

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
April 1, 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, 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 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 March 4, 2024
- V. Recommendation to Revise Job Class Specification – Paramedic (R)
- VI. Recommendation to Revise Job Class Specification and Salary Range-Legislative Aide
- VII. Recommendation to Approve New Personnel Rule 11.09 – Reinstatement of Sick Leave

INFORMATION ITEMS:

- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

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; however, if included in any communication to a City board, commission or committee, this information 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, California, 94704.

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside 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
hr@berkeleyca.gov

MEETING MINUTES

I. Call to Order 7:00 pm

II. Roll Call 7:00 pm

Members Present: Robert Dixon (Chair)
Aviva Gilbert (Vice Chair)
Darryl Bartlow
Maya Karpinski
Nic O'Loughlin

Members Absent: Jenny Wenk
Mary Kay Lacey

Staff Present: Aram Kouyoumdjian (Director of Human Resources)
Monica Walker (Human Resources Manager)
Benita Torres (Office Specialist II)

Public Attendance: Justin Pitcher (Local 1 Union Representative)
Marcus

III. Public Comments None

ACTION ITEMS:

IV. Approval of Minutes of Meeting on February 5, 2024 and Corrections of Minutes of Meeting on January 8, 2024

Action: MSC (Bartlow, Karpinski) to approve the minutes of the meeting on February 5, 2024.

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

V. Recommendation to Revise Job Class Specification – Camp Maintenance Mechanic

Action: MSC (O'Loughlin, Karpinski) to approve recommendation to Revise Job Class Specification – Camp Maintenance Mechanic

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

VI. Recommendation to Align Training and Certification Differentials for Deputy Police Chief and Police Chief with Differentials for Berkeley Police Association Members

Action: MSC (Bartlow, Gilbert) to approve Aligning Training and Certification Differentials for Deputy Police Chief and Police Chief with Differentials for Berkeley Police Association Members

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

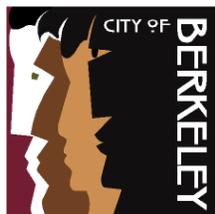
VII. Recommendation to Extend Temporary Appointment of Principal Program Manager Shanalee Gallagher

Action: MSC (Gilbert/Dixon) to approve Extending Temporary Appointment of Principal Program Manager Shanalee Gallagher

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

INFORMATION ITEMS:

- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment 7:22 PM



Human Resources

PERSONNEL BOARD

April 1, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specification – Paramedic (R)

RECOMMENDATION

Revise the job class specification of Paramedic (R) 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 expand the minimum requirements to allow candidates who do not currently have an active paramedic license, but are actively participating in a Paramedic Field Internship Program towards attainment of their license, to apply and qualify for further participation in the recruitment, as long as they obtain their Paramedic license by the date of appointment to the position.

BACKGROUND

Currently, candidates for the classification of Paramedic (R) must possess a valid California Paramedic license at the time of application in order to be considered for further participation in the testing process for the recruitment. This limits a number of candidates who may be in the process of completing their field internship program, which is the last step towards attaining their license. Because of the length of the exam, selection, and background process that follows the initial application, many candidates will have completed their field internship and attained their license by the time they are appointed to the job. This proposed change will result in a broader pool of candidates to complete the process of attaining their license, while simultaneously undergoing the exam, selection, and background process.

In addition, the proposed change mirrors the requirements for the Firefighter Paramedic job class specification.

RECOGNIZED EMPLOYEE ORGANIZATION

The revisions to the job class specification have undergone the meet and confer process with the Berkeley Fire Fighters Association Local 1227 I.A.F.F.

RATIONALE FOR RECOMMENDATION

This change will broaden the applicant pool and ease significant recruitment challenges exacerbated by the pandemic.

ALTERNATIVE ACTIONS CONSIDERED

Internal

Revise Job Class Specification – Paramedic (R)

None.

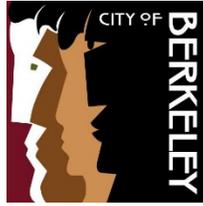
CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Paramedic (R)

Revise Job Class Specification – Paramedic (R)



PARAMEDIC (R)
CLASS CODE 9031

SALARY

\$30.00 - \$40.00 Hourly
\$2,400.00 - \$3,200.00 Biweekly
\$5,200.00 - \$6,933.33 Monthly
\$62,400.00 - \$83,200.00 Annually

Employees hired into the Paramedic classification after the establishment of this salary range on September 12, 2023.

DEFINITION:

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

CLASS CHARACTERISTICS:

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

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.

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

Revise Job Class Specification – Paramedic (R)

Knowledge and Abilities

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

Knowledge of:

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

Ability to:

Provide first responder emergency medical response at the advanced life support level;
Safely operate emergency apparatus and equipment;
Follow and provide oral and written directions;
Establish and maintain effective working relationships with those encountered in the course of the work;
Maintain accurate records and prepare clear and concise reports, and other written materials;
Remain calm, make sound decisions, and respond appropriately in emergency situations;
Communicate clearly and concisely, orally and in writing;
Maintain Alameda County accreditation

Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:

MINIMUM QUALIFICATIONS – BY DATE OF APPLICATION

Graduation from high school or GED equivalent.

Valid California Paramedic License, [National Registry Paramedic Certification Card, or be actively participating in a Paramedic Field Internship Program.](#)

Valid California Driver's License with a satisfactory driving record.

Current American Heart Association CPR for the Healthcare Provider, ACLS, PALS, PHTLS/ITLS (or equivalents as determined by the Fire Chief) cards.

Proof of vaccination to include: TDaP, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza.

Titers demonstrating immunity may be substituted for the proof of vaccination.

MINIMUM QUALIFICATIONS – BY DATE OF APPOINTMENT

[A valid California Paramedic license.](#)

[The core courses required to be an Alameda County accredited Paramedic.](#)

Successful completion of background investigation including a Livescan.

Successful completion of physical ability exam according to the specifications of the fire department.

OTHER REQUIREMENTS

Must be able to travel within and outside the City of Berkeley to meet the program needs and to fulfil job responsibilities. The incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record. Must be willing to maintain facial hair in such a manner as to ensure proper fitting and operation of Cal-OSHA compliant N95 and P100 particulate respirators. Must be willing to work shifts as structured in the Fire Department. Must successfully complete on-going assessment of health and wellness as required by the City.

Classification History

Class Title: Paramedic (R)

Classification Code 9031

Classification Established 09/12/2023

Internal

Revise Job Class Specification – Paramedic (R)

FLSA Status Non-Exempt

Administrative Leave/Overtime Overtime

Representation Unit B

Probationary Period 12 Months

Workers' Compensation Code 8810



Human Resources

April 1, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Legislative Aide Class Specifications and Salary Range

RECOMMENDATION

Approve changing the Legislative Assistant classification to Legislative Aide; approve job specifications and salary range for the renamed classification.

FISCAL IMPACT

The recommendation increases the salary range for renamed Legislative Aide over the formerly-named Legislative Assistant classification, with the increased costs to be absorbed by Mayor and Council Offices via the General Fund.

CURRENT SITUATION AND ITS EFFECTS

The recommendation sets forth newly-drafted job specifications for the Legislative Aide classification, following the meet-and-confer process with SEIU Local 1021 - CSU & PTRLA, along with a 14-step salary range that spans \$39.20 at the lowest step and \$73.08 at the highest.

Since the Legislative Aide classification is at-will, outside the City's civil service structure, advancements along the salary range will be in one of two ways, pursuant to agreement with the union:

- **Annual:** Legislative Aides will automatically advance one step annually – upon their anniversary date in the classification and upon receipt of a performance evaluation that meets or exceeds expectations. Alternatively, they will automatically advance one step annually upon their anniversary date in the classification in the absence of an evaluation. They will not have their annual step increase in the event of a negative evaluation (below “meets expectations”).
- **Multi-Step:** The hiring authority will be able to move a Legislative Aide multiple steps upon a significant change in the Legislative Aide's level of education, complexity of assigned tasks and duties, and/or supervisory responsibilities.
 - On a one-time basis upon approval of the new specifications and salary range, the hiring authority will be able to move a Legislative Aide up to two steps above the employee's currently hourly rate even in the absence of a significant change in level of education, complexity of assigned tasks or duties, and/or supervisory responsibilities.
 - Multi-step movements would apply to current Legislative Assistants, not just to those hired after the class specification is revised. Multi-step increases for a significant change in the Legislative Aide's level of education, complexity of assigned tasks or duties, and/or supervisory responsibilities would apply to any changes since the Legislative Assistant's original step placement.

BACKGROUND

The classification of Legislative Assistant was established without an accompanying classification description.

In the fall of last year, the Human Resources Department proposed a formal job specification for the renamed Legislative Aide classification and proceeded to engage in the meet-and-confer process with the union, which reached its conclusion in the latter part of March.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONAL FOR RECOMMENDATION

Job specifications are foundational components of the City's classification and compensation system, so it is imperative that they exist for the renamed Legislative Aide classification.

ALTERNATIVE ACTIONS CONSIDERED

None.



Legislative Aide

(Formerly Legislative Assistant)

Bargaining Unit: Service Employees International Union, Local 1021 (Comm Svcs & PT Rec Leaders)

CITY OF BERKELEY
CLASS CODE 2127
Date: May XX, 2024

SALARY RANGE

~~\$37,802.8 - \$53,189.7 Hourly~~
~~\$3,024.22 - \$4,255.18 Biweekly~~
~~\$6,552.49 - \$9,219.55 Monthly~~
~~\$78,629.82 - \$110,634.58 Annually~~
\$39,200.00 - \$73,080.00 Hourly
\$3,136.00 - \$5,846.40 Biweekly
\$6,794.67 - \$12,667.20 Monthly
\$81,536.00 - \$152,006.40 Annually

DESCRIPTION:

DEFINITION:

Under the supervision of the Mayor, Councilmember, or designee, provides specialized administrative and analytical support to the Mayor and/or Councilmember as it relates to legislative tracking, development, and analysis; and serves as a liaison between the Mayor's or Councilmember's office and the community.

CLASS CHARACTERISTICS:

This is a single level class characterized by the assignment of a full range of routine to complex tasks and duties at varied levels of independence. Employees at this level may receive instruction or assistance as new, unusual, or unique situations arise, and are aware of the operating procedures and policies within the work unit. Positions in this class may be flexibly staffed. Salary placement should be commensurate with level of education, experience, complexity of assigned tasks and duties, level of supervision/independence, and/or supervisorial responsibilities.

EXAMPLE OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed 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 the Mayor/Councilmember in meetings and maintains liaison with elected officials and representatives of local, regional, state, and federal governments, other public agencies, businesses, professional and community groups, the media, and the public;
2. Serves as a liaison between the Mayor's and/or Councilmember's office and the community, including but not limited to, receiving and responding to communication from constituents, identifying issues and solutions, connecting residents, merchants and other community members with City resources, managing neighborhood concerns, responding to and tracking constituent inquiries, and providing status updates to the Mayor/Councilmember;
3. Receives and reviews correspondence directed to the Mayor/Councilmember; evaluates suggestions and comments from the public and drafts replies; analyzes and summarizes responses from the public and prepares reports containing recommendations on courses of action;
4. Prepares correspondence to governmental officials or citizens informing them of findings and remedial action when appropriate;
5. Plans and organizes administrative, analytical, legislative, fiscal, or similar studies relating to the activities and operations of the Mayor/Councilmember;
6. Develops, plans, and assists with implementing policy and procedural modifications;
7. Prepares a wide variety of written materials including correspondence, reports, draft legislation, and public information materials from brief verbal instructions;
8. Reviews and analyzes a variety of city documents;
9. Coordinates and arranges meetings for the Mayor/Councilmember and prepares materials as required;
10. Organizes and staffs community events sponsored by the Mayor/Councilmember.
11. Monitors legislative matters and government agencies;
12. Conducts research and special studies and prepares memoranda and reports thereon;
13. Prepares resolutions, ordinances, speeches, correspondence, and other materials of a varied nature;
14. Investigates complex matters, as assigned, relating to the affairs of the Mayor/Councilmember; submits investigative findings with recommendations;
15. Performs office management functions, including the maintenance of legislative records and a wide variety of confidential and other office records and files; helps maintain office/office organization.
16. Tracks legislation; prepares summaries of Mayor/Councilmember actions or agendas;
17. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;
18. May be authorized to exercise independent work/judgment or may work under the direction of the Mayor/Councilmember or another Legislative Aide; may provide supervision to subordinate staff and/or assume responsibility for leading and/or coordinating projects;
19. May provide training and act as a lead or supervisor of subordinate staff and volunteers; and
20. 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. Municipal government functions and organization, and the basic principles and organization of regional, state, and federal level of government;
2. Public administration principles and practices;

3. Principles, practices, and methods of administrative, organizational, legislative and procedural analysis;
4. Wide variety of issues affecting public policy;
5. Conflict resolution and problem-solving techniques;
6. Techniques and practices for problem research and resolution;
7. Methods and techniques of clear, concise, and accurate oral and written communications;
8. Technical report writing procedures;
9. Modern office equipment and procedures including use of word processing, database, and spreadsheet applications; and
10. Methods and procedures to utilize computer applications and technology related to the work, including but not limited to, web design and maintenance, video production, presentation software, and image editing software.

Ability to:

1. Develop and maintain effective relationships with elected officials, representatives of the public and private groups, the media and the public;
2. Represent the City in meetings with intergovernmental agencies, public officials, the media, and community groups;
3. Analyze complex administrative, operational, legislative, economic, and organizational problems; evaluate alternatives;
4. Track and analyze pending litigation;
5. Multi-task, manage time, and track multiple processes and overlapping deadlines;
6. Apply Federal, State, and local laws, codes and regulations;
7. Exercise sound independent judgment;
8. Coordinate functions and activities between departments and outside agencies;
9. Maintain accurate records and files;
10. Prepare and analyze complex reports of a general and technical nature;
11. Interpret and apply administrative and city policies, laws, and rules;
12. Coordinate effective completion of competing projects; meet critical deadlines;
13. Exercise judgment in developing, analyzing, and evaluating programs and proposals and make recommendations regarding policy options involving complex matters;
14. Draft complex correspondence, memoranda, and reports which articulate the elected official's proposals and position on matters before the Mayor/Councilmember and various governmental bodies;
15. Use sound judgment in recognizing scope of authority;
16. Review finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate English grammar and spelling usage;
17. Establish and maintain effective working relationships with those contacted during work.

MINIMUM QUALIFICATIONS:

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

Coursework in political science, public policy, business administration, public administration, or a related field desirable. Experience performing progressively responsible and complex administrative duties supporting an elected official desirable.

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.

CLASSIFICATION HISTORY:

Classification Code: XXXX

Classification Established: May XX, 2024

FLSA Status: Exempt

Admin Leave / Overtime:

Representation Unit: Service Employees International Union, Local 1021 (Community Services & Part-Time Recreation Leaders)

Probationary Period: At Will

Workers' Comp Code: 8810



Human Resources

April 1, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Reinstatement of Sick Leave

RECOMMENDATION

Approve new Personnel Rule 11.09 – Reinstatement of Sick Leave, which provides that (1) temporary or non-career employees who transition into career positions or at-will positions set forth in Berkeley Municipal Code Section 4.04.120(A)-(C) shall carry over their accrued sick leave banks to their new positions, and (2) consistent with California Labor Code Section 246(g)(2), unused paid sick days shall be reinstated for any employee who separates from the City but is rehired within a year, unless a longer period is specified by an applicable Memorandum of Understanding with the employee's bargaining group.

FISCAL IMPACT

The fiscal impact of this rule will vary, depending on the number of employees who come under the provisions of the rule each year, the number of sick leave hours they have accrued in their bank, and their salary rate. However, the impact is expected to be modest.

CURRENT SITUATION AND ITS EFFECTS

The new rule change ensures that employees who transition from temporary or non-career positions into career positions or at-will positions set forth in Berkeley Municipal Code Section 4.04.120(A)-(C) do not lose their accrued sick leave time during the process of being separated from their temporary or non-career position and being hired back into a career position or at-will position set forth in BMC Section 4.04.120(A)-(C). It is wholly meant to benefit employees in these circumstances and not penalize them for accepting a position with different status within the City.

Moreover, the proposed change is meant to be consistent with California Labor Code Section 246(g)(2), which provides that unused paid sick days shall be reinstated for any employee who separates from an employer but is rehired within a year. However, that law does not apply to represented employees whose MOUs address paid sick days; therefore, an express change in policy is necessary.

BACKGROUND

Past practice in the City dictated that temporary or non-career employees who obtained career positions (or at-will positions set forth in Berkeley Municipal Code Section 4.04.120(A)-(C)) would lose their accrued sick time during the process of separating from their former position and being hired into their new one. The proposed rule prevents this loss of accrued time and fosters retention.

Contracts with certain bargaining units provide for reinstatement of sick leave upon rehire, but some do not. The proposed rule provides a standardized baseline policy that would apply to all City employees.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONAL FOR RECOMMENDATION

Temporary or non-career City employees should not suffer the loss of sick leave banks when they transition to career positions (or at-will positions set forth in Berkeley Municipal Code Section 4.04.120(A)-(C)). Moreover, the City should have a standardized baseline policy regarding reinstatement of sick leave time applicable to the entire workforce.

ALTERNATIVE ACTIONS CONSIDERED

None.

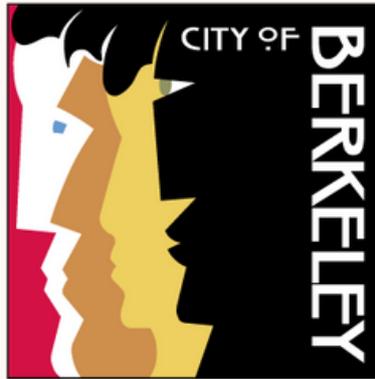
ATTACHMENT 1

Temporary or non-career employees who transition into career positions or at-will positions set forth in Berkeley Municipal Code Section 4.04.120(A)-(C) shall carry over their accrued sick leave banks to their new positions.

Consistent with California Labor Code Section 246(g)(2), unused paid sick days shall be reinstated for any employee who separates from the City but is rehired within a year, unless a longer period is specified by an applicable Memorandum of Understanding with the employee's bargaining group.

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

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

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

OFFERS OF WORK..... [PAGE 6](#)

Work-Life Balance Webinar

Wednesday, **March 27**
12pm to 1pm

See [page 8](#) for details



SCAN TO
REGISTER

Test-Taking Strategies Webinar

Wednesday, **April 10**
12pm to 1pm

See [page 9](#) for details



SCAN TO
REGISTER

ADMINISTRATION

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510-981-6814

Casandra Huff
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510-981-6894

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

WORKERS' COMP, ADA, LEAVE OF ABSENCE

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CMcDonald@berkeleyca.gov
510-981-6816

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

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
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Associate Management Analyst	Vacancy	Competitive	\$48.90 - \$58.07	March 11, 2024	April 1, 2024
Associate Transportation Engineer (Req#2024-01716, 2024-01722)	Vacancy	Competitive	\$61.03 - \$73.75	March 18, 2024	Open Until Filled
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
Customer Service Specialist III (Req#2024-01697)	Vacancy	Promotional	\$38.37 - \$41.83	Continuous	Continuous
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	March 29, 2024	April 26, 2024
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
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
Librarian I	Establish a List	Competitive	\$38.33 - \$45.96	March 11, 2024	Continuous
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
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Mental Health Nurse	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	Competitive	\$55.53 - \$61.56	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$36.67 - \$41.13	Continuous	Continuous
Paramedic	Vacancy	Competitive	\$30.00 - \$40.00	January 29, 2024	March 25, 2024
Permit Specialist (Req#2024-01830)	Vacancy	Competitive	\$34.98 - \$41.96	March 25, 2024	April 15, 2024
Police Officer Lateral	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$43.61	Continuous	Continuous
Principal Program Manager (Req#2024-01749, 2024-01832)	Vacancy	Competitive	\$73.72 - \$89.21	March 11, 2024	April 1, 2024
Program Manager II - Information Technology (Req#2023-01264)	Promotion	Competitive	\$64.90 - \$78.53	Continuous	Continuous
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)	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Public Health Nurse	Vacancy	Competitive	\$59.02 - \$68.86	Continuous	Continuous
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Supervising Librarian	Establish a List	Competitive	\$50.25 - \$60.54	March 11, 2024	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous



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
Administrative Secretary (Req#2024-01863)	Retirement	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Aquatics Facilities Supervisor (Req#2023-01544)	Promotion	PRW	Stephanie Chu @ 981-5146 Schu@berkeleyca.gov
Auditor I (Req#2023-01667)	Promotion	City Auditor	Caitlin Palmer @ 981-6757 Cpalmer@berkeleyca.gov
Human Resources Technician (Req#2023-01383)	Vacancy	Human Resources	Monica Walker @ 981-6818 Mwalker@berkeleyca.gov
Senior Management Analyst (Req#2024-01845)	Vacancy	Public Works	Sean O'Shea @ 981-6306 Soshea@berkeleyca.gov

No new temporary vacancies

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

In compliance with the Berkeley Fair Workweek Ordinance, the City offers additional hours of work to existing part-time employees prior to hiring new employees, including temporary workers.

To be eligible for an offer of work listed below, you must:

1. Be qualified to do the additional work (hold a part-time position in the same classification in the same department) **AND**
2. Have worked for the City for more than two weeks **AND**
3. Have a work schedule that does not conflict with the additional hours **OR** be a career employee interested in replacing your current schedule with the hours offered.

To accept an offer of additional hours, you must submit an application by the next Monday at 5:00 PM following the Berkeley Matters posting.

To submit an application for an offer of additional hours:



Classification	Department	Schedule	Number of Hours
Library Aide (Req#2024-01858)	Library - North Branch	Monday: 12pm-6pm Tuesday: 12pm-6pm Wednesday: 12pm-6pm Thursday: 2pm-8pm Friday: 12pm-6pm (Week 1 only) Saturday: 12pm-6pm (Week 2 only) <i>Schedule may change to incorporate Sunday hours when library is open on Sundays</i>	30 per week

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
March 28, 2024 9am - 12pm	ERMA A - Excel for ERMA Users	Zoom - click here
April 4, 2024 9am - 12pm	Microsoft Excel Level 2, Day 1	Zoom - click here
April 11, 2024 9am - 12pm	Microsoft Excel Level 2, Day 2	
April 18, 2024 9am - 12pm	PowerPoint Level 1, Day 1	Zoom - click here
April 25, 2024 9am - 12pm	PowerPoint Level 1, Day 2	
May 2, 2024 9am - 12pm	Microsoft Excel Level 3, Day 1	Zoom - click here
May 9, 2024 9am - 12pm	Microsoft Excel Level 3, Day 2	

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

2024 EMPLOYEE ENRICHMENT WEBINARS

MAINTAINING A WORK-LIFE BALANCE

Wednesday, March 27th
12pm - 1pm

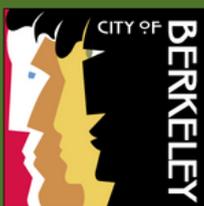
MARCH

It can be challenging to juggle work responsibilities *and* keep up with your life outside of work.

Join us to learn how to maintain a healthy work-life balance, reduce stress, and integrate wellness into your everyday life.

Presented by:
Dr. Ed Bauman, *Bauman Wellness*
Mona Reese, *Claremont EAP*

Coming in April:
Test-Taking Strategies



[CLICK OR SCAN
TO REGISTER FOR
THE WEBINAR](#)





2024 EMPLOYEE ENRICHMENT WEBINARS



TEST-TAKING STRATEGIES

Wednesday, April 10th
12pm - 1pm



APRIL

As civil service employees, we are no strangers to exams. But how can you make sure you're bringing your best self to a test?

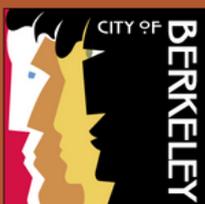
Join HR Consultant Alexis Nakamura for tips and techniques to enhance your performance on different types of exams.

You'll learn how to:

- Reduce test anxiety
- Enhance study skills
- Develop effective time management strategies
- Sharpen critical thinking skills



Coming in May:
Leaves of Absence



[CLICK OR SCAN
TO REGISTER FOR
THE WEBINAR](#)



Welcome!

Appointments		
Name	Classification	Department
Rubi Quihuis	Paralegal	City Attorney's Office
Kory Meredith	Animal Services Assistant	City Manager's Office
Jacob Gabriel-Warhuus	Community Services Specialist II	HHCS
DeMareon Gipson	Library Assistant	Library
Mario Torres	Librarian I	Library
Zorah Rose	Marina Assistant	PRW

Congratulations!

Promotions		
Name	Classification	Department
Emily Pangilinan	Senior Behavioral Health Clinician	HHCS
Be Tran	Community Development Project Coordinator	HHCS
Juan Arellano Alfaro	Skilled Laborer	Public Works

Retirements		
Name	Classification	Department
Wanda Williams	Administrative Secretary	PRW

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 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!

March 1st was Employee Appreciation Day and the Working Advantage marketplace is full of savings all month long!

Featured Offers

🔗 Explore these and hundreds of other offers at <https://cobsavings.savings.workingadvantage.com>



Employee Appreciation Day Gift
Use promo code
123Appreciation for \$10 off \$100, \$20 off \$200, and \$30 off \$300 through 4/1/2024*
*Promo code may only be used for transactions completed on your marketplace and may not be used to purchase gift cards or combined with any other offer.



Discount Hotel Reservations
Enjoy exclusive savings up to
60% off hotel rates



Discount Flight Reservations
Save up to **20% on flights**



Ray-Ban
Get **15% off Ray-Ban sunglasses**



Apple
Exclusive employee savings on
select products



TaxAct
Save **25% on your state and federal taxes**

Scan this QR code to visit
Working Advantage's Savings
Marketplace to find more offers



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.

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/

SCHEDULE AN IN-PERSON APPOINTMENT: IDC8TXARFX.TIMETAP.COM/

**OR CONTACT NANCY GARRITY:
NANCY.GARRITY@VOYA.COM
888-713-8244 EXT 2**

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

OR EMAIL JOSE.ANAYA@EMPOWER.COM

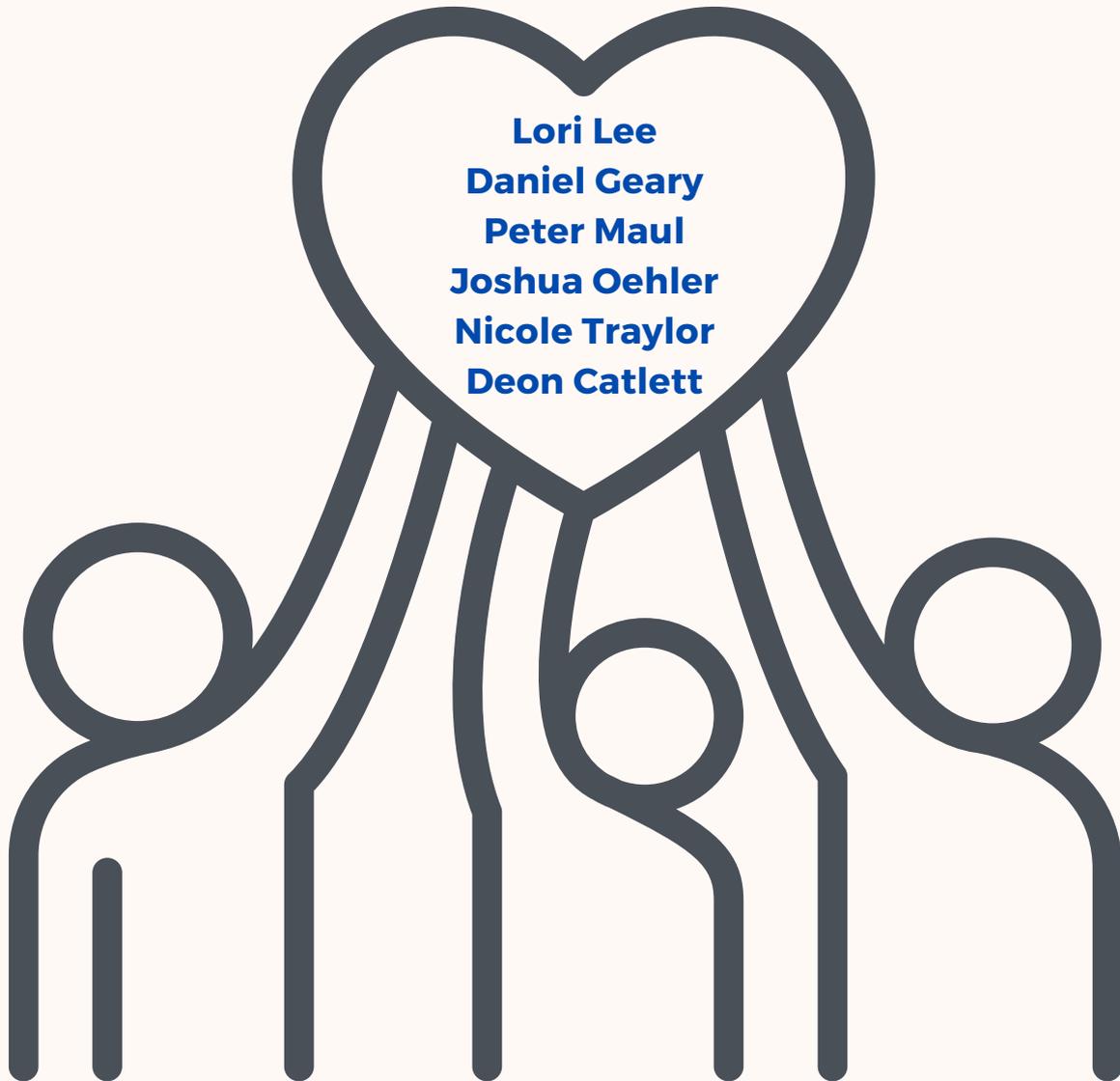
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- 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.

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