



Office of the City Manager

CONSENT CALENDAR

July 9, 2024

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Community Emergency Response Team (CERT) Civilian Instructor –  
Establish Job Class Specifications and Salary Range

RECOMMENDATION

Adopt a Resolution establishing the unrepresented job class specifications of – and salary range for – Community Emergency Response Team (CERT) Civilian Instructor, with an hourly range of \$31.5568 to \$38.7241.

FISCAL IMPACT

The fiscal impact will vary, given that CERT instructors typically work 10 hours per week on an intermittent basis.

CURRENT SITUATION AND ITS EFFECTS

Community Emergency Response Team (CERT) Civilian Instructors receive an hourly wage of \$34.9572, but there is currently no official job class specification or salary range.

BACKGROUND

The City of Berkeley Fire Department Office of Emergency Services Division (Fire-OES) coordinates training for the community on disaster preparedness topics. As part of this work, Fire-OES administers the Community Emergency Response Team (CERT) Program, which includes education in disaster preparedness and training in basic emergency skills for City residents and people who work in Berkeley. The program includes courses in disaster preparedness, fire safety, disaster medical operations, light search and rescue operations, CERT organization, and additional disaster preparedness topics.

Currently, intermittent CERT Civilian Instructors work under Fire-OES to deliver courses using the federally defined CERT curriculum, as well as disaster preparedness courses

tailored to the specific needs of the Berkeley community. Education is delivered through community-wide courses, in neighborhoods with community groups, and at community events.

Over the years since the CERT Civilian Instructor position was established, some instructors have left the role, but the City has not been able to fill these vacancies because of the lack of an official job classification. Due to these staffing shortages, the Fire Department has not been able to offer CERT courses at a frequency to meet community demands, as courses are generally full within days of posting. In addition, there is currently a backlog of unmet community requests for neighborhood-based CERT and other disaster preparedness courses. Establishing the CERT Civilian Instructor job classification will enable the City to move forward with hiring additional necessary CERT Civilian Instructors to help meet community needs.

Introducing a salary range would allow higher pay upon entry for qualified applicants and broaden the potential applicant pool; allow for increased pay commensurate with time worked in the role, enhancing retention; and enable the City to honor the contributions of current CERT Civilian Instructors, some of whom have served in these roles since the position was established in 2015.

The Personnel Board discussed and voted at its June 3, 2024 meeting to send this classification and salary to the City Council for approval (Motion to approve: Wenk/Gilbert; Vote - Ayes: Bartlow, Dixon, Gilbert, Karpinski, Lacey, O'Loughlin, Wenk; Noes: None; Abstains: None; Absent: None.).

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The intermittent CERT Civilian Instructor job classification will continue to deliver content related to natural hazards exacerbated by climate change.

#### RATIONALE FOR RECOMMENDATION

This job class specification is being created to maintain and expand the delivery of the CERT curriculum to the Berkeley community. Establishing the job class enables the City to move forward with hiring the necessary CERT Civilian Instructors to deliver courses to the community.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

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

#### ATTACHMENTS

1: Resolution

Exhibit A: Community Emergency Response Team (CERT) Civilian Instructor – Job Class Specifications and Salary Range

RESOLUTION NO. xxxxx - N.S.

NEW JOB SPECIFICATIONS AND SALARY RANGE FOR COMMUNITY EMERGENCY RESPONSE TEAM (CERT) CIVILIAN INSTRUCTOR CLASSIFICATION

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the classification of Community Emergency Response Team (CERT) Civilian Instructor was established without accompanying job specifications; and

WHEREAS, job specifications are foundational components of the City’s Classification and Compensation plan; and

WHEREAS, the Human Resources Department developed job specifications for the classification with an hourly salary range of \$31.5568 to \$38.7241; and

WHEREAS, the Personnel Board recommended on June 3, 2024 to adopt the new job specifications and salary range for the Community Emergency Response Team (CERT) Civilian Instructor class;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Community Emergency Response Team (CERT) Civilian Instructor is established with a salary range and classification as shown in Exhibit A, effective July 9, 2024.

BE IT FURTHER RESOLVED that the Community Emergency Response Team (CERT) Civilian Instructor classification have an hourly salary range of \$31.5568 to \$38.7241 over 5 salary steps, effective the start of the first full pay period following adoption of this resolution.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
\$31.5568	\$33.2135	\$34.9572	\$36.7925	\$38.7241

Exhibit A:  
Community Emergency Response Team (CERT) Civilian Instructor – Job Class Specifications and Salary Range

EXHIBIT A



# Community Emergency Response Team (CERT) Civilian Instructor

Class Code:  
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY  
Established Date: July 9, 2024

### SALARY RANGE

\$31,556.8 - \$38,724.1 Hourly  
\$2,524.54 - \$3,097.92 Biweekly  
\$5,469.85 - \$6,712.18 Monthly  
\$65,638.14 - \$80,546.13 Annually

### DESCRIPTION:

#### DEFINITION

Under general direction of a Division Manager in the Fire Department, or their designee, the CERT Civilian Instructor supports City of Berkeley Fire Department community education efforts. The position delivers the federally-defined Community Emergency Response Team (CERT) curriculum and disaster preparedness education to members of the public; represents the Department at community events; tracks and reports on community engagement efforts; assists in maintaining tools and materials for use in instruction; and performs other work related to community emergency preparedness and other related duties as required.

This role requires a strong commitment to community engagement, effective communication skills, ability to work collaboratively with a diverse population, and the ability to provide effective instruction to individuals and groups on how to effectively prepare for and respond to various emergencies.

#### CLASS CHARACTERISTICS

This single position journey-level class provides emergency and disaster preparedness training, education, and support under the Fire Department.

### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed 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. Coordinates and teaches community and personal disaster preparedness classes. Training may include but is not limited to courses on the standardized Community Emergency Response Team (CERT) curriculum and other disaster preparedness courses tailored to the specific needs of the Berkeley community. The CERT Civilian Instructor may focus on one or several of these topics.
2. Presents to community audiences and fosters a strong rapport with participants, encourages active participation and interaction during training sessions. Presentations may include hands-on activities.
3. Responds in a timely manner to requests from community members or other groups regarding outreach programs and training.
4. Gathers feedback from participants. Assists with tailoring training content to target audiences, ensuring relevance, accessibility, and relatability. Maintains accurate records of training sessions, attendance, and participant feedback.
5. Assists the Division with developing public facing curricula, schedules, and training/drill programs. This work may be coordinated between the Fire Department and other City departments and stakeholders.
6. Assists the Division with community meetings and/or events, including drills, fairs, and other gatherings.
7. Assists the Division with developing and maintaining working partnerships in the Berkeley community with government, business, non-profit, and community members by offering training and conducting community outreach.
8. Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and current standards in one or more areas: the standardized Community Emergency Response Team (CERT) curriculum, and disaster preparedness topics in Berkeley.
2. Excellent communication skills, including public speaking, interpersonal communication, and written communication.
3. Adult learning methodologies, and interactive training techniques.
4. Teaching tools and technologies, both online and offline, to enhance the learning experience.
5. Principles of training, community education and organizing.
6. Principles of effective written and verbal communication.

Ability to:

1. Adapt training content to different age groups, cultural backgrounds, and educational levels.
2. Convey complex information in an easy-to-understand manner.
3. Develop and maintain excellent working relationships with people in Berkeley's diverse communities.
4. Work independently and as part of a team, to take direction from leadership and collaborate with other educators and emergency response professionals.
5. Manage multiple projects and tasks simultaneously.
6. Express oneself clearly and concisely, both orally and in writing.
7. Develop public education materials utilizing digital tools and content editing programs.

Skill in:

1. Public speaking and community outreach activities.
2. Facilitating meetings with community members.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school.

Desirable qualifications include: Completion of CERT Train-the-Trainer course; two years of experience in emergency services, public health, education, community organizing or related field; Associate’s degree in fire science, emergency management, public policy, public administration, or related field; and ability to communicate in languages that are reflective of the community served.

**OTHER REQUIREMENTS**

Availability to work evening, night, and weekend shifts is desirable.

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	July 9, 2024
FLSA Status	Non-Exempt
Admin Leave / Overtime	Overtime
Representation Unit	Unrepresented
Probationary Period	One Year
Workers’ Comp Code	8810