

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
September 8, 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

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date. 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.

MEETING AGENDA

- 1) Roll Call
- 2) Public Comment
- 3) Action Items
 - a) Approval of Meeting Minutes for June 2, 2025
 - b) Recommendation to Extend Temporary Appointment – Associate Management Analyst Sara Rubio
 - c) Recommendation to Extend Temporary Appointment – Health Services Supervisor Rachel Gonzalez
 - d) Recommendation to Extend Temporary Appointment – Human Resources Technician Franklin Sean Wood
 - e) Recommendation to Extend Temporary Project-Based Appointment – Landscape Gardener Jabari Bell
 - f) Recommendation to Extend Temporary Project-Based Appointment – Senior Planner Robert Rivera
- 4) Report by Director of Human Resources – Discussion Only
- 5) Copy of Berkeley Matters – Discussion Only
- 6) Adjournment

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; however, if included in any communication to a City board, commission or committee, this information 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. **SB 343 Disclaimer:** 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, First Floor, Berkeley, California, 94704.

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
June 2, 2025
7:00 P.M.

Secretary: Monica Walker, Interim Director of Human Resources
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
hr@berkeleyca.gov

MEETING MINUTES

I. Call to Order 7:01 pm

II. Roll Call 7:01 pm

Members Present: Darryl Bartlow
Robert Dixon (Vice Chair)
Maya Karpinski
Nic O'Loughlin (Chair)
Jenny Wenk

Members Absent: Aviva Gilbert

Staff Present: Hansel Aguilar (Office of Police Accountability Director)
Shanalee Gallagher (Principal Program Manager)
Shelba Jasper (Communications Manager)
Kevin Schofield (Police Captain)
Benita Torres (Assistant Management Analyst)
Monica Walker (Interim Human Resources Director)

Public Attendance: None

Public Comments: None

ACTION ITEMS:

III. Recommendation to Revise Job Class Specifications – Public Safety Dispatcher I and Public Safety Dispatcher II

Action: MSC (Wenk, O'Loughlin) to approve recommendation to Revise Job Class Specification—Public Safety Dispatcher I and Public Safety Dispatcher II

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

IV. Recommendation to Revise Job Class Specification – Assistant City Attorney

Action: MSC (Dixon, Karpinski) to approve recommendation to Revise Job Class Specification—Assistant City Attorney

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

V. At-Will Designation – Assistant City Attorney

Action: MSC (Dixon, Wenk) to approve At-Will Designation – Assistant City Attorney

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

INFORMATION ITEMS:

- VI. Informational Report by the Director of Police Accountability Regarding Job Class Specifications and Pay Scales for Chief Investigator and Deputy Director of Police Accountability – Discussion Only
- VII. Report by Interim Director of Human Resources – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. Adjournment 7:49 pm



Human Resources

PERSONNEL BOARD
September 8, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Appointment of Associate Management Analyst Sara Rubio

RECOMMENDATION

Extend the temporary appointment of Associate Management Analyst Sara Rubio for an additional six months through March 18, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Public Works Department wishes to extend the temporary appointment of Associate Management Analyst Sara Rubio for an additional six months to address the additional temporary workload on the Equipment Maintenance Division with Asset Works and overall electrification, grant opportunities and IRS reimbursements. Sara was a temporary agency employee prior to beginning an appointment as a Temporary Associate Management Analyst with City of Berkeley on March 18, 2024, and has received subsequent extensions to date through September 18, 2025.

The Public Works Department intends to include the position as part of the Amendment to Annual Appropriation Ordinance (AAO1) as it was not included as part of the fiscal year 2026 budget due to an oversight. If this long-term position is added into the budget, it would eliminate the need for temporary assistance. The Equipment Maintenance Division transitioned in May to new fleet management software, and recent purchasing process changes have resulted in a marked increase in the number of requests for proposals and contracts that need to be processed. Sara is also supporting the Public Works Fiscal Division with the budget and our Transportation Division with fleet electrification data. The department remains concerned about an abrupt stop in the current workflow and the impact on existing staff. This position supports the Equipment Maintenance Division's ability to continue to provide service to all City vehicles and provide critical support to the vehicle replacement process.

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, "Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board..."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The City notified Service Employees International Union Local 1021 Community Services and Part-Time Recreation Leaders Association (SEIU-CSU) and offered to engage in the meet and confer process over the associated impacts of the extension.

RATIONALE FOR RECOMMENDATION

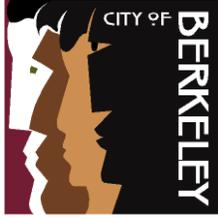
The City requests an additional six-month extension through March 18, 2026 to support the Public Works Equipment Maintenance Division's ability to continue to provide service to all City vehicles and provide critical support to the vehicle replacement process.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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



Human Resources

PERSONNEL BOARD
September 8, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Appointment of Health Services Supervisor Rachel Gonzalez

RECOMMENDATION

Extend the temporary appointment of Health Services Supervisor Rachel Gonzalez through March 15, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Health, Housing, and Community Services (HHCS) Department wishes to extend the temporary appointment of Health Services Supervisor Rachel Gonzalez through March 15, 2026. This position represents an underfill of the Supervising Public Health Nurse position to address grant program responsibilities as the oversight of the West Berkeley Family Wellness Center. Supervisor Gonzalez was initially appointed on September 15, 2024.

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, "Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board..."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification of Health Services Supervisor is represented by Public Employees Union, Local One.

RATIONALE FOR RECOMMENDATION

The City requests a six-month extension through March 15, 2026 to address grant program responsibilities as the oversight of the West Berkeley Family Wellness Center.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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



Human Resources

PERSONNEL BOARD
September 8, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Appointment of Human Resources Technician Franklin Sean Wood

RECOMMENDATION

Extend the temporary appointment of Human Resources Technician Franklin Sean Wood for an additional six months through March 16, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department wishes to extend the temporary appointment of Human Resources Technician Franklin Sean Wood for an additional six months. HR Technician Wood was originally hired on March 16, 2025, as part of a staff augmentation to support the volume of seasonal hires in Parks, Recreation, and Waterfront summer day and overnight camps. An extension is now needed to address the transition of benefits-related duties that are transitioning from Payroll Audit to Human Resources. In January 2025, Payroll Audit and Human Resources agreed to centralize benefit-related services in Human Resources. As a result, benefits-related duties previously performed by Payroll Audit are shifting to Human Resources, without the accompanying transfer of 1.0 FTE. Simultaneously, the HR Technician dedicated to Benefits resigned in July 2025, and a recruitment is under way for the long-term position. An extension of HR Technician Wood is needed for coverage, training, and creation of documentation for the new benefits-related duties assigned to Human Resources.

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, "Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board..."

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 Human Resources Technician is not represented by an employee organization.

RATIONALE FOR RECOMMENDATION

The City requests a six-month extension through March 16, 2026, to support the transition of benefits-related duties from Payroll Audit to Human Resources while a recruitment for the long-term position is being conducted.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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



Human Resources

PERSONNEL BOARD
September 8, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Project-Based Appointment of Landscape Gardener Jabari Bell

RECOMMENDATION

Extend the temporary project-based appointment of Landscape Gardener Jabari Bell through February 20, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Parks, Recreation, and Waterfront Department wishes to extend the temporary project-based appointment of Landscape Gardener Jabari Bell through February 20, 2026, to continue tree-planting activities while the recruitment is under way for two career Landscape Gardener positions to be hired with Parks Tax (Measure Y) funding. Landscape Gardener Bell was originally appointed on February 20, 2024.

BACKGROUND

Project-based appointments can be made for up to three years, per Service Employees International Union Local 1021 Maintenance and Clerical Chapters Memorandum of Understanding, Section 13.7 *Project Based Position Employee*, “An employment status of ‘Project Based Position’ means a position, regardless of funding source, of limited duration not to exceed three years to be utilized to complete a project or for an external grant funded position whose funding is uncertain as to amount or duration. An employee receiving an initial appointment to such ‘Project Based Position’ may be terminated no later than upon completion of the project or the duration of the external grant funding but in any case no longer than three years from the date of the original appointment.”

Per Personnel Rules and Regulations Section 9.07, “Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board...”

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 Landscape Gardener is represented by Service Employees International Union Local 1021 Maintenance and Clerical Chapters.

RATIONALE FOR RECOMMENDATION

The City requests a six-month extension through February 20, 2026, to prevent a gap in tree-planting activities while the recruitment for the long-term position is being conducted.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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



Human Resources

PERSONNEL BOARD
September 8, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Project-Based Appointment of Senior Management Analyst Robert Rivera

RECOMMENDATION

Extend the temporary appointment of Senior Management Analyst Robert Rivera through April 30, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Planning and Development Department wishes to extend the temporary appointment of Senior Planner Robert Rivera through April 30, 2026. Senior Planner Rivera was hired in April 2022 into a project-based position to manage a Metropolitan Transportation Commission (MTC) grant-funded project, the development of a specific plan for the MTC-designated San Pablo Avenue Priority Development Area (PDA). Acceptance of the grant was contingent upon completing the deliverable by December 2024; however, the City was able to push out the deadline of the completed plan to December 2025. Once the plan is adopted, Senior Planner Rivera will initiate implementation of the plan in the first quarter of 2026. If Senior Planner Rivera's position is eliminated, the City will not have the resources to complete the plan and initiate implementation, and if the City does not deliver the specific plan, the City may be asked to return the \$750,000 grant to MTC.

BACKGROUND

Per the Service Employees International Union Local 1021 Community Services and Part-Time Recreation Leaders Association Memorandum of Understanding, Section 10.14, *Project Based Position Employees*, "An employment status of 'Project Based Position' means a position, regardless of funding source, of limited duration not to exceed three (3) years to be utilized to complete a project or for an external grant funded position whose funding is uncertain as to amount or duration. An employee receiving an initial appointment to such 'Project Based Position' may be terminated no later than upon completion of the project or the duration of the external grant funding but in no case longer than three (3) years from the date of the original appointment."

Per Personnel Rules and Regulations Section 9.07, "Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board..."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The City and the Service Employees International Union Local 1021 Community Services and Part-Time Recreation Leaders Association have entered into an agreement to extend project-based past the timeline outlined in the memorandum of understanding.

RATIONALE FOR RECOMMENDATION

The City requests an extension through April 30, 2026, to support the Metropolitan Transportation Commission (MTC) grant-funded San Pablo Avenue Priority Development Area (PDA) project.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

RECRUITMENTS.....	PAGE 4
VACANCIES.....	PAGE 6
OFFERS OF WORK.....	PAGE 7
LEAVE DONATION.....	PAGE 12
SOCIAL SQUAD SURVEY.....	PAGE 15

Webinar: Lose the Blues: Healing Depression, Anxiety and Insomnia

Wednesday, September 17th

12:00pm - 1:00pm

See [page 9](#) for details



SCAN TO REGISTER

National Hispanic Heritage Month Celebration Event

Tuesday, September 30th

11:00am - 1:30pm

See [page 14](#) for details





HUMAN RESOURCES DEPARTMENT

HR@berkeleyca.gov | (510) 981-6800

JANELLE RODRIGUES
Director of Human Resources
JRodrigues@berkeleyca.gov

BENITA TORRES
Assistant Management Analyst
x6806 | BTorres@berkeleyca.gov

MONICA WALKER
Human Resources Manager
MWalker@berkeleyca.gov

CHAKA YOUNG
Employee Relations Manager
CYoung@berkeleyca.gov

ADMINISTRATIVE SERVICES

RHODEZA GRACE SALISI
Office Specialist II
x6800 | RSalisi@berkeleyca.gov

EMPLOYEE AND LABOR RELATIONS

CHARLES AYERS
Senior Human Resources Analyst
x6818 | CAyers@berkeleyca.gov

RECRUITMENT / EXAM / SELECTION

ANNA GOOLER
Associate Human Resources Analyst
x6820 | AGooler@berkeleyca.gov

JENEEN MILLER
Associate Human Resources Analyst
x6817 | JeMiller@berkeleyca.gov

RIO MUSNI
Associate Human Resources Analyst
x6805 | RMusni@berkeleyca.gov

MICHELLE YOO
Associate Human Resources Analyst
x6802 | MYoo@berkeleyca.gov

TIANA DICKSON
Assistant Human Resources Analyst
x6814 | TDickson@berkeleyca.gov

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

EEO@berkeleyca.gov

TAMELA HOPSON-DUDLEY
EEO and Diversity Officer
x6811 | THopson-Dudley@berkeleyca.gov

BENEFITS / RETIREMENT

HRBenefits@berkeleyca.gov

SOPHEA SHEPHARD
Senior Human Resources Analyst
x6815 | SShephard@berkeleyca.gov

LAURA ZURITA
Human Resources Technician
x6812 | LZurita@berkeleyca.gov

PERSONNEL TRANSACTIONS

KANNALIN CHAILERTCHOM
Human Resources Technician
x6803 | KChailertchom@berkeleyca.gov

NATINI PHOSY
Human Resources Technician
x6804 | NPhosy@berkeleyca.gov

FEUY SAEPHAN
Human Resources Technician
x6822 | FSaephan@berkeleyca.gov

FRANKLIN SEAN WOOD
Human Resources Technician (Temp)
FWood@berkeleyca.gov

WORKERS' COMP / ADA / LEAVES

HRWorkersComp@berkeleyca.gov
HRLeaveRequest@berkeleyca.gov

CARI MCDONALD
Senior Human Resources Analyst
x6816 | CMcDonald@berkeleyca.gov

LAURA ZURITA
Human Resources Technician
x6812 | LZurita@berkeleyca.gov

SAFETY / ERGONOMICS / CAL/OSHA

KEVIN WALKER
Occupational Health and Safety Officer
x6825 | KWalker@berkeleyca.gov

VENUS THOMAS
Occupational Health and Safety Specialist
x6819 | VThomas@berkeleyca.gov

SPECIAL PROJECTS

VELMA WALLACE
Associate Human Resources Analyst
x6808 | VWallace@berkeleyca.gov

CITYWIDE TRAINING

Training@berkeleyca.gov

ALEJANDRA ALONSO
Office Specialist III
x6801 | AAlonso@berkeleyca.gov

Department Heads must submit a Hiring Freeze Exception Request Form for each requested position.

Going forward, the approval process will now be embedded within NEOGOV requisitions.

Department staff who normally create requisitions should create new requisitions and attach the [Hiring Freeze Exception Request Form Word Document](#) (see instructions below).

Note: For existing Hiring Freeze Exception Request Adobe Forms that are already in progress pending Budget/City Manager approval, your [assigned HR Analyst](#) will send you a .pdf copy that can be attached to the newly submitted NEOGOV requisition. If there is an existing NEOGOV requisition in progress labeled as “on hold,” it may be “copied” in NEOGOV and resubmitted with the [Hiring Freeze Exception Request Form](#) attached (see instructions below).

TO CREATE A NEW REQUISITION AND ATTACH A HIRING FREEZE EXCEPTION REQUEST FORM:

- Please work with your department staff who normally create requisitions on this process.
- In your NEOGOV Dashboard, click “Recruiting” ➡ “My Requisitions.”
- Click “Create a New Requisition.”
 - Fill in Requisition Details.
 - Click “Save & Continue to Next Step.”
 - On “Approvals” page, click “Save & Continue to Next Step” (do not alter approvals)
 - On “Attachments” page, upload Hiring Freeze Exception Request.
 - Click “Save & Submit.”

TO COPY AN EXISTING “ON HOLD” REQUISITION AND ATTACH A HIRING FREEZE EXCEPTION REQUEST FORM:

- Please work with your department staff who normally create requisitions on this process.
- In your NEOGOV Dashboard, click “Recruiting” ➡ “My Requisitions.”
- Click “VIEW ALL.”
- In the pull-down menu, select “On Hold.”
- Make note of old Requisition Number.
- Open old Requisition.
 - Click “Copy.”
 - Answer “OK” to question “Are you sure you want to copy requisition...”
 - Scroll down to “Comment” and add old Requisition Number.
 - Make any necessary changes to requisition (i.e. budget codes, allocations, check location, supervisors, hiring managers).
 - Click “Save & Continue to Next Step.”
 - On “Approvals” page, click “Save & Continue to Next Step” (do not alter approvals).
 - On “Attachments” page, upload Hiring Freeze Exception Request.
 - Click “Save & Submit.”

[CLICK HERE TO ACCESS THE FORM](#)

Full descriptions and salary ranges for all classifications: [CLICK HERE](#)

Promotional Recruitments:



Recruitment	Opening Date	Closing Date
Accounting Office Specialist Supervisor	September 1, 2025	September 15, 2025
Accounting Technician	September 1, 2025	September 15, 2025
Police Lieutenant	September 1, 2025	September 15, 2025

Classification	Next Recruitment Open Dates
Accounting Office Specialist III	October 6-20, 2025
Customer Service Specialist III	November 3-17, 2025
Office Specialist III	December 1-15, 2025

Open Competitive Recruitments:



Classification	Opening Date	Closing Date
Advanced Practice Provider	Continuous	Continuous
Aquatics Specialist I	August 4, 2025	October 6, 2025
Aquatics Specialist II	August 4, 2025	October 6, 2025
Assistant Civil Engineer	Continuous	Continuous
Associate Civil Engineer	Continuous	Continuous
Behavioral Health Clinician I	Continuous	Continuous
Behavioral Health Clinician II	Continuous	Continuous
Buyer	August 18, 2025	September 8, 2025
Camp Manager	September 1, 2025	September 29, 2025
Housing Inspector I (Certified)	Continuous	Continuous

Applications must be submitted no later than 5pm on the closing date.

Open Competitive Recruitments Continued

Classification	Opening Date	Closing Date
Housing Inspector II (Certified)	Continuous	Continuous
Mental Health Clinical Supervisor	Continuous	Continuous
Mental Health Nurse	Continuous	Continuous
Police Officer Lateral	Continuous	Continuous
Police Officer Recruit	Continuous	Continuous
Psychiatrist	Continuous	Continuous
Public Health Nurse	Continuous	Continuous
Public Safety Dispatcher II	Continuous	Continuous
 Senior Aquatics Specialist	August 4, 2025	October 6, 2025
Senior Librarian	September 8, 2025	October 3, 2025
Supervising Public Health Nurse	Continuous	Continuous
Supervising Transportation Engineer	Continuous	Continuous

Applications must be submitted no later than 5pm on the closing date.

To be considered for one of the vacancies listed below, you must:

- 1) Have a career appointment in the specific classification listed AND be on the Transfer List; **OR**
- 2) Have your name on an active Eligible List for the specific classification listed.

Email the department contact by the deadline listed to request an interview.

To have your name placed on the transfer list:



Career vacancies

Classification	Department	Contact	Email by
Communications Specialist Req#2025-02526	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	9/19/2025
Fire Captain II Req#2025-02756	Fire	Jonathan Fischer JFischer@berkeleyca.gov	9/19/2025
Fire Mechanic Lead Req#2025-02712	Fire	Jonathan Fischer JFischer@berkeleyca.gov	9/19/2025
Library Aide Req#2025-02798	Library - North Branch	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	9/12/2025
Mechanic Supervisor Req#2025-02577	Public Works	Don Colbert DColbert@berkeleyca.gov	9/12/2025
Service Technician Req#2023-01606 Req#2025-02599	Public Works	Don Colbert DColbert@berkeleyca.gov	9/19/2025
Supervising Librarian Req#2025-02817	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	9/19/2025
Supervising Transportation Engineer Req#2023-01537	Public Works	Wahid Amiri WAmiri@berkeleyca.gov	9/19/2025

Please note: information provided here is for the benefit of City of Berkeley employees ONLY

In compliance with the Berkeley Fair Workweek Ordinance, the City offers additional hours of work to existing part-time employees prior to hiring new employees, including temporary workers.

To be eligible for an offer of work listed below, you must:

1. Be qualified to do the additional work (hold a part-time position in the same classification in the same department/division) **AND**
2. Have worked for the City for more than two weeks **AND**
3. Have a work schedule that does not conflict with the additional hours OR be a career employee interested in replacing your current schedule with the hours offered.

To accept an offer of additional hours, you must submit an application by Monday at 5:00 PM following the Berkeley Matters posting.

To submit an application for an offer of additional hours:



CLICK OR SCAN

Classification	Department	Schedule	Hours
Library Aide* Req#2025-02800	Library - THPS	<u>Week A</u> Monday: 9am - 3pm Wednesday: 2pm - 8pm Thursday: 12pm - 6pm Friday: 12pm - 6pm Saturday: 9am - 3pm <u>Week B</u> Monday: 9am -3pm Tuesday: 9am-3pm Wednesday: 2pm - 8pm Thursday: 12pm - 6pm Friday: 12pm - 6pm	30 per week
Library Assistant* Req#2025-02827	Library - Circulation	<u>Week 1 & 2</u> Tuesday: 11am - 8pm Wednesday: 9am - 6pm Friday: 9am - 3pm Saturday: 9am- 6pm <u>Week 3 & 4</u> Tuesday: 11am - 8pm Wednesday: 9am - 6pm Thursday: 9am - 6pm Friday: 9am - 3pm	30 per week

**These positions will be required to work one Sunday per quarter.*

Please note: information provided here is for the benefit of City of Berkeley employees ONLY

Citywide Training Page on SharePoint: [CLICK HERE](#)

UPCOMING CLASSES & EVENTS

Please register in advance using the link/email associated with each class/event. If the class is full, contact training@berkeleyca.gov to be placed on the waitlist.

Topic	Date	Registration
PowerPoint Tips & Tricks	September 16, 2025 9am - 12pm	Zoom
Maximizing Supervisory Skills for the First Line Supervisor - Part 2	September 18, 2025 9am - 12pm	Email to register: training@berkeleyca.gov
The Art of Writing the Performance Evaluation	October 16, 2025 1pm - 4pm	Email to register: training@berkeleyca.gov
ERMA D - Budget Data Cubes	October 23, 2025 9am - 12pm	Zoom

WELLNESS WEBINARS

The City of Berkeley’s benefit providers offer a range of classes, webinars, and resources to support your wellness journey. You can register online through the provided link.

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Parent Coaching and Support Sessions <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	Zoom
No Pressure! The Basics of Managing Blood Pressure at Home <i>Sutter Health</i>	September 10, 2025 12pm - 1pm	Online
Building Healthy Habits <i>Sutter Health</i>	September 10, 2025 5pm - 6pm	Online
Renew & Recharge: Navigating Burnout <i>Kaiser Permanente</i>	September 29, 2025 12pm - 1pm	Online



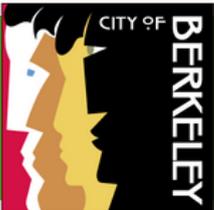
2025 EMPLOYEE ENRICHMENT WEBINARS



LOSE THE BLUES: HEALING DEPRESSION, ANXIETY AND INSOMNIA

Wednesday, September 17th
12pm - 1pm

We are experiencing a dramatic increase in mood disorder at home and at work. This is stimulated by escalating levels of stress, uncertainty and instability. Learn how to cope with unwanted change by improved diet, lifestyle practices, and nerve strengthening herbal tonics. . Dr Bauman will share recipes and remedies to build resilience to enable you to weather the storms of change within and around us.



Coming in November:
*Clear Your Clutter: A
Comprehensive Guide*



CLICK OR SCAN TO REGISTER

Welcome!

Hires		
Name	Classification	Department
Darryl Gatan	Senior Information Systems Specialist	Information Technology
Vivian Bocanegra	Community Service Officer	Police
Braylen Herbert	Community Service Officer	Police
Matthew Lemi	Mechanic	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Ashley Madagu	Deputy City Attorney III	City Attorney
Victoria Schlepp	Associate Planner	Planning
Peter Lee	Police Lieutenant	Police
Samantha Martinez	Police Sergeant	Police

Retirements		
Name	Classification	Department
Steve Rego	Police Sergeant	Police

The CalPERS 457 Plan is a voluntary savings program that allows you to easily defer any amount, subject to annual limits, through payroll deductions. Get the benefit of pre-tax contributions and tax-deferred growth! The Plan is designed with your retirement goals in mind and features a simplified fee structure that helps keep more of your invested dollars in your account.



Learn more by scheduling a one-on-one meeting!

In-person appointments are available on the second Wednesday of each month. Appointments will be located in the Chinquapin conference room at 2180 Milvia St.

SCHEDULE A PHONE APPOINTMENT: CALPERS457.TIMETAP.COM

SCHEDULE AN IN-PERSON APPOINTMENT: [CLICK HERE](#)

**OR CONTACT NANCY GARRITY:
NANCY.GARRITY@VOYA.COM
 888-713-8244 EXT 2**

How's your financial wellness stacking up?

Financial wellness is important and means different things to different people. Many influences in your life can affect your finances — especially your ability to save for your future. To help keep your long-term strategy on track, consider how you can improve your approach to the following important areas:



- Creating an emergency fund
- Reducing your high-interest debt
- Saving for larger purchases

SCHEDULE AN APPOINTMENT: CITYOFBERKELEY.EMPOWERMYTIME.COM

OR EMAIL JOSE.ANAYA@EMPOWER.COM

Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- Comprehensive review of your investment holdings
- Personalized investment strategy using the funds offered by Empower
- Unlimited ability to meet with a locally based investment counselor to review your account

Online Advice is provided at no cost to participants, and may be of interest to those who want expert input into their investment decision-making but want to approve and implement adjustments themselves.

My Total Retirement includes two important additional features: automated monthly review of your investment asset allocation, and automated adjustments to your investment account holdings (implemented on a quarterly basis). **My Total Retirement** charges an annual fee assessed as a fixed percentage of your total account balance and may be of interest to those who prefer more of a hands-off approach with changes to their investment holdings made automatically.

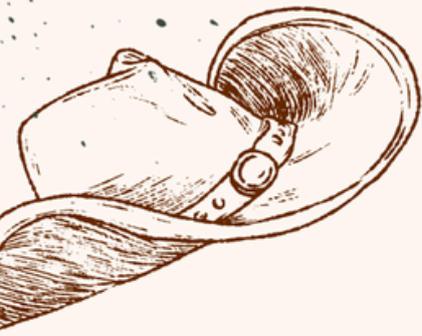
Per AR 2.5, the City allows staff to transfer accrued leave hours to eligible co-workers in certain situations. When a co-worker has exhausted all available paid leave due to an illness or injury, you may be able to support them by donating leave.

The named staff below have been approved to receive Catastrophic Leave Transfer.

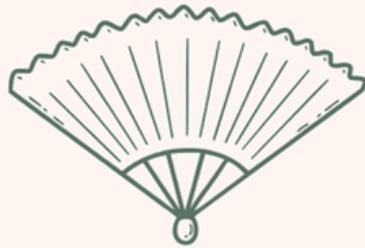
If you would like to donate leave hours, please check your MOU for allowable donations and complete the Leave Transfer Form.

[UNION AGREEMENTS](#)[LEAVE TRANSFER FORM](#)

Y'all are invited!



HUMAN RESOURCES Open House



Wednesday, September 24th

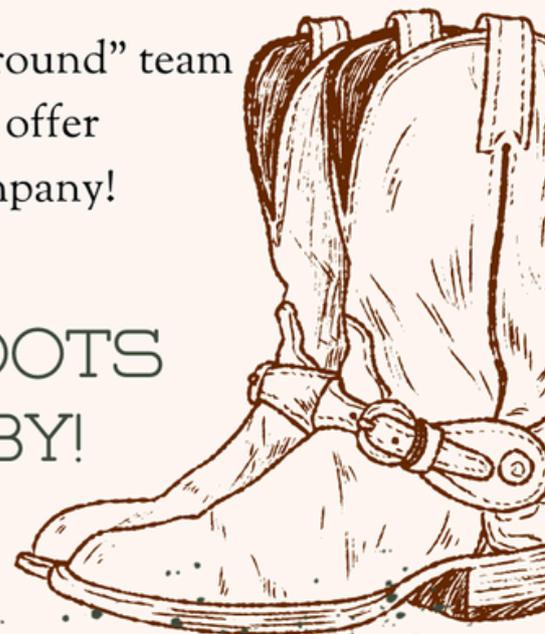
12 pm - 2 pm

2180 Milvia St. 6th Floor

Join us to:

- Meet HR staff – your “boots on the ground” team
- Discover the services and support we offer
- Enjoy light refreshments & good company!

PULL ON YOUR BOOTS
AND SWING ON BY!



JOIN US FOR THIS FREE CELEBRATION EVENT. RSVP ON [EVENTBRITE](#).

City of Berkeley Mental Health Division Celebrates

NATIONAL HISPANIC HERITAGE MONTH

Honoring the Past & Inspiring the Future

Date: Tuesday, September 30, 2025

Location: North Berkeley Senior Center

1901 Hearst Ave., Berkeley

Time: 11:00am-1:30pm



Free Event

Inspiration
Resources
Latin Dancing
Community
Music
Latin Cuisine
Raffle Prizes
Live Entertainment



[Register Here](#)

For more information please call: (510) 981-7624



INTRODUCING YOUR SOCIAL SQUAD 🎉 FROM TEAM UNITY... LET'S PLAN SOME FUN!

The Social Squad 🎉 is a team of staff volunteers dedicated to planning events that can bring together staff from all City of Berkeley Departments. Our mission is to help spread the spirit of unity, fun, and connection across our workplaces.



We want your input to help plan activities and gatherings that you would enjoy. Please take this quick (2-minutes-or-less) survey by September 30.



SCAN OR CLICK
HERE TO TAKE
SURVEY

QUESTIONS?

PLEASE REACH OUT TO:

Aimee Reeder (Library)
areeder@berkeleyca.gov

Mara Engelson (Public Works)
MEngelson@berkeleyca.gov

Taylor wallace (PRW)
TaWallace@berkeleyca.gov

Terrie Vargas (PRW)
TVargas@berkeleyca.gov



2025 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

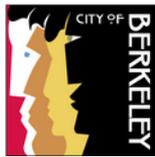
CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

- 1/1 New Year's Day
- 1/20 Martin Luther King Jr.'s Birthday
- 2/12 Lincoln's Birthday
- 2/17 Washington's Birthday
- 3/31 Cesar Chavez Day*
- 5/19 Malcolm X's Birthday

- 5/26 Memorial Day
- 6/19 Juneteenth - Obs 6/20
- 7/4 Independence Day
- 9/1 Labor Day
- 10/13 Indigenous Peoples' Day
- 11/11 Veterans Day

- 11/27-28 Thanksgiving Day/Day After
- 12/25 Christmas Day

- Pay Day
- Observed Holidays
- Voluntary Time Off (VTO) Days
- New Employee Orientation



City of Berkeley 2025 Pay Schedule

Payroll #	Pay Period			Payday
1	12/22/24	THRU	01/04/25	01/9/25 (Thu)
2	01/05/25	THRU	01/18/25	01/24/25
3	01/19/25	THRU	02/01/25	02/07/25
4	02/02/25	THRU	02/15/25	02/21/25
5	02/16/25	THRU	03/01/25	03/07/25
6	03/02/25	THRU	03/15/25	03/21/25
7	03/16/25	THRU	03/29/25	04/04/25
8	03/30/25	THRU	04/12/25	04/18/25
9	04/13/25	THRU	04/26/25	05/02/25
10	04/27/25	THRU	05/10/25	05/16/25
11	05/11/25	THRU	05/24/25	05/30/25
12	05/25/25	THRU	06/07/25	06/12/25 (Thu)
13	06/08/25	THRU	06/21/25	06/27/25
14	06/22/25	THRU	07/05/25	07/10/25 (Thu)
15	07/06/25	THRU	07/19/25	07/25/25
16	07/20/25	THRU	08/02/25	08/7/25 (Thu)
17	08/03/25	THRU	08/16/25	08/22/25
18	08/17/25	THRU	08/30/25	09/05/25
19	08/31/25	THRU	09/13/25	09/19/25
20	09/14/25	THRU	09/27/25	10/03/25
21	09/28/25	THRU	10/11/25	10/17/25
22	10/12/25	THRU	10/25/25	10/31/25
23	10/26/25	THRU	11/08/25	11/14/25
24	11/09/25	THRU	11/22/25	11/26/25 (Wed)
25	11/23/25	THRU	12/06/25	12/11/25 (Thu)
26	12/07/25	THRU	12/20/25	12/26/25

When payday falls on a VTO day or holiday, checks are issued on the prior working day

Division of Labor Standards Enforcement This notice must be displayed where employees can easily read it. Labor Commissioner's Office

Healthy Workplaces/Healthy Families Act: California Paid Sick Leave (as amended effective 1/1/2024)

EMPLOYERS:
- An employer who is an employer for 2024, whether in California for 2024 or in another state for 2024, must provide paid sick leave to all employees.

EMPLOYEES:
- An employer may not prohibit or interfere with an employee's use of paid sick leave for any reason, including but not limited to the following:

Your Rights and Obligations as a Pregnant Employee

If you are pregnant, have a pregnancy-related medical condition, or are recovering from childbirth, please read this notice.

EMPLOYERS:
- You must provide a check with you to apply to this notice.
- You must provide a copy of this notice to each pregnant employee.

NOTICE REGULATIONS AN EMPLOYEE:
- An employer must provide a copy of this notice to each pregnant employee.

FOR PREGNANT EMPLOYEES:
- You have the right to take time off work for pregnancy-related reasons.

NOTICE REGULATIONS AN EMPLOYEE:
- An employer must provide a copy of this notice to each pregnant employee.

FOR PREGNANT EMPLOYEES:
- You have the right to take time off work for pregnancy-related reasons.

NOTICE REGULATIONS AN EMPLOYEE:
- An employer must provide a copy of this notice to each pregnant employee.

Family Care & Medical Leave & Pregnancy Disability Leave

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for family care and medical leave.

Your Employee Rights Under the Family and Medical Leave Act

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for family and medical leave.

Your Rights Under USERRA

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for military service.

Notice to Employees-Injuries Caused By Work

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for work-related injuries.

Division of Labor Standards Enforcement This notice must be displayed where employees can easily read it. Labor Commissioner's Office

California Minimum Wage 2025

Table showing minimum wage rates for 2025, categorized by employer size and industry.

Table showing minimum wage rates for 2025, categorized by employer size and industry.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for minimum wage.

Federal Rights Under the Fair Labor Standards Act

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for federal labor standards.

California Law Prohibits Workplace Discrimination & Harassment

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for workplace discrimination.

Your Rights Under USERRA

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for military service.

Division of Labor Standards Enforcement This notice must be displayed where employees can easily read it. Labor Commissioner's Office

All Employees Payday Notice

Table showing payday notice requirements for various counties and cities.

Table showing payday notice requirements for various counties and cities.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for payday notice.

Whistleblowers Are Protected

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for whistleblowers.

Know Your Rights: Workplace Discrimination is Illegal

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for workplace discrimination.

The Rights of Employees Who are Transgender or Gender Nonconforming

Employees are notified with a check mark in the box next to this workplace.

Employees are notified with a check mark in the box next to this workplace.

EMPLOYERS:
- You must provide a copy of this notice to each employee who is eligible for leave.

EMPLOYEES:
- You have the right to take time off work for transgender or gender nonconforming.

For more information, visit our website or call our helpline.

For more information, visit our website or call our helpline.

For more information, visit our website or call our helpline.

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

DISTRICT OFFICES

American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700
Bakersfield	7718 Meany Ave., Bakersfield 93308	(661) 588-6400
Foster City	1065 East Hillsdale Bl., Ste. 110, Foster City 94404	(650) 573-3812
Fremont	39141 Civic Center Dr., Ste. 310, Fremont 94538	(510) 794-2521
Fresno	2550 Mariposa Street, Rm. 4000, Fresno 93721	(559) 445-5302
Long Beach	1500 Hughes Way, Suite C-201, Long Beach 90810	(424) 450-2630
Los Angeles	320 West 4th Street, Suite 820, Los Angeles 90013	(213) 576-7451
Modesto	4206 Technology Drive, Ste. 3, Modesto 95356	(209) 545-7310
Monrovia	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 239-0369
Oakland	1515 Clay Street, Ste. 1303, Oakland 94612	(510) 622-2916
Redding	381 Hemsted Drive, Redding 96002	(530) 224-4743
Riverside	3737 Main Street, Suite 201, Riverside 92501	(951) 410-4250
Sacramento	1750 Howe Ave. Suite 430, Sacramento 95825	(916) 263-2800
San Bernardino	464 W. 4th Street, Ste. 332, San Bernardino 92401	(909) 383-4321
San Diego	7575 Metropolitan Dr., Ste. 207, San Diego 92108	(619) 767-2280
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94102	(415) 557-0100
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 558-4451
Santa Barbara	411 E. Canon Perdido St. Santa Barbara 93103	(805) 485-1048
Van Nuys	6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(818) 901-5403

REGIONAL OFFICES

San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300
Sacramento	1750 Howe Avenue, Suite 440, Sacramento 95825	(916) 263-2803
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 558-4300
Monrovia	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 471-9122
Fresno	2550 Mariposa St. Rm. 4000, Fresno 93721	(559) 445-5302

CAL/OSHA CONSULTATION SERVICES

FIELD / AREA OFFICES

Fresno / Central Valley	2550 Mariposa Mall, Rm. 2005, Fresno 93721	(559) 445-6800
La Palma / Los Angeles/ Orange County	1 Centerpointe Dr., Ste. 150, La Palma 90623	(714) 562-5525
Oakland / Bay Area	1515 Clay Street, Ste. 1103, Oakland 94612	(510) 622-2891
Sacramento / Northern California	1750 Howe Ave., Ste. 490, Sacramento 95825	(916) 263-0704
San Bernardino	464 West Fourth St. Ste. 339, San Bernardino 92401	(909) 383-4567
San Diego / Imperial County	7575 Metropolitan Dr., Ste. 204, San Diego 92108	(619)767-2060
San Fernando Valley	6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401	(818) 901-5754
CONSULTATION REGIONAL OFFICE		
Fresno	2550 Mariposa Mall, Rm. 3014, Fresno 93721	(559) 445-6800

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited.

July 2025