



**PERSONNEL BOARD
REGULAR MEETING AGENDA**

**Monday, July 13, 2026
5:30 p.m.**

2180 Milvia Street, 1st Floor Cypress Conference Room, Berkeley, CA 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/1606722067?pwd=ykq7Cvx2p7Mr3IE0BHhbDc4bMbJcye.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 May 4, 2026

From: Janelle Rodrigues, Commission Secretary

Recommendation: Approve the draft minutes of the May 4, 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.

2. Adopt a Recommendation to Revise Job Class Specification – Senior Forestry Supervisor

From: Janelle Rodrigues, Director of Human Resources / Scott Ferris, Director of Parks, Recreation, and Waterfront

Recommendation: Adopt a Recommendation to Revise Job Class Specification – Senior Forestry Supervisor

3. Adopt a Recommendation to Revise Job Class Specification – Parking Services Manager

From: Janelle Rodrigues, Director of Human Resources / Wahid Amiri, Interim Director of Public Works

Recommendation: Adopt a Recommendation to Revise Job Class Specification – Parking Services Manager

4. Adopt a Recommendation to Revise Job Class Specification – Public Works Supervisor

From: Janelle Rodrigues, Director of Human Resources / Wahid Amiri, Interim Director of Public Works

Recommendation: Adopt a Recommendation to Revise Job Class Specification – Parking Services Manager

5. 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.

Video and audio recordings of the Personnel Board meetings are available upon request. Please contact the Commission Secretary at hr@berkeleyca.gov or 510-981-6800 to obtain a recording.



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, 72 hours prior to the meeting.

A handwritten signature in black ink, appearing to read 'Janelle Rodrigues', is written above the printed name.

Janelle Rodrigues, Director of Human Resources

**CITY OF BERKELEY
PERSONNEL BOARD
MEETING MINUTES**

MEETING DATE

May 4, 2026

CALL TO ORDER

5:32 p.m.

ROLL CALL

5:32 p.m.

Personnel Board Commissioners

Present

Darryl Bartlow

Robert Dixon (Vice Chair)

Aviva Gilbert

Maya Karpinski, arrived at 5:39pm

Nic O'Loughlin (Chair)

Jenny Wenk

Absent

Mary Kay Lacey

City Staff

Katherine Lee (Office of Director of Police Accountability)

Janelle Rodrigues (Director of Human Resources)

David Sprague (Fire Chief)

Benita Torres (Assistant Management Analyst)

Monica Walker (Human Resources Manager)

Members of the Public

Tephiny Jones (Representative for Public Employees Union, Local One)

Justin Pitcher (Representative for Public Employees Union, Local One)

ACTION ITEMS

1. Approval of Minutes of Meeting on April 6, 2026

Action: MSC (Wenk, Gilbert) to approve minutes of April 6, 2026

Vote

Ayes: Bartlow, Dixon, Gilbert, O'Loughlin, Wenk

Noes: None

Abstains: None

Absent: Karpinski, Lacey

2. Adopt a Recommendation to Extend Temporary Appointment—Daniel Weinberg, Police Accountability Investigator, Office of the Director of Police Accountability

Action: MSC (Wenk, Gilbert) to approve recommendation to Extend Temporary Appointment—Daniel Weinberg, Police Accountability Investigator, Office of the Director of Police Accountability

Vote

Ayes: Bartlow, Dixon, Gilbert, O’Loughlin, Wenk

Noes: None

Abstains: None

Absent: Karpinski, Lacey

3. Recommendation to Revise Job Class Specification – Fire Captain II

Action: MSC (Gilbert, Wenk) to approve recommendation to Revise Job Class Specification – Fire Captain II

Vote

Ayes: Bartlow, Dixon, Gilbert, Karpinski, O’Loughlin, Wenk

Noes: None

Abstains: None

Absent: Lacey

4. Recommendation to Revise Job Class Specification – Fire Inspector (Sworn)

Action: MSC (Wenk, O’Loughlin) to approve recommendation to Revise Job Class Specification – Fire Inspector (Sworn)

Vote

Ayes: Bartlow, Dixon, Gilbert, Karpinski, O’Loughlin, Wenk

Noes: None

Abstains: None

Absent: Lacey

5. Recommendation to Revise Job Class Specification of Firefighter as Outlined, Separate the Classification of Firefighter into Two Classifications (Firefighter Paramedic and Firefighter EMT), Create New Firefighter EMT Job Class Specification, and Add Firefighter Paramedic and Firefighter EMT to Personnel Rules and Regulations Section 9.03 *Promotion Through a Non-Competitive Personnel Action*

Action: MSC (Wenk, O’Loughlin) to approve Recommendation to Split Job Class Specification of Firefighter into Two Classifications (Firefighter Paramedic and Firefighter EMT), Create Firefighter EMT Job Class Specification, and Add Firefighter

Paramedic and Firefighter EMT to Personnel Rules and Regulations Section 9.03
Promotion Through a Non-Competitive Personnel Action.

Vote

Ayes: Bartlow, Dixon, Gilbert, Karpinski, O'Loughlin, Wenk

Noes: None

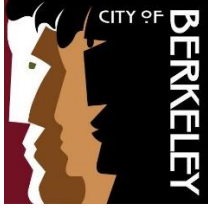
Abstains: None

Absent: Lacey

INFORMATION ITEMS:

6) General Updates – Director of Human Resources

7) Adjournment 6:18pm



PERSONNEL BOARD
July 13, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Scott Ferris, Director of Parks, Recreation, and Waterfront

Subject: Adopt a Recommendation to Revise Job Class Specification – Senior Forestry Supervisor

RECOMMENDATION

Adopt a recommendation to revise the job class specification of Senior Forestry Supervisor to update the reference to “Forestry Supervisor” in its minimum qualifications, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS

The minimum qualifications for this classification contain an omission, as the word “Climber” is missing from the referenced supervisory classification in the experience needed. Because the City does not have a “Forestry Supervisor” classification - only a “Forestry Climber Supervisor” - the minimum qualifications must be administratively corrected to reflect the accurate job class specification title. This correction ensures clarity for applicants, prevents misinterpretation of required experience, and maintains consistency across the City’s classification system.

BACKGROUND

The Senior Forestry Supervisor job class specification currently states in its minimum qualifications: “Equivalent to completion of high school and five (5) years increasingly responsible journey-level experience which included two (2) years at the supervisory level equivalent to Forestry Supervisor.” The reference to “Forestry Supervisor” is incorrect, as the accurate title is “Forestry Climber Supervisor,” and the omission of the word “Climber” appears to be an administrative error.

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 represented by Service Employees International Union, Local 1021, Maintenance and Clerical. The City notified the Union of the proposed revisions to the

class specification. The Union reviewed the proposed changes and indicated that they have no objection and do not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

Updating the class specification is necessary to ensure accuracy and consistency in the minimum qualification requirements. Correcting the classification title to “Forestry Climber Supervisor” ensures alignment with the City’s formal classifications and clarifies the required level of supervisory experience.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807

SENIOR FORESTRY SUPERVISOR

CLASS CODE 1206

DEFINITION

Under general supervision, plans, organizes, and directs the City's forestry program; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for the overall planning and direction of a ~~city-wide~~citywide tree planting and maintenance program. This class is distinguished from Parks/Marina Superintendent, which is a division head responsible for the entire park maintenance, forestry and marina program. It is further distinguished from Forestry Trimmer Supervisor and Forestry Climber Supervisor, which are the first line supervisory classes responsible for the work of field crews.

EXAMPLES OF ESSENTIAL FUNCTIONS

~~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.~~ The essential functions outlined in the classification represent the fundamental requirements and primary purpose of the classification. Duties are illustrative of the essential functions of the classification intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of duties that may be assigned. 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. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Plans, organizes, schedules, coordinates, directs and evaluates the work of employees engaged in tree maintenance and care, including trimming, shaping and removal;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the section;
3. Prepares budgetary estimates of staff, equipment and materials required for projected activities;
4. Provides technical assistance to staff;
5. Resolves a variety of routine personnel and administrative matters including disciplinary actions of assigned staff;
6. Researches new operational techniques, methods and equipment and recommends their application; requisitions necessary materials and supplies to maintain an adequate inventory;
7. Develops, reviews, and updates written work instructions and schedules;
8. Attends meetings with Department and City staff and concerned organizations;

9. Keeps records and makes periodic or special reports on work performed, including personnel records, accident reports, shop and field orders, backlog reports and maintenance records and requisitions;
10. Receives incoming complaints or request for service or tree planting and assigns the work of crews in field tree work;
11. Trains, advises, and assists supervisors with field problems, and evaluates their consistency and effectiveness in carrying out tree policy by accompanying them in the field to ensure compliance with departmental standards;
12. Provides for staff training and development;
13. Participates in long term planning to assess future needs;
14. Inspects work to ensure proper safety precautions are being observed and that activities are carried out, investigates accidents to determine cause, and takes necessary corrective action;
15. Reviews letters, reports, worklogs, permits and files of subordinates; makes recommendations on work and training programs for subordinates and initiates programs as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

1. Methods, techniques and equipment used in arboriculture and tree climbing, including rigging and relevant safety practices;
2. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
3. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards, and budgeting;
4. Safety practices and equipment pertaining to the work;
5. Codes, ordinances and regulations pertaining to trees.

~~Skill in~~ Skills and Abilities related to:

1. Planning, organizing, directing, reviewing and evaluating the work of others;
2. Selecting, motivating, and evaluating staff and providing for their training and development;
3. Analyzing complex operational and administrative problems, evaluating alternative solutions, and recommending or adopting effective courses of action;
4. Developing and implementing goals, objectives, policies, procedures, work standards and internal controls;
5. Preparing clear and concise records, reports, correspondence and other written materials;
6. Exercising independent judgment and initiative within general policy guidelines;
7. Establishing and maintaining an effective working relationship with those encountered in the course of the work.

MINIMUM QUALIFICATIONS

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

Education

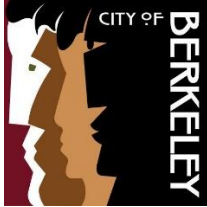
Equivalent to completion of high school_ ~~and~~

Experience

~~F~~ive (5) years increasingly responsible journey level experience which ~~included~~ includes two (2) years at the supervisory level equivalent to Forestry Climber Supervisor.

~~OTHER REQUIREMENTS~~ Licenses, Certifications, and Other Requirements

Must possess a valid class "B" California driver's license and have a satisfactory driving record. Must be willing to work ~~out of doors~~ outdoors in all weather conditions.



PERSONNEL BOARD
July 13, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Wahid Amiri, Interim Director of Public Works

Subject: Adopt a Recommendation to Revise Job Class Specification – Parking Services Manager

RECOMMENDATION

Adopt a recommendation to revise the job class specification of Parking Services Manager to update the certification language, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS

The International Parking & Mobility Institute (IPMI) has formally rebranded the Certified Administrator of Public Parking (CAPP) credential as the [Parking, Transportation & Mobility Professional™ \(PTMP™\)](#) designation. IPMI has retired the CAPP title and transitioned all existing and future credentialed professionals to the PTMP designation. As a result, the Parking Services Manager classification must be updated to reflect the current credential title to ensure accuracy and alignment with industry standards.

BACKGROUND

The classification of Parking Services Manager currently states, “Certification as an Administrator of Public Parking (CAPP) by the International Parking Institute highly desirable.” With the organization’s renaming and the formal retirement of the CAPP designation, the class specification must be revised to reference the correct certification name and governing body to maintain clarity and consistency with current professional standards.

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 represented by Public Employees Union, Local One. The City notified the Union of the proposed revisions to the class specification. The Union reviewed the proposed changes and indicated that they have no objection and do not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

Revising the class specification is necessary to ensure accuracy following the retirement of the CAPP credential and its replacement with the Parking, Transportation & Mobility Professional™ (PTMP™) designation. Updating the language to read, “Certification as a Parking, Transportation & Mobility Professional™ (PTMP™) by the International Parking & Mobility Institute (IPMI) is highly desirable,” ensures that the classification remains current and aligned with industry-recognized professional standards.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807

PARKING SERVICES MANAGER

CLASS CODE 1158

DEFINITION

Under general direction, plans, organizes and administers the parking services programs in the Public Works Department, consisting of City off-street and on-street parking management, budget, parking fine policy development, metered parking revenue collection and maintenance, parking citation level one adjudication, indigent citation payment plans, electric vehicle charging program, liaison for parking policy programs and parking enforcement guidelines, special event parking coordination, traffic and parking management planning related to event venues of varying sizes, and management of major projects and acquisitions; performs related work as assigned.

CLASS CHARACTERISTICS

This classification is responsible for the administration and management activities and budget of the parking services programs in the Transportation division. This class develops and directs the implementation of policy, goals and objectives, and procedures; manages the operation of the City's off-street parking facilities, on-street parking meter collection processes and maintenance of equipment; fine policy development; and analysis and preparation of reports concerning parking operations, revenue, and occupancy. The incumbent represents the Public Works Department in meetings with stakeholders, the public and other governmental agencies, and makes recommendation for improvements for meeting present and future parking demands. This class is distinguished from the Transportation Manager, which has overall management responsibility for the Transportation Division of the Public Works Department, which includes Traffic Engineering, Transportation Planning, Parking Services, and alternative transportation programs.

EXAMPLES OF ESSENTIAL FUNCTIONS

~~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.~~ The essential functions outlined in the classification represent the fundamental requirements and primary purpose of the classification. Duties are illustrative of the essential functions of the classification intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of duties that may be assigned. 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. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Manages, directs, plans, develops and administers citywide parking operations for the on street and off-street parking programs. Daily operations may include programming, strategizing and setting program goals, objectives and priorities.
2. Selects, directs, assigns, and evaluates professional and administrative support staff; trains staff in work procedures and administers discipline as required; provides professional and technical guidance to staff engaged in the management, technical, clerical and maintenance activities related to parking operations, maintenance, special event plans and enforcement within the City's parking program.
3. Supervises and performs work related to the preparation and implementation of the division's program and budget;
4. Assigns and directs daily activities, including: controlling the accounting, auditing, collection and daily operational procedures relating to the parking facilities;
5. Prepares written reports and statistical analyses, Council reports, Resolutions and Ordinances, and requests for proposals;
6. Develops and administers all parking related contracts; regularly inspects facilities to ensure conformance with procedures, policies and contracts;
7. Monitors utilization of off-street facilities and on-street meters, forecasts parking revenue for on and off street parking, and recommends new rate structures for off-street facilities and on-street parking meters;
8. Assists in assessing parking needs and makes recommendations for improvements to meet present and future parking needs; makes recommendations concerning parking policies, procedures and regulations;
9. Conducts adjudication related to parking citations and appeals;
10. Administers residential parking permit program;
11. Meets with members of the public, citizens' groups and other governmental agencies; and
12. Performs related duties as assigned.

KNOWLEDGE, SKILLS, 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 practices of effective employee supervision including selection, team building, training, evaluation, and discipline;
2. Business computer user applications related to the work such as Microsoft Word, Excel, Access, PowerPoint, maintenance work order systems, and parking information systems and revenue control systems;
3. Principles and practices of budget development and administration;
4. Factors affecting present and future parking needs and methods of data collection to analyze parking needs;
5. Methods of collecting, recording, and controlling parking fee revenue, Payment Card Industry (PCI) compliance, and auditing principles and practices;
6. Principles and practices of contracts;

7. Mobility devices including but not limited to motor/gas vehicles, electric vehicles, and scooters;
8. Meter technology including solar-powered devices and credit card functionality; and
9. Laws and ordinances pertaining to regulation of municipal parking.

~~Skill in and ability to~~ Skills and Abilities related to:

1. Developing and implementing programmatic solutions to address customer parking needs and to achieve revenue goals;
2. Maintaining cooperative working relationships with citizens, contractors, stakeholders and City staff;
3. Planing, organizeing, assigning, directing, reviewing and evaluateing the work of assigned staff, and developing and implementing goals and objectives;
4. Analyzeing, interpreting, explaining and applying technical policies, procedures, codes, and statutes;
5. Exerciseing sound independent judgment within established guidelines;
6. Developing and writeing sound policies and procedures and training staff in their use;
7. Prepareing clear, concise, and complete reports, correspondence and other written materials, and making clear oral presentations;
8. Prepareing, administrating and monitoring budgets;
9. Reading and interpreting construction plans to evaluate and makeing recommendations related to parking impacts; and
10. Adjudicateing citations related to parking.

MINIMUM QUALIFICATIONS

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

Education

Equivalent to graduation from a four-year college with major courses in business administration, public administration, or a closely related field, and

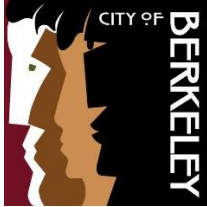
Experience

Ffour (4) years of experience with management and supervisory responsibility for revenue collection functions or business facility management and development. Progressively responsible related experience may be substituted for the college ~~course~~ workcoursework on a year-for-year basis.

~~OTHER REQUIREMENTS~~ Licenses, Certifications, and Other Requirements:

Certification as ~~an Administrator of Public Parking (CAPP)~~ a Parking, Transportation & Mobility Professional™ (PTMP™) by the International Parking & Mobility Institute (IPMI) is highly desirable. Must be able to travel to various locations within and outside the City of Berkeley to fulfill the job responsibilities. When driving on City business, the

incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record.



PERSONNEL BOARD
July 13, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Scott Ferris, Director of Parks, Recreation, and Waterfront

Subject: Adopt a Recommendation to Revise Job Class Specification – Public Works Supervisor

RECOMMENDATION

Adopt a recommendation to revise the job class specification of Public Works Supervisor including changes to minimum qualifications, updates to duties, clarification of division/program references, classification language cleanup, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS

The Public Works Supervisor class specification contains outdated terminology, duty statements, and language that no longer reflects current Public Works current operational practices. The proposed revisions update the classification to incorporate modern tools, including electronic asset management systems, and accurately describes current job functions, expectations, and industry standards.

BACKGROUND

The job class specification has not undergone a comprehensive update in many years, resulting in outdated and inconsistent language across the definition, class characteristics, examples of duties, and minimum qualifications. The revisions correct terminology, clarify supervisory responsibilities and program areas, and ensure alignment with the department's current operational structure. The minimum qualifications have been strengthened by increasing the lead-level experience requirement from one year to two years, ensuring that candidates possess a more robust level of supervisory experience prior to serving in the role.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by Service Employees International Union, Local 1021, Maintenance and Clerical. The City notified the Union of the proposed revisions to the

class specification. The Union reviewed the proposed changes and indicated that they have no objection and do not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

Revising the class specification is necessary to ensure accuracy, clarity, and alignment with current Public Works operations, industry practices, and supervisory expectations.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807

City of Berkeley

Public Works Supervisor

CLASS CODE

5044

SALARY

\$51.78 - \$55.37 Hourly

\$4,142.10 - \$4,429.75 Biweekly

\$8,974.56 - \$9,597.80 Monthly

\$107,694.70 - \$115,173.55 Annually

ESTABLISHED DATE

October 13, 2008

REVISION DATE

October 13, 2008

Description

DEFINITION

Under general supervision, plans, organizes and directs the work of several crews performing street and sewer maintenance work; performs related work as assigned.

CLASS CHARACTERISTICS

This is the first line working supervisory level in street and sewer maintenance work. Incumbents plan, organize, schedule, assign and direct the work of several crews and provide technical assistance as necessary. It is distinguished from Senior Public Works Supervisor, which is a section head responsible for administration and management of a program in the Streets and Utilities Division, ~~either the Street and Construction Maintenance or the Sewer and Storm Maintenance and or the street cleaning Clean City programs.~~

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a Senior Public Works Supervisor. Supervises staff in maintenance, repair, and cleaning functions.

Examples of Duties

The essential functions outlined in the classification represent the fundamental requirements and primary purpose of the classification. Duties are illustrative of the essential functions of the classification, are intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of duties that may be assigned. 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. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).~~The following list of duties describes 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.~~

1. Plans, organizes, schedules, supervises, assigns and evaluates the work of several crews under the Streets and Utilities Division. This may include~~engaged in construction, and~~ street maintenance, sewer maintenance, and~~storm~~ maintenance, and ~~or~~ street cleaning activities;
 2. Instructs and provides for the training of crew members in work methods, use of ~~utilizing~~ electronic asset management system, use of tools and equipment including computers and tablets, and relevant safety precautions;
 3. Inspects job sites to determine the ~~what~~ equipment, tools and staff are ~~needed to perform the~~ work required and to evaluate performance of staff;
 4. Holds staff accountable for work performance and; ~~R~~ recommends and implements disciplinary action as necessary;
 - ~~5. Estimates personnel, material and equipment requirements for assigned jobs;~~
 6. Orders and maintains an adequate inventory to accomplish assigned jobs;
 7. Provides technical assistance to crews in resolving difficult problems encountered;
-

~~7~~8. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, work orders, and asset management reports, etc.;

~~8. Orders and maintains an adequate inventory to accomplish assigned jobs;~~

9. Responds to questions and complaints from the public, customers, staff, and other departments;

10. Recommends special work required or necessary equipment maintenance;

11. Reviews work upon completion and provides feedback to staff;

12. Ensures appropriate safety devices and equipment are being utilized;

13. Conducts safety meetings and on the job briefings; ~~coordinates training with vendors~~ and demonstrations with vendors;

14. Coordinates activities with other affected agencies;

15. Drives trucks and may perform work as an ~~on-site~~on-site supervisor on major or difficult jobs, which and may include operating construction equipment;

~~16. May operate construction equipment;~~

17. Schedules and pParticipates in ~~and schedules~~ meetings as required; ensures coverage for meetings if unavailable;

18. Responds to emergency situations as necessary;

19. 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. Methods, tools and equipment used in street, sidewalk and sewer construction, maintenance, ~~and repair~~, and cleaning;
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
3. CalAL/OSHA -Title 8 regulations and Ceity safety rules, regulations, and practices;

~~Safe work methods and safety practices pertaining to the work;~~

4. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work, ~~and digital technology~~;

5. Use of computers, tablets, GIS tools, and asset management software, Microsoft 365 Suite especially Outlook;

~~56.~~

Relevant laws, codes, and regulations, and specifications.

Skills ~~and Abilities to in:~~

1. Planning, estimateing, coordinateing, and scheduleing the work of several crews;
 2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work including electronic asset management system;
 3. Reading and interpreting plans, maps ~~including GIS~~, and specifications and manuals;
 4. Operateing and maintaining equipment and tools used in the field;
 5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
 6. Identifying and implementing effective courses of action to complete assigned work;
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Keep GIS language, per meet and confer 06/08/2026

7. Coordinating crew assignments with other divisions, departments and agencies;

8. Understanding, following, and giving oral and written instructions.

Minimum Qualifications

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

A typical way of gaining the knowledge, skills, and abilities outlined above is:

Education

Equivalent to completion of high school,

Experience

~~and f~~Four (4) years of increasingly responsible experience in street, sidewalk and sewer construction, maintenance, repair, and cleaning~~street and sewer maintenance and construction experience and/or Clean City programs~~, which included ~~one two~~ (12) years of lead experience. ~~Completion of the American Public Works Association (APWA) Public Works Institutes modules 1-4 is highly desirable.~~

~~OTHER REQUIREMENTS~~

Licenses, Certifications, and Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record. A class "B" license is required. Completion of the American Public Works Association (APWA) Public Works Institute modules 1-4 is highly desirable. Additional coursework in leadership and supervision is desirable. ~~Must be willing to work out of doors in all weather conditions and to work with exposure to unpleasant and potentially hazardous conditions. Must possess sufficient strength and stamina to lift and carry objects weighing up to 80 pounds.~~

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Frequently walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist.
2. Frequently ~~Ability to~~ hear automotive sounds, read fine print, and view a computer monitor.
3. Frequently use manual dexterity to type on a computer, manipulate tools, and handle equipment.
- 1.4. Occasionally ~~Sufficient strength and stamina to~~ lift equipment weighing up to 80 pounds. ~~Manual dexterity for construction work and computer use.~~

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Work involves pPotential exposure to hazardous materials and emergency conditions. ~~Must be available to work~~Work requires availability for evening and weekend shifts.

Classification History

~~Revised 10/90~~

FLSA Status: Non-Exempt

Bargaining Unit: SEIU Maintenance and Clerical Chapters

Established: December 1988

Revisions: October 1990, February 2026
