

**CITY OF BERKELEY  
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue  
Live Oak Community Center, Creekside Room  
Berkeley, CA 94704  
March 4, 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](mailto:akouyoumdjian@berkeleyca.gov)

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation, 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. To submit an e-mail comment, email [hr@berkeleyca.gov](mailto: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 February 5, 2024
- V. Recommendation to Revise Job Class Specification – Camp Maintenance Mechanic
- VI. Recommendation to Align Training and Certification Differentials for Deputy Police Chief and Police Chief with Differentials for Berkeley Police Association Members
- VII. Recommendation to Extend Temporary Appointment of Principal Program Manager Shanalee Gallagher

**INFORMATION ITEMS:**

- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. 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  
February 5, 2024  
7:00 P.M.

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

**MEETING MINUTES**

I. Call to Order 7:00 pm

II. Roll Call 7:00 pm

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources)  
Monica Walker (Human Resources Manager)  
Scott Ferris (Director of Parks, Recreation, and Waterfront)  
Christina Erickson (Deputy Director of Parks, Recreation, and Waterfront)

Public Attendance: None

III. Public Comments None

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on January 8, 2024

**Action:** MSC (Wenk/Aviva) to approve the minutes of the meeting on January 8, 2024, with corrections as follows: update Lacey, O'Loughlin, and Karpinski as absent.

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

V. Election of Chair.

**Action:** MSC (Lacey, Wenk) to nominate Robert Dixon as Chair.

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

Election of Vice Chair.

**Action:** MSC (Dixon, Wenk) to nominate Aviva Gilbert as Vice Chair.

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

VI. Recommendation to Revise Job Class Specification – Forestry Climber.

**Action:** MSC (Bartlow, O'Loughlin) to approve revisions to Forestry Climber.

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

VII. Recommendation to Revise Job Class Specifications – Playground Leader Trainee, Camp Staff Member, Camp Staff Leader, and Camp Staff Supervisor.

**Action:** MSC (Gilbert/Dixon) to approve revisions to Playground Leader Trainee, Camp Staff Member, Camp Staff Leader, and Camp Staff Supervisor.

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

VIII. Recommendation to Revise Salary Ranges – Electrical Supervisor and Communications Supervisor.

**Action:** MSC (Lacey/Wenk) to approve revisions to Electrical Supervisor and Communications Supervisor.

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

**INFORMATION ITEMS:**

IX. Report by Director of Human Resources – Discussion Only

X. Copy of Berkeley Matters – Discussion Only

XI. Adjournment 8:10 PM



Human Resources

PERSONNEL BOARD

March 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specification – Camp Maintenance Mechanic

RECOMMENDATION

Revise the job class specification of Camp Maintenance Mechanic as outlined.

FISCAL IMPACT

There will be no fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The City seeks to remove the commercial driver's license (Class B) as a minimum qualification from the current Camp Maintenance Mechanic job class specification, which is no longer needed, and add the State of California Drinking Water Treatment Certifications (Grade 1 or 2) as desirable.

BACKGROUND

This classification is primarily used at the camps operated by the Parks, Recreation, and Waterfront department. Although there may have once been a need for employees in this classification to operate equipment or vehicles needing a commercial driver's (Class B) license, the current operations of the Camps division do not involve the operation of any equipment that requires a commercial driver's license.

However, both Echo Lake and Tuolumne Camp operate surface water treatment plants licensed by the State of California, and require state licensing for operation. The permit for each water plant requires a Chief Plant Operator with a Grade T2 certification, and a Shift Operator with a Grade T1 certification. These functions are currently being performed by consultants who perform maintenance operations on a pre-established schedule. However, having Camp Maintenance Mechanics who possess water treatment certifications will help with onsite emergencies and operations, and adding this desirable qualification will help attract applicants with those certifications.

RECOGNIZED EMPLOYEE ORGANIZATION

The classifications are unrepresented and there is no requirement to undergo the meet and confer process.

RATIONALE FOR RECOMMENDATION

This job class specification is being revised to reflect current operational needs.

ALTERNATIVE ACTIONS CONSIDERED

None.

Internal

Revise Job Class Specification – Camp Maintenance Mechanic

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Camp Maintenance Mechanic

Revise Job Class Specification – Camp Maintenance Mechanic



## Camp Maintenance Mechanic

Class Codes:  
5010 and 5011

**Bargaining Unit: Unrepresented Classifications**

CITY OF BERKELEY

Established Date: Oct 13, 2008

Revision Date: ~~Oct 13, 2008~~ March 4, 2024

### DESCRIPTION:

#### DEFINITION

Under general supervision, performs both routine and heavy, physical work in the construction, maintenance, repair and cleaning of camp facilities; operates a variety of hand and power tools; performs related work as assigned.

#### CLASS CHARACTERISTICS

Incumbents perform the full range of assigned duties listed below. The Camp Maintenance Mechanic is distinguished from other camp-related classes by the skill level and the regular use of power tools; one or more incumbents may be assigned lead responsibility over a camp crew in charge of a maintenance and repair.

### EXAMPLE OF DUTIES:

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

1. Operates, services, cleans and cares for tools and equipment; performs a variety of other tasks such as tool sharpening, and the repair of equipment; operates hand and power tools including chain saws and other equipment for a variety of trades; maintains tools, brushes and equipment in proper working order;
2. Checks camp pump station equipment for proper operation; performs recurrent preventative maintenance such as cleaning, lubricating, and making minor repairs to equipment; collects samples of potentially contaminated refuse for testing;
3. Responds to emergency or complaint calls and ensures that appropriate parties are notified regarding camp facilities, drainage, or road conditions;
4. Performs preventive maintenance of auxiliary equipment for proper operating condition and safety and

Revise Job Class Specification – Camp Maintenance Mechanic

reports maintenance required;

5. Follows safe work practices and observes safety precautions and cleans up work sites upon completion of job;
6. Operates various types and sizes of trucks which may require a class B driver's license; performs utility duties such as loading, hauling and unloading;
7. Performs a variety of physical labor as assigned which may entail heavy lifting;
8. Excavates, shovels, hauls and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools and equipment;
9. Reads and interprets maps and basic blueprints;
10. Adheres to safety rules and regulations;
11. Maintains records including initiating and completing work orders, and makes oral reports of work performed;
12. May flush, rod, and clear debris from sewer lines catch basins and culverts;
13. May direct the work of camp staff and serve as lead worker on specific jobs and provide orientation to new employees; and
14. Performs other related duties as required.

**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. Techniques tools, methods and materials used in the maintenance and repair of camp and related facilities;
2. Operation and maintenance of a wide variety of hand and power tools and equipment common to the mountains; and
3. Safe work methods and safety regulations pertaining to the work.

Skill in and ability to:

1. Operate, adjust and perform preventive maintenance on vehicles, auxiliary equipment and a variety of hand and power tools and equipment used in the work;
2. Understand and follow oral and written instructions;
3. Perform heavy physical labor;
4. Exercise independent judgment and initiative without close supervision; and

Revise Job Class Specification – Camp Maintenance Mechanic

5. Operate different types of trucks and related equipment safely.

## MINIMUM QUALIFICATIONS

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

Equivalent to graduation from high school, and one (1) year of experience in construction and maintenance. State of California Drinking Water Treatment Certifications (Grade 1 or 2) desirable.

### OTHER REQUIREMENTS

Must possess and maintain a valid ~~class B~~ California non-commercial (Class C) driver's license, and have a satisfactory driving record. Must possess, sufficient strength and stamina to lift and carry objects weighing up to 80 pounds and be able to perform sustained heavy physical labor. Must be willing to work ~~out of~~ doors in all weather conditions and on off-hour shifts in emergency situations.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.





Human Resources

PERSONNEL BOARD

March 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Align Training and Certification Differentials for Deputy Police Chief and Police Chief with Differentials for Berkeley Police Association Members

RECOMMENDATION

Modify the Unrepresented Employee Manual to align the training and certification differentials for Deputy Police Chief and Police Chief – specifically, for Crisis Intervention Training (2%), the KIND Policing Differential (3% currently, 4% as of July 1, 2024), and POST certificates (up to 7%) – with those of Berkeley Police Association members; specify that for Deputy Police Chief and Police Chief the POST certificates must be at the Management level; provide retiree medical benefits that BPA members and the Police Chief receive to the Deputy Police Chief as well.

FISCAL IMPACTS OF RECOMMENDATION

Fiscal impacts will differ depending on salary, as the differentials are percentage-based.

CURRENT SITUATION AND ITS EFFECTS

Pay differentials for which members of the Berkeley Police Association (BPA) qualify – specifically, for Crisis Intervention Training, for the KIND (Constitutional, Humane, Impartial, Neighborhood-Oriented, and DEI-Centered) Policing Differential, and for various POST certificates – are leading to compaction issues between the recently-established Deputy Police Chief classification and that of Captain.

Without alignment with BPA pay differentials, internal recruitment for Deputy Police Chief will be highly challenging, as members of the department will be disincentivized from seeking promotion given the compaction in pay. The alignment needs to apply to the Police Chief as well to prevent next-level compaction with the Deputy classification.

Section 13.13 of the Unrepresented Employee Manual also needs to be modified to specify that retiree medical benefits that BPA members and the Police Chief currently receive will be provided to the Deputy Police Chief as well.

BACKGROUND

The classification of Deputy Police Chief was created in 2023 with a salary range set at \$260,000 at its top point, allowing sufficient departure from the top step for Captain (\$223,266).

Nevertheless, compaction is being created because the Deputy Police Chief classification is Unrepresented, whereas Captains are BPA members who qualify for differentials for such ongoing

Align Training and Certification Differentials for Deputy Police Chief  
and Police Chief with Differentials for Berkeley Police Association Members

March 4, 2024

specialized education as Crisis Intervention Training (CIT) and KIND (Constitutional, Humane, Impartial, Neighborhood-Oriented, and DEI-Centered) policing, as well as for Intermediate and Advanced certificates from the Commission on Police Officer Standards and Training (POST).

The recommendation to align training and certification differentials for Deputy Police Chief and Police Chief with those of BPA members aims to address the salary compaction issue, while also broadening the Crisis Intervention and KIND policing trainings to apply to the leaders of the Berkeley Police Department, regardless of their Unrepresented status. POST differentials for the Deputy Police Chief and Police Chief will apply if their certification is at the Management level, which is an even higher requirement than the Advanced level.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

#### RATIONALE FOR RECOMMENDATION

Aligning the training and certification differentials for Deputy Police Chief and Police Chief with those of Berkeley Police Association members will resolve salary compaction issues along the promotional ladder from Captain to Deputy Police Chief to Police Chief.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

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



Human Resources

Date: March 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Request for Temporary Appointment Extension of Principal Program Manager Shanalee Gallagher

#### RECOMMENDATION

Extend the temporary appointment of Principal Program Manager Shanalee Gallagher while the recruitment for the career appointment is underway.

#### FISCAL IMPACT

The career Principal Program Manager position is fully funded through Measure FF, and the temporary position is funded through salary savings from that vacancy.

#### CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley Human Resources Department and the Fire Department request a six-month extension of the temporary appointment of Principal Program Manager Shanalee Gallagher, who was appointed on August 21, 2023 for a six-month temporary position, in order to complete the recruitment process for the career appointment.

#### BACKGROUND

Measure FF provides funding for fire services, emergency response, 9-1-1 communication, hazard mitigation, and wildfire prevention. This measure included funding for a career Principal Program Manager position to manage initiatives and programs including the Wildland Urban Interface Fire Safe Program; Dispatch Reimagining; recruiting, marketing, and drafting job position descriptions related to the programs; as well as grant application and management.

#### RATIONALE FOR RECOMMENDATION

The temporary appointment is being extended to allow time for the recruitment to be completed and an eligible list of candidates to be made available to the department for hire into the career vacancy.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

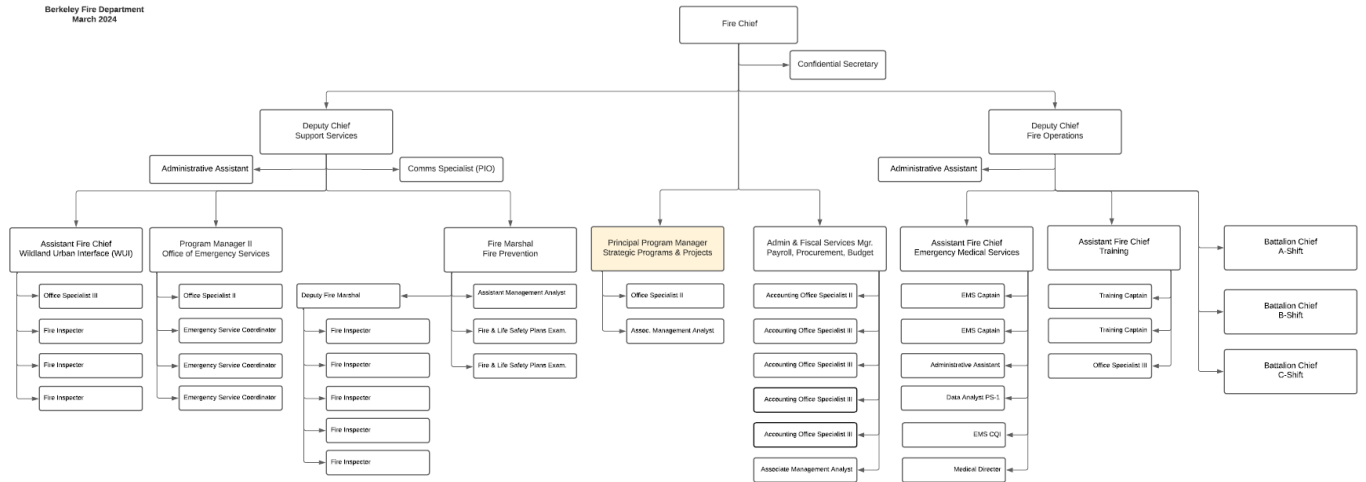
Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

#### ATTACHMENTS

1. Organizational Chart – Fire Department
2. Job Class Specification – Principal Program Manager

# Attachment 1. Organizational Chart – Fire Department

Berkeley Fire Department  
March 2024





## Principal Program Manager

Bargaining Unit: Public Employees Union, Local  
One

Class Code:  
9021

CITY OF BERKELEY  
Established Date: Oct 7, 2022  
Revision Date: Dec 19, 2022

### SALARY RANGE

\$73.72 - \$89.21 Hourly  
\$5,897.59 - \$7,137.06 Biweekly  
\$12,778.12 - \$15,463.64 Monthly  
\$153,337.39 - \$185,563.66 Annually

### DESCRIPTION:

#### DEFINITION

Plans, organizes, directs and supervises one or more major City programs or projects that have a high degree of visibility and are of substantial impact including the development and implementation of program goals and elements; performs a variety of technical tasks relative to assigned program or project; and develops procedures, programs and methodologies.

#### CLASS CHARACTERISTICS

This management level classification may be populated with multiple incumbents who mission. The Principal Program Manager is a supervisory level with responsibility for directing one or more major City programs or projects of a complex nature. Incumbents are expected to demonstrate skills and knowledge particular to their assignment. Under general direction, the Principal Program Manager organizes, coordinates and directs various staff and activities associated with the development and implementation for programs and projects.

Principal Program Manager is distinguished from the Program Manager II in that it has full supervisory responsibilities, including completing performance evaluations and counseling for performance improvement.

### 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. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of project or program implementation; implements policies and procedures;

2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the performance of project or program implementation as well as the activities of professional, paraprofessional and support staff;
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, equipment, and supplies; monitors and controls expenditures;
5. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
6. Organizes, coordinates, and manages one or more major programs or projects with high visibility and impact;
7. Supervises administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and administers contracts;
8. Represents the department in a variety of meetings and forums involving program coordination and implementation;
9. Conducts complex analyses and makes technical investigations and research on a variety of issues impacting the City;
10. Plans, develops and supervises complex studies and prepares and presents findings and recommendations;
11. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
12. Reviews the effectiveness of service delivery and work flow; develops and supervises the implementation of recommendations regarding program elements;
13. Analyzes laws and regulations and their impact to assigned program(s);
14. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
15. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
16. Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Advanced principles and practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;
3. Principles of budget development and administration;
4. Principles and practices of supervision, training and performance evaluations;
5. Advanced principles and practices of research, analysis, and report writing;
6. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
7. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
8. Regulatory and programmatic requirements and services as they relate to assigned program;
9. Principles and practices of grant administration, public procurement, contract law and negotiations.

Ability to:

1. Organize, implement and direct program or project operations and activities;
2. Effectively plan, develop, implement and supervise comprehensive programs with a broad impact and high degree of complexity;
3. Assist in the development and monitoring of an assigned program budget;
4. Collect and analyze large volumes of data and reach a sound conclusion;
5. Supervise, train and evaluate assigned staff;
6. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
7. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
8. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
9. Meet deadlines in a highly political environment;
10. Communicate effectively, both orally and in writing;
11. Effectively analyze legislation and/or regulatory changes and their impact to City services;
12. Establish and maintain productive working relationships with those contacted in the course of the work;
13. Use English effectively to communicate in person, over the telephone, and in writing;

14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and 15. Manage and supervise support staff.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from a four (4) year college or university with major coursework in business or public administration, or a related field and five (5) years in the development and implementation of programs, including two (2) years in a lead capacity. 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 able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to attend evening and weekend meetings.



# Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



***What's New***

RECRUITMENTS..... [PAGE 3](#)

VACANCIES..... [PAGE 5](#)

CITYWIDE TRAININGS..... [PAGE 7](#)

457 PLANS..... [PAGE 11](#)

***Interview Skills Webinar***

Wednesday, February 28th  
12pm to 1pm

See [page 8](#) for details

**SCAN TO REGISTER**





## HR ADMINISTRATION

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To view and apply for open competitive recruitments: [CLICK HERE](#)

For promotional recruitments: [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	Promotional	\$38.37 - \$41.83	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	Promotional	\$38.72 - \$46.62	February 19, 2024	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 - \$45.45	Continuous	Continuous
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 - \$63.86	Continuous	Continuous
<b>NEW</b> Assistant Transportation Engineer (Req#2023-01417)	Promotion	Competitive	\$53.63 - \$64.64	February 26, 2024	March 18, 2024
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Aquatics Facilities Supervisor (Req#2023-01544)	Promotion	Competitive	\$30.28 - \$36.82	February 12, 2024	March 4, 2024
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	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
<b>NEW</b> Customer Service Specialist III (Req#2024-01697)	Vacancy	Promotional	\$38.37 - \$41.83	February 26, 2024	March 11, 2024
Electrician	Vacancy	Competitive	\$49.74 - \$54.51	Continuous	Continuous
Emergency Services Coordinator (Req#2024-01688)	Vacancy	Competitive	\$48.90 - \$58.07	February 5, 2024	February 26, 2024
Employee & Labor Relations Analyst (HR Analyst)	Vacancy	Competitive	\$50.93 - \$68.30	Continuous	Continuous
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
Forestry Climber (Req#2023-01611)	Establish a List	Competitive	\$40.86 - \$43.47	February 12, 2024	March 4, 2024
Housing Development Specialist (Community Development Project Coordinator)	Promotion	Competitive	\$50.92 - \$61.57	February 19, 2024	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Laborer (Req#2023-01634, 2023-01635, 2023-01647, 2023-01648)	Promotion	Competitive	\$33.13 - \$35.17	January 29, 2024	February 26, 2024
Legislative Assistant	Vacancy	Competitive	\$37.80 - \$53.19	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$34.28 - \$36.35	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
<b>Mechanic</b>	Vacancy	Competitive	\$45.04 - \$47.75	Continuous	Continuous
<b>Mental Health Clinical Supervisor</b>	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
<b>Mental Health Nurse</b>	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
<b>Mid-Level Practitioner</b>	Vacancy	Competitive	\$55.53 - \$61.56	Continuous	Continuous
<b>Office Specialist III</b>	Vacancy	<b>Promotional</b>	\$36.67 - \$41.13	Continuous	Continuous
<b>Paramedic</b>	Vacancy	Competitive	\$30.00 - \$40.00	January 29, 2024	March 18, 2024
<b>Police Officer Lateral</b>	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
<b>Police Officer Recruit</b>	Vacancy	Competitive	\$43.61	Continuous	Continuous
<b>Program Manager II - Information Technology</b> (Req#2023-01264)	Promotion	Competitive	\$64.90 - \$78.53	Continuous	Continuous
<b>Psychiatrist</b>	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
<b>Public Health Nurse</b>	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
<b>Public Safety Analyst (Crime Analyst)</b> (Req#2023-01341)	Vacancy	Competitive	\$48.39 - \$57.46	February 5, 2024	March 11, 2024
<b>Public Safety Dispatcher I</b>	Vacancy	Competitive	\$33.48 - \$36.58	Continuous	Continuous
<b>Public Safety Dispatcher II</b>	Vacancy	Competitive	\$46.44 - \$50.40	Continuous	Continuous
<b>Registered Environmental Health Specialist</b> (Req#2023-01260)	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
<b>Registered Nurse</b>	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
<b>Revenue Development Specialist I/II</b>	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
<b>Revenue Development Supervisor</b>	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
<b>Senior Behavioral Health Clinician</b>	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
<b>Senior Housing Inspector (Certified)</b>	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
<b>Senior Information Systems Specialist</b>	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
<b>Senior Management Analyst</b>	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
<b>Senior Planner</b> (Req#2023-01400)	Promotion	Competitive	\$54.77 - \$65.25	January 29, 2024	March 11, 2024
<b>Senior Public Health Nurse</b>	Vacancy	Competitive	\$59.02 - \$68.86	Continuous	Continuous
<b>Senior Systems Analyst</b>	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
<b>Supervising Civil Engineer</b> (Req#2023-01466)	Promotion	Competitive	\$69.18 - \$83.53	February 5, 2024	February 26, 2024
<b>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous
<b>Temporary Deputy Director of HHCS</b> (Req#2024-01709, 2024-01731, 2024-01733)	Vacancy	Competitive	\$72.78 - \$97.37	February 26, 2024	Open Until Filled



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
<b>Animal Services Assistant</b> (Req#2024-01724)	Vacancy	City Manager's Office	Michael St Pierre @ 981-6603 MStPierre@berkeleyca.gov
<b>Assistant Management Analyst</b> (Req#2024-01730)	Vacancy	Rent Board	Shamika Cole @ 981-4903 Sscole@berkeleyca.gov
<b>Associate Civil Engineer</b> (Req#2024-01737)	Vacancy	PRW	Evelyn Chan @ 981-6430 Echan@berkeleyca.gov
<b>Audit Manager</b> (Req#2023-01668)	Vacancy	City Auditor	Brian Zandipour @ 981-6789 Bzandipour@berkeleyca.gov
<b>Customer Service Specialist III</b> (Req#2024-01697)	Vacancy	IT	Penelope Cash @ 981-6543 PCash@berkeleyca.gov
<b>Engineering Technician</b> (Req#2023-1334)	Vacancy	Public Works	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov
<b>Librarian I</b> (Req#2024-01727)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
<b>Library Specialist II</b> (Req#2024-01714, 2024-01715)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
<b>Mechanical Sweeper Operator</b> (Req#2023-01421)	Retirement	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov
<b>Senior Management Analyst</b> (Req#2024-01713)	Vacancy	IT	Kevin Fong @ 981-6541 Kfong@berkeleyca.gov
<b>Solid Waste and Recycling Manager</b> (Req#2023-01233)	Vacancy	Public Works	Peni Basalusalu @ 981-6485 PBasalusalu@berkeleyca.gov
<b>Supervising Librarian</b> (Req#2024-01726)	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
<b>Assistant Management Analyst</b> (Req#2024-01732)	Vacancy	PRW	Christina Erickson @ 981-6703 Cerickson@berkeleyca.gov	NTE 6 months
<b>Associate Management Analyst</b> (Req#2024-01717)	Vacancy	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov	NTE 6 months
<b>Mechanical Sweeper Operator</b> (Req#2023-01422)	Vacancy	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov	NTE 6 months
<b>Traffic Maintenance Worker I</b> (Req#2024-01735)	Vacancy	Public Works	Aaron Dieken @ 981-6465 Adieken@berkeleyca.gov	N/A

## 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
<b>Deputy Director of HHCS</b> (Req#2024-01709)	Vacancy	NTE 6 months	LaTanya Bellow @ 981-7012 LBellow@berkeleyca.gov	February 26, 2024	Open Until Filled
<b>Deputy Director of HHCS</b> (Req#2024-01731)	Vacancy	NTE 6 months	LaTanya Bellow @ 981-7012 LBellow@berkeleyca.gov	February 26, 2024	Open Until Filled
<b>Deputy Director of HHCS</b> (Req#2024-01733)	Vacancy	NTE 6 months	LaTanya Bellow @ 981-7012 LBellow@berkeleyca.gov	February 26, 2024	Open Until Filled

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**

**MANDATORY TRAININGS:** [CLICK HERE](#)

Topic	Audience	Location
Harassment Awareness	All City Staff	Online self-paced
Ethics Awareness		
Active Shooter Awareness		
Code of Conduct Series	All supervisors and managers	Online self-paced

**UPCOMING CLASSES**

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

Date	Topic	Location
February 29, 2024 9am - 12pm	Microsoft Word Level 1, Day 1	<a href="#">Zoom - click here</a>
March 7, 2024 9am - 12pm	Microsoft Word Level 1, Day 2	
March 14, 2024 9am - 12pm	Microsoft Excel Level 1, Day 1	<a href="#">Zoom - click here</a>
March 21, 2024 9am - 12pm	Microsoft Excel Level 1, Day 2	
March 28, 2024 9am - 12pm	ERMA A - Excel for ERMA Users	<a href="#">Zoom - click here</a>
April 4, 2024 9am - 12pm	Microsoft Excel Level 2, Day 1	<a href="#">Zoom - click here</a>
April 11, 2024 9am - 12pm	Microsoft Excel Level 2, Day 2	

**“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](mailto:training@berkeleyca.gov)*



# 2024 EMPLOYEE ENRICHMENT WEBINARS



## INTERVIEW SKILLS TO ADVANCE YOUR CAREER

Wednesday, February 28th  
12pm - 1pm



**FEBRUARY**

Are you looking for the next step in your career, but feeling nervous about the interview process?

Join us for a webinar with Marcia Harkanson from i2i Workplace!

You'll learn about different interview processes you may encounter, how to prepare for an interview, and how to advertise your best self.

You will also hear from a panel of the City's Senior Executive Team members for their perspectives on the interview process.



**Coming in March:**  
*Maintaining a Work-Life  
Balance*



**CLICK OR SCAN  
TO REGISTER FOR  
THE WEBINAR**





*Welcome!*

<b>Appointments</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Jill Tokutomi</b>	Supervising Librarian	Library
<b>Leo Bautista</b>	Building Inspector I	Planning
<b>Jabari Bell</b>	Landscape Gardener	PRW
<b>Tressa Maddox</b>	Office Specialist II	PRW

*Congratulations!*

<b>Promotions</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Jacob Kahn</b>	Librarian I	Library
<b>Lars Skjerping</b>	Assistant to the Mayor	Mayor's Office
<b>Sandra Sanchez</b>	Administrative Assistant	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.

Visit [cobsavings.savings.workingadvantage.com](https://cobsavings.savings.workingadvantage.com) to sign up and start saving.

**NOTE: Use your personal email address so that you can access the website at your leisure -- your household members can use the site too!**

**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.

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: [JOSEANAYA.EMPOWERMYTIME.COM](https://JOSEANAYA.EMPOWERMYTIME.COM)**

**OR EMAIL [JOSE.ANAYA@EMPOWER.COM](mailto:JOSE.ANAYA@EMPOWER.COM)**

Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- Comprehensive review of your investment holdings
- Personalized investment strategy using the funds offered by Empower
- Unlimited ability to meet with a locally based investment counselor to review your account

**Online Advice** is provided at no cost to participants, and may be of interest to those who want expert input into their investment decision-making but want to approve and implement adjustments themselves.

**My Total Retirement** includes two important additional features: automated monthly review of your investment asset allocation, and automated adjustments to your investment account holdings (implemented on a quarterly basis). **My Total Retirement** charges an annual fee assessed as a fixed percentage of your total account balance and may be of interest to those who prefer more of a hands-off approach with changes to their investment holdings made automatically.

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With the CalPERS 457 plan, you benefit from:

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



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

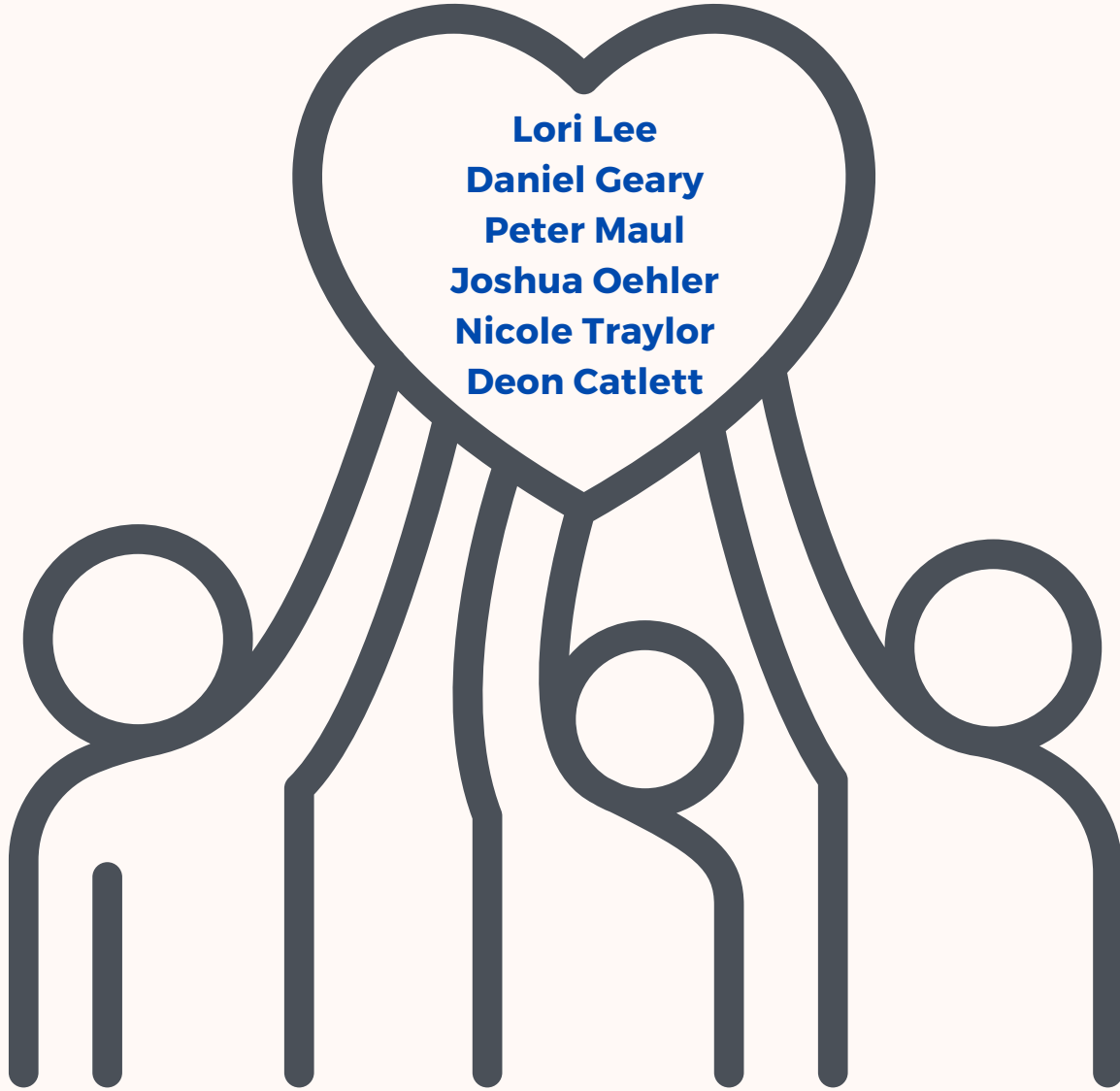
**In-person appointments are available on the second Wednesday of each month.** Appointments will be located in the Chinquapin conference room at 2180 Milvia St.

**SCHEDULE A PHONE APPOINTMENT: [CALPERS457.TIMETAP.COM/](https://CALPERS457.TIMETAP.COM/)**

**SCHEDULE AN IN-PERSON APPOINTMENT: [IDC8TXARFX.TIMETAP.COM/](https://IDC8TXARFX.TIMETAP.COM/)**

**OR CONTACT NANCY GARRITY:  
[NANCY.GARRITY@VOYA.COM](mailto:NANCY.GARRITY@VOYA.COM)  
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 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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	Wed	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 Malcolm X's Birthday - Obs 5/20  
 May 27 Memorial Day

Jun 19 Juneteenth - Obs 6/21  
 Jul 4 Independence Day  
 Sept 2 Labor Day  
 Oct 14 Indigenous Peoples' Day  
 Nov 11 Veterans Day  
 Nov 28-29 Thanksgiving Day/Day After

Dec 25 Christmas Day

- Pay Day
- Observed Holidays
- Observed VTO Days
- 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