

CITY OF BERKELEY PERSONNEL BOARD MEETING

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

February 2, 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

MEETING AGENDA

Roll Call

Public Comment

ACTION ITEMS

- 1) February Election – Chair and Vice Chair
- 2) Approval of Meeting Minutes for January 12, 2026
- 3) Adopt a Recommendation to Revise Job Class Specification – Senior Service Aide
- 4) Adopt a Recommendation to Revise Job Class Specification – Public Safety Dispatcher II

DISCUSSION ITEMS

- 5) General Updates (Director of Human Resources)
- 6) 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.

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 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 January 12, 2026

CITY OF BERKELEY PERSONNEL BOARD MEETING MINUTES

MEETING DATE

January 12, 2026

CALL TO ORDER

5:33 p.m.

ROLL CALL

5:33 p.m.

Personnel Board Commissioners

Present

Darryl Bartlow
Robert Dixon (Vice Chair)
Mary Kay Lacey
Nic O'Loughlin (Chair)
Jenny Wenk

Absent

Aviva Gilbert
Maya Karpinski

City Staff

Nathan Dahl (Assistant to the City Attorney)
Tom Hayashi (Training Officer)
Tamela Hopson-Dudley (EEO & Diversity Officer)
Chris Jensen (Assistant City Attorney)
Keith May (Deputy Fire Chief)
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 December 1, 2025

Action: MSC (Wenk, O'Loughlin) to approve the minutes of meeting on December 1, 2025

Vote

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

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

Action: MSC (Dixon, Lacey) to approve recommendation to Establish Job Class Specification and Pay

Scale – Risk Manager

Vote

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

3.Recommendation to Revise Job Class Specification – Fire Marshal

Action: MSC (Wenk, Lacey) to approve recommendation to Revise Job Class Specification – Fire Marshal

Vote

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

INFORMATION 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 6:46 pm

2. Adopt a Recommendation to Revise Job Class Specification – Senior Service Aide



Human Resources

PERSONNEL BOARD
February 2, 2026

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

RECOMMENDATION

Adopt a recommendation to revise job class specification of Senior Service Aide as outlined.

DISCUSSION

This change of the classification title and references to community centers reflect the ability for Senior Service Aides to serve at all centers within Health, Housing, and Community Services. Their responsibilities include supporting programs, special events, event rentals, commission meetings, and other events. Additionally, the population description has been updated to include all community members and participants, not just older adults.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by Service Employees International Union, Local 1021, Community Services and Part-Time Recreation Activity Leaders. The City notified the Union of the proposed changes and the Union indicated that they did not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

The recommended revisions emphasize relevant experience to broaden the community members who are served by the classification and update the duties accordingly.

ALTERNATIVE ACTIONS CONSIDERED

None.

ATTACHMENTS

Proposed Job Class Specification Revisions – Senior Service Aide

CITY OF BERKELEY
SENIOR SERVICE COMMUNITY SERVICES AIDE

CLASS CODE
6057

SALARY
\$29.27 - \$31.55 Hourly

DEFINITION

Under general supervision, performs routine duties in support of ~~senior~~ community center programs, activities and services; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides assistance to ~~senior center~~ community center staff in various areas such as food preparation, cooking and service delivery of meals at a particular meal site or to the homebound and/or assisting in program activities and facility rentals for on-going service to ~~City senior citizens~~ community members and program participants. This class is distinguished from the Senior Services Assistant in that the latter independently performs more complex and responsible work in the organization, development, planning and coordination of ~~senior citizens~~ community programs.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs a variety of basic support services for ~~senior~~ community center staff programs and activities depending upon assignment area including but not limited to office support, engaging with community members, and oversight of facility rentals;
2. When assigned to meal preparation:
 - A. Prepares and/ or properly portions salads, frozen vegetables and desserts for the Tri-City Nutrition Project;
 - B. Wipes, sets and arranges tables and chairs;
 - C. Washes and stores pots and pans, scrapes dishes, loads and runs dishwasher and stores dishes;
 - D. Cleans kitchen equipment, defrosts refrigerator and disposes of garbage;
 - E. Cleans, sweeps and mops kitchen area; and
 - F. Takes and documents temperature of all foods.
3. When assigned to Meals on Wheels:
 - A. Counts, packs and separates appropriate menu items in containers, provides guidance to volunteers who are packaging meals, assists in preparing route lists, counts meals for delivery routes; and assists drivers with loading meal carriers on vehicles;
 - B. Picks up and delivers food, supplies and meals to include bulk food for delivery to the Meals on Wheels program and Congregate Sites and delivery of packaged meals to home bound clients;
 - C. Returns clean bulk food containers to appropriate site(s);
 - D. Washes and sanitizes delivery containers and food service areas after use; and
 - E. Checks-in and stores supplies upon delivery. Completes an inventory of supplies.
4. When assigned to various program activities:
 - A. Assists in registration, attendance and basic record keeping of program activities and special events;
 - B. Serves as a building monitor for the purpose of ~~Senior-C~~ center Rentals, including unlocking the facility, overseeing the event, assisting in the clean-up, returning facility to the pre-rental condition and securing the premises upon completion of the event; and
 - C. Distributes interoffice mail and/or supplies and delivers program donation deposits to Finance. May substitute for program volunteers who do not appear for assignment; and

D. Performs related duties including other [office, registration, and/or](#) transportation errands as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

1. Basic work methods related to general housekeeping, cooking and meal service;
2. Basic safety practices as applied to food preparation and cooking, and general housekeeping work and cleaning agents;
3. Principles, practices and methods of proper and sanitary food handling and distribution; and
4. Basic business arithmetic and record keeping methods.

Skill in and Ability to:

1. Perform routine housekeeping and food preparation and service duties;
2. Observe appropriate safety practices and rules;
3. Maintain a clean and sanitary working area;
4. Maintain basic records and preparing simple reports;
5. Respond sensitively to the needs of ~~senior citizens~~[community members and program participants](#);
6. Follow oral and written instructions, including learning delivery routes and completing the route within prescribed time frames; and
7. Establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

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

Equivalent to completion of high school and twelve (12) months of experience, in meal preparation, delivery services, or working with adults of varied ethnic and cultural backgrounds.

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, maintenance of a valid California driver's license and satisfactory driving record is required. Must report changes in status of driver's license.

CLASSIFICATION HISTORY

~~Estab: 11/88~~

~~Rev: 10/03~~

[FLSA Status: Non-Exempt](#)

[Bargaining Unit: Service Employees Internation Union, Local 1021, Community Services and Part-Time Recreation Activity Leaders](#)

[Established: November 1988](#)

[Revisions: October 2003, February 2026 \(Changed classification title to "Community Services Aide" and expanded locations beyond senior centers\)](#)

3. Adopt a Recommendation to Revise Job Class Specification – Public Safety Dispatcher II



Human Resources

PERSONNEL BOARD
February 2, 2026

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

RECOMMENDATION

Adopt a recommendation to revise job class specification of Public Safety Dispatcher II as outlined.

DISCUSSION

The proposed revision clarifies that current Public Safety Dispatcher I employees become eligible for promotion to Public Safety Dispatcher II after completing the first two components of the training program (call-taking and records) and their probationary period, rather than all four components (including Police and Fire).

There are three pathways to meet the minimum qualifications as a Public Safety Dispatcher II: (1) successful completion of the City's Public Safety Dispatcher Training Program; (2) two years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a consolidated public safety agency (dispatching police and fire); or (3) three years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a non-consolidated public safety agency, and possession of a Peace Officer Standards and Training (P.O.S.T.) Dispatch certificate.

Lateral candidates entering the Public Safety Dispatcher II classification through the second or third pathways, even with prior dispatching experience, will still complete Police and Fire training upon hire. This clarification ensures consistent classification for internal candidates undergoing the same training.

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 Public Safety Dispatcher II is represented by Service Employees International Union, Local 1021 – Maintenance and Clerical. The City notified the Union of the proposed changes and engaged in the meet and confer process.

RATIONALE FOR RECOMMENDATION

The recommended revisions clarify the minimum requirements for promotion from Public Safety Dispatcher I to Public Safety Dispatcher II and ensure consistent classification for internal candidates completing the same training as lateral hires.

ALTERNATIVE ACTIONS CONSIDERED

None.

ATTACHMENTS

Proposed Job Class Specification Revisions – Public Safety Dispatcher II

**CITY OF BERKELEY
PUBLIC SAFETY DISPATCHER II**

CLASS CODE
7018

SALARY

\$51.20 - \$55.56 Hourly
\$4,095.77 - \$4,444.98 Biweekly
\$8,874.16 - \$9,630.78 Monthly
\$106,489.97 - \$115,569.38 Annually

DEFINITION

Under general supervision, performs professional public safety dispatching work; receives 911 system emergency and non-emergency calls; dispatches assignments according to police and fire procedures; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher II is the journey-level class in the professional public safety dispatching series, a specialized public safety civilian class, providing technical communications support and computer information processing for police, fire, animal control, parking enforcement and public works functions in a limited capacity. In addition to dispatching and call screening, incumbents perform varied record keeping, information retrieval and similar work in support of public safety activities. The work requires ~~exercise of~~ considerable independence and judgment. This class is distinguished from the Supervising Public Safety Dispatcher in that the latter provides work assignment and direction, and is responsible for the more difficult and complex assignments.

Public Safety Dispatchers in the Berkeley Communications Center typically operate in four distinct positions. Public Safety Dispatcher I possesses the skills and responsibility for two positions (Call Taker and Records), while Public Safety Dispatcher II possesses the skills and responsibility for all four positions.

1. Call Taker (i.e. handle phone calls, service requests, operate secondary radio channel)
2. Records (i.e. handle phone calls, database entries/removals/inquires, operate records radio channel)
3. Fire Dispatcher (i.e. dispatch and monitor fire/medical resources, operate fire channels)
4. Police Dispatcher (i.e. dispatch and monitor police resources, operate police channel)

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines.
2. Obtains essential information from reporting parties about the nature of the emergency.
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information.
4. Assesses incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher.
5. Assesses pending calls for service; determines available and appropriate police and/or fire resources; dispatches police and/or fire resources via two-way radio and/or telephone, and

- updates information related to the incident in the Computer Aided Dispatch system.
6. Monitors and controls all public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel.
 7. Prepares broadcasts of critical police emergency calls and general information bulletins via radio.
 8. Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event.
 9. Enters all calls for service.
 10. Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service.
 11. Dispatches assignments for other City resources.
 12. Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested.
 13. May refer non-emergency calls to other resources including other City departments, and governmental and private agencies.
 14. May issue case numbers to citizens who report incidents.
 15. May be required to manually process calls for service using applicable dispatch procedures ~~;~~ and
 16. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

1. Terminology used in police, fire, and related emergency radio, and telephone communications.
2. Operation of computer and communication equipment including telephone, radio, paging, and related systems.
3. Police and fire emergency procedures ~~;~~ and
4. Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Skill and Ability to:

1. Remain calm and make rapid and sound independent judgments in emergency situations.
2. Obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand.
3. Communicate tactfully and effectively with the public, and public safety personnel.
4. Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety.
5. Operate complex radio, telephone, and various computer systems, and use correct telephone answering techniques, and policies and procedures.
6. View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals.
7. Maintain appropriate documentation of events, details, and conversations.
8. Follow oral and written instructions.
9. Perform work with a high standard of customer service, professional conduct, and civic responsibility.
10. Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships.
11. Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required, and to stand or sit for extended periods of time.
12. Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information.
13. Read and interpret street maps.
14. Establish and maintain effective working relationships with those contacted in the course of work;

- communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing; ~~and~~
15. Perform routine clerical and record-keeping duties.
 16. Type with a high degree of accuracy and speed.

MINIMUM QUALIFICATIONS

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

Education

Equivalent to graduation from high school

~~AND~~

Experience

Successful completion of the first two components of the City's Public Safety Dispatcher Training Program (Call Taker and Records) and successful completion of the probation period as a Public Safety Dispatcher I with the City of Berkeley.

OR

The equivalent of two (2) years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a consolidated public safety agency (dispatching police and fire)

OR

The equivalent of three (3) years full-time experience working independently in emergency services or communications with computer use and/or two-way ~~radio~~ radio operations with a non-consolidated public safety agency, and possession of a Peace Officer Standards and Training (P.O.S.T.) Dispatch certificate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

Must be able to pass a medical and ~~psychiatric~~ psychological evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

Must be able to travel to various locations within and outside the City of Berkeley to meet 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: Non-Exempt

Bargaining Unit: Service Employees International Union, Local 1021 – Maintenance and Clerical

Established: December 1988

Revisions: October 1992, June 1994, November 1997, June 1998, July 2002 (code changed from 9015), July 2014 (code changed from 82230), July 2016, June 2023, June 2025 (added distinguishing characteristics of PSDII responsibilities), October 6, 2025 (revised minimum qualifications)