

## **CITY OF BERKELEY PERSONNEL BOARD MEETING**

1301 Shattuck Avenue  
Live Oak Community Center, Creekside Room  
Berkeley, CA 94704  
December 1, 2025  
7:00 p.m.

Secretary: Janelle Rodrigues, Director of Human Resources  
2180 Milvia Street, First Floor, Berkeley, CA 94704  
(510) 981-6800  
[hr@berkeleyca.gov](mailto:hr@berkeleyca.gov)

### **MEETING AGENDA**

Roll Call

Public Comment

### **ACTION ITEMS**

- 1) Approval of Meeting Minutes for November 3, 2025
- 2) Adopt a Recommendation to Revise Job Class Specification – Equipment Superintendent
- 3) Adopt a Recommendation to Revise the 2026 Personnel Board Meeting Calendar

### **DISCUSSION ITEMS**

- 4) General Updates – Director of Human Resources
- 5) Adjournment

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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 Department located at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley, California, 94704.

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To submit an e-mail comment, email [hr@berkeleyca.gov](mailto:hr@berkeleyca.gov) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150-word limit. Time limits on public comments will apply.

## 1. Approval of Meeting Minutes for October 6, 2025

### CITY OF BERKELEY PERSONNEL BOARD MEETING MINUTES

#### MEETING DATE

November 3, 2025

#### CALL TO ORDER

7:01 p.m.

#### ROLL CALL

7:01 p.m.

#### Personnel Board Commissioners

##### Present

Darryl Bartlow

Robert Dixon (Vice Chair)

Maya Karpinski

Mary Kay Lacey

Nic O'Loughlin (Chair)

Jenny Wenk

##### Absent

Aviva Gilbert

#### City Staff

Janelle Rodrigues (Director of Human Resources)

Michael St. Pierre (Animal Services Manager)

Benita Torres (Assistant Management Analyst)

Monica Walker (Human Resources Manager)

#### Members of the Public

Justin Pitcher (Public Employees Union Local One Representative)

Renita Terry (Service Employees International Union Local 1021-MC Representative)

Danny Walker (Service Employees International Union Local 1021-MC Representative)

#### Public Comments

None

#### Announcements

City Council will be meeting with the Police Accountability Board on November 18, 2025

#### ACTION ITEMS

##### 1.Approval of Minutes of Meeting on October 6<sup>th</sup>, 2025

**Action:** MSC (Wenk, Karpinski) to approve the minutes of meeting on October 6<sup>th</sup>, 2025

#### Vote

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

Noes: None

Abstains: None

Absent: Gilbert

##### 2.Recommendation to Place Fire Mechanic Lead Classification into the Service Employees International

Union Maintenance Chapter (SEIU-MC) Bargaining Unit

**Action:** MSC (Dixon, O'Loughlin) to approve recommendation to Place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) Bargaining Unit

**Vote**

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

3.Recommendation to Reestablish and Revise Job Class Specification – Animal Services (Operations) Supervisor

**Action:** MSC (Wenk, O'Loughlin) to approve Recommendation to Reestablish and Revise Job Class Specification – Animal Services (Operations) Supervisor

**Vote**

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

4.Recommendation to Revise Job Class Specification – School Crossing Guard

**Action:** MSC (O'Loughlin, Wenk) to approve Recommendation to Revise Job Class Specification – School Crossing Guard

**Vote**

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

5.Recommendation to Revise Job Class Specifications – Employee Relations Manager and Deputy Director of Human Resources

**Action:** MSC (Wenk, Lacey) to approve Recommendation to Revise Job Class Specifications – Employee Relations Manager and Deputy Director of Human Resources

**Vote**

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

6.Recommendation to Establish the 2026 Personnel Board Meeting Calendar

**Action:** MSC (Lacey, Wenk) to approve Recommendation to Establish the 2026 Personnel Board Meeting Calendar

**Vote**

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

Absent: Gilbert

| **INFORMATION ITEMS:**

- 7) Current Contact Information – Human Resources Manager
- 8) Job Class Specification Template – Human Resources Manager
- 9) General Updates – Director of Human Resources
- 10) Adjournment 8:04 pm

## 2: Adopt a Recommendation to Revise Job Class Specification – Equipment Superintendent



Human Resources

PERSONNEL BOARD  
December 1, 2025

To: Members of the Personnel Board  
From: Janelle Rodrigues, Director of Human Resources  
Subject: Adopt a Recommendation to Revise Job Class Specification – Equipment Superintendent

### RECOMMENDATION

Adopt a recommendation to revise job class specification of Equipment Superintendent as outlined.

### DISCUSSION

The proposed revisions remove the requirement for “college-level coursework” from the minimum qualifications, instead allowing relevant coursework in fields related to equipment superintendent responsibilities to substitute for non-supervisory experience, with the intention of removing a barrier that would exclude qualified candidates with equivalent experience. Additionally, the language has been updated to reflect current duties and technologies, including those related to electric vehicles.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

### RECOGNIZED EMPLOYEE ORGANIZATION

The Equipment Superintendent classification is represented by Public Employees Union, Local One. The City notified the Union of the proposed changes and did not receive a request to meet and confer regarding potential impacts.

### RATIONALE FOR RECOMMENDATION

The recommended revisions emphasize relevant experience to broaden the pool of qualified candidates and update the language to reflect current responsibilities and technologies associated with the role.

### ALTERNATIVE ACTIONS CONSIDERED

None.

### ATTACHMENTS

Proposed Job Class Specification – Equipment Superintendent

## Proposed Job Class Specification

### CITY OF BERKELEY EQUIPMENT SUPERINTENDENT

CLASS CODE  
1099

SALARY  
\$67.17 - \$81.15 Hourly  
\$5,373.49 - \$6,492.38 Biweekly  
\$11,642.56 - \$14,066.81 Monthly  
\$139,710.69 - \$168,801.78 Annually

ESTABLISHED DATE  
October 07, 2008

REVISION DATE  
~~December 03, 2018~~ [December 1, 2025](#)

#### ~~Description~~

#### DEFINITION

Under administrative direction, plans, organizes, and directs, through subordinate supervisors, the activities of the Equipment Maintenance Division; performs related work as assigned.

#### CLASS CHARACTERISTICS

This class has division level responsibility for the administration of the ~~City~~ [citywide](#) vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing ~~day-to-day~~ [day-to-day](#) activities. It is distinguished from Senior Equipment Supervisor in that it has program planning and administration responsibilities for the entire division. It is further distinguished from [the Public Works](#) Operations Manager ~~of Public Works~~, which is responsible for the administration of several assigned divisions or programs.

#### EXAMPLES OF ESSENTIAL FUNCTIONS

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, coordinates, administers and directs the work of the Equipment Maintenance Division; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division.;
2. Develops and implements management systems, procedures and standards for program evaluation; prepares or directs the preparation of a variety of studies and reports related to current and ~~long-range~~ [long-range](#) City needs and develops specific proposals to meet them.;
3. Directs maintenance and repair activities, including planning, estimation, scheduling, inspection and monitoring work being performed.;
4. Directs the preparation and administration of the division budget; prepares and maintains a wide variety of written records and correspondence.;
5. Directs the selection, supervision, work evaluation and discipline of division staff and provides for

their training and development; interprets City personnel and MOU provisions; provides technical assistance to staff.;

6. Prepares or reviews reports for the City Manager, boards, commission and other organizations; works closely with public and private organizations or individuals to explain or coordinate proposed programs; responds to complaints or inquiries by phone or in person;
7. Coordinates the work of the division with other City divisions and departments, outside agencies or concerned groups;
8. Ensures compliance of division activities to pertinent codes, regulations and guidelines including, but not limited to, fueling, fleet electrification, on-road and off-road equipment; monitors developments related to equipment maintenance, evaluates their impact and implements policy and procedure improvements; integrates new program activities into maintenance schedules; prepares specifications and makes recommendations on the purchase, sale, and disposal of new and used vehicles and equipment;
9. Maintains security of the ~~fleet Corporation Yard~~;
10. Performs related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

### 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. Principles and practices of vehicle and equipment maintenance and repair as related to a large and varied fleet maintenance program.;
2. Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.;
3. Principles and practices of budget development and administration.;
4. Theories, principles, techniques and equipment used vehicle and equipment of maintenance and repair.;
5. Safety regulations, safe work practices and safety equipment related to the work; codes, ordinances and guidelines pertaining to the work microcomputer applications related to the work.;
6. Microcomputer applications related to the work.

#### Skill ~~in~~ and Ability to:

1. ~~Plann~~ing, ~~assign~~ing, ~~direct~~ing and ~~coordinat~~eing a variety of functional specialties with overlapping work areas;
2. ~~Manag~~eing and ~~direct~~ing a large vehicle and equipment program.;
3. ~~Select~~ing, ~~motiv~~ateing, and ~~evalu~~ateing staff and ~~provid~~eing for their training and development.;
4. ~~Prepar~~eing, ~~administer~~ing and ~~monitor~~ing a division budget.;
5. ~~Analyz~~eing complex operational and administrative problems, ~~evalu~~ateing alternatives and ~~recomm~~ending or ~~implement~~ing effective courses of action.;
6. ~~Develop~~ing and ~~implement~~ing goals, objectives, policies, procedures, work standards and management controls.;
7. ~~Prepar~~eing clear and concise records, reports, correspondence and other written materials.;
8. ~~Exercis~~eing independent judgment within general policy guidelines.;
9. ~~Establish~~ing and maintaining effective working relationships with those encountered in the course of the work.

## MINIMUM QUALIFICATIONS

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

### Education

Equivalent to graduation from high school. ~~Additional-supplemented by college level~~ coursework in automotive mechanics or a closely-related vehicle and equipment maintenance, public or business administration, or related field-areas is preferred.

### Experience.

~~and s~~Seven (7) years of increasingly responsible equipment maintenance experience at the journey level or above which includes a minimum of three (3) years supervision at a level equivalent to or above the Mechanic Supervisor class. ~~Additional administrative experience may be substituted for the supplemental coursework.~~

~~College level~~Additional coursework in ~~public or business administration, engineering or a closely vehicle~~ and equipment maintenance, public or business administration, or related ~~field areas~~ may be substituted for the non-supervisory experience, on a year-for-year basis.

### LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.

### 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 walk, stand, sit for extended periods of time.
2. Frequently possess close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
3. Frequently hear sounds related to automotive repairs and maintenance.
4. Frequently use hands to operate computers for administrative functions and other related equipment.

### 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). While performing the duties of this job, the employee is regularly exposed to indoor and outdoor weather conditions with exposure to noise and environmental hazards. Requires occasional evening and weekend shifts.

### **CLASSIFICATION HISTORY**

~~Title: Equipment Superintendent~~

~~Classification Code: 13480~~

FLSA Status: Exempt

Bargaining Unit: Public Employees Union, Local One

Established: ~~1988-11-01~~ November 11, 1988

Revised: ~~2018-12-03~~ December 3, 2018; December 1, 2025 (Revised minimum qualifications to allow experience substitutions with related coursework and add fleet electrician duties)

~~FLSA Status: Exempt~~

~~Admin Leave / Overtime: Administrative Leave~~

~~Representation Unit: M~~

~~Probationary Period: One year~~

~~Workers' Comp Code: 8810~~

### 3. Adopt a Recommendation to Revise the 2026 Personnel Board Meeting Calendar



Human Resources

PERSONNEL BOARD  
December 1, 2025

To: Members of the Personnel Board  
 From: Janelle Rodrigues, Director of Human Resources  
 Subject: Adopt a Recommendation to Revise the 2026 Personnel Board Meeting Calendar

The 2026 Personnel Board calendar was adopted at the November 3, 2025 Personnel Board Meeting. Staff recommends that the January 5 meeting be rescheduled to January 12, and the July 6 meeting to July 13.

MONTH	DATE	TIME	LOCATION
January	<del>January 5</del> January 12*	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
February	February 2	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
March	March 2	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
April	April 6	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
May	May 4	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
June	June 8	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
July	<del>July 6</del> July 13*	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
August	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>
September	September 14*	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
October	October 5	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
November	November 2	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room
December	December 7	5:30 p.m.	2180 Milvia Street, First Floor - Cypress Conference Room

\*Second Monday of the month