

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
January 8, 2024
7:00 p.m.

Secretary: Aram Kouyoumdjian, Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
akouyoumdjian@berkeleyca.gov

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting. To submit an e-mail comment, email hr@berkeleyca.gov 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 Comment

ACTION ITEMS:

- IV. Approval of Meeting Minutes for December 4, 2023
- V. At Will Designations – Employee Relations Manager and Assistant to the City Attorney

INFORMATION ITEMS:

- VI. Presentation by Equal Employment Opportunity and Diversity Officer – Discussion Only
- VII. Report by Director of Human Resources – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. Adjournment

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CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
December 6, 2023
7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
hr@cityofberkeley.info

MEETING MINUTES

- I. Call to Order 7:00 pm
- II. Roll Call 7:00 pm
- Members Present: Robert Dixon (Chair), Darryl Bartlow, Mary Kay Lacey, Nic O'Loughlin, Jenny Wenk, Aviva Gilbert (Vice Chair), Maya Karpinski
- Members Absent: None
- Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Benita Torres (Office Specialist II)
- Public Attendance: None
- III. Public Comments None

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on November 6, 2023

Action: MSC (Lacey/Wenk) to approve the minutes of the meeting on November 6, 2023.

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

- V. Request to Adjust City Attorney Salary Range and Revised Salary

Action: MSC (Lacey/Wenk) to approve adjustment to City Attorney Salary Range.

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

- VI. Recommendation to Revise Job Class Specification – Parking Services Manager

Action: MSC (Dixon/Gilbert) to approve Recommendation to Amend Job Class Specification – Parking Services Manager.

Vote:
Ayes: Dixon, Bartlow, Lacey, O'Loughlin, Wenk, Gilbert, Karpinski

Noes: None
Abstains: None
Absent: None

INFORMATION ITEMS:

- VII. Director's Report – Updates from HR Director – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. Adjournment 7:47 pm



Human Resources

December 3, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: At-Will Designations: Employee Relations Manager and Assistant to the City Attorney

RECOMMENDATION

Designate the unrepresented classifications of Employee Relations Manager and Assistant to the City Attorney as at-will and recommend to City Council the necessary revisions to the Berkeley Municipal Code, the Unrepresented Employee Manual, and other policy documents to effectuate the change.

Approve a 5% differential for the Employee Relations Manager classification, to be set forth in the Unrepresented Employee Manual, and modify the job specification to state that the incumbent “may act as department head in the absence of the Director of Human Resources.”

FISCAL IMPACT

The recommendation will increase the pay for the Employee Relations Manager classification by 5% – to be absorbed by the Human Resources Department via the General Fund.

CURRENT SITUATION AND ITS EFFECTS

The classification of Employee Relations Manager is designated as career, even though the job responsibilities it sets forth include labor relations, a function that must necessarily align with policies and strategies espoused by the City Manager and City Council.

The classification of Assistant to the City Attorney is designated as career, even though the job responsibilities revolve around administrative and analytical support for the City Attorney in a manner aligned with their work priorities and strategic plan.

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

December 3, 2023

BACKGROUND

The classification of Assistant to the City Attorney was designed to mirror that of Assistant to the City Manager, which is an at-will position; however, at a time of high vacancies in the Human Resources Department, the class was established without the exemption from career status.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONAL FOR RECOMMENDATION

The nature of the Employee Relations Manager and the Assistant to the City Attorney classifications warrants their designation as at-will, given how aligned their work must be with the policies and strategies of the City executives they support.

The 5% differential for the Employee Relations Manager is necessitated by a competitive market for specialists in this particular area of HR.

ALTERNATIVE ACTIONS CONSIDERED

None.

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

December 3, 2023



Employee Relations Manager

Class Code:
1095

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 7, 2008
Revision Date: Mar 1, 2013

SALARY RANGE

\$65.40 - \$87.44 Hourly
\$5,232.35 - \$6,994.86 Biweekly
\$11,336.76 - \$15,155.52 Monthly
\$136,041.15 - \$181,866.26 Annually

DESCRIPTION:

DEFINITION

Under general direction, plans, coordinates and conducts the City's employee relations program; may ~~acts~~ as department head in the absence of the Director of Human Resources; performs related work as assigned.

CLASS CHARACTERISTICS

This class has responsibility for planning, designing and coordinating the City's employee/labor relations, workers' compensation, safety, and benefits programs. Plans and strategies are discussed with the Director of Human Resources who determines the final recommendations to be presented for approval to the City Manager. The Employee Relations Manager has day to day responsibility for interpreting and implementing contract language, representing the City with its bargaining groups, and resolving employee relations issues. The incumbent exercises broad discretion and makes independent judgments within the overall policy guidelines established by the department. This class differs from the Director of Human Resources in that the latter class is responsible for all facets of the City's human resources program.

EXAMPLE 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

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

December 3, 2023

position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, researches and coordinates union/management labor negotiations; participates as a member and trainer for the management bargaining team;
2. Meets with union representatives and employees to determine contract language interpretation; publishes mutually accepted interpretations for use by department managers in future contract implementation;
3. Oversees the City's workers' compensation, occupational health and safety, and benefits programs, directing staff in developing and providing delivery of services;
4. Oversees the City's employee relations programs and policies to provide effective supervisory practices and to provide a strong employer-employee relations framework; recommends new and revised policies and develops procedures and handbooks; conducts City-wide training on labor and employee relations issues;
5. Confers with department representatives on employee grievances and disciplinary actions; investigates and prepares findings for employee grievances which allege violations of the contracts;
6. Works closely with City management to ascertain union/management issues which require resolution or contract clarification; confers with and interprets contract language for City management and employees;
7. Monitors developments in the employee and labor relations field, evaluates their impact on City activities and recommends policy and procedural improvements; maintains accurate records and files;
8. Conducts varied analytical studies including cost benefit analyses and proposal valuation; prepares reports, correspondence and a variety of written material; seeks legal opinions, as appropriate;
9. Interprets state and federal laws relating to employee relations issues, such as Fair Labor Standards Act, Americans with Disabilities Act, Meyers, Milias, Brown, and ensures the City's compliance with applicable provisions;
10. Plans, directs, trains and evaluates the work of subordinate staff; and
11. Performs 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. Principles and practices of management/union relations and negotiations;
2. Principles and practices of benefits program administration, workers' compensation, and occupational health and safety programs;
3. Principles and practices of public human resources administration; including organization, structure and labor relations in a municipal setting;
4. Applicable state and federal laws and regulations;
5. Standard office practices and procedures, including business software applications; and
6. Basic supervisory principles and practices.

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney
Ability to:

December 3, 2023

1. Represent the City effectively in meeting with its bargaining unit representatives and in labor negotiations;
2. Prepare clear, concise and complete reports and other written materials; make clear oral presentations;
3. Interpret and apply laws, regulations, policies and contract provisions;
4. Maintain accurate records and files;
5. Coordinate multiple negotiations and meet critical deadlines;
6. Collect, arrange, and evaluate varied information and data, either in statistical or narrative form;
7. Plan, organize, assign, direct review, and evaluate the work of professional and office support staff;
8. Analyze complex technical problems, evaluate alternatives and make sound independent judgments within established guidelines; and
9. Establish and maintain effective work relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE

IS: Equivalent to graduation from a four year college with major course work in business or public administration, industrial relations, or a closely related field and four (4) years of professional human resources experience which has included extensive responsibility for planning and implementing labor and/or employee relations programs. Experience in a public agency setting is desirable. Additional professional-level experience as outlined above may be substituted for the college education on a year-for-year basis.

OTHER REQUIREMENTS

Must be willing to work such hours as are necessary to accomplish the job 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 driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Employee Relations Manager	
Classification Code	14020
Classification Established	11/1988
Classification Revised	10/1994
Classification Revised	7/1997
Classification Revised	8/2000

December 3, 2023

At-Will Designations: Employee Relations Manager and Assistant to the City Attorney

Classification Revised (retitled)	3/2013
FLSA Status	Exempt
Administrative Leave/Overtime	Admin Leave
Representation Unit	Z1
Probationary Period	One Year <u>N/A</u>
Workers' Compensation Code	8810

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

December 3, 2023



Assistant to the City Attorney

Class Code:
9023

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 11, 2022
Revision Date: Jun 6, 2023

SALARY RANGE

\$66.99 - \$88.03 Hourly
\$5,359.07 - \$7,042.46 Biweekly
\$11,611.32 - \$15,258.67 Monthly
\$139,335.87 - \$183,104.06 Annually

DESCRIPTION:

DEFINITION

Under direction, provides highly responsible and specialized administrative and analytical and support within the City Attorney's Office and performs related work as assigned.

CLASS CHARACTERISTICS

The Assistant to the City Attorney is a single level classification within the City Attorney's Office. This class performs sensitive, complex and difficult analytical work as a member of the City Attorney's staff, including providing analytical support on issues that have significant City or community implications. Incumbents have considerable latitude for the exercise of independent judgment, particularly when representing the City Attorney's Office in meetings with other agencies, boards and commissions and community groups.

EXAMPLE 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. Represents and supports the City Attorney's Office with employee and citizen group discussions, and meetings; monitors pending items and keeps the City Attorney informed about matters of

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

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importance; provides the City Attorney with accurate and timely information to support decision-making and policy direction;

2. Assists in the preparation, development, and administration of the department operating budget;
3. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to the operations of the City Attorney's Office;
4. Researches, evaluates, and prepares statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyzes and makes recommendations in the development and administration of assigned program area;
5. Investigates, analyzes, develops and prepares special studies or projects and corresponding documentation and technical reports;
6. Negotiates and administers contracts; ensures compliance with department procedures, City policies, and pertinent laws, regulations and ordinances;
7. Assists in the development and analysis of departmental policies, procedures and systems;
8. Receives, researches, and responds to questions from outside agencies, other City departments and the general public;
9. Prepares and presents staff reports and presentations at various City Council, commission/board, and other governmental meetings; drafts City Council documents; serves on various committees and task forces;
10. Conducts research, administers special projects and assures implementation of programs developed and initiated by the City Attorney;
11. Consults with the City Attorney and Deputy City Attorneys in solving administrative issues.
12. Represent the City Attorney's Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;
13. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
14. Performs related work 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:

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

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1. Principles, practices and techniques of project management;
2. Principles and practices of public administration, including principles of organization, budgeting, fiscal analysis, long-range financial planning, and the functions and activities of a municipal government;
3. Pertinent local, state and federal rules, regulations and laws;
4. Modern office procedures and computer equipment;
5. Principles and practices of organizational analysis and management;
6. Methods of complex research and technical report writing.

Ability to:

1. Effectively represent the City in contacts with governmental agencies, community groups, and various business and professional organizations;
2. Conduct analytical, management, and operational studies, evaluating alternatives, and making sound, effective recommendations;
3. Gain cooperation through discussion and persuasion;
4. Interpret and apply City and department policies, procedures, rules and regulations;
5. Evaluate programs and services from an operational and productivity standpoint;
6. Prepare clear, concise and competent reports, correspondence and other written materials;
7. Communicate clearly and concisely, both orally and in writing;
8. Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from an accredited college or university with major course work in business administration, public administration, or related field and four (4) years of increasingly responsible analytical experience in a municipal government environment that included the development and administration of programs.

OTHER REQUIREMENTS:

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be willing and able to attend evening meetings.

At-Will Designations: Employee Relations Manager and
Assistant to the City Attorney

December 3, 2023

CLASSIFICATION HISTORY:

Established: 10/2022

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



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HR ADMINISTRATION

Aram Kouyoumdjian, HR Director

Monica Walker, Human Resources Manager
MWalker@berkeleyca.gov
510-981-6818

Benita Torres, Admin Support
BTorres@berkeleyca.gov
510-981-6806

EMPLOYEE AND LABOR RELATIONS

Aram Kouyoumdjian, HR Director

Roxanne Cole
RCole@berkeleyca.gov
510-981-6804

WORKERS' COMP, ADA, LEAVES OF ABSENCE

Claims: HRWorkersComp@berkeleyca.gov

Cari McDonald
CMcDonald@berkeleyca.gov
510-981-6816

Laura Zurita
LZurita@berkeleyca.gov
510-981-6812

EEO MATTERS

Tamela Hopson-Dudley
THopson-Dudley@berkeleyca.gov
510-981-6811

CITYWIDE TRAINING

Inquiries: Training@berkeleyca.gov

Monica Walker, Human Resources Manager
MWalker@berkeleyca.gov
510-981-6818

Wilhelmina Parker
WParker@berkeleyca.gov
510-981-6823

Alejandra Alonso
AAlonso@berkeleyca.gov
510-981-6801

RECRUITMENT, EXAMS & SELECTION

Jeneen Miller-Edenburg
JeMiller@berkeleyca.gov
510-981-6817

Rio Tess Musni
RMusni@berkeleyca.gov
510-981-6805

Anna Cooler
ACooler@berkeleyca.gov
510-981-6820

Michelle Yoo
MYoo@berkeleyca.gov
510-981-6802

SAFETY, ERGONOMICS, CAL/OSHA

Kevin Walker
KWalker@berkeleyca.gov
510-981-6825

Venus Thomas
VThomas@berkeleyca.gov
510-981-6819

TRANSACTIONS

Tiana Dickson
TDickson@berkeleyca.gov
510-981-6814

Cassandra Huff
CHuff@berkeleyca.gov
510-981-6894

Feuy Saephan
FSaephan@berkeleyca.gov
510-981-6822

BENEFITS

Sophea Shephard
SShephard@berkeleyca.gov
510-981-6815

Velma Wallace
VWallace@berkeleyca.gov
510-981-6808

For more information about the hiring process and to apply online:

[CLICK HERE](#)

Applications must be submitted no later than 5pm on the closing date.

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$33.13 - \$36.08	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Competitive	\$38.37 - \$41.83	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 - \$45.45	Continuous	Continuous
Animal Services Assistant	Vacancy	Competitive	\$31.66 - \$33.44	Continuous	Continuous
Aquatics Specialist I	Establish a List	Competitive	\$21.64	Continuous	Continuous
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Human Resources Analyst	Promotion	Competitive	\$41.09 - \$49.99	January 1, 2024	January 22, 2024
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 - \$63.86	Continuous	Continuous
Assistant Recreation Coordinator	Vacancy	Competitive	\$32.14 - \$37.38	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Community Development Project Coordinator (Req#2023-01116)	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Deputy City Attorney III (Req#2023-01545)	Establish a List	Competitive	\$80.75 - \$99.28	December 4, 2023	January 8, 2024
Deputy City Attorney IV (Req#2023-01546)	Establish a List	Competitive	\$92.86 - \$114.17	December 4, 2023	January 8, 2024

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Deputy Police Chief (Req#2023-01402)	Vacancy	Competitive	\$96.15 - \$125.00	November 6, 2023	January 8, 2024
Electrician	Vacancy	Competitive	\$49.74 - \$54.51	Continuous	Continuous
Employee & Labor Relations Analyst (HR Analyst)	Vacancy	Competitive	\$50.93 - \$68.30	Continuous	Continuous
Employee Relations Manager	Vacancy	Competitive	\$65.40 - \$87.44	November 27, 2023	Open Until Filled
Engineering Inspector (Req#2023-01414, 2023-01465)	Vacancy Promotion	Competitive	\$45.52 - \$54.79	December 25, 2023	January 15, 2024
Engineering Technician (Req#2023-01334)	Vacancy	Competitive	\$37.82 - \$45.45	December 18, 2023	January 15, 2024
Fire Marshal (Req#2023-01555)	Establish a List	Competitive	\$90.38 - \$99.45	December 25, 2023	February 5, 2024
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Human Resources Technician	Establish a List	Competitive	\$38.40 - \$47.14	January 1, 2024	January 22, 2024
Legislative Assistant	Vacancy	Competitive	\$37.80 - \$53.19	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$34.28 - \$36.35	Continuous	Continuous
Mechanic	Vacancy	Competitive	\$45.04 - \$47.75	Continuous	Continuous
Mechanical Sweeper Operator (Req#2023-01421)	Retirement	Promotional	\$39.32 - \$41.61	December 25, 2023	January 8, 2024
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
Mental Health Nurse	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	Competitive	\$55.53 - \$61.56	Continuous	Continuous
Office Specialist II	Vacancy	Competitive	\$32.43 - \$35.38	January 1, 2024	January 22, 2024
Office Specialist III	Vacancy	Promotional	\$36.67 - \$41.13	Continuous	Continuous
Parking Services Manager (Req#2023-01278)	Retirement	Competitive	\$55.72 - \$67.26	December 11, 2023	January 8, 2024

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Police Officer Lateral	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$43.61	Continuous	Continuous
Police Sergeant	Retirement	Promotional	\$68.26 - \$77.71	December 11, 2023	January 8, 2024
Principal Planner (Req#2023-01613)	Vacancy	Competitive	\$64.62 - \$73.71	December 4, 2023	January 8, 2024
Program Manager II - Information Technology (Req#2023-01264)	Promotion	Competitive	\$64.90 - \$78.53	Continuous	Continuous
Program Manager II - Office of Energy & Sustainability	Vacancy	Competitive	\$64.90 - \$78.53	January 1, 2024	January 22, 2024
Psychiatrist	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Competitive	\$33.48 - \$36.58	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$46.44 - \$50.40	Continuous	Continuous
Registered Environmental Health Specialist (Req#2023-01260)	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
Registered Nurse	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
Revenue Development Specialist I/II	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
Revenue Development Supervisor	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
Senior Housing Inspector (Certified) (Req#2023-01660)	Promotion	Competitive	\$51.21 - \$60.75	December 25, 2023	February 5, 2024
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous
Traffic Maintenance Worker II (Req#2023-01244)	Vacancy	Promotional	\$35.15 - \$38.42	December 18, 2023	January 8, 2024



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 within **one week** of the job posting if you meet one of the above criteria.

To have your name placed on the transfer list: [CLICK HERE](#)

Classification	Reason	Department	Contact
Accounting Office Specialist II (Req#2023-01658)	Promotion	Finance	Agnes Celis @ 981-7331 Acelis@berkeleyca.gov
Animal Services Assistant (Req#2023-01639)	Promotion	City Manager	Michael St Pierre @ 981-6603 MStPierre@berkeleyca.gov
Associate Management Analyst (Req#2023-01656)	Vacancy	HHCS	Lorie Curtis @ 981-5127 Lcurtis@berkeleyca.gov
Audit Manager (Req#2023-01668)	Vacancy	Auditor's Office	Brian Zandipour @ 981-6789 Bzandipour@berkeleyca.gov
Communications Specialist (Req#2022-00980)	Vacancy	City Manager	Matthai Chakko @ 981-7008 Mchakko@berkeleyca.gov
Office Specialist II (Req#2023-01664)	Promotion	City Manager	Ramonda Clarke @ 981-6992 Rclarke@berkeleyca.gov
Office Specialist III (Req#2023-01651)	Vacancy	Fire	Dan Green @ 981-5886 Dgreen@berkeleyca.gov
Parking Enforcement Officer (Req#2023-01456)	Promotion	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov
Police Officer (Req#2023-01566)	Promotion	Police	Mike Durbin @ 981-5760 Mdurbin@berkeleyca.gov
Skilled Laborer (Req#2023-01677)	Promotion	Public Works	John Hurtado @ 981-6484 Jhurtado@berkeleyca.gov
Supervising Librarian (Req#2023-01657)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov

Please note: The job information provided here is for the benefit of the City of Berkeley employees ONLY

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 within **one week** of the job posting if you meet one of the above criteria.

Classification	Reason	Department	Contact	Duration
Accounting Office Specialist III (Req#2023-01642)	Vacancy	PRW	Christina Erickson @ 981-6703 Cerickson@berkeleyca.gov	6 months
Aquatics Specialist I (Req#2023-01670 to 2023-01675)	Vacancy	PRW	Stephanie Chu @ 981-5146 Schu@berkeleyca.gov	Intermittent
Assistant Fire Chief (Req#2023-01676)	Retirement	Fire	David Sprague @ 981-5501 Dsprague@berkeleyca.gov	2 months
Community Development Project Coordinator (Req#2023-01621)	Promotion	HHCS	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov	N/A
Community Services Specialist II (Req#2023-01649)	Vacancy	HHCS	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov	2 years
Intern - Neighborhood Services (Req#2023-01646)	Vacancy	City Manager	Peter Radu @ 981-7045 Pradu@berkeleyca.gov	4 months
Intern (Req#2023-01637)	Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov	N/A
Parking Enforcement Officer (Req#2022-00766E)	Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov	2 years
Parking Enforcement Officer (Req#2023-01535)	Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov	1 year

Temporary vacancies without an eligible list

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

Classification	Reason	Duration	Contact	Opening Date	Closing Date
Camp Maintenance Mechanic	Vacancy	Seasonal	Stephanie Chu @ 981-5146 Schu@berkeleyca.gov	December 21, 2023	Continuous
Camp Staff Leader	Vacancy	Seasonal		December 20, 2023	Continuous
Camp Staff Member	Vacancy	Seasonal		December 19, 2023	Continuous

To apply to the recruitment for one of these vacancies: [CLICK HERE](#)

To have your name placed on the transfer list: [CLICK HERE](#)

Please note: The job information provided here is for the benefit of the City of Berkeley employees ONLY

CITYWIDE MANDATORY TRAININGS:

[CLICK HERE](#)

Topic	Audience	Location	Completion Deadline
Harassment Awareness	All City Staff	Online self-paced	December 31, 2023
Ethics Awareness			
Active Shooter Awareness			
Code of Conduct Series	All supervisors and managers	Online self-paced	December 31, 2023

UPCOMING CLASSES

Please register in advance using the Zoom link associated with each class.

Date	Topic	Location
January 11, 2024 9:00am-12:00pm	Outlook Calendar, Contacts, & Organizing Emails	Zoom - click here
January 25, 2024 9:00am-12:00pm	Excel PivotTables	Zoom - click here

MICROSOFT TEAMS TRAINING

Microsoft Channels are here! Join the virtual training to learn more about Channels. No sign-up is necessary. Simply join the Teams meeting below.

Date	Location
January 9, 2024 2:00pm-3:30pm	<p>Teams - click here to join</p> <p>Meeting ID: 245 187 076 080</p>

“NEW EMPLOYEE 101” SCHEDULE:

[CLICK HERE](#)

Please note that all internally-delivered City of Berkeley trainings are temporarily paused as we evaluate the most effective delivery strategy.

If you have any questions, please contact training@berkeleyca.gov



MANDATORY TRAININGS MUST BE COMPLETED BY DECEMBER 31!

As of December 27, the following departments have met or exceeded 70% completion:

Department	Percent Completed
Auditor’s Office	100%
City Clerk	100%
Human Resources	100%
HHCS**	99%
Parks, Recreation, & Waterfront*	99%
Planning	99%
City Manager	98%
Library	97%
Police	95%
City Attorney	93%
Finance	93%
Public Works	90%
Information Technology	89%
Fire	88%
Police Accountability Board	88%

*excludes seasonal workers
**excludes Youth Enrollee Interns

Complete your mandatory training online:



Welcome!

Appointments		
Name	Classification	Department
Roxanne Cole	Associate Human Resources Analyst	HR
Humberto Rivera	Police Officer	Police

Congratulations!

Promotions		
Name	Classification	Department
Benji Chan	Police Officer	Police
Ronvi Khabagnote	Police Officer	Police
Kevin Monroy	Police Officer	Police
Chaz Torres	Police Officer	Police
Jorge Almendarez	Skilled Laborer	Public Works
Erica Fernandez	Library Assistant	Library
Jorge Diaz	Skilled Laborer	Public Works
Jose Ramirez	Senior Building Inspector	Planning
Corey Bold	Police Sergeant	Police
Norlinh Stubbs	Associate Management Analyst	Public Works

Retirements		
Name	Classification	Department
Billi Romain	Program Manager II	Planning
Richard Navarro	Senior Public Works Supervisor	Public Works

Your work-life balance and general wellbeing are as important as the work you contribute to the City. That's why we're excited to offer Working Advantage, your one-stop shop for exclusive and convenient savings on the products, services, and experiences you know and love.

The Choice is Yours

Unlock the best life has to offer with exclusive savings on: Theme Parks, Attractions and Shows; Hotels, Flights and Rental Cars; Concerts, Sports and Live Events; Movie Tickets; Electronics and much more.



The World at Your Fingertips

Get unparalleled access to employee discounts from industry-leading brands in travel, entertainment and retail.



Access to Working Advantage is being offered to City of Berkeley employees as a convenience and participation is purely voluntary. Any products, services, or discounts that may be made available to you through Working Advantage are provided by Working Advantage and its partners, and not by the City of Berkeley. The City of Berkeley does not endorse or guarantee the products, services, or any other information contained in or made available by or through Working Advantage. The City of Berkeley does not exercise any editorial control over the information you may find at these locations. Please be aware that by clicking the link or otherwise engaging with Working Advantage, you may be agreeing or otherwise subjecting yourself to Working Advantage's Terms of Use, Terms of Sale, and/or Privacy Policy.

**EMPOWER 457 - CITY OF BERKELEY DEFERRED COMPENSATION PLAN**

How's your financial wellness stacking up?

Financial wellness is important and means different things to different people. Many influences in your life can affect your finances – especially your ability to save for your future. To help keep your long-term strategy on track, consider how you can improve your approach to the following important areas:

- Creating an emergency fund
- Reducing your high-interest debt
- Saving for larger purchases

SCHEDULE AN APPOINTMENT ONLINE:

[CLICK HERE](#)

OR EMAIL JOSE.ANAYA@EMPOWER.COM



With the CalPERS 457 plan, you benefit from:

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

Learn more by scheduling a one-on-one meeting!

SCHEDULE AN APPOINTMENT ONLINE:

[CLICK HERE](#)

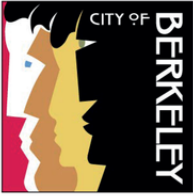
**OR EMAIL NANCY.GARRITY@VOYA.COM
OR CALL 888-713-8244 EXT 2**

The following staff are dealing with serious medical conditions and have exhausted all of their available leave. Any donations of leave would be greatly appreciated.



If you would like to donate leave, please check your [MOU](#) for allowable donations and complete the Leave Transfer Form:

[CLICK HERE](#)



2024 CALENDAR

JANUARY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan 1 New Year's Day
 Jan 15 Martin Luther King Jr.'s Birthday
 Feb 12 Lincoln's Birthday
 Feb 19 Washington's Birthday
 May 19 Malcom X's Birthday - Obs May 20
 May 27 Memorial Day
 Jun 19 Juneteenth - Obs June 21

Jul 4 Independence Day
 Sept 2 Labor Day
 Oct 14 Indigenous Peoples' Day
 Nov 11 Veterans Day
 Nov 28 Thanksgiving Day
 Nov 29 Day After Thanksgiving
 Dec 25 Christmas Day

- Pay Day
- Observed Holiday
- Observed VTO Day
- New Employee Orientation



City of Berkeley 2024 Pay Schedule

Payroll #	Pay Period			Payday
1	12/24/23	THRU	01/06/24	01/11/24 (Thu)
2	01/07/24	THRU	01/20/24	01/26/24
3	01/21/24	THRU	02/03/24	02/08/24 (Thu)
4	02/04/24	THRU	02/17/24	02/23/24
5	02/18/24	THRU	03/02/24	03/07/24 (Thu)
6	03/03/24	THRU	03/16/24	03/22/24
7	03/17/24	THRU	03/30/24	04/05/24
8	03/31/24	THRU	04/13/24	04/19/24
9	04/14/24	THRU	04/27/24	05/03/24
10	04/28/24	THRU	05/11/24	05/17/24
11	05/12/24	THRU	05/25/24	05/31/24
12	05/26/24	THRU	06/08/24	06/13/24 (Thu)
13	06/09/24	THRU	06/22/24	06/28/24
14	06/23/24	THRU	07/06/24	07/12/24
15	07/07/24	THRU	07/20/24	07/26/24
16	07/21/24	THRU	08/03/24	08/09/24
17	08/04/24	THRU	08/17/24	08/23/24
18	08/18/24	THRU	08/31/24	09/06/24
19	09/01/24	THRU	09/14/24	09/20/24
20	09/15/24	THRU	09/28/24	10/04/24
21	09/29/24	THRU	10/12/24	10/18/24
22	10/13/24	THRU	10/26/24	11/01/24
23	10/27/24	THRU	11/09/24	11/15/24
24	11/10/24	THRU	11/23/24	11/27/24 (Wed)
25	11/24/24	THRU	12/07/24	12/13/24
26	12/08/24	THRU	12/21/24	12/27/24

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