

**CITY OF BERKELEY  
PERSONNEL BOARD MEETING**

2180 Milvia Street  
Civic Center, Cypress Room  
Berkeley, CA 94704

January 12, 2026  
5:30 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 December 1, 2025
- 2) Adopt a Recommendation to Establish Job Class Specification and Pay Scale – Risk Manager
- 3) Adopt a Recommendation to Revise Job Class Specification – Fire Marshal

**DISCUSSION ITEMS**

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

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](mailto: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.

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.

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

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 December 1, 2025

### CITY OF BERKELEY PERSONNEL BOARD MEETING MINUTES

#### MEETING DATE

December 1, 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

Joy Brown (Public Works Operations Manager)  
Janelle Rodrigues (Director of Human Resources)  
Benita Torres (Assistant Management Analyst)  
Monica Walker (Human Resources Manager)

#### Members of the Public

None

#### Public Comments

Vice Chair Robert Dixon announces the upcoming election for Personnel Board Chair and Vice Chair. The election is scheduled for February 2, 2026, at 5:30 p.m. at Berkeley City Hall.

#### ACTION ITEMS

##### 1.Approval of Minutes of Meeting on November 3, 2025

**Action:** MSC (Wenk, O'Loughlin) to approve the minutes of meeting on November 3, 2025

##### **Vote**

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

##### 2.Recommendation to Revise Job Class Specification – Equipment Superintendent

**Action:** MSC (Wenk, Dixon) to approve recommendation to Revise Job Class Specification – Equipment

Superintendent

**Vote**

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

3.Recommendation to Revise the 2026 Personnel Board Meeting Calendar

**Action:** MSC (O'Loughlin, Wenk) to approve Recommendation to Revise the 2026 Personnel Board Meeting Calendar

**Vote**

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

**INFORMATION ITEMS:**

- 7) General Updates – Director of Human Resources
- 8) Adjournment 7:16 pm

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



City Attorney's Office

PERSONNEL BOARD  
January 12, 2026

To: Members of the Personnel Board  
From: Farimah Brown, City Attorney  
Subject: Adopt a Recommendation to Establish Job Class Specification and Pay Scale – Risk Manager

### RECOMMENDATION

Adopt a recommendation to establish the unrepresented job class specification and pay scale of Risk Manager as outlined.

### FISCAL IMPACTS OF RECOMMENDATION

The recommended pay scale for the proposed classification represents an annual fiscal impact of \$145,453.80 - \$176,800.00 (\$255,489.60 - \$310,549.20 including full benefits) for one position.

### CURRENT SITUATION AND ITS EFFECTS

Establishing a Risk Manager classification within the City Attorney's Office (CAO) presents a cost-effective way for the City to manage its public liability risk portfolio and will open capacity for the two Deputy City Attorneys currently administering tasks associated with the general liability claims program as well as providing advice and education to City officials and employees concerning risk avoidance, retention, and transfer.

Creation of a Risk Manager classification will align Berkeley with the City's Strategic Plan in advancing our goal to "create a resilient, safe, connected, and prepared city" by allowing the City Attorney's Office to recruit and hire a candidate with the skills and expertise needed to manage the City's demanding activities related to the City's Public Liability Fund and serve as the City's liaison between the City of Berkeley and the Bay Cities Joint Powers Insurance Authority, as well as develop policy and strategy to mitigate risk across the City.

### BACKGROUND

The proposal for creating a Risk Manager position within the City Attorney's Office was introduced in the FY25/26 Biannual budget. Funding was allocated to the CAO personnel budget to create the classification. The CAO began developing the duties and assignments for the position in FY25 but then paused its development and recruitment for the position for the first half of FY26 in a cost savings effort during the City's hiring freeze.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

### RATIONALE FOR RECOMMENDATION

Creating a Risk Manager classification aligns with the City Council's personnel funding allocation to create a position that focuses on managing the city's risk portfolio and claims through the Bay Cities Joint

Powers Insurance Authority. Because the Risk Manager classification as proposed does not require candidates to be licensed attorneys, creating and hiring a Risk Manager will open operational capacity for attorneys in the CAO that are currently performing risk management functions.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is unrepresented.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Farimah Brown, City Attorney, (510) 981-6985

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

ATTACHMENTS

Proposed Job Class Specification and Pay Scale – Risk Manager

**CITY OF BERKELEY  
RISK MANAGER**

Class Code: XXXX  
FLSA Status: Exempt  
Bargaining Unit: Unrepresented  
Classification Established: XXXX

**Pay Scale (Hour)**

Step 1	Step 2	Step 3	Step 4	Step 5
\$69.93	\$73.43	\$77.10	\$80.95	\$85.00

**Pay Scale (Annual)**

Step 1	Step 2	Step 3	Step 4	Step 5
\$145,453.80	\$152,726.49	\$160,362.81	\$168,380.95	\$176,800.00

**DEFINITION**

Under general direction of the City Attorney, plans, organizes, conducts various liability activities such as the general liability claims program as well as providing advice and education to City officials and employees concerning risk avoidance, retention, and transfer; serves as the City's liaison between the City of Berkeley and the Bay Cities Joint Powers Insurance Authority.

**CLASS CHARACTERISTICS**

This is a supervisory position in which incumbents direct, coordinate and perform the work related to managing the City's claims through the Bay Cities Joint Powers Insurance Authority and outside counsel conducting legal work on behalf of the city. Incumbents work collaboratively with attorneys within the City Attorney's Office and with staff from City Departments related to liability claims made against the City. This classification is distinguished from other classifications responsible for occupational health and safety and workers' compensation by the absence of those program elements.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from City Attorney or designee. Exercises supervision over non-attorney administrative staff.

**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, develops, supervises and coordinates the operations of the Risk Management Division within the City Attorney's Office.
2. Receives claims, determines if claims meet statutory requirements, sets reserves, and determines who will adjust.
3. Performs or facilitates investigations; works with City staff, third-party claims adjusters, attorneys, and subject matter experts to evaluate investigation and determine whether a claim should be accepted or denied.
4. Ensures that all statutory time limits and documentation are complied with; represents the City in small claims matters involving tort claims; coordinates with City Attorney's Office staff with regards to claims evolving into litigation.

5. Develops and maintains a comprehensive claims management system for making determinations on processing of public liability claims and supervises the processing of City claims, individuals and other agencies.
6. Coordinates with attorneys to provide research and recommendations for legal issues concerned with safety and risk management.
7. Maintains a complete record system of all claims and related activities.
8. Coordinates, prepares and presents studies, reports and agenda items to the City Council and other City boards or teams.
9. Studies statutory and regulatory requirements and modifies program components to ensure they meet standards and legislative mandates established by federal and state regulations; analyze the impact of legislative changes.
10. Represents the City on the Bay Cities Joint Powers Insurance Authority for general liability.
11. Evaluates insurance risks; monitors the City's insurance program including reviewing and approving contracts to reduce risk exposure and to develop accident insurance and indemnification provisions and contacting vendors and consultants regarding insurance requirements; evaluates costs and benefits of alternative coverage; re-negotiates or makes arrangements for coverage; and develops insurance requirements, reviews bids, and recommends policy purchases.
12. Supervise, evaluate, and train staff.
13. 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. Knowledge of principles and practices of comprehensive risk management including loss prevention and control and the financing and insuring of risk.
2. Legal and administrative requirements for implementation and administration of fully insured and self-insured programs.
3. Contract law, as it applies to general liability, bodily injury and claims adjustment.
4. Insurance company policies and procedures regarding claims and reserves.
5. Claim analysis, adjustment techniques for municipalities, injury and damage claim investigation, principles and procedures of accident prevention.

Skill and Ability to:

1. Effectively plan, organize, conduct and coordinate a comprehensive risk management program.
2. Organize and supervise assigned departmental functions.
3. Interpret and analyze state, federal and local laws and regulations related to risk management.
4. Interpret and analyze information including insurance policies, legal documents and reports pertaining to insurances, claims, loss exposure, and coverage.
5. Draw valid conclusions and project consequences of decisions and recommendations.
6. Prepare studies and reports concerning complex matters.
7. Set priorities, meet deadlines and make sound decisions.
8. Establish and maintain accurate records.
9. Maintain level of knowledge required for satisfactory job performance.
10. Communicate effectively; establish and maintain effective working relationships with employees, other agencies, service providers, and the general public.

## **MINIMUM QUALIFICATIONS**

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

### **Education**

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources, industrial engineering, risk management, or a closely related field.

**Experience**

Four years of progressively responsible professional experience in risk management, loss prevention or municipal/corporate insurance administration, including supervisory experience.

**Licenses, Certifications, and Other Requirements**

Designation as Associate in Risk Management for Public Entities (ARM-P) is highly desirable. When driving on City business, must possess a valid California driver's license.

**PHYSICAL REQUIREMENTS**

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear meeting sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to occasionally lift up to 25 pounds. Manual dexterity for computer use.

**WORKING CONDITIONS**

Work is performed indoors in an office environment. Noise level ranges from low to moderate. May be required to attend evening meetings.

**CLASS HISTORY**

FLSA Status: Exempt

Bargaining Unit: Unrepresented

Established: XXXX

Revised: N/A

### 3. Adopt a Recommendation to Revise Job Class Specification – Fire Marshal



Human Resources

PERSONNEL BOARD  
January 12, 2026

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

#### RECOMMENDATION

Adopt a recommendation to revise job class specification of Fire Marshal as outlined.

#### DISCUSSION

Following a review of minimum qualifications used by comparable Bay Area fire agencies, the Fire Department is proposing updates to the Fire Marshal classification that will broaden the pool of qualified applicants while preserving the technical and leadership standards essential to the role. The proposed revisions streamline educational and experiential requirements and clarify pathways for candidates with strong backgrounds in fire prevention, inspection, investigation, or command-level operations. Importantly, the City is also recommending that certain highly technical or specialized certification requirements be moved from the time of application to the end of probation, thereby retaining these critical standards while giving qualified applicants additional time to complete them. Collectively, these adjustments reflect current industry practices, and ensure that the City can recruit from a wider, more diverse group of highly capable fire service professionals, ultimately strengthening leadership in the Fire Prevention Division.

#### 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 of Fire Marshal is represented by Berkeley Fire Fighters Association, Local 1227 I.A.F.F. Berkeley Chief Fire Officers Association.

#### RATIONALE FOR RECOMMENDATION

The recommended revisions emphasize relevant experience to broaden the pool of qualified candidates while preserving the technical requirements of the classification.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### ATTACHMENTS

Proposed Job Class Specification – Fire Marshal

## Proposed Job Class Specification

### CITY OF BERKELEY FIRE MARSHAL

CLASS CODE  
8011

SALARY  
\$98.76 - \$108.68 Hourly  
\$205,430.78 - \$226,044.83 Annually

ESTABLISHED DATE  
January 21, 2015

REVISION DATE  
~~February 03, 2020~~ January 12, 2026

#### DEFINITION

Under general administrative direction, plans, organizes, develops, and provides oversight of programs in the Fire Prevention Division of the Berkeley Fire Department, including fire prevention and education, plan reviews, fire investigation, and code enforcement inspections. The Fire Marshal performs a variety of administrative, technical, and managerial tasks related to vegetation management, environmental hazards, fire code inspection, fire investigation, fire protection engineering, and public education (community outreach) throughout the City, and performs other related duties as assigned.

#### SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from Deputy Fire Chief or designee. Exercises supervision over Deputy Fire Marshal and other fire prevention staff.

#### CLASS CHARACTERISTICS

This is a division manager position. The tasks performed fall largely within the discretion of the Fire Marshal, who has overall responsibility for policy, the application of rules and regulations, and whose performance is measured by results accomplished. The Fire Marshal receives direction from the Fire Chief. The class is distinguished from Deputy Fire Marshal, by having oversight of the division and providing direct supervision to the Deputy Fire Marshal and direct and indirect supervision to a variety of subordinate professional, technical, and support staff. The Fire Marshal is expected to participate in emergency activities or investigations when needed.

#### 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).

~~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. Plans, organizes, develops, and provides oversight of the division; formulates, interprets, and applies policies and procedures; develops goals and objectives; supervises and trains staff; prepares and reviews reports; represents the division in public forums, and participates as a member of the department's management team.
2. Interprets and translates the Berkeley Fire Department's and City's philosophy, vision, and goals into programs and projects; oversees and coordinates departmental planning and implementation of fire prevention and plan review, or inspection services.
3. Recommends the allocation of departmental resources and program modifications to enable the department to meet public safety needs.
4. Develops and participates in a variety of studies and reports relating to current and long-range needs for public safety; reviews and evaluates existing programs and researches current trends and issues.
5. Responds to requests for information from superior officers; investigates and reports as necessary; evaluates results, and makes appropriate recommendations to superior officers.
6. Investigates and resolves citizen complaints; recommends corrective action regarding service delivery and administrative problems.
7. Maintains and manages fire department records, public records acts requests, and fire prevention billing and collection accounts.
8. Participates ~~on~~ in county, regional, or state-wide committees for the advancement of fire prevention standards and/or code adoption.
9. Analyzes and recommends improvements to equipment and facilities as needed; maintains departmental equipment, supplies, and facilities.
10. Prepares and administers the division budget; makes recommendations that affect allocation of resources; makes expenditure decisions once the budget has been approved; monitors and tracks the budget.
11. Responds to major emergency events serving in an overhead or investigative capacity ~~;~~ and
12. 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. Principles, practices, and techniques of public administration, organization, operations, and fiscal management.
2. Laws, ordinances, and regulations relating to the management of service delivery and support programs.
3. Principles and practices of budget development and administration.
4. Contract negotiation and administration.
5. Federal, state, and local funding sources and grant application procedures.
6. Principles, practices, and techniques of human resource management including supervision and personnel development.
7. Principles, practices, and techniques of fire prevention and suppression, code enforcement and inspection procedures, high-rise construction, State Fire Marshal required inspections, plan-check process, hazardous materials use, handling, storage, and disposal.
8. Local, state, and federal codes or ordinances as they may apply to the fire department operations or prevention activities.
9. Proficient in use of Microsoft Office, Excel, PowerPoint and Outlook and mobile tablet technology.
10. Knowledge and ability to operate within the chain of command and the Incident Command System.

#### Skills and Abilities -to:

1. Develop and implement goals, objectives, policies, and procedures.
2. Interpret and apply complex rules, regulations, laws, and ordinances.
3. Establish effective working relationships with individuals, organizations, City Council members,

- City Manager, boards and commissions, staff, city agencies, and departments.
4. Evaluate programmatic, administrative, and operational systems.
  5. Recommend reallocation of resources based upon evaluation and customer demands.
  6. Communicate effectively and persuasively orally and in writing.
  7. Prepare and analyze complex reports, correspondence, and other written materials.
  8. Determine and establish priorities, set standards, and provide guidelines.
  9. Identify potential problem situations and develop appropriate courses of action based upon the goals and objectives as set forth by the department.
  10. Provide strong leadership, initiative, and drive, and creative and flexible problem-solving skills.
  11. Direct and motivate a diverse staff, and provide a balanced management approach in a multidisciplinary environment, including staff training and performance management.
  12. Prepare and administer division budgets.
  13. Negotiate and administer a variety of contracts; ~~and~~
  14. Maintain departmental safety standards.

## MINIMUM QUALIFICATIONS

AT TIME OF APPLICATION:

### EDUCATION

~~B.A or B.S degree from an accredited college or university; and~~ Equivalent to a four-year degree from an accredited college or university. Major coursework in fire science, fire administration, public or business administration, engineering, environmental science or hazardous materials management, or related field is preferred.

### EXPERIENCE

Five (5) years of ~~professional~~ experience in fire prevention and inspection program administration in a paid professional fire department, including plan check review, fire code adoption, fire code interpretation, hazardous material storage, and vegetation management practices, with at least two (2) years of progressively responsible general management or supervisory experience; ~~or~~

**OR**

Five (5) years of professional experience ~~as equivalent to~~ a Fire Captain or higher rank ~~in the Berkeley Fire Department including at least three (3) years as the assigned Berkeley Fire Department Shift Inspector; in a paid professional fire department with three years of fire prevention experience.~~

### LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

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 Class C or higher driver's license as well as a satisfactory driving record. Must be willing to work off shift hours on a call out basis. ~~Must possess physical mobility and strength to investigate fire scenes, including moving debris and objects, and participate in emergency response if needed.~~ [moved to Physical Requirements section]

BY ~~DATE OF APPOINTMENT:~~ APPLICATION:

~~Fire Investigation (m)~~ Must have one of the following):

1. California Fire Services Training and Education System (CFSTES) Fire Investigation 1A, 1B, and 1C; ~~or~~
2. CFSTES Fire Investigator ~~(2017)~~ Certification (2017 or later)

WITHIN TWO YEARS OF APPOINTMENT:

California State Fire Training (SFT) Fire Marshal Certification  
~~Fire Inspection and Plan Review (must have one of the following):~~

- ~~1. CFSTES courses required to obtain Fire Marshal Certification, or~~
- ~~2. CFSTES courses required to obtain Fire Inspector II Certification, or~~
- ~~3. International Code Council Fire Inspector II Certification, or~~
- ~~4. National Fire Protection Association Fire Inspector Certification, or~~
- ~~5. CFSTES courses required to obtain Plan Examiner (2014) Certification, or~~
- ~~6. International Code Council Plans Examiner Certification, or~~
- ~~7. A minimum of three (3) years of experience in a supervisory position within a fire prevention division of a fire department with experience conducting fire and life safety provisions, and plan review for fire suppression and fire alarm systems.~~

### 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). The position requires frequent walking, standing, bending, and climbing. Must be able to lift and carry equipment and materials weighing up to 50 pounds. Visual acuity and manual dexterity are necessary for conducting inspections, reading plans, and operating equipment. Must possess physical mobility and strength to investigate fire scenes, including moving debris and objects, and participate in emergency response if needed.

### 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 in both office and field settings. While performing the duties of this job, the employee is regularly exposed to environmental hazards including, but not limited to, smoke, fire scenes, hazardous materials, inclement weather, and potentially dangerous structures. The role may require entering confined spaces, climbing ladders, and inspecting buildings under construction or in post-incident conditions. The employee typically works a standard full-time schedule; however, evening, weekend, and on-call hours may be required for emergency response, fire investigations, or public events. Local travel is required to conduct inspections, attend meetings, and respond to incidents. Occasional travel for training or conferences may also be necessary.

### **CLASSIFICATION HISTORY**

FLSA Status: Exempt

Bargaining Unit: Berkeley Fire Fighters Association, Local 1227 I.A.F.F., Berkeley Chief Fire Officers Association

Established: May 13, 2009

Revised: ~~2020-02~~ February 3, 2020; January 12, 2026 (Minimum qualifications expanded)