PERSONNEL BOARD

REGULAR MEETING AGENDA

Monday, November 2, 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 Commission's consideration and approval.

1. Minutes of September 14, 2026

From: Janelle Rodrigues, Commission Secretary
Recommendation: Approve the draft minutes of the September 14, 2026, meeting.

Chairperson's Report

The Personnel Board 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 may be taken on items that are not noticed on the published agenda.

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

3. 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

4. Classification and Compensation Studies – Discussion Only
From: Monica Walker, Human Resources Manager

5. General Updates – Discussion Only
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.



Janelle Rodrigues, Director of Human Resources

CITY OF BERKELEY
PERSONNEL BOARD
MEETING MINUTES

MEETING DATE
September 14, 2026

CALL TO ORDER
5:34 p.m.

ROLL CALL
5:35 p.m.

Personnel Board Commissioners

Present
Darryl Bartlow
Robert Dixon (Vice Chair)
Aviva Gilbert (Zoom attendance, just cause)
Jenny Wenk

Absent
Maya Karpinski
Mary Kay Lacey (excused absence)
Nic O'Loughlin (Chair)

City Staff
Wahid Amiri (Deputy Director of Public Works)
Christina Erickson (Deputy Director of Parks, Recreation and Waterfront)
Mark Helmbrecht (Transportation Manager)
Jordan Klein (Director of Planning)
Jamie Parks (Director of Public Works)
Janelle Rodrigues (Director of Human Resources)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)

Members of the Public
Rebecca Webb (SEIU Representative)

ACTION ITEMS

1. Approval of Minutes of Meeting on July 13, 2026

Action: MSC (Wenk, Bartlow) to approve minutes of July 13, 2026 with corrections to attendance

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

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

Action: MSC (Dixon, Wenk) to approve recommendation to Extend Temporary Appointment—Zyna Nahsonhoya, Accounting Office Specialist Supervisor

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

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

Action: MSC (Bartlow, Dixon**)** to approve recommendation to Revise Job Class Specification – Assistant Building and Safety Manager

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

4. Recommendation to Revise Job Class Specification – Weighmaster, Pulled from agenda per department's request

No Actions

5. Parking Services Manager – Discussion only

No Actions

INFORMATION ITEMS:
6) General Updates – Director of Human Resources

7) Adjournment at 6:24 pm

PERSONNEL BOARD
November 2, 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 – Building and Safety Manager

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

CURRENT SITUATION AND ITS EFFECTS
State law requires that the City's Building Official hold the appropriate certification under California Health and Safety Code §18949.28. This statutory requirement applies regardless of job class specification language and establishes a clear minimum qualification for anyone serving in the Building Official capacity.

BACKGROUND
Although this certification requirement is not explicitly listed in the Building and Safety Manager classification, the City has consistently met the statutory obligation by appointing individuals who already possessed the Building Official certification at the time of hire.

Given the complexity of Berkeley's building regulatory environment - including extensive seismic standards, state-mandated code enforcement responsibilities, and oversight of specialized safety programs - it is operationally necessary for candidates to meet this certification requirement at the time of application. Having the certification in place ensures the individual can legally perform the Building Official duties immediately upon appointment and prevents gaps in regulatory authority, service delivery, and compliance with State law.

Of the nine Bay Area jurisdictions surveyed, seven require Building Official certification either at the time of application, by the date of hire, or within one year of appointment.

The City risks having permitting, enforcement, and code interpretation actions challenged or invalidated if they are issued by an uncertified Building Official. Operating without someone who meets the State's certification requirement also places the City out of compliance with California law, increases liability exposure in the event of a safety incident, and may disrupt essential permitting and regulatory functions. Requiring certification at hire mitigates these risks and preserves the City's legal authority.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS
There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by AFSME Public Employees Union, Local 1. The City notified the Union of the proposed revisions to the class specification, and the Union agreed to the proposed changes.

RATIONALE FOR RECOMMENDATION

The recommendation is based on the need to ensure full compliance with State law, maintain uninterrupted regulatory authority, and preserve the City's ability to perform essential Building Official functions. Requiring certification at the time of application aligns the classification with statutory mandates, reflects long-standing City practice, and reduces legal and operational risks.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

BUILDING AND SAFETY MANAGER

CLASS CODE 1026

SALARY
$87.48 - $109.55 Hourly
$181,961.73 - $227,854.02 Annually

ESTABLISHED DATE
October 06, 2008

REVISION DATE
~~April 02, 2018~~ November 2, 2026

DEFINITION
Under administrative direction, plans, organizes and directs a comprehensive city building plan review, permitting and inspection services and inspection program to ensure compliance with federal, state and municipal building and housing codes and ordinances; serves as the City's Chief Building Official; performs related work as assigned.

CLASS CHARACTERISTICS
The Building and Safety Manager is designated as the City's Chief Building Official and has division level responsibilities for the overall administration and direction of the City's building, zoning, housing, fire, and related codes and regulations. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget and directing day-to-day permitting plan review and inspection operations. Assignments allow for a high degree of administrative discretion in their execution. The Building and Safety Manager is distinguished from the Director of Planning in that the latter has overall management responsibility for all divisions and functions of the Planning and Development Department including Building and Safety, Land Use Planning, Toxics, Energy and Sustainable Development, Permit Service Center, and Administration.

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.

1. Advises the Director of Planning on all aspects of building, housing, and related code interpretations;
2. Directs the work of all units within the Building and Safety Division;
3. Directs and administers activities and programs in compliance with federal, state and municipal codes and regulations and ordinances governing city housing, building construction, rehabilitation, alteration, use and occupancy;
4. Analyzes, reviews and prepares code amendments and regulations; keeps informed on current regulations, changes in codes and legislation, new building materials and construction methods;
5. Furnishes updated interpretations of codes and regulations to City staff and enforces these codes;
6. Manages emergency response operations and building hazard mitigation programs of the Building and Safety Division
7. Directs and administers and enforces the City's Building and Housing Code enforcement programs;
8. Directs and administers the City's Rental Housing Safety Program;

9. Provides staff leadership and technical assistance to the Housing Advisory Commission for purposes of Building Code and Housing Code appeals; and provides staff leadership and technical assistance to other committees, commissions or boards, either directly or through professional staff;
10. Works closely with other division managers and City staff to solve a broad range of service delivery, community and administrative problems;
11. Selects, directs, trains assigns and evaluates professional and administrative support staff;
12. Develops, revises and implements administrative and work programs and procedures for the smooth operation and organization of division functions;
13. Sets work priorities, coordinates and schedules assignments and establishes goals and objectives;
14. Prepares a variety of written material, including staff reports, memoranda, and correspondence; and
15. Performs related work as assigned.

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 employee supervision, including selection, training, work evaluation and discipline;
2. Federal, state and local codes and regulations governing housing and building construction, rehabilitation, alteration, use, and occupancy;
3. Problems, trends and approaches used in municipal code inspection and enforcement programs;
4. Low and moderate income housing needs within a sizable urban setting;
5. Local government organization and service delivery, especially as it relates to assigned managerial area of responsibility; and
6. Structural design and engineering concepts and building construction.

Ability to:
1. Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas;
2. Select, motivate, and evaluate staff and provide for their training and development;
3. Prepare, administer and monitor a division budget;
4. Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action;
5. Develop and implement goals, objectives, policies, procedures, work standards and management controls;
6. Prepare clear and concise records, reports, correspondence and other written materials and make clear oral presentations;
7. Exercise independent judgment within general policy guidelines;
8. Establish and maintain effective working relationships with those encountered in the course of the work; and
9. Establish and maintain an effective public relations program.

MINIMUM QUALIFICATIONS

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

Education:
Equivalent to graduation from a college or university with a major in civil engineering, architecture, urban planning or a closely related field.

Experience
~~; and f~~Five (5) years of experience in building services and enforcement functions (including standards development), which includes at least five (5) years of professional level experience in the enforcement of building codes and ordinances. At least two (2) years of the experience noted above must have included responsibility for the supervision of a sizable enforcement staff. Experience in dealing with citizen boards is desirable.

Substitutions:
Progressively responsible, related experience may be substituted for the college coursework on a year-for-year basis. Possession of an International Code Council (ICC) Building Official certification and five (5) years of progressively responsible experience at a senior level in building and safety services equivalent to the Senior Building Plans Examiner may be substituted for the supervisory experience.

~~OTHER REQUIREMENTS:~~Licenses, Certifications, or Other Requirements
Certification as an International Code Council (ICC) Chief Building Official (CBO). Possession of a valid International Code Council (ICC) Plans Examiner or Building Inspector certification is required. A California license as a Structural or Civil Engineer is 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. Must be able to attend evening meetings.

CLASSIFICATION HISTORY
Title: Building and Safety Manager
FLSA Status: Exempt
Established: ~~1988-12~~ December 1988 (Classification Code: 13060)
Revised: ~~1998-08~~August 1998, October 2004, November 2011, April 2018, October 2026.
~~Revised: 2004-10~~
~~Revised: 2011-11~~
~~Revised: 2018-04~~
Admin Leave / Overtime: Administrative Leave
Representation Unit: M
Probationary Period: One Year
Workers' Comp Code: 8810

PERSONNEL BOARD
November 2, 2026

To: Members of the Personnel Board

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

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

RECOMMENDATION
Adopt a recommendation to revise the job class specification of Weighmaster, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS
The Weighmaster classification centers on customer service within a fast-paced and potentially hazardous transfer station environment. Employees must acquire specialized knowledge of solid waste disposal to correctly assess a variety of fees and ensure compliance with laws and regulations. Incumbents typically promote from the Solid Waste Worker classification or are hired with prior customer service experience.

Regulatory changes since 2005, including fee updates adopted in August 2022 under Resolution No. 70,441-N.S., have significantly increased the complexity of the work. New requirements include separate base rates for construction and demolition materials, an environmental compliance fee, fees for prohibited materials, and unsecured load fees. These changes have expanded the number of factors a Weighmaster must consider when determining charges.

Clerical responsibilities have also grown due to tasks reassigned from the Solid Waste Supervisor. Weighmasters now prepare tickets for vendors collecting special materials and log and file public complaints and special occurrences defined by CalRecycle, such as fires, injuries, accidents, unpermitted waste, and other unusual incidents. These duties are similar to existing office-related responsibilities and do not change the overall nature or independence level of the role.

The required knowledge, skills, and abilities remain largely unchanged, with continued emphasis on customer service, safety awareness, and office support tasks. Supervisors report that current minimum qualifications - high school completion plus three years of solid waste or office/accounting experience - may be too restrictive. Comparable internal classifications, including those in the promotive line from Solid Waste Worker, typically require two years of experience, suggesting that aligning qualifications could improve recruitment and maintain logical career progression.

Working conditions include regular exposure to dust, vehicle fumes, prohibited materials, and unsecured loads when staff step from the scale house to inspect vehicles. Proper PPE (clothing, footwear, and eyewear) is required. Evening work is limited to occasions when equipment maintenance or updates are scheduled, during which a Weighmaster or other transfer station employee may accompany outside staff or contractors.

BACKGROUND

Equity studies were agreed to during labor negotiations between the City of Berkeley ("City") and Service Employees International Union Local 1021 ("Union") as part of the June 27, 2024, through June 26, 2027, contract.

> 11.8 Equity Studies
> Two (2) lists of comparison jurisdictions are established. List One: Concord, Fremont, Richmond, Palo Alto, City of Santa Clara, San Leandro, Alameda County, San Francisco, Hayward, Oakland, and Vallejo. For Refuse only, Northern California Waste Management Systems and Waste Management (Oakland) will be reviewed if available. Other jurisdictions may be added as required by agreement between the parties. Job classifications which fall below the median for these jurisdictions may be reviewed. It is the policy of the City that within available funding limits, equity adjustments which are in the interests of the service will be considered.
>
> 11.8.1 Weighmaster: No sooner than six (6) months after ratification of this Agreement, and no later than nine (9) months after ratification, the City agrees to meet with two representatives designated by the union to discuss the results of a classification review of the Weighmaster classification. If the classification study shows a need for an adjustment, the parties will meet to discuss compensation.

The classification has not been revised since September 2005.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS
There are no identifiable environmental effects, climate impacts, or sustainability 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 during a series of four meet and confer meetings, and the Union agreed to the proposed changes.

RATIONALE FOR RECOMMENDATION
The recommended changes to the Weighmaster classification reflect increased job complexity, expanded clerical and compliance duties, and updated regulatory and fee requirements that demand more specialized knowledge. The current minimum qualifications also appear restrictive compared to similar internal roles, limiting recruitment opportunities. These factors support updating the classification to align with the role's current responsibilities and staffing needs.

ALTERNATIVE ACTIONS CONSIDERED
None.

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

WEIGHMASTER

CLASS CODE
6086

SALARY
$39.13 - $44.34 Hourly
$81,391.86 - $92,235.31 Annually

ESTABLISHED DATE
October 13, 2008

REVISION DATE
~~October 13, 2008~~ November 2, 2026

DEFINITION
Under general supervision, weighs vehicles entering and leaving the transfer station; estimates ~~volumes~~ weights of small loads; ~~and~~ assesses contents; collects established fees for dumping; provides information and directs customers; uses personal computers for data collection, computation, reconciliation, record keeping and reporting; and performs related work as assigned.

CLASS CHARACTERISTICS
This journey-level class ~~The Weighmaster~~ works in the solid waste transfer station scale house and is responsible for determining amounts of money to be assessed, collected and/or ~~accounted for~~charged based on established fees, and the weight, ~~volume, or~~ type of materials to be dumped at the transfer station. The Weighmaster ~~may~~ inspects incoming loads, and ~~provides~~ provides direction to customers regarding the use of the facility. Incumbents are required to learn federal, state and local legal requirements regarding safe operation of the scale house and public dumping. Incumbents are also required to learn the principles and practices of ~~identifying and~~ handling hazardous or infectious solid waste and the environmental impacts of their work assignment.

SUPERVISION EXERCISED AND RECEIVED
Receives general supervision from first-level supervisors in the division. No supervision is exercised.

EXAMPLES OF ESSENTIAL FUNCTIONS
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. 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. ~~Weighs vehicles~~ Directs customers in vehicles to on the weigh station scales upon entry and exit; ~~or~~ estimates the ~~volume~~ weight of smaller loads.~~;~~
2. Visually and physically inspects contents and determines acceptability of solid waste; checks for hazardous materials; refers customers to alternative disposal sites for unacceptable materials.~~;~~
3. Uses computer and other electronic equipment to enter coded data; creates tickets for vendors collecting special materials.

~~3.~~4. Controls access to the transfer station tipping floor; communicates with workers on the tipping floor via two-way radio to coordinate the flow of traffic.

~~4.~~5. Determines fees to be charged based on weight. ~~or visual assessment of volume~~ type of materials, and established rates; uses computer, credit card reader, and/or cash register to collect~~s~~ payment ~~by method of cash, credit card, check and/~~or charge fees to appropriate account, issues receipts and files office copies.~~;~~

~~5. Uses microcomputer and other electronic equipment to enter coded data to charge accounts; issues receipts and files office copies;~~

6. Deals tactfully and effectively with customers in sometimes stressful circumstances; provides clear and concise oral directions and information to the public.

~~6.~~7. Generates daily and monthly transaction reports using the ~~micro~~computer; maintains cash register and cash drawer; balances daily cash receipts and prepares deposit summaries; and, under special circumstances and as authorized, may obtain change from a designated bank.

~~Deals tactfully and effectively with customers in sometimes stressful circumstances; provides clear and concise oral directions and information to the public; and~~

~~7.~~8. Receives and records public complaints and promptly reports special occurrences and other incidents to supervisory staff in accordance with established procedures.

~~8.~~9. ~~Performs load check for hazardous materials as required.~~Performs related duties as assigned.

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. ~~Basic arithmetic and the use of arithmetic formulae.~~Principles of customer service and conflict resolution;

2. Principles and practices of identifying and handling hazardous or infectious solid waste.

~~2.~~3. Basic office practices and procedures, and the operation of standard office equipment including computers, printers, and phones.

~~3.~~4. Use of calculators and cash registers, and cash handling procedures.

5. Basic arithmetic and the use of arithmetic formulae.

~~4.~~6. Basic record-keeping practices and procedures.

~~5. Principles and practices of identifying and handling hazardous or infectious solid waste.~~

~~6. Use of personal computing equipment.~~

7. ~~City's Injury and Illness Prevention Plan~~ Principles of safety and Cal/~~AL~~ OSHA regulations.

~~8. Policies and procedures related to the Department of Public Works.~~

Skill and ability to:

1. Perform data entry tasks with speed and accuracy;

2. Estimate ~~volumes~~ weights accurately and verify contents based on visual assessment;

3. Exercise tact and judgment in the collection of fees;

4. Effectively and tactfully solicit information from the public and respond to their need for information and assistance.

5. Maintain safety and security in a public service setting.
~~5.~~6. Use basic business controls, business ethics, and data review and reconciliation techniques;

~~6.~~7. Use initiative and sound independent judgment within established guidelines; and

~~7.~~8. Understand and ~~carrying~~carry out oral and written directions.

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. ~~-~~Successful completion of classes in Customer Service Dispute/Conflict Resolution is desirable.

Experience
~~and either three (3)~~Two years of experience in solid waste collection and disposal~~ experience~~, or ~~three (3) years of~~ two years of experience in general office or accounting support work~~ experience~~. Prior experience in ~~refuse~~ solid waste collection and/or experience ~~in handling of~~ with hazardous materials is desirable.

~~OTHER REQUIREMENTS~~
Licenses, Certifications, and Other Requirements
Must be bondable and able to work ~~early morning, evening,~~ holiday and weekend, and occasional evening shifts in a ~~dusty, windy environment without restrictions~~. Must be willing to wear proper personal protective equipment. Within a six (6) month probationary period must successfully complete four (4) weeks of full-time equivalent on-the-job training to prepare the employee to assume the full range of Weighmaster duties, as certified by senior supervisory staff. ~~Successful completion of classes in Customer Service Dispute/Conflict Resolution is desirable.~~

PHYSICAL REQUIREMENTS

1. Constantly stand and walk for extended periods (up to 5 hours at a time).
2. Frequently use visual acuity to assess waste materials and read fine print.
3. Frequently use manual dexterity for data entry and cash handling.
4. Frequently reach at or above shoulder level to place and remove car hats on vehicle roofs or hoods.
5. Frequently step up and down between scale house platform and scales.
6. Occasionally lift up to 50 pounds.

WORKING CONDITIONS

Work is performed indoors and outdoors with exposure to hot and cold environments, dust, fumes, and vehicle exhaust. Work involves frequent interaction with members of the public. Noise level ranges from moderate to high. Work involves potential exposure to hazardous materials and emergency conditions.

CLASSIFICATION HISTORY
FLSA Status: Non-Exempt

Bargaining Unit: SEIU Local 1021, Maintenance Chapter

Established: ~~12/1988~~December 1988
Revised: March 1991, August 1995, April 1997, September 2003, May 2004, September 2005, September 2026 (updated class specification as a result of classification study; added physical requirements and working conditions)

~~Revised: 03/1991~~
~~Revised: 08/1995~~
~~Revised: 04/1997~~
~~Revised: 09/2003~~
~~Revised: 05/2004~~
~~Revised: 09/06/05~~