #164 at 100%) (req# 2022-00789E)	Vacancy		\$70.81 to \$80.77	Aug 15, 2022	Sep 12, 2022
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Estab- lish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Health Nutrition Program Coordinator (Funded by Health (General) #312 at 100%) (req# 2022-00717E)	Resigna- tion		\$47.25 to \$55.12	Aug 29, 2022	Sep 29, 2022
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.95 to \$34.93	Continuous	
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	

CURRENT RECRUITMENTS (CONT'D)

SEPT 9, 2022 • PG 25

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly un- less indicated)	OPENING DATE	CLOSING DATE
Mental Health Clinical Supervisor (Funded by General Fund #010 at 45%, Mental health Service Act #063 at 55%) (req# 2019-00213E)	Vacancy	↑ COMPETITIVE ↓	\$49.08 to \$60.26	Jul 4, 2022	Continuous
Mental Health Program Supervisor (req# 2022-00670E)	Vacancy		\$55.39 to \$66.28	Sep 12, 2022	Oct 3, 2022
Mid-Level Practitioner (req# 2018-00129, 2019-00221, 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Paramedic	Vacancy		\$30.00 to \$45.00	Jul 11, 2022	Continuous
Police Officer Lateral (Funded by General Fund #011 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Police Officer Recruit (Funded by General Fund #011 at 100%) (req# 2021-00233E)	Resignation		\$41.92	Jun 20, 2022	Continuous
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #326 at 51.5%, Health (General) #312 at 42.5%, General Fund #011 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher I (Funded by General Fund #011 at 100%) (req# 2021-00280E) (req# 2021-00251E)	Vacancy		\$32.18 to \$35.17	Apr 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy	\$50.18 to \$55.62	Continuous		

CURRENT RECRUITMENTS (CONT'D)

SEPT 9, 2022 • PG 26

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Secretary to the City Manager (Funded by General Fund #011 at 100%) (req# 2022-00797E)	Retirement	↑ --- COMPETITIVE --- ↓	\$44.24 to \$53.26	Aug 29, 2022	Sep 19, 2022
Senior Human Resources Analyst (Funded by Permit Service Center #621 at 100%) (Req# 2022-00720E)	Resignation		\$54.33 to \$65.65	Jul 18, 2022	Sep 19, 2022 (Extended)
Senior Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$47.14 to \$56.18	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Social Services Specialist (req# 2022-00650E,2021-00399E,2021-00400E)	Vacancy		\$38.83 to \$45.84	Aug 29, 2022	Oct 3, 2022
Supervising Librarian (Funded by Library-Discretionary #101 at 100%) (req# 2022-00746E, 2022-00747E) (req# 2022-00787E, 2022-00748E)	Promotion Transfer		\$8,623.33- \$10,389.60 (Monthly)	Aug 15, 2022	Sep 30, 2022 (Extended)
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Sewer Maintenance Assistant Supervisor (Funded by Sanitary Sewer Operation #611 at 100%) (req# 2022-00739E, 2022-00740E)	Vacancy	↑ --- PROMOTION --- ↓	\$43.72 to \$46.65	Sep 12, 2022	Oct 3, 2022
Solid Waste Supervisor (Funded by Zero Waste # 601 at 100%) (req# 2022-00673E)	Promotion		\$46.43 to \$50.18	Aug 29, 2022	Sep 19, 2022

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

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

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

CLASSIFICATION TITLE	REASON	DEPT	CONTACT
Accounting Office Specialist II (Funded by General Fund #011 at 100%) (req# 2022-00801E)	Transfer	Finance	Rosario Riche at 981-7334 or RRiche@cityofberkeley.info
Accounting Technician (Funded by General Fund #011 at 100%) (req# 2022-00689E)	Vacancy	City Auditor	Brian Zandipour at 981-6789 or BZandipour@cityofberkeley.info
Associate Management Analyst (Funded by Zero Waste #601 at 100%) (req# 2022-00657E)	Vacancy	Public Works	Gregory Apa at 981-6359 or gapa@cityofberkeley.info
Firefighter/Paramedic (x4) (Funded by General Fund #011 at 100%) (req# 2022-00669E, 2022-00707E, 2022-00819E, 2022-00820E)	Resignation Promotion	Fire	Stacie Clarke at 981-5507 or StClarke@cityofberkeley.info
Fire Prevention Inspector Sworn (req# 2022-00806E)	Vacancy	Fire	Stacie Clarke at 981-5507 or StClarke@cityofberkeley.info
Library Aide (x5) (req# 2022-00675, 2022-00676, 2022-00677, 2022- 00678, 2022-00679)	Promotion	Library	My Chan at mchan@cityofberkeley.info
Mid-level Practitioner (Funded by General Fund #011 at 50%, Alameda County Grants #326 at 50%) (req# 2022-00807E)	Vacancy	HHCS	Amy Davidson at 981-5406 or ADavidson@cityofberkeley.info
Office Specialist II (Funded by Permit Service Center #621 at 50%, General Fund #011 at 50%) (req# 2022-00812E)	Promotion	Planning	Pankti Clerk at 981-7462 or pclerk@cityofberkeley.info
Senior Planner (Policy) (Funded by General Fund #011 at 100%) (req# 2022-00823E)	Promotion	Planning	Pankti Clerk at 981-7462 or pclerk@cityofberkeley.info
Senior Planner (Projects) (Funded by Permit Service Center #621 at 100%) (req# 2022-00822E)	Promotion	Planning	Pankti Clerk at 981-7462 or pclerk@cityofberkeley.info

TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

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

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

Please call or email the 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: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON	DEPT	CONTACT	DURATION
Health Services Program Specialist (Funded by One-Time Grant #336 at 100%) (req# 2022-00809E)	Transfer	HHCS	Amy Davidson at 981-5406 or ADavidson@cityofberkeley.info	NTE 6 Months
Librarian II (Funded by Library-Discretionary #101 at 100%) (req# 2022-00835E)	Vacancy	Library	My Chan @ mchan@cityofberkeley.info	NTE 6 Months
Supervising Library Assistant (Funded by Library-Discretionary #101 at 100%) (req# 2022-00843E)	Vacancy	Library	My Chan @ mchan@cityofberkeley.info	NTE 6 Months

HELLO's & GOODBYE's

SEPT 9, 2022 • PG 29

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	Assistant Planner	Public Works
	[REDACTED]	Senior Building Inspector	Public Works
	[REDACTED]	Health Services Supervisor	HHCS
	[REDACTED]	Behavioral Health Clinician I	HHCS
	[REDACTED]	Parking Enforcement Officer	Police
	[REDACTED]	Crime Analyst	Police
PROMOTIONS	[REDACTED]	Assistant Fire Chief	Fire
	[REDACTED]	Police Lieutenant	Police
	[REDACTED]	Police Sergeant	Police
	[REDACTED]	Police Sergeant	Police
	[REDACTED]	Principal Planner	Planning
	[REDACTED]	Accounting Office Specialist III	Planning
RESIGNATION	[REDACTED]	Associate Planner	Public Works
	[REDACTED]	Human Resources Technician	Human resources
	[REDACTED]	Recreation Program Supervisor	PRW



[REDACTED]



Subject: Kudos to Public Works

Ms. Williams-Ridley:

I wanted to write with thanks and praise for a recent response to a 311 request I submitted on a Sunday. I asked that a large fennel bush be cut back from the intersection of the West Street bike path and Delaware Street (it was impeding the view of the bike path from oncoming traffic). Much to my delight, by the next afternoon – less than 24 hours later – the work was done. Many thanks to you and the crew in **Public Works**.

- [REDACTED] *Delaware Street*

Subject: Re: 1200 Custis St Pothole - Case #943620

Hi Aaron and Team,

Thanks for the quick repair! Very happy with the results! A+

Sincerely,

[REDACTED]

Subject: Kudos for 311

[REDACTED] reached out to 311 to discuss a refuse invoice she received for the property she recently sold. [REDACTED] was informed the bill was a regular invoice that happened to be mailed out days after she closed her account. She was informed that she will receive a final bill that will reflect her usage up to her closure date.

After confirming her new mailing address, [REDACTED] said everyone complains about reaching someone in the City, but 311 and staff were helpful on her last two calls. She also said both calls were hassle free. [REDACTED] stated she would be posting her experience to Next Door.

Subject: Regarding [REDACTED], referring to BMUC, 1710 Carleton Street

Thank you and your fellow teammates for so quickly and efficiently taking care of our requests and needs. You have been most knowledgeable, helpful, patient, and understanding. We are so relieved that our concerns have been alleviated.

With sincere gratitude,

[REDACTED] Trustee

on behalf of

Berkeley Methodist United Church



SKILLED WORKER ACADEMY



Skilled Worker Academy Pilot Program set to take off Sept 29th!

The City of Berkeley’s Pilot Program, the Skilled Worker Academy is set to launch on Sept 29th with 24 amazing participants! The Skilled Worker Academy is a Strategic Plan initiative pilot program for eligible Public Works (PW) & Parks, Recreation & Waterfront (PRW) staff to participate in a 9-12-month career and job skills development program. Please join us in celebrating the following City staff for answering “YES” to the call to learn and grow!

Name	Division	Name	Division
[REDACTED]	ASPHALT - STREETS	[REDACTED]	LANDSCAPE GARDENING
[REDACTED]	ASPHALT - STREETS	[REDACTED]	MAINTENANCE
[REDACTED]	ASPHALT - STREETS	[REDACTED]	PARKING METER MAINTENANCE
[REDACTED]	CLEAN CITY- STREETS	[REDACTED]	SEWER STREETS
[REDACTED]	CLEAN CITY- STREETS	[REDACTED]	SEWER STREETS
[REDACTED]	CLEAN CITY- STREETS	[REDACTED]	SEWER STREETS
[REDACTED]	CONCRETE STREETS	[REDACTED]	STORM STREETS
[REDACTED]	EQUIPMENT MAINTENANCE	[REDACTED]	TRAFFIC MAINTENANCE
[REDACTED]	FACILITIES	[REDACTED]	TRAFFIC MAINTENANCE
[REDACTED]	FORESTRY	[REDACTED]	ZERO WASTE
[REDACTED]	FORESTRY	[REDACTED]	ZERO WASTE

The pilot program garnered more interest than anticipated

Training Program(s) included

All program(s) listed below may be taken as part of the overall program or as “Stand alone” professional development modules. Participants may choose to participate in any and/or all the phases. There will be a process to evaluate readiness

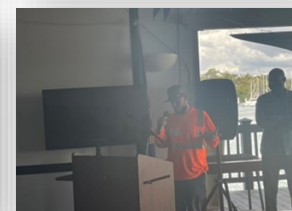
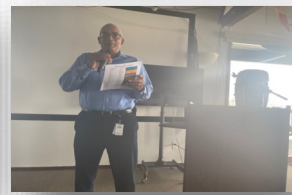
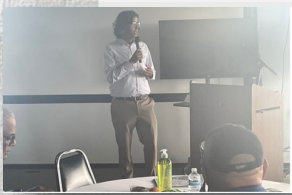
- ◆ Computer Basics Certificate
- ◆ Advanced Business Skills Certificate
- ◆ Management Supervisory Certificate
 - Shadowing & Mentorship opportunity

To ensure parity, the initial **24 applicants were selected in an innovative process; a lottery drawing**, kindly facilitated by Deputy City Manager Paul Buddenhagen, officiated by 3 of the 6 planning team members: Levi Hardwick, Don Ellison & Velma Wallace.



Kick Off luncheon—Berkeley Yacht Club, September 19th, 2022

On Sept 19th, the first cohort of 24, scheduled to begin classes on September 29th were feted in a Kick-off Luncheon at the City of Berkeley's Yacht club. Guest speakers included Paul Buddenhagen, City of Berkeley Deputy City Manager; Liam Garland, PW Director; Don Ellison, Interim HR Director; and Bruce Pratt, a member of senior leadership from Parks, Recreation & Waterfront (who stood in for Scott Ferris, Parks, Recreation & Waterfront Director unfortunately indisposed). The participants shared their goals for participation in the Skilled Worker Academy and enjoyed lunch together with peers and supervisors. Citywide KUDOS and well wishes as they embark on their journey towards personal, professional, and career advancement.



Next steps for the Skilled Worker Academy

With an excellent response and citywide interest, the Human Resources Department is planning on launching the next cycle of the Skilled Worker Academy at the end of the first quarter 2023. Participants who have already applied and are on the qualified list do not need to go through the application process and will be guaranteed a spot in subsequent academies.

Many thanks to the Skilled Worker Academy Planning Committee:

- Mr. Levi Hardwick
- Mr. Stephen Jones
- Mr. Jaime Valencia
- Mr. Jacob Several
- Ms. Velma Wallace
- Mr. Don Ellison

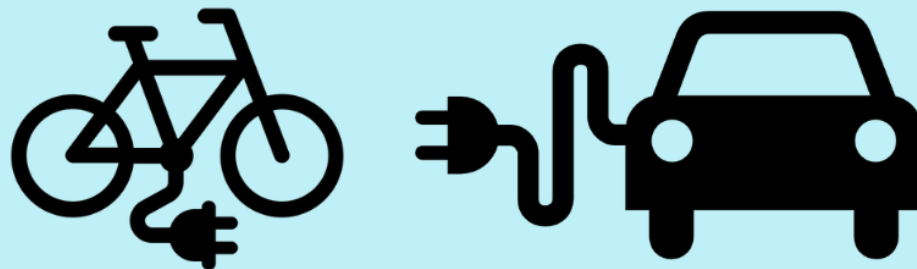
For more information about the Skilled Worker Academy and/or any of the City of Berkeley's Training programs, please contact Wilhelmina Parker via email at wparker@cityofberkeley.info

To Continuous Learning!

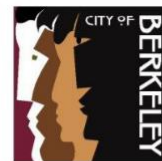
Ready, Set, Learn!

RIDE ELECTRIC

October 15th, 11 AM - 3 PM
20 Virginia Gardens, Berkeley
At the Harvest Festival
<https://tinyurl.com/RideElectric2022>



- Test ride electric bikes and scooters
- See electric vehicles and talk to local EV owners
- Learn about credits, rebates, grants and loans
- Enjoy family friendly crafts, games, food, live music and more
- Street parking is limited; please take BART or AC Transit



Learn more and register to attend the event

<https://tinyurl.com/RideElectric2022>

Interested in showcasing your EV or eBike?

Please [register as an EV or eBike owner](#) and complete the EventBrite survey.



Venus Thomas
**Occupational Health and Safety
Specialist**

(under general supervision)

Responds to High Profile emergency or hazards incidents and situations. Typically work in an environment divided between the field and the office.

Safety Evaluations

Please welcome Venus Thomas, Occupational Health and Safety Specialist. As an Occupational Health and Safety Specialist I have many Occupational Health and Safety responsibilities. The top of the list is conducting Facility Safety Assessments. I will be visiting each City facility and all locations to evaluate the Occupational Health and Safety of the facilities and locations. I will be giving recommendations on how to improve safety in your areas and I will provide you the safety reason of why the recommendations are being made. Please contact me at ythomas@cityofberkeley.info to schedule your location for the initial guided tour. After the initial visit you will see me return every 3-4 months for routine safety evaluations.

Highlight of Occupational Health and Safety Specialist Duties

- Advise employee and Staff regarding safety protocols to ensure regulatory compliance as mandated by local, state and federal agencies.
- Conduct Periodic routine inspections of all city facilities for compliance with occupational health and general safety standards and reports non compliance or hazardous conditions
- Develops and maintains detailed records including locations and inspections of potentially hazardous areas or materials recommendations
- Develops and submits recommendations to maintain compliance with local, state, and federal safety regulations.
- Responds to emergency situations involving City property damage incidents, City vehicle and employee accidents; serves as a resource to determine cause and assist in the preparation of reports of finding and recommendations.
- Participates in accident and near accident investigations to maintain an environments that supports the health and safety of employees, staff and visitors.
- In specific fields of expertise including but not limited to general safety, occupational safety, or industrial hygiene, conducts a variation of occupational and health program training as in chemical hazard communications, defensive driver, fire protection, construction and maintenance safety, ergonomics and respiratory protection.
- Monitors and records functionality and location of emergency showers, emergency eyewash stations, fire extinguishers, fire hydrants, automatic fire suppression systems, special ventilation system and other safety related items
- Participates in the development of training programs



WORKPLACE HOUSEKEEPING BASIC GUIDE

Why should we pay attention to housekeeping at work?

Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of incident and fire prevention.

Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing incidents.

What is the purpose of workplace housekeeping?

Poor housekeeping can be a cause of incidents, such as:

- tripping over loose objects on floors, stairs and platforms
- being hit by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting, poorly stacked items or misplaced material
- cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping incidents in clutter-free and spill-free work areas

- decreased fire hazards
- lower worker exposures to hazardous products (e.g. dusts, vapors)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- less janitorial work
- improved morale
- improved productivity (tools and materials will be easy to find)

How do I plan a good housekeeping program?

A good housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit. It includes a material flow plan to ensure minimal handling. The plan also makes sure that work areas are not used as storage areas by having workers move materials to and from work areas as needed. Part of the plan could include investing in extra bins and more frequent disposal.

The costs of this investment could be offset by the elimination of repeated handling of the same material and more effective use of the workers' time. Often, ineffective or insufficient storage planning results in materials being handled many times and being stored in hazardous ways. Knowing the workplace layout and the movement of materials throughout it will help when planning work procedures.

Worker training is an essential part of any good housekeeping program. Workers need to know how to work safely with the products they use. They also need to know how to protect other workers such as by posting signs (e.g., "Wet - Slippery Floor") and reporting any unusual conditions.



Housekeeping order is "maintained" not "achieved." Cleaning and organization must be done regularly, not just at the end of the shift. Integrating housekeeping into jobs can help ensure this is done. A good housekeeping program identifies and assigns responsibilities for the following:

- clean up during the shift
- day-to-day cleanup
- waste disposal
- removal of unused materials
- inspection to ensure cleanup is complete

Do not forget out-of-the-way places such as shelves, basements, sheds, and boiler rooms that would otherwise be overlooked.

The final step to any housekeeping program is inspection. It is the only way to check for deficiencies in the program so that changes can be made.

What are the elements of an effective housekeeping program?

◇ Maintenance

The maintenance of buildings and equipment may be the most important element of good house-



keeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. It includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and broken floor surfaces can make a work place look neglected; these conditions can cause incidents and affect work practices. So, it is important to replace or fix broken

or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.

◇ **Dust and Dirt Removal**

Enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately. Vacuum cleaners are suitable for removing light dust and dirt that is not otherwise hazardous. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.

Special-purpose vacuums are useful for removing hazardous products. For example, vacuum cleaners fitted with HEPA (high efficiency particulate air) filters may be used to capture fine particles of asbestos or fiberglass.

Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust. The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.

[Compressed air](#) should not be used for removing dust, dirt or chips from equipment or work surfaces.

◇ **Employee Facilities**

Employee facilities need to be adequate, clean and well maintained. Lockers may be necessary for storing employees' personal belongings. Washroom facilities require cleaning once or more each shift. They also need to have a good supply of soap, towels plus disinfectants, if needed.

If workers are using hazardous products, employee facilities should provide special precautions as needed such as showers, washing facilities and change rooms. Some facilities may require two locker rooms with showers between. Using such double locker rooms allows workers to shower off workplace contaminants and reduces the chance of contaminating their "street clothes" by keeping their work clothes separated from the clothing that they wear home.

Smoking, eating or drinking in the work area should be prohibited where hazardous products are handled. The eating area should be separate from the work area and should be cleaned properly each shift.

◇ **Surfaces**

Floors: Poor floor conditions are a leading cause of incidents so cleaning up spilled oil and other liquids at once is important. Allowing chips, shavings and dust to accumulate can also cause incidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up

regularly can prevent their accumulation. Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.

Walls: Light-colored walls reflect light while dirty or dark-colored walls absorb light. Contrasting colors warn of physical hazards and mark obstructions such as pillars. Paint can highlight railings, guards and other safety equipment, but should never be used as a substitute for guarding. The program should outline the regulations and standards for colors.

◇ **Maintain Light Fixtures**

Dirty light fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly.

◇ **Aisles and Stairways**

Aisles should be wide enough to accommodate people and vehicles comfortably and safely. Aisle space allows for the movement of people, products and materials. Warning signs and mirrors can improve sight-lines in blind corners. Arranging aisles properly encourages people to use them so that they do not take shortcuts through hazardous areas.

Keeping aisles and stairways clear is important. They should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting

◇ **Spill Control**

The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent materials are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

◇ **Tools and Equipment**

Tool housekeeping is very important, whether in the tool room, on the rack, in the yard, or on the bench. Tools require suitable fixtures with marked locations to provide an orderly arrangement. Returning tools promptly after use reduces the chance of it being misplaced or lost. Workers should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.



◇ **Waste Disposal**

The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.

Allowing material to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly

waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, scrap metal, etc.).

◇ Storage



Good organization of stored materials is essential for overcoming material storage problems whether on a temporary or permanent basis. There will also be fewer strain injuries if the amount of handling is reduced, especially if less manual material handling is required. The location of the stockpiles should not interfere with work but they should still be readily available when required. Stored materials should allow at least one meter (or about three feet) of clear space under sprinkler heads.

Stacking cartons and drums on a firm foundation and cross tying them, where necessary, reduces the chance of their movement. Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations. All storage areas should be clearly marked.

Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose. Storage of materials should meet all requirements specified in the fire codes and the regulations of environmental and occupational health and safety agencies in your jurisdiction.

October Online Suite of Trainings: **it's official!**



Check your email boxes often to find links to upcoming citywide online learning trainings earmarked to launch during the month of October. These include:

1. Harassment Awareness (line staff)
2. Harassment Awareness (supervisor)
3. Active Shooter Awareness (All staff)
4. Ethics (All staff)

**Completion of all modules by city staff is encouraged by
Nov 1, 2022.**

*If you are a City of Berkeley partner interested in training or
for questions contact wparker@cityofberkeley.info*



UPCOMING CLASSES

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

Are you a new employee with the City of Berkeley?
And/or have you recently been promoted into a Supervisory role?

If so, please sign up for the relevant orientation session.

Please be mindful of time frames for relevant groups:

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

The same zoom link will be used for all sessions for that specific day/date.

These trainings will be held virtually until further notice.

Register in advance for these meetings:

Dec 5th

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

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

Please contact wparker@cityofberkeley.info with any questions

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

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



UPCOMING CLASSES

VTA link to sign up for trainings:

<http://cobwebv5/vta/learnerconnection/Security/Logon.aspx>

For questions, please contact the City of Berkeley's Training and Organizational Development Officer Wilhelmina Parker at wparker@cityofberkeley.info or 510-981-6823.

Date & Time	Topic	Audience	Location/Modality
September 27th 12-1 PM	Keeping Your Cool When Things Get Hot	All City Staff	Zoom
September 28th 9:30-12 PM	Preparing Council Reports	All City Staff	Zoom
September 30th 11:00-3 PM	Leader in Each of Us (Core 3C Class)	All City Staff	Tupelo (In person/TBD)
October 12th 9:30-12 PM	Understanding Employee & Labor Relations	Supervisors/Managers	Zoom
October 19th 9-12 PM	Collaborative Communication @ Work	All City Staff	Zoom
October 20th 9-12 PM	Reasonable Suspicion (Core 3C Class)	Supervisors who manage D.O.T Staff	Multi-Purpose Room/In Person
October 20th 1-3 PM	Reasonable Suspicion (Core 3C Class)	Any City of Berkeley Supervisors/Managers	Multi-Purpose Room/In Person
October 25th 12-1 PM	Conflict Resolution in the Workplace—An Overview	All City Staff	Click here to Register
October 27th 12-1 PM	Benefits Basics—New in Career (Brown Bag)	All City Staff	Zoom
October 28th 11-3 PM	Collaborative Communication @ Work (Core 3C Class)	All City Staff	Tupelo (In person/TBD/Hybrid)
November 10th 9-11:30 AM	CalPERS—Retirement Workshop (Mid Career)	All City Staff	Zoom



UPCOMING CLASSES

Date & Time	Topic	Audience	Location/Modality
November 22nd 12-1 PM	Cheers, Not Tears; Dealing with Holiday Stress	<i>All City Staff</i>	Click here to Register
November 29th 9-12 PM	Creating Affective Teams (Core 3C Class)	<i>All City Staff</i>	Zoom
December 2nd 11-3 PM	Creating Effective Teams (Core 3C Class)	<i>All City Staff</i>	Tupelo (In person/TBD/Hybrid)
December 5th 2:45-4:45 PM	Performance Management— Supervisors	<i>All City Staff</i>	Zoom
December 5th 9:30-11:30 AM	New Employee Orientation	<i>All City Staff</i>	Zoom
December 5th 9:30-11:30 AM	COB 101-Structure & Governance (Core 3C Class)	<i>All City Staff</i>	Zoom
December 5th 1-5 PM	New Supervisors Orientation	<i>Supervisors/ Managers</i>	Zoom
December 8th 9-11:30 AM	Your CalPERS & You (10 Years to Retirement)	<i>All City Staff</i>	Zoom
December 16th 9-10:30 AM	Working in a Drug Free Environment (Core 3C Class) AM Session	<i>All City Staff</i>	Tupelo
December 16th 1-2:30 PM	Working in a Drug Free Environment (Core 3C Class) PM Session	<i>All City Staff</i>	Tupelo

CURRENT RECRUITMENTS

SEPT 23, 2022 • PG 22

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

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

Personnel Rules and Regulations allow career employees in any

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

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

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

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #011 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Assistant Inspector (Funded by Rental Housing Safety Program #129 at 100%) (req# 2022-00775E)	Vacancy		\$37.33 to \$44.29	Sep 12, 2022	Oct 3, 2022
Assistant Mental Health Clinician (Funded by Health #315 at 100%) (req# 2021-00410E)	Resignation		\$32.65 to \$37.94	Sep 26, 2022	Oct 30, 2022
Assistant Planner (Funded by General Fund #011 at 100%) (req# 2022-00513E)	Promotion		\$39.05 to \$46.12	Sep 26, 2022	Oct 17, 2022
Associate Transportation Engineer (Funded by General Fund #011 at 100%) (req# 2022-00721E)	Resignation		\$60.42 to \$73.01	Sep 12, 2022	Oct 3, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II	Vacancy		\$44.43 to \$51.89	Continuous	
Camp Manager (Funded by Playground Came Fund #125 at 100%) (req# 2022-00732E, 2022-00733E)	Vacancy Promotion		\$37.10 to \$45.10	Aug 29, 2022	Oct 11, 2022

CURRENT RECRUITMENTS (CONT'D)

SEPT 23, 2022 • PG 23

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly un- less indicated)	OPENING DATE	CLOSING DATE
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2021-00439E, 2021-00341E, 2022-00777E)	Promotion	COMPETITIVE	\$48.95 to \$59.18	Aug 1, 2022	Continuous
Deputy City Attorney II/III (Funded by Public Liability #678 at 100%) (Funded by General Fund #011 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Continuous	
Electrician (Funded by Street Light Assessment District #142 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #608 at 50%, Special Gas Tax Im- provement #127 at 25%, Measure B—Local St & Road #130 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Equal Employment Opportunity & Diversity Officer (Funded by General Fund #011 at 100%) (req# 2022-00850E)	Vacancy		\$53.59 to \$64.78	Sep 26, 2022	Oct 17, 2022
Fire Inspector (Sworn)	To Estab- lish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Health Nutrition Program Coordinator (Funded by Health (General) #312 at 100%) (req# 2022-00717E)	Resigna- tion		\$47.25 to \$55.12	Aug 29, 2022	Sep 29, 2022
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.95 to \$34.93	Continuous	
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	

CURRENT RECRUITMENTS (CONT'D)

SEPT 23, 2022 • PG 24

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly un- less indicated)	OPENING DATE	CLOSING DATE
Mental Health Clinical Supervisor (Funded by General Fund #010 at 45%, Mental health Service Act #063 at 55%) (req# 2019-00213E)	Vacancy	COMPETITIVE	\$49.08 to \$60.26	Jul 4, 2022	Continuous
Mental Health Program Supervisor (Funded by General Fund #011 at 100%) (req# 2022-00824E)	Promotion		\$55.39 to \$66.28	Sep 12, 2022	Oct 03, 2022
Mental Health Program Supervisor (req# 2022-00670E)	Vacancy		\$55.39 to \$66.28	Sep 12, 2022	Oct 3, 2022
Mid-Level Practitioner (req# 2018-00129, 2019-00221, 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Paramedic	Vacancy		\$30.00 to \$45.00	Jul 11, 2022	Continuous
Police Officer Lateral (Funded by General Fund #011 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Police Officer Recruit (Funded by General Fund #011 at 100%) (req# 2021-00233E)	Resignation		\$41.92	Jun 20, 2022	Continuous
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #326 at 51.5%, Health (General) #312 at 42.5%, General Fund #011 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher I (Funded by General Fund #011 at 100%) (req# 2021-00280E) (req# 2021-00251E)	Vacancy		\$32.18 to \$35.17	Apr 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	

CURRENT RECRUITMENTS (CONT'D)

SEPT 23, 2022 • PG 25

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Senior Human Resources Analyst (Funded by Permit Service Center #621 at 100%) (Req# 2022-00720E)	Resignation	COMPETITIVE	\$54.33 to \$65.65	Jul 18, 2022	Oct 3, 2022 (Extended)
Senior Behavioral Health Clinician (Funded by Health #316 at 60%, Mental Health State Aid Realignment #158 at 40%) (req# 2022-00826E)	Promotion		\$49.95 to \$58.31	Sep 26, 2022	Continuous
Senior Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$47.14 to \$56.18	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Social Services Specialist (req# 2022-00650E,2021-00399E,2021-00400E)	Vacancy		\$38.83 to \$45.84	Aug 29, 2022	Oct 3, 2022
Supervising Librarian (Funded by Library-Discretionary #101 at 100%) (req# 2022-00746E, 2022-00747E) (req# 2022-00787E, 2022-00748E)	Promotion Transfer		\$8,623.33 to \$10,389.60 (Monthly)	Aug 15, 2022	Sep 30, 2022 (Extended)
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Sewer Maintenance Assistant Supervisor (Funded by Sanitary Sewer Operation #611 at 100%) (req# 2022-00739E, 2022-00740E)	Vacancy	PROMOTIONAL	\$43.72 to \$46.65	Sep 12, 2022	Oct 3 2022
Traffic Maintenance Supervisor (Funded by Measure B - Local St & Road #130 at 70%, Special Gas Tax Improvement #127 at 30%) (req# 2022-00800E)	Promotion		\$44.14 to \$46.96	Sep 26, 2022	Oct 17, 2022

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

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

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

CLASSIFICATION TITLE	REASON	DEPT	CONTACT
Accountant II (Funded by General Fund #011 at 100%) (req# 2022-00832E)	Vacancy	Finance	Alyssa Loo @ 981-7335 or ALoo@cityofberkeley.info
Accounting Office Specialist II (Funded by General Fund #011 at 100%) (req# 2022-00856E)	Vacancy	Finance	Emily Teruya @ 981-7261 or ETeruya@cityofberkeley.info
Animal Services Assistant (Funded by General Fund #011 at 100%) (req# 2022-00845E)	Resignation	City Manager	Amelia Funghi @ 981-6603 or AFunghi@cityofberkeley.info
Associate Management Analyst (Funded by General Fund #011 at 50%, Parks Tax #138 at 50%) (req# 2022-00831E)	Transfer	Finance	Emily Teruya @ 981-7261 or ETeruya@cityofberkeley.info
Associate Management Analyst (Funded by General Fund #011 at 8%, Health State Aid Real Trust #156 at 92%) (req# 2022-00861E)	Resignation	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Behavioral Health Clinician I (Funded by Mental Health Service Act #315 at 100%) (req# 2022-00776E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2021-00439E)	Promotion	City Manager	Eleanor Hollander @ 981-7536 or EHollander@cityofberkeley.info
Community Development Project Coordinator (x2) (req# 2021-00341E, 2022-00778E)	Promotion	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Community Health Worker Specialist (Funded by General Fund #011 at 91%, Health #312 at 9%) (req# 2022-00839E)	Resignation	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info

PLEASE NOTE: THE JOB INFORMATION PROVIDED HERE IS FOR THE BENEFIT OF CITY EMPLOYEES ONLY!

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"

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CLASSIFICATION TITLE	REASON	DEPT	CONTACT
Community Services Specialist III (Funded by Permit Service Center #621 at 25%, FEMA #340 at 75%) (req# 2022-00714E)	Promotion	Planning	Jennifer McNulty @ 981-7451 or JMcNulty@cityofberkeley.info
Community Services Specialist II (Funded by Shelter + Care HUD #347 at 88%, Shelter + Care County #348 at 12%) (req# 2022-00821E)	Transfer	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Community Services Specialist III (x3) (req# 2022-00846E, 2022-00857E, 2022-00858E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Fire Captain II (Funded by General Fund #011 at 100%) (req# 2022-00825E)	Promotion	Fire	Stacie Clarke @ 981-5507 or StClarke@cityofberkeley.info
Marina Assistant (Funded by Marina Operations/Maint #608 at 100%) (req# 2022-00851E)	Vacancy	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info
Recreation Program Supervisor (Funded by General Fund #011 at 80%, Parks Tax #138 at 20%) (req# 2022-00834E)	Vacancy	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info
Senior Landscape Gardener Supervisor (Funded by Parks Tax #138 at 85%, Marina Operation/Maint #608 at 15%) (req# 2022-00470E)	Vacancy	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info

TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

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

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

Please call or email the 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: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON	DEPT	CONTACT	DURATION
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2022-00777E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info	NTE 6 Months
Community Services Specialist III (Funded by General Fund #011 at 3%, Community Action Program #334 at 5%, CDBG #128 at 92%) (req# 2022-00610E)	Promotion	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info	NTE 6 Months
Intern (Funded by Sanitary Sewer Operation #611 at 100%) (req# 2022-00844E)	Promotion	Public Works	Daniel Akagi @ 981-6394 or DAkagi@cityofberkeley.info	NTE 12 Months
Senior Landscape Gardener Supervisor (Funded by Parks Tax #138 at 85%, Marina Operation/Maint #608 at 15%) (req# 2021-00324E)	Vacancy	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info	NTE 12 Months

TEMPORARY VACANCIES WITHOUT AN ELIGIBLE LIST

If you would like to be considered for one of these vacancies please apply online: www.cityofberkeley.info/jobs

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

CLASSIFICATION TITLE (Funding source and requisition/s)	DEPT	CONTACT	DURATION	OPENING DATE
Customer Services Specialist III (Funded by IT Cost Allocation Fund #680 at 100%) (req# 2022-00805E)	Information Technology	Kathy Cassidy@ 510-981-6543 or KCassidy@cityofberkeley.info	2 Weeks	Sep 26, 2022
School Crossing Guard (Funded by General Fund #011 at 100%) (req# 2022-00803E)	Public Works	Roger Mason @510-981-6465 or rmason@cityofberkeley.info	1 Week	Sep 26, 2022

HELLO'S & GOODBYE'S

SEPT 23, 2022 • PG 30

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	Solid Waste Worker	Public Works
	[REDACTED]	Behavioral Health Clinician I	HHCS
	[REDACTED]	Librarian I	Library
	[REDACTED]	Battalion Chief	Fire
	[REDACTED]	Mental Health Clinician Supervisor	HHCS
PROMOTIONS	[REDACTED]	Field Representative	Public Works
	[REDACTED]	Accounting Office Specialist III	Planning
	[REDACTED]	Principal Planner	Planning
	[REDACTED]	Community Services Specialist II	HHCS
	[REDACTED]	Health Services Program Specialist	HHCS

HELLO's & GOODBYE's

TYPE	NAME	CLASSIFICATION TITLE	DEPT
RESIGNATION	[REDACTED]	Firefighter	Fire
	[REDACTED]	Information System Specialist	IT
	[REDACTED]	Police Officer	Police
	[REDACTED]	Animal Services Assistant	City Manager
	[REDACTED]	Senior Health Services Program Specialist	HHCS
	[REDACTED]	Community Services Specialist III	HHCS
	[REDACTED]	Staff Attorney II	Rent Board
RETIREMENT	[REDACTED]	Secretary to City Manager	City Manager
	[REDACTED]	Landscape Equipment Operator	PRW
	[REDACTED]	Information Systems Manager	IT

