



Office of the City Manager

CONSENT CALENDAR
May 20, 2025

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: David White, Deputy City Manager
 Subject: Appointment of Director of Human Resources

RECOMMENDATION

Adopt a Resolution confirming the appointment of Janelle Rodrigues as the Director of Human Resources to be effective June 9, 2025, at an annual salary of \$240,000.

FISCAL IMPACTS OF RECOMMENDATION

The salary and benefits for the Director of Human Resources are included in the Department's budget. The position is paid 90% from the General Fund (Budget Code: 011-34-341-000-0000-000-412-511110) and 10% from the Employee Training Fund (Budget Code: 146-34-341-000-0000-000-412-511110).

CURRENT SITUATION AND ITS EFFECTS

In accordance with the City Charter, Section 28(b) of Article VII, City Council is being asked to confirm the appointment of Janelle Rodrigues to the Director of Human Resources position with an annual salary of \$240,000. Upon confirmation of this appointment, the employment offer to Janelle Rodrigues will be finalized with an effective start date of June 9, 2025. The Director of Human Resources is an at will benefitted department head position that reports to the Deputy City Manager.

For this recruitment, the City retained WBCP Inc., to perform a nationwide search. The recruiter received approximately 255 applicants for the position. Subsequent to the recruiter reviewing and screening applications, the City conducted a competitive interview process consisting of technical experts and city department directors. Top candidates were recommended for final interviews conducted by the City Manager and Deputy City Manager.

Janelle Rodrigues has worked at the East Bay Regional Parks District since December 2021 as the Division Lead (Assistant Director of Human Resources). In her current capacity, she oversees a team of 29 staff across five units: Labor Relations, Recruitment and Classification, Benefits and Leaves, Training, and Risk Management.

Prior to joining the East Bay Regional Parks District, Janelle Rodrigues worked for the City of Oakland spearheading labor relations for an organization that consists of more than 5,000 employees. In addition, she has worked in private practice as a labor and employment attorney.

BACKGROUND

The Human Resources team serves the Berkeley community's need for a well-qualified high performing workforce by attracting and retaining a talented and diverse City government workforce. The role of the Human Resources Department is to serve as a strategic business partner to its internal and external customers and provide leadership, expertise, support and guidance to other City Departments in the areas of recruitment and selection for employment, occupational health and safety, employee benefits, workers' compensation, employee development and training, employee relations and equal employment opportunity programs and classification and compensation.

The Human Resources Department has 27 staff and is organized into five divisions consisting of:

Office of the Director

The Office of the Director provides overall leadership and administrative direction for all Human Resources Department activities. The Director of Human Resources acts as the City Manager's representative for all disciplinary and grievance appeals, and serves as Secretary and provides staff support to the Personnel Board as established by Section 119 of the City Charter. In addition to serving as Lead Strategist/Chief Negotiator with all employee groups.

Personnel and Administrative Services

The Personnel and Administrative Services Division conducts all merit-based recruitment and examination activities in accordance with the City's Personnel Rules and Regulations, Federal and State laws, and other Ordinances and Resolutions adopted by City Council. Recruitment and examination activities include: developing examination plans, creating job announcements, conducting advertisement campaigns, reviewing applications, coordinating rater panels, administering exams, conducting statistical analyses of tests, and conducting new hire orientations and processing related paperwork.

Employee and Labor Relations

The Employee Relations Division conducts all labor relations activities with the City's seven labor organizations and represents the City Manager on employee relations matters; advises department staff on labor contract interpretations, Federal and State employment laws, and human resources policies and procedures; and manages and reviews grievances and disciplinary issues. The division also administers and assists departments with the City's benefits, Workers' Compensation, and Occupational Health and Safety programs.

Training and Organizational Development

The Training and Organizational Development Division administers and oversees the Citywide Training Program, which is designed to provide ongoing training and development to employees in skills that are fundamental to successfully achieving the City's mission.

Equal Employment Opportunity and Diversity

The Equal Employment Opportunity (EEO) and Diversity Division administers, implements, and coordinates the City's EEO matters; ensures compliance with EEO provisions; enforces diversity efforts pertaining to recruitment and retention; administers the City's Harassment Prevention Policy and discrimination complaint process; conducts internal investigations of complaints filed, and assesses reasonable accommodation requests in compliance with the provisions of the Americans with Disabilities Act (ADA) and the CA Fair Employment and Housing Act (FEHA)

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

Janelle Rodrigues has a strong background in public sector labor relations, workforce development, and human resources modernization. She began her career working in private practice as a labor and employment attorney. Janelle Rodrigues has worked for more than three years for the East Bay Regional Parks District leading their human resources team and worked for more than four years for the City of Oakland overseeing labor relations. She holds a Bachelor's degree from the University of California, Berkeley, a Juris Doctor from the University of San Francisco, and has received certificates from Harvard Law School and the Society for Human Resource Management.

Janelle Rodrigues also brings a demonstrated commitment to advancing equity, inclusion, and belonging in the workplace. She led the development of the Human Resources Equity Statement at the East Bay Regional Park District and collaborated closely with the District's first Equity Officer to provide transparent workforce data and support equity-focused initiatives. Her accomplishments include launching a District-wide new employee orientation, implementing process improvements to ensure equitable access to seasonal hiring opportunities, and reframing human resources as a service partner to all departments.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

David White, Deputy City Manager, (510) 981-7000

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONFIRMING THE APPOINTMENT OF JANELLE RODRIGUES AS DIRECTOR OF
HUMAN RESOURCES

WHEREAS, Janelle Rodrigues has significant experience working in the public sector in the Human Resources field and is currently working as the Division Lead (Assistant Director for Human Resources) for the East Bay Regional Park District where she oversees a team consisting of 29 employees that supports an organization that consists of approximately 995 full-time equivalent employees; and

WHEREAS, while at the East Bay Regional Park District, Janelle Rodrigues led the development of the Human Resources Equity Statement and collaborated closely with the District's first Equity Officer to provide transparent workforce data and support equity-focused initiatives. Her accomplishments include launching a District-wide new employee orientation, implementing process improvements to ensure equitable access to seasonal hiring opportunities, and reframing human resources as a service partner to all departments; and

WHEREAS, Janelle Rodrigues served as a Labor Relations Manager for the City of Oakland in which she negotiated and administered collective bargaining agreements and designed and delivered citywide training programs on labor relations policies, progressive discipline, investigations, and grievance procedures; and

WHEREAS, Janelle Rodrigues has also served in private practice as a labor and employment attorney.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it hereby confirms the City Manager's appointment of Janelle Rodrigues as the Director of Human Resources with an annual salary of \$240,000 on the same terms and conditions as other regular at will employees effective June 9, 2025.