

**PERSONNEL BOARD
REGULAR MEETING AGENDA**

**Monday, September 14, 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=ykq7Cvx2p7Mr3lE0BHhbDc4bMbJcye.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 July 13, 2026

From: Janelle Rodrigues, Commission Secretary

Recommendation: Approve the draft minutes of the July 13, 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.

01. Adopt a Recommendation to Extend Temporary Appointment – Zyna Nahsonhoya, Accounting Office Specialist Supervisor, Parks, Recreation, and Waterfront

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

Recommendation: Adopt a Recommendation to Extend Temporary Appointment – Zyna Nahsonhoya, Accounting Office Specialist Supervisor, Parks, Recreation, and Waterfront

02. Adopt a Recommendation to Revise Job Class Specification – Assistant Building and Safety Manager

From: Janelle Rodrigues, Director of Human Resources / Jordan Klein, Director of Planning and Development

Recommendation: Adopt a Recommendation to Revise Job Class Specification – Assistant Building and Safety Manager

03. Adopt a Recommendation to Revise Job Class Specification – Weighmaster

From: Janelle Rodrigues, Director of Human Resources / Jamie Parks, Director of Public Works

Recommendation: Adopt a Recommendation to Revise Job Class Specification – Weighmaster

04. Parking Services Manager – Discussion Only

From: Wahid Amiri, Deputy Director of Public Works / Mark Helmbrecht, Transportation Manager

05. 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', followed by a horizontal line.

Janelle Rodrigues, Director of Human Resources

**CITY OF BERKELEY
PERSONNEL BOARD
MEETING MINUTES**

MEETING DATE

July 13, 2026

CALL TO ORDER

5:32 p.m.

ROLL CALL

5:33 p.m.

Personnel Board Commissioners

Present

Darryl Bartlow

Robert Dixon (Vice Chair)

Aviva Gilbert

Nic O'Loughlin (Chair)

Absent

Maya Karpinski

Mary Kay Lacey (excused absence)

Jenny Wenk

City Staff

John Hurtado (Public Works Maintenance Superintendent)

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 May 4, 2026

Action: MSC (Gilbert, O'Loughlin) to approve minutes of May 4, 2026

Vote

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

Noes: None

Abstains: None

Absent: Karpinski, Lacey, Wenk

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

Action: MSC (Dixon, Gilbert) to approve recommendation to Revise Job Class Specification – Senior Forestry Supervisor

Vote

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

Noes: None

Abstains: None

Absent: Karpinski, Lacey, Wenk

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

Action: MSC (O'Loughlin, Dixon) to approve recommendation to Revise Job Class Specification – Parking Services Manager as submitted. Staff was requested to inquire whether future clarification on "mobility" within the class specification may be necessary due to affect of potential legislation around mobility devices—to be presented in the following meeting

Vote

Ayes: Bartlow, Dixon, Gilbert, O'Loughlin

Noes: None

Abstains: None

Absent: Karpinski, Lacey, Wenk

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

Action: MSC (Gilbert, Dixon) to approve recommendation to Revise Job Class Specification – Public Works Supervisor

Vote

Ayes: Bartlow, Dixon, Gilbert, O'Loughlin

Noes: None

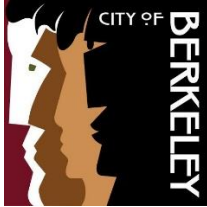
Abstains: None

Absent: Karpinski, Lacey, Wenk

INFORMATION ITEMS:

6) General Updates – Director of Human Resources

7) Adjournment 6:10 pm



PERSONNEL BOARD
September 14, 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 Extend Temporary Appointment – Zyna Nahsonhoya, Accounting Office Specialist Supervisor, Parks, Recreation, and Waterfront

RECOMMENDATION

Adopt a recommendation to extend the temporary appointment of Zyna Nahsonhoya, Accounting Office Specialist Supervisor, Parks, Recreation, and Waterfront, for six months (total temporary appointment term of 12 months) through pay period ending March 13, 2027.

CURRENT SITUATION AND ITS EFFECTS

Zyna Nahsonhoya is currently filling a six-month temporary Accounting Office Specialist Supervisor (AOSS) position in Parks, Recreation, and Waterfront (PRW). This temporary underfill was established using salary savings from the career Assistant Management Analyst (AMA) position previously held by a former employee who retired in December 2025. At the time, the City faced significant budget uncertainty and a potential hiring freeze, prompting PRW to establish the AOSS role as a short-term solution.

PRW is in the process of possibly reclassifying the vacant AMA position to an AOSS to meet ongoing operational needs. The Department requires additional support in payroll, fiscal administration, and grant management - needs that have increased substantially following the transfer of YouthWorks program staff to PRW without accompanying payroll personnel. The AOSS classification is one of only two City classifications authorized and trained to complete payroll citywide and is uniquely equipped to perform complex fiscal accounting work, including grant accounting, reconciliations, budget monitoring, reimbursements, and financial reporting. These duties align with the AOSS classification definition, which includes performing complex fiscal accounting and auditing support, analyzing general ledger accounts and budgets, and independently completing financial transactions. The supervisory responsibilities and advanced accounting capabilities described in the AOSS specification further match the Department's need for a role that can oversee payroll and fiscal workflows, evaluate

internal controls, and support grant-funded programs with accurate and timely financial tracking.

In addition to payroll responsibilities, the AOSS classification can perform the fiscal and administrative functions previously assigned to the AMA position, including budget transfers and monitoring, purchasing, contract support, and accounting journals. Converting the AMA to an AOSS would allow PRW to consolidate payroll, grant accounting, and fiscal workflow oversight into a single supervisory-level role consistent with Citywide accounting policies and procedures.

With the FY 26-27 budget now adopted, and the AMA position funded but vacant, PRW is initiating the formal permanent reclassification process. This process requires meeting and conferring with labor partners, Personnel Board review, and City Council approval - steps that staff estimate may take up to six months.

To ensure continuity of payroll, grant management, and fiscal administrative support during this period, staff request extending Zyna Nahsonhoya's temporary AOSS assignment for an additional six months. This extension will maintain uninterrupted operational coverage while the permanent AOSS position is approved, recruited, and filled.

Employee: Zyna Nahsonhoya

Career Classification: Assistant Management Analyst (SEIU-CSU)

Temporary Classification: Accounting Office Specialist Supervisor (PCN 4938)

Temporary Start Date: March 15, 2026

Proposed Extension End Date: Pay Period Ending March 13, 2027 (12 months total)

Extension Requisition: 2026-03214 (in progress)

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..."

Additionally, the Service Employees International Union Local 1021 Community Services & PTRLA Memorandum of Understanding, Section 10.1 (Temporary Appointment Duration) allows for up to a 12-month provisional appointment, "No employee shall hold a provisional appointment in the same position for more than twelve (12) months. The City Manager may extend the provisional appointment beyond this 12-month limitation with the mutual agreement of the parties."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The employee's career classification is represented by Service Employees International Union Local 1021 Community Services & PTRLA, whose MOU Section 10.1 (Provisional Appointments) permits provisional appointments for a period of up to twelve months.

RATIONALE FOR RECOMMENDATION

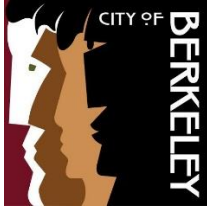
The extension of Zyna's temporary Accounting Office Specialist Supervisor appointment ensures that the Department maintains uninterrupted payroll, grant accounting, and fiscal administrative support while the permanent reclassification process is completed.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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



PERSONNEL BOARD
September 14, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Jordan Klein, Director of Planning and Development

Subject: Adopt a Recommendation to Revise Job Class Specification – Assistant Building and Safety Manager

RECOMMENDATION

Adopt a recommendation to revise the job class specification of Assistant Building and Safety Manager, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS

The recommended updates to the Assistant Building and Safety Manager classification reduce the timeframe for obtaining a valid International Code Council (ICC) Building Official Certification from the time of application to within one year of appointment.

BACKGROUND

This change aligns with industry standards among agencies that require the certification and provides new employees additional time to obtain it after being hired rather than at the time of application, aligns the City's practices with those of comparable agencies that allow candidates time to obtain advanced certifications after hire. The revisions also clarify that only the ICC Plans Examiner Certification or the ICC Building Inspector Certification will continue to be required at the time of application.

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 AFSME Public Employees Union, Local One. The City notified the Union of the proposed revisions to the class specification, and the Union agreed to the proposed changes.

RATIONALE FOR RECOMMENDATION

Requiring the International Code Council (ICC) Building Official Certification within one year of appointment, rather than at the time of application, aligns the City's practices with those of comparable agencies that allow candidates time to obtain advanced certifications after hire. This adjustment broadens the pool of qualified applicants by removing a barrier that may unnecessarily limit recruitment, particularly for candidates who possess strong qualifications but need additional time to complete the higher-level certification. The revisions will improve recruitment competitiveness, support employee growth, and maintain compliance with industry standards without compromising the technical requirements for the role.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ASSISTANT BUILDING AND SAFETY MANAGER

CLASS CODE

1010

ESTABLISHED DATE

October 24, 2013

REVISION DATE

~~April 02, 2018~~ [September 14, 2026](#)

DEFINITION

Under general direction, assists in the overall management of the Building and Safety Division; plans, organizes, and directs the activities of assigned sections of the Building and Safety Division; supervises professional, technical, and administrative staff; develops and implements programs and policies for assigned area; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class has responsibility for participating in the planning, development, administration, and evaluation of operations of the Building and Safety Division in collaboration with section managers and staff. The Assistant Building and Safety Manager may be assigned various operating or administrative program responsibilities for the division. The incumbent is a working supervisor responsible for planning, organizing, assigning, and evaluating the work of assigned sections and staff. Assignments are varied and exercises considerable judgment and independence in interpreting codes and regulations for assigned areas. The Assistant Building and Safety Manager is distinguished from the Building and Safety Manager, which has overall management responsibility for the Building and Safety Division. This position acts as Building and Safety Manager in their absence.

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, assigns, directs, reviews, and supervises the work of professional/technical staff responsible for various functions of the Building and Safety Division, including but not limited to permit processing, plan review, and assigned administrative staff activities; assists in selection of assigned staff; trains, evaluates, and recommends promotion and disciplinary actions as appropriate;
2. Identifies, develops, and directs the implementation of priorities, goals, objectives, policies, procedures, and work standards for the assigned work unit; reviews the effectiveness and efficiency of the delivery of services, work-flow, and unit organization and identifies methods or systems to improve its effectiveness and efficiency;
3. Advises and assists staff in the interpretation of complex building regulations and reviews their work to ensure consistency and effectiveness in enforcing codes and implementing policies;
4. Analyzes information and renders decisions regarding the approval of construction plans; prepares correspondence to architects, engineers, contractors, and owners relating to the plan check correction; reviews proposals and makes recommendations to the Building and Safety Manager on acceptance of alternative materials, designs, and methods of construction; reviews requests for unreasonable hardship exemption to disabled access requirements and makes recommendations on acceptance;
5. Confers with homeowners, builders, engineers, and architects to give and obtain information, interpret building codes and regulations, and respond to complaints regarding actions/decisions of subordinate staff; upon request, conducts or participates in pre-application and pre-construction meetings;
6. Reviews and oversees the activities of outside plan check contract staff to ensure work complies with department practices and contract terms;
7. Works closely with the Fire Department, Public Works Department, and other essential personnel on the Post-Earthquake Building Safety Assessment Program and Emergency Operations procedures in the event of natural disaster or other emergency events;
8. Works closely with other unit supervisors, division managers, and city staff to coordinate activities, deliver optimal customer service, and solve a variety of customer problems;
9. Ensures appropriate staff is informed and current on changes and new legislation pertaining to codes and regulations affecting work of the assigned area;
10. On an as-needed basis, attends commission meetings such as the Housing Advisory Commission, Disaster and Fire Safety Commission, Rent Stabilization Board, Planning Commission, and City Council, and makes presentations as needed;

11. Prepares a variety of written material such as staff reports, memoranda, and correspondence, including reports to the Housing Advisory Commission and other city commissions;
12. Manages special projects as assigned;
13. Acts as Building and Safety Manager in their absence; and
14. Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

1. Principles and practices of effective supervision, including work assignment, employee selection, training, and evaluation;
2. Federal, state, and municipal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy (including building, electrical, plumbing, mechanical, energy, and green building standards codes);
3. Practices of construction technology and principles of architecture and structural engineering;
4. Residential, commercial, and industrial construction materials, methods, and equipment;
5. Non-structural plan review practices;
6. Appropriate safety and fire prevention construction and building methods; and
7. Conflict resolution techniques.

Skill and ability to:

1. Plan, organize, assign, and evaluate the work of professional and administrative support staff;
2. Train and advise staff in work procedures and techniques;
3. Effectively supervise, lead, and motivate staff to work together effectively as a team;
4. Develop and implement goals, objectives, policies, procedures, and work standards and identify methods and systems to improve service delivery, workflow, and organization of assigned units;
5. Perform detailed analysis and examination of building and construction designs, specifications, and plans for residential, commercial, and industrial buildings; determine compliance with relevant codes and regulations, approve or suggest corrections to construction documents, and make recommendations as appropriate;
6. Apply engineering, construction, and architectural principles and techniques including seismic, life safety, energy conservation, and accessibility elements to

the solution of complex residential, commercial, and industrial construction-related problems;

7. Interpret and apply federal, state, and municipal building codes and regulations;
8. Analyze information, data, and reports to reach sound conclusions and make effective decisions timely;
9. Deal tactfully and effectively with the public, city staff, other agencies, homeowners, builders, design firms, contractors, developers, manufacturers, and others encountered during the course of the work;
10. Prepare clear, concise, and accurate reports, correspondence, and other written materials;
11. Verbally communicate information and concepts so others will understand, including technical terms, codes, and regulations;
12. Effectively resolve problems and disagreements;
13. Organize work, establish priorities, and exercise sound and independent judgment within established guidelines; and
14. Use a computer and work-related computer applications, such as word processing, permit tracking software, spreadsheets, database management, electronic mail, and the internet.

MINIMUM QUALIFICATIONS

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

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

Education

Equivalent to graduation from a four-year college or university with major coursework in civil or structural engineering or architecture

Experience

~~and f~~Five (5) years of experience in the review of residential, commercial, and/or industrial building and construction plans and specifications and the interpretation and enforcement of building codes and ordinances. Some lead or supervisory experience is desirable.

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

Must possess a valid International Code Council (ICC) Plans Examiner Certification or Building Inspector Certification at time of application.

Must possess a valid International Code Council (ICC) and Building Official Certification within one year of appointment.

Licensure as a ~~A~~ California ~~license as a~~ Structural or Civil Engineer or Architect is desirable.

Certification as a ~~Possession of~~ California State Certified Access Specialist (CASP) certification is highly desirable.

Must be able to travel to various locations within and outside the City of Berkeley to meet the 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

[FLSA Status: Exempt](#)

[Bargaining Unit: AFSCME Public Employees Union, Local One](#)

Established: October 24, 2013

[Revised: April 2, 2018, September 14, 2026 \(lowered Building Official Certification requirement to within one year of appointment\)](#)