



**PERSONNEL BOARD
REGULAR MEETING AGENDA**

Monday, March 2, 2026

5:30 p.m.

2180 Milvia Street, 1st Floor Cypress Conference Room, Berkeley, California 94704

Commission Members: Chair Nic O'Loughlin, Vice-Chair Robert Dixon, Commissioner Darryl Bartlow, Commissioner Aviva Gilbert, Commissioner Maya Karpinski, Commissioner Mary Kay Lacey, Commissioner Jenny Wenk

This meeting will be conducted in a hybrid model with both in-person and virtual attendance. To attend this meeting remotely, use the following link: <https://cityofberkeley-info.zoomgov.com/j/1600580487?pwd=n65u8aJT1gO7CUQI7vGJG3IDcrhf61.1>

To request to speak, use the “raise hand” function in Zoom. To join by phone: Dial 1-669-254-5252 or 1-833-568-8864 (Toll Free) and enter Meeting ID: 160 058 0487, Passcode: 429732. To provide public comment, Press *9 and wait to be recognized by the Chair. To submit a written communication for the public record, email hr@berkeleyca.gov.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting, however, if you are feeling sick, please do not attend the meeting in person. Questions regarding this matter may be addressed to Janelle Rodrigues, jrodrigues@berkeleyca.gov.

Roll Call

Public Comment on Non-Agenda Matters

Minutes for Approval

Draft minutes for the Commissions consideration and approval.

1. Minutes of January 12, 2026 (re-vote due to insufficient votes to pass)

From: Janelle Rodrigues, Commission Secretary

Recommendation: Approve the draft minutes of the January 12, 2026, meeting.

2. Minutes of February 2, 2026

From: Janelle Rodrigues, Commission Secretary

Recommendation: Approve the draft minutes of the February 2, 2026, meeting.

Chairperson's Report

The Commission Chair may make announcements or provide information to the Commission in the form of an oral report. The Commission will not take action on such items but may request the items be placed on a future agenda for discussion.

Commission Action Items

*The public may comment on each item listed on the agenda for action as the item is taken up. Following review and discussion of the items listed below, the Commission may continue an item to a future Commission meeting. **No Action can be taken on items that are not noticed on the published agenda.***

3. Adopt a Recommendation to Extend Temporary Appointment – Daryna Loch, Assistant Management Analyst, City Attorney's Office

From: Farimah Brown, City Attorney

Recommendation: Adopt a recommendation to extend the temporary appointment of Daryna Loch, Assistant Management Analyst, City Attorney's Office.

Information Items

4. General Updates

From: Janelle Rodrigues, Director of Human Resources

Committee Updates

Items for Future Agendas

These items are not scheduled for discussion or action at this meeting. The Commission may schedule these items to the Action Calendar of a future Commission meeting.

- **Requests by Commission members to add items to the next agenda**

Adjournment

Notices

Notice of Public Record

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 but, if included in any communication to a City board, commission, or committee, 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.

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, Berkeley, California, 94704.



Communication Access Information

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at ada@berkeleyca.gov, (510) 981-6418 (V), or (510) 981-6347 (TDD) at least three business days before the meeting date. Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

Certification of Public Posting

I hereby certify that the agenda for this meeting of the Berkeley City Commission was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on **Friday, February 27, 2026.**

A handwritten signature in black ink, appearing to read 'Janelle Rodrigues', with a long horizontal stroke extending to the right.

Janelle Rodrigues, Director of Human Resources

1. Approval of Meeting Minutes for January 12, 2026

CITY OF BERKELEY PERSONNEL BOARD MEETING MINUTES

MEETING DATE

January 12, 2026

CALL TO ORDER

5:33 p.m.

ROLL CALL

5:33 p.m.

Personnel Board Commissioners

Present

Darryl Bartlow
Robert Dixon (Vice Chair)
Mary Kay Lacey
Nic O'Loughlin (Chair)
Jenny Wenk

Absent

Aviva Gilbert
Maya Karpinski

City Staff

Nathan Dahl (Assistant to the City Attorney)
Tom Hayashi (Training Officer)
Tamela Hopson-Dudley (EEO & Diversity Officer)
Chris Jensen (Assistant City Attorney)
Keith May (Deputy Fire Chief)
Janelle Rodrigues (Director of Human Resources)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)

Members of the Public

None

ACTION ITEMS

1. Approval of Minutes of Meeting on December 1, 2025

Action: MSC (Wenk, O'Loughlin) to approve the minutes of meeting on December 1, 2025

Vote

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

2. Recommendation to Establish Job Class Specification and Pay Scale – Risk Manager

Action: MSC (Dixon, Lacey) to approve recommendation to Establish Job Class Specification and Pay

Scale – Risk Manager

Vote

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

3.Recommendation to Revise Job Class Specification – Fire Marshal

Action: MSC (Wenk, Lacey) to approve recommendation to Revise Job Class Specification – Fire Marshal

Vote

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

INFORMATION ITEMS:

- 4) February Election – Chair and Vice Chair
- 5) General Updates – Director of Human Resources
 - a. EEO Reporting (Equal Employment Opportunity and Diversity Officer)
- 6) Adjournment 6:46 pm

**CITY OF BERKELEY
PERSONNEL BOARD
MEETING MINUTES**

MEETING DATE

February 2, 2026

CALL TO ORDER

5:31 p.m.

ROLL CALL

5:31 p.m.

Personnel Board Commissioners

Present

Darryl Bartlow

Robert Dixon (Vice Chair)

Aviva Gilbert

Maya Karpinski (arrived at 5:38 pm)

Nic O'Loughlin (Chair)

Jenny Wenk (arrived at 5:36 pm)

Absent

Mary Kay Lacey (excused absence)

City Staff

Shelba Jasper (Communications Manager)

Janelle Rodrigues (Director of Human Resources)

Benita Torres (Assistant Management Analyst)

Monica Walker (Human Resources Manager)

Members of the Public

None

ACTION ITEMS

1. Election of Chair

Action: MSC (Dixon, Gilbert) to nominate Nic O'Loughlin as Chair.

Vote

Ayes: Bartlow, Dixon, Gilbert, O'Loughlin

Noes: None

Abstains: None

Absent: Karpinski, Lacey, Wenk

2. Election of Vice Chair

Action: MSC (O'Loughlin, Gilbert) to nominate Robert Dixon as Vice Chair.

Vote

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

3. Approval of Minutes of Meeting on January 12, 2026

Action: MSC (O'Loughlin, Dixon) to approve the minutes of meeting on January 12, 2026

Vote

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

4. Recommendation to Revise Job Class Specification – Senior Service Aide

Action: MSC (O'Loughlin, Dixon) to approve recommendation to Revise Job Class Specification – Senior Service Aide

Vote

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

5. Recommendation to Revise Job Class Specification – Public Safety Dispatcher II

Action: MSC (Dixon, Wenk) to approve recommendation to Revise Job Class Specification – Public Safety Dispatcher II

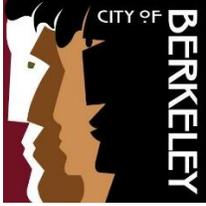
Vote

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

INFORMATION ITEMS:

6) General Updates – Director of Human Resources

7) Adjournment 6:00 pm



PERSONNEL BOARD
March 2, 2026

To: Members of the Personnel Board

From: Farimah Brown, City Attorney

Subject: Adopt a Recommendation to Extend Temporary Appointment – Assistant Management Analyst, Daryna Loch, City Attorney’s Office

RECOMMENDATION

Adopt a recommendation to extend the temporary appointment of Assistant Management Analyst, Daryna Loch, for an additional 19 months through December 24, 2027.

CURRENT SITUATION AND ITS EFFECTS

The City Attorney’s Office (CAO) wishes to extend the temporary appointment of Assistant Management Analyst Daryna Loch for an additional 13 months. The Assistant Management Analyst is a temporary, full-time position that was created to backfill the vacancy of the CAO’s Legal Office Supervisor due to retirement on November 27, 2025. Daryna Loch began the provisional appointment on November 24, 2025, and the request is to extend the position for an additional 19 months from the initial 6-month appointment, through December 24, 2027.

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, “Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board...”

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is unrepresented.

RATIONALE FOR RECOMMENDATION

The extension will allow the CAO to continue essential administrative functions while considerations for changes to the Legal Office Supervisor classification are contemplated. The position is critical for essential administrative tasks, such as budget management, contract work, processing invoices and other administrative support functions for the City Attorney. The Assistant City Attorney currently supervises the CAO Administrative staff, and the tasks and assignments of the Assistant Management Analyst do not include supervision or management.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Nathan Dahl, Assistant to the City Attorney, (510) 847-6612