

CITY OF BERKELEY PERSONNEL BOARD MEETING

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
November 3, 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

MEETING AGENDA

Roll Call

Public Comment

ACTION ITEMS

- 1) Approval of Meeting Minutes for October 6, 2025
- 2) Adopt a Recommendation to Place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) Bargaining Unit
- 3) Adopt a Recommendation to Reestablish and Revise Job Class Specification – Animal Services (Operations) Supervisor
- 4) Adopt a Recommendation to Revise Job Class Specification – School Crossing Guard
- 5) Adopt a Recommendation to Revise Job Class Specifications – Employee Relations Manager and Deputy Director of Human Resources
- 6) Adopt a Recommendation to Establish the 2026 Personnel Board Meeting Calendar

DISCUSSION ITEMS

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

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at ada@berkeleyca.gov, (510) 981-6418 (V), or (510) 981-6347 (TDD) at least three business days before the meeting date. Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at Department located at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley, California, 94704.

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

1. Approval of Meeting Minutes for October 6, 2025

CITY OF BERKELEY PERSONNEL BOARD MEETING MINUTES

MEETING DATE

October 6, 2025

CALL TO ORDER

7:01 p.m.

ROLL CALL

7:01 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

Tanya Bustamante (Deputy Director of Health, Housing & Community Services)
Lam Inthavong (Hazardous Material Manager)
Scott Ferris (Director of Public Works)
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

None

ACTION ITEMS

Approval of Minutes of Meeting on September 8, 2025

Action: MSC (Dixon, Wenk) to approve the minutes of meeting on September 8, 2025, with corrections to the October 6th agenda to change "Interim Director of Human Resources" to "Director of Human Resources" under section XI of the agenda.

Vote

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

Recommendation to Amend Job Class Specifications—Service Technician, Equipment Parts Technician, Mechanic and Mechanic Supervisor

Action: MSC (Dixon, Wenk) to approve recommendation to Amend Job Class Specifications—Service Technician, Equipment Parts Technician, Mechanic and Mechanic Supervisor with corrections to staff report section, *Recognized Employee Organization*, to add “SEIU agreed to the revisions”, other grammatical and typographical errors will be corrected

Vote

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

Recommendation to Amend Job Class Specification—Hazardous Materials Specialist I and Hazardous Materials Specialist II

Action: MSC (Lacey, O’Loughlin) to approve recommendation to Amend Job Class Specification—Hazardous Materials Specialist I and Hazardous Materials Specialist II with corrections under *Tools & Equipment* section of Job Class Specification to include “use of” at the beginning of the list of tools and equipment for each classification

Vote

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

Recommendation to Amend Job Class Specification—Youth Enrollment Intern

Action: MSC (Lacey, Dixon) to approve recommendation to Amend Job Class Specification—Youth Enrollment Intern

Vote

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

Recommendation to Amend Job Class Specification—Public Safety Dispatcher I and Public Safety Dispatcher II

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

Vote

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

Recommendation to Amend Job Class Specification—Mail and Materials Services Aide

Action: MSC (Lacey, Wenk) to approve recommendation to Amend Job Class Specification—Mail and Materials Services Aide

Vote

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

Recommendation to Extend Temporary Appointment—Community Services Specialist III Yesenia Lopez

Action: MSC (Wenk, O'Loughlin) to approve recommendation to Extend Job Class Specification—Community Services Specialist III Yesenia Lopez

Vote

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

Recommendation to Extend Temporary Appointment—Senior Health Services Program Supervisor Rebecca Catlett

Action: MSC (Wenk, Dixon) to approve recommendation to Amend Job Class Specification—Senior Health Services Program Supervisor

Vote

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

INFORMATION ITEMS:

Report by Director of Human Resources – Discussion Only

Copy of Berkeley Matters – Discussion Only

Adjournment – 8:14 pm

2: Adopt a Recommendation to Place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) Bargaining Unit



Human Resources

PERSONNEL BOARD
November 3, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Adopt a Recommendation to Place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) Bargaining Unit

RECOMMENDATION

Adopt a recommendation to place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) bargaining unit.

DISCUSSION

Pursuant to the Meyers-Milias-Brown Act (MMBA), California Government Code § 3500 and pursuant to the City of Berkeley Employer-Employee Relations Ordinance (EERO) Resolution 43,397-N.S., the City provided formal notice to all employee groups of its recommendation to place the Fire Mechanic Lead classification into the Service Employees International Union – Maintenance Chapter (SEIU-MC) bargaining unit.

The City's recommendation is based on a community of interest analysis, which identified significant similarities between the Fire Mechanic Lead and Mechanic Lead classifications in terms of the nature of work performed, certain minimum qualifications, and a shared history of representation. Both classifications serve as lead mechanics – responsible for directing, coordinating, and performing work in an equipment shop during an assigned shift – and provide technical assistance to staff in servicing a wide range of (heavy) vehicles and equipment, as well as assist in evaluating the work of assigned personnel. At the time of application, both classifications require graduation from high school or equivalent, a Class B commercial driver's license, and comparable years of experience in the maintenance and repair of vehicles or heavy construction equipment. Historically, all classifications within the Mechanic career series (Mechanic, Mechanic Lead, and Mechanic Supervisor) have been represented by SEIU-MC.

While there are differences in department assignment, reporting structure, specialization, and compensation (reflecting the unique requirements of the Fire Mechanic Lead classification), the overall analysis supports a shared community of interest based on the substantial similarities in scope of work, qualifications, and representation history.

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 notified all bargaining units of its intent to place the Fire Mechanic Lead classification into the Service Employees International Union – Maintenance Chapter (SEIU-MC) bargaining unit, and received no requests to meet and confer over the impacts of the decision.

RATIONALE FOR RECOMMENDATION

The City's recommendation to place the Fire Mechanic Lead classification into the Service Employees International Union – Maintenance Chapter (SEIU-MC) bargaining unit is based on a community of interest analysis, which identified significant similarities between the Fire Mechanic Lead and Mechanic Lead classifications in terms of the nature of work performed, certain minimum qualifications, and a shared history of representation.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Job Class Specification – Fire Mechanic Lead

Job Class Specification

CITY OF BERKELEY
FIRE MECHANIC LEAD

CLASS CODE
9043

SALARY
\$53.12 - \$56.34 Hourly
\$4,249.62 - \$4,507.28 Biweekly
\$110,490.02 - \$117,189.28 Annually

ESTABLISHED DATE
May 20, 2025

DEFINITION

Under the general supervision of Fire Captain, Assistant Fire Chief or Deputy Fire Chief, the Fire Mechanic - Lead is responsible for performing advanced diagnostics, maintenance, and repair of all heavy fire apparatus within the Fire Department including ladder trucks, engines, and specialty units. Ensures compliance with National Fire Protection Association (NFPA) and other applicable standards; manages shop inventory and requisitions parts; may direct a small crew as a working lead; and provides technical guidance and training to other mechanics and fire personnel. Performs related work as assigned.

CLASS CHARACTERISTICS

This is a lead position in which incumbents direct, coordinate and perform the work in an equipment shop on an assigned shift, provide technical assistance to staff in the servicing of a wide variety of heavy fire vehicles and equipment and assist in evaluating the work of assigned personnel.

Examples of Duties

The following list of duties describes the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list.

1. Inspect, diagnose, repair and maintain all heavy fire apparatus components and equipment including diesel, gasoline and electric motors, fire pumps, relief valves, ball valves, primer pumps and power take-offs, electric and hydraulic systems, steering mechanisms, lights, computerized ignitions, pneumatic systems, fuel delivery systems, air brakes, suspension, transmissions, and air compressors.
2. Install, maintain, diagnose and repair mechanical and electrical systems including replacing inoperative parts, checking and adjusting brakes, changing oil and filters, installing batteries, tires, and glass.
3. Conducts acceptance and annual service tests of engines, pumps and related equipment.
4. Diagnose and perform routine maintenance on breathing air compressor(s) and cascade systems including conducting necessary air sampling.
5. Reads and interprets technical manuals, plumbing and electrical schematics.
6. Cleans and maintains work area in an orderly manner; maintains shop tools in safe and proper working conditions.
7. Uses welder and other shop equipment to fabricate metal parts/equipment and repair broken parts.
8. Requisitions parts, tools, equipment, and materials needed for repair work.
9. Answers emergency calls to repair equipment in the event of an emergency incident or in cases of breakdown or accident. May assist with technical aspects of reports on major accidents. Document and report all work utilizing the fire department and City computerized fleet management system.
10. Reviews vehicle and equipment needs of the Department; assists with drafting requirements and specifications formatted for the bidding and acquisition of vehicles and equipment. Corresponds and maintains liaison with equipment suppliers, inspects bids submitted, recommends acquisition, and ensures manufacturer's compliance.

11. Instructs others in proper equipment operation, maintenance and conducts training classes for other mechanics and fire personnel.
12. Schedules and directs the work of staff engaged in the overhaul, repair and maintenance of heavy fire apparatus.
13. Assists the Fire Captain, Assistant Fire Chief or Deputy Fire Chief with evaluation of employee performance of assigned personnel and instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.
14. Drives/operates a variety of fire department vehicles.
15. Operates a variety of standard office equipment such as a computer, copier or fax machine.
16. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

1. Methods, techniques, and materials used in the maintenance and repair of fire apparatus and emergency vehicles.
2. Operation and maintenance of a wide variety of diagnostic tools and shop equipment.
3. NFPA standards related to fire apparatus maintenance and testing.
4. Technical schematics, diagnostic software, and computerized vehicle systems.
5. Preventative maintenance techniques for fire apparatus and emergency vehicles.
6. Welding and metal fabrication for vehicle components.
7. Safe work methods and safety regulations.

Skill in:

1. Independently diagnosing and repairing complex mechanical, hydraulic, pneumatic, and electrical issues.
2. Use of electronic diagnostic tools and software to analyze vehicle performance.
3. Training fire department personnel in apparatus operation, inspection, and maintenance.
4. Maintaining accurate maintenance logs and service records using fleet management software.
5. Interpreting technical schematics, electrical diagrams, and NFPA compliance documents.
6. Operating heavy shop equipment, including overhead cranes, hoists, and hydraulic presses.
7. Working effectively under emergency conditions and time constraints while ensuring safety.
8. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Minimum Qualifications

At Time of Application:

1. Graduation from high school or equivalent.
2. Three years of experience maintaining and repairing heavy-duty vehicles, ideally including fire engines and aerial ladder trucks.
3. California Commercial Class B commercial driver's license, or Class C with a firefighter endorsement license with air brake and tank endorsements.

By Completion of Probation:

1. Automotive Service Excellence (ASE) Certified Master Medium-Heavy Truck Technician.
2. Completion of specialized courses in fire apparatus maintenance and repair:

General:

- Chassis Electrical - Understand the location and function of (non-multiplex) electrical systems and components used on Pierce® chassis.
- Command Zone™ Systems - Get detailed instruction on the Pierce Command Zone™ electrical systems including the new Command Zone III.
- Preventative Maintenance - Become an expert in preventive maintenance procedures required for fire apparatus based on NFPA and DOT Standards.
- TAK-4® Suspension Maintenance - Learn the basic design and principles of the TAK-4® Independent Front Suspension system, including proper maintenance and repair.
- SRP/Frontal Protection - Get expert instruction on the installation, repair, and troubleshooting of

the SRP/FIP system.

- Air Conditioning Systems - Get the basics on repairs, troubleshooting and maintenance needs of Pierce installed components.
- Chassis Diagnosis - Evaluate drivability issues, including how to do advanced troubleshooting, perform failure analysis, determine the causes of chassis component failures and learn how to repair and prevent issues properly.
- Air Brakes, ESC, ABS Troubleshooting - Learn basic air brake theory and proper repair and maintenance procedures on chassis air brake systems
- Pierce Type I/III Engine:
- California Fire Mechanics Academy: CFM115-Fire Pumps & Accessories or SFT Equivalent
- CAFS/Husky Maintenance - Learn the principles of operation, maintenance, and repair of all the Pierce Husky™ Foam Systems and the Hercules™ Compressed Air Foam Systems (CAFS).
- Pierce PUC™ Pump Maintenance - Learn the basic principles of operation, maintenance and complete disassembly of the REPTO driven water pump and gearbox.
- Pierce Aerial Ladder Truck:
- Aerial Maintenance - Understand the proper repair and maintenance of Pierce aerial ladders and platforms.
- Ascendant® Class Aerial Maintenance - Learn proper repair and maintenance of Ascendant® Class Aerials, including the aerial electrical and hydraulic systems.
- Advanced Aerial Maintenance - Get detailed information about advanced repair and maintenance of Pierce aerial systems.

OTHER REQUIREMENTS

Physical Requirements

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear automotive sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to lift and install parts weighing up to 80 pounds. Manual dexterity for detailed mechanical work and computer use.

Working Conditions

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Potential exposure to hazardous materials and emergency conditions.

Classification History

Established: May 20, 2025 per Resolution 71,766–N.S.

Job Class Specification

CITY OF BERKELEY
MECHANIC LEAD

CLASS CODE
5036

SALARY
\$53.12 - \$56.34 Hourly
\$4,249.62 - \$4,507.28 Biweekly
\$110,490.02 - \$117,189.28 Annually

ESTABLISHED DATE
October 13, 2008

REVISION DATE
October 13, 2008

Description
DEFINITION

Under general supervision, coordinates and assists with the repair and servicing of a wide variety of gasoline and diesel-powered vehicles and equipment; directs a small crew as a working lead; performs related work as assigned.

CLASS CHARACTERISTICS

This is a lead position in which incumbents direct, coordinate and perform the work in an equipment shop on an assigned shift, provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assist in evaluating the work of assigned personnel. This class is distinguished from Mechanic Supervisor, which is responsible for the operation of the shop, including the planning, organization and evaluation of shop personnel.

Examples of Duties

The following list of duties describes the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list.

1. Schedules and directs the work of staff engaged in the overhaul, repair and maintenance of a wide variety of automobiles and gas- or diesel-powered trucks and construction equipment, including engines, fuel, electrical, hydraulic, power transmission systems and body and chassis parts;
2. Assists the supervisor with evaluation of employee performance of assigned personnel, and instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions;
3. Inspects equipment and recommends necessary maintenance.
4. Estimates personnel, material and equipment requirements for assigned jobs;
5. Provides technical assistance to staff in resolving difficult repair or maintenance problems;
6. Prepares and maintains records, including accident reports and work requests;
7. Assists the Mechanic Supervisor with work orders and ordering parts to maintain an adequate inventory to accomplish assigned jobs;
8. Responds to questions and complaints from other departments and divisions;

9. Reviews work upon completion; ensures appropriate safety precautions of equipment being utilized;
10. Drives and test drives vehicles and assists in the evaluation of economic life of equipment or vehicles;
11. Responds to emergency situations as necessary;
12. Performs repairs and maintenance on all types of equipment as a working lead while assisting other mechanics with other repairs; and
13. Performs related duties as assigned.

Knowledge 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. Techniques, methods, materials, tools, and equipment used in the overhaul, repair and maintenance of gasoline and diesel powered vehicles and equipment, trucks and heavy construction equipment and related equipment;
2. Techniques of lead direction, including planning, assigning, and monitoring work and reporting on work performance of journey level employees to the supervisory level.
3. Principles and practices of purchasing materials and outside services;
4. Safe work methods and safety practices pertaining to the work;
5. Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work;
6. Relevant codes and regulations; and
7. Microcomputer applications related to work.

Skill in:

1. Preparing and maintaining maintenance records and reports pertaining to the work;
2. Reading and interpreting plans, specifications and manuals;
3. Operating and maintaining equipment and tools used in the field;
4. Establishing and maintaining effective working relationships with those encountered in the course of the work; and
5. Identifying and implementing effective courses of action to complete assigned work.

Minimum Qualifications

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

Equivalent to completion of high school and four (4) years of journey level mechanical experience in the maintenance and repair of vehicles or heavy construction equipment. Course completion in appropriate trade school or technical course work in diesel or gasoline powered mechanics may be substituted for up to one (1) year of the required experience.

OTHER REQUIREMENTS

Must possess a valid California "Class B" driver's license and have a satisfactory driving record. Must possess Automotive Service Excellence (A.S.E.) certification in Heavy Duty engines and brakes. Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 50 pounds. Must be available to work evening and weekend shifts.

3: Adopt a Recommendation to Revise Job Class Specification – Animal Services Operations Supervisor



Human Resources

PERSONNEL BOARD
November 3, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Recommendation to Reestablish and Revise Job Class Specification – Animal Services Supervisor (formerly Animal Services Operations Supervisor)

RECOMMENDATION

Reestablish and revise the job class specification of Animal Services Supervisor (formerly Animal Services Operations Supervisor) as outlined.

DISCUSSION

The Animal Services Division of the City Manager's Office provides a wide range of services supporting public safety and animal welfare across Berkeley, Emeryville, Albany, and Piedmont. These include ordinance enforcement, wildlife removal, stray pet impoundment, and investigations of neglect, cruelty, nuisance, and bite cases, as well as sheltering services.

Currently, a single Animal Services Manager is responsible for overseeing 12 staff members – including animal control officers, medical personnel, and administrative staff – while also managing daily operations and long-term strategic planning. Without a mid-level supervisory role, the Manager lacks the capacity to implement recent consultant recommendations aimed at improving the efficiency and effectiveness of the Animal Services Division in alignment with industry best practices. Although the Senior Animal Control Officer serves as the lead, this classification does not have the authority or capacity to fully supervise subordinate staff. This blurring of roles leads to inconsistent leadership in the field among Animal Control Officers and does not address the oversight of the front desk administrative staff who handle customer service, communication, and documentation.

To address these challenges, the City Manager's Office Animal Services Division proposes to reestablish the Animal Services Operations Supervisor classification, which was abolished in 2017, and simultaneously revise the job class specification to reflect current industry standards and duties of the classification. Reinstating this position will provide formal supervision staff and improve accountability, performance monitoring, and daily guidance; strengthen coordination between field and shelter operations; enhance customer service and internal workflows; and allow the Manager to focus on strategic initiatives, partnerships, and policy development, ultimately reinforcing the shelter's ability to effectively serve both animals and the community.

The proposed salary is set 5% above the Senior Animal Control Supervisor, and is 16% above the mean and 17% above the median when compared to neighboring agencies including County of Alameda, Fremont, Hayward, Oakland, and City and County of San Francisco (the bargaining unit's survey agencies as outlined in the Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC) memorandum of understanding).

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 Animal Services (Operations) Supervisor falls under the Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC) bargaining unit. The City formally notified SEIU-MC of the proposed job class specification revisions and engaged in five meet-and-confer meetings to address the potential impacts. These discussions resulted in a mutual agreement on the proposed changes.

RATIONALE FOR RECOMMENDATION

The recommendation to reestablish the classification of Animal Services Supervisor will improve organizational structure, service delivery, and alignment with industry best practices.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Animal Services (Operations) Supervisor

Proposed Job Class Specification

CITY OF BERKELEY
ANIMAL SERVICES SUPERVISOR

Class Code ~~90100~~ XXXX

Established Date: Dec 1, 1988

Revision Date: November 3, 2025

\$48,4266 - \$53,3904 Hourly

\$3,874.13 - \$4,271.23 Biweekly

\$100,727.39 - \$111,051.95 Annually

DESCRIPTION:

DEFINITION

Under general direction, supervises, organizes, assigns, and reviews daily work of animal shelter and field services personnel in accordance with state and local codes, laws, and ordinances; responds to public inquiries and complaints; maintains records; performs related work as assigned.

CLASS CHARACTERISTICS

This is a first-line supervisory class responsible for ~~the work of both field and shelter animal services personnel in the enforcement of animal laws and control and shelter of a variety of animals.~~ overseeing both field and shelter animal services personnel in the daily operations of animal control and shelter services, including enforcement of animal-related laws and ordinances, and humane care and sheltering of a variety of animals. ~~In addition, this class regularly assumes responsibility for overall animal services operations in the absence of the Manager.~~ This class is distinguished from Animal Services Manager which has overall program planning and administration responsibilities for the entire division.

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. Organizes, schedules, assigns and reviews daily work of the Animal Services Assistants, Animal Control Officers, the Volunteer Coordinator, and/or front desk staff ~~engaged in enforcing animal control and protection laws, and providing humane shelter and the disposition of stray and unwanted animals~~; adjusts schedules and areas of assignment based on daily staffing.
2. ~~Receives and assigns service calls;~~ Oversees and helps manage the animal population, including assessing animals for adoption, monitoring for stress and deterioration, working with the clinic to monitor the animal's overall health, making euthanasia recommendations to the Manager suggestions, and approving or denying adoptions that require supervisory approval or adoptions where the staff members do not feel comfortable moving forward with the adoption.
3. Coordinates with external agencies including, but not limited to, law enforcement, veterinary and animal welfare professionals, local health departments, District and City Attorney's Offices, and the California Department of Public Health to provide assistance and prepare cases for prosecution and prevent and contain the spread of infectious, animal-borne diseases through proactive education and intervention strategies.
4. Responds to public requests for shelter or operational related information and complaints; engages in proactive community outreach by building trusted relationships with the public.

identifying and supporting at-risk pet owners, assisting individuals in crisis, and treating all people with empathy and compassion.

5. ~~Keeps records and makes periodic or special reports regarding animal services activities, including animals euthanized, adopted or returned to owners, and animal services activities provided by contract for other jurisdictions.~~ Maintains accurate records and prepares periodic or special reports regarding animal services activities, including animals euthanized, adopted, or returned to owners, and contract services provided to other jurisdictions; ensures the correct recordkeeping of animals and people in the animal management software system.
6. Provides technical expertise, guidance, and ongoing mentorship to field and shelter, field services, and/or shelter, and animal control personnel, and oversees performance and evaluation for subordinate staff.
7. Refers major non-routine problems to the manager.
8. Assists in the selection, training, and performance appraisal of employees; and prepares documentation of disciplinary problems training of employees; conduct regular team meetings, including weekly briefings and monthly reviews, to align staff with departmental goals, enhance communication, and track progress.
9. Assists in long-term planning of division activities; assists the public at the counter, including collecting fees, processing paperwork for release or adoption of animals, conducting facility tours, and maintaining positive public relations.
10. Represents the division ~~to other jurisdictions~~ on animal services contract matters.
11. ~~Processes spay/neuter refunds;~~ Provides support and supervision of Animal Control Officers and field operations in the absence of the Senior Animal Control Officer.
12. Monitors and orders supplies required for division operations; oversees vehicle and equipment maintenance to ensure operational readiness, safety, and adherence to established protocols; promotes and enforces safe work practices to ensure staff safety.
13. Evaluates and recommends revisions to operations, policies, and procedures.
14. Participates in shelter and operational field animal control and services activities when required; performs euthanasia of animals when required ~~and~~ at the direction of the Manager.
15. Patrols or assigns Animal Control Officers to patrol assigned areas, issues citations for violations of applicable regulations, and testifies in court as necessary.
16. Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild, or diseased animals; investigates animal bites, conducts interviews, completes all necessary forms, attends animal-related hearings, and acts as quarantine officer when assigned.
17. Handles reported cases of abuse, cruelty, and other criminal activity; provides explanations to the public regarding state, and local laws, codes, and ordinances relating to the responsibilities of the Animal Care Services, including licensing and vaccination requirements.
18. 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. Principles and practices of effective supervision, including staff assignment, scheduling, training, coaching, performance evaluation, and discipline.
 2. Laws, ordinances, regulations, and codes related to animal control, rabies control, dangerous animals, licensing, animal cruelty, and other relevant legal enforcement activities.
 3. Principles and practices of animal control, animal law enforcement, humane animal care, and shelter operations, including animal health, behavior assessment, and placement.
 4. Safe and humane methods for handling, capturing, transporting, housing, and euthanizing animals, including the use of specialized equipment and restraint techniques.
 5. Public health concerns related to animals, including zoonotic disease recognition, prevention, and response.
 6. Safety regulations, safe work practices, and protective equipment related to shelter and field operations.
 7. Investigative techniques used in animal control and cruelty/neglect investigations, including documentation and case preparation.
 8. Procedures for effective public engagement, education, de-escalation, and conflict resolution during stressful or emotionally charged situations.
 9. Operational needs of shelter facilities, including cleaning protocols, inventory, vehicle and equipment maintenance, and emergency response.
 10. Use of animal management software systems for accurate documentation of animals, people, and shelter/field activity.
 11. Basic budgeting principles and purchasing procedures.
 12. Community engagement strategies to promote responsible pet ownership, return-to-owner practices, and support for underserved populations.
- ~~1. Basic supervisory practices, including assigning, scheduling and evaluating work;~~
~~2. Principles and practices of animal control, animal law enforcement, animal shelter and care, and placement;~~
~~3. Methods, tools, equipment and materials used in animal control and care;~~
~~4. Safety regulations, safe work practices and safety equipment related to the work;~~
~~5. State and local codes, ordinances and guidelines pertaining to the work.~~

Skills ~~in~~ and Abilities related to:

1. Organizing, scheduling, assigning, and reviewing the work of shelter and field staff, including Animal Control Officers, Animal Services Assistants, and administrative personnel.
2. Leading teams effectively through change, crisis, and day-to-day operations while promoting accountability and high performance.
3. Dealing tactfully, patiently, and effectively with the public in person and on the telephone under hostile, emotional, or emergency conditions.
4. Assessing animal health and behavior and making effective decisions regarding handling, treatment, disposition, or euthanasia of animals.
5. Handling, capturing, and restraining animals safely, humanely, and confidently in stressful or emergency situations.
6. Administering euthanasia by lethal injection in a legal and humane manner, at the direction of the Manager.
7. Investigating complaints and violations thoroughly and objectively and preparing documentation and reports for possible prosecution.
8. Preparing clear, accurate, and concise records, reports, correspondence, and procedural documents.
9. Using independent judgment and initiative to prioritize tasks, resolve operational issues, and adapt to rapidly changing situations.
10. Interpreting and applying relevant laws, codes, policies, and procedures related to animal services operations.

- ~~1. Organizing, scheduling, assigning and reviewing the work of field and shelter animal services personnel;~~
- ~~2. Dealing tactfully and effectively with the public in person and on the telephone under hostile and/or emergency conditions;~~
- ~~3. Preparing clear, concise records, reports, correspondence and other written materials;~~
- ~~4. Using independent judgment and initiative in accomplishing work assignments;~~
- ~~5. Handling, capturing, and controlling animals humanely and effectively under stressful or emergency conditions;~~
- ~~6. Assessing animal behavior and making effective decisions regarding handling, capturing or destroying the animal;~~
- ~~7. Administering euthanasia by lethal injection in a humane manner, at the direction of the Manager.~~

MINIMUM QUALIFICATIONS

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

Education

~~Equivalent to completion of two (2) years of college-level coursework in animal physiology or behavior.~~

Experience

~~Two (2) years~~ Three (3) years of journey-level experience, with one (1) year of lead supervisory experience, in animal control, animal law enforcement, and shelter operations. ~~Two (2) years of supervisory experience that would provide the knowledge and skills described above may be substituted for the animal control experience.~~

Licenses, Certifications, and Other Requirements **OTHER REQUIREMENTS**

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

Must possess and maintain certification as a California Certified Animal Control Officer (CACO).

Completion of California Penal Code Section 832 Arrest, Search, and Seizure Course (non-handgun).

Must obtain and maintain training certification in the administration of euthanasia in accordance with California Code of Regulations Title 16 § 2039 - Sodium Pentobarbital/Euthanasia Training within one (1) year of appointment.

~~Must possess a valid California driver's license and have a satisfactory driving record. Must possess or be able to acquire certification in handgun use per State of California Penal Code Section 832. Must be medically fit to work with animals, and must be willing to work shifts or alternative schedules. Must obtain Euthanasia certification in administration of euthanasia within 12 months one (1) year of employment appointment.~~

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Frequently walk, stand, sit, kneel, squat, and twist and bend at the waist.
2. Frequently speak and hear well enough to communicate in person and over the telephone.
3. Frequently hear blood pressure, heart, and lung sounds with or without corrective devices.
4. Frequently read standard text, fine print, various handwritings, and view a computer monitor.
5. Frequently use manual dexterity to handwrite, use a computer keyboard, manipulate equipment dials.
6. Frequently perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for prolonged periods.
7. Frequently operate equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
8. Frequently independently reason and analyze data, and to reach objective conclusions.
9. Frequently work under stressful conditions, deadlines, and competing priorities.

10. Frequently work with other individuals successfully and collaboratively.
11. Frequently lift up to 50 pounds.
12. Frequently travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). While performing the duties of this job, the employee is regularly exposed to office and animal care environments, including kennels, outdoor areas, clinical spaces, and occasionally in the field. Duties involve exposure to excessive noise, strong or unpleasant odors, animal urine, feces, blood, and other bodily fluids, as well as chemical agents such as disinfectants and euthanasia solutions. The position requires both independent work and collaboration with others and may involve shifts, weekends, holidays, emergency response, field assignments, and alternative schedules.

4: Adopt a Recommendation to Revise Job Class Specification – School Crossing Guard



Human Resources

PERSONNEL BOARD
November 3, 2025

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

RECOMMENDATION

Adopt a recommendation to revise the job class specification of School Crossing Guard as outlined.

DISCUSSION

Approximately three years ago, the Public Works Traffic Maintenance Division assumed responsibility for crossing guard duties, which were previously managed by the Berkeley Police Department Traffic Bureau. The City currently provides crossing guard services at approximately 10 schools, including Cragmont, Emerson, John Muir, Malcolm X, Oxford, Rosa Parks, Ruth Acty, Sylvia Mendez, Thousand Oaks, and Washington School. While the crossing guard classification was already established, the job class specification did not contain essential components including definition, class characteristics, examples of essential duties, minimum qualifications, and other information.

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 School Crossing Guard is not represented by a recognized employee group.

RATIONALE FOR RECOMMENDATION

The recommended revisions define the key elements of the job classification, to serve as a foundational reference for recruitment, compensation, performance evaluation, accommodation, and other functions.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – School Crossing Guard

Proposed Job Class Specification

CITY OF BERKELEY
SCHOOL CROSSING GUARD

CLASS CODE
7022

SALARY
\$29.41 Hourly

ESTABLISHED DATE
May 13, 2009

REVISION DATE
November 3, 2025

Description

~~Not included in the City of Berkeley career service. No job description on file.~~

DEFINITION

Under general supervision, performs responsible duties assisting pedestrians, particularly school children, in safely crossing streets; performs related duties as assigned.

CLASS_CHARACTERISTICS

This classification is distinguished by its focus on pedestrian safety during school commute hours, and the absence of law enforcement or traffic control duties.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a higher-level supervisor or manager. No supervision exercised.

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. Assists schoolchildren and other pedestrians in safely crossing streets and intersections.
2. Uses proper hand signals, stop signs, or other equipment to halt traffic and ensure pedestrian safety.
3. Observes, interprets, and responds appropriately to traffic flow and pedestrian needs in order to determine safe opportunities for crossing.
4. Directs students to use designated crosswalks and follow established safety procedures.
5. Maintains awareness of vehicle movement and environmental hazards in the immediate area.
6. Reports accidents, unsafe driver behavior, or hazardous roadway conditions to appropriate authorities.
7. Sets out and removes traffic cones, portable signs, or barricades as needed to alert motorists of school crossings.
8. Serves as a visible and approachable presence in the community, fostering positive relationships

- with students, families, and neighbors.
9. Communicates courteously and effectively with children, parents, motorists, and school staff.
 10. Monitors crosswalk conditions and reports hazards to the Berkeley Police Department or Public Works
 11. Maintains order among children waiting to cross and discourages unsafe behavior.
 12. Completes attendance records, incident reports, or other documentation as required.
 13. Participates in safety meetings and ongoing training sessions.
 14. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic traffic laws, pedestrian right-of-way rules, and school zone safety regulations.
2. Proper methods for stopping traffic and assisting pedestrians.
3. Communication techniques for working effectively with children and the public.
4. Basic principles of child development or behavior management.
5. Basic recordkeeping and reporting procedures.

Skills and Abilities related to:

1. Observing and assessing traffic patterns and potential hazards.
2. Using hand signals, whistles, and signage effectively to direct traffic and pedestrians.
3. Exercising sound judgment and quick decision-making in changing traffic conditions Judging traffic speed and distance accurately.
4. Communicating clearly and courteously with children, parents, and motorists.
5. Establishing and maintaining cooperative relationships with children, parents, and school staff.
6. Remaining attentive and alert for extended periods while managing multiple inputs.
7. Resolving conflicts or stressful interactions calmly and tactfully.
8. Remaining courteous, firm, and confident while enforcing safety rules.
9. De-escalating tense situations or managing group dynamics.
10. Maintaining accurate and legible written records and reports.
11. Reacting quickly and calmly in emergencies or unexpected situations.
12. Adapting to changing school schedules or emergency protocols.
13. Understanding and following oral and written instructions.
14. Work independently with minimal supervision.

MINIMUM QUALIFICATIONS

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

Education

Equivalent to completion of high school.

Experience

No prior experience is required, but experience working with children, the public, or in a safety-related position is preferred.

Licenses, Certifications, and Other Requirements

Must be able to pass a background investigation.

When driving on City business, must possess a valid California driver's license and satisfactory driving record.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City of Berkeley is committed to diversity,

equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Constantly stand and walk for extended periods of time (up to 2–3 hours at a time).
2. Constantly work outdoors in varying weather conditions, including rain, heat, and cold.
3. Constantly see and hear traffic and environmental hazards clearly.
4. Frequently raise and hold signs overhead for short periods.
5. Frequently respond quickly to potentially hazardous situations.
6. Frequently speak clearly and be understood in noisy environments.
7. Occasionally bend, reach, and lift up to 25 pounds.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions with exposure to traffic, noise, environmental hazards, moving vehicles, and high-traffic areas. The employee is regularly required to work early morning and afternoon shifts aligned with school schedules.

CLASSIFICATION HISTORY

FLSA Status: Non-Exempt

Bargaining Unit: Unrepresented

Established: May 13, 2009

Revisions: November 3, 2025 (Added language to job class specification)

4: Adopt a Recommendation to Revise Job Class Specification – Employee Relations Manager and Deputy Director of Human Resources



Human Resources

PERSONNEL BOARD
November 3, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Adopt a Recommendation to Revise Job Class Specifications – Employee Relations Manager and Deputy Director of Human Resources

RECOMMENDATION

Adopt a recommendation to revise the job class specifications of Employee Relations Manager and Deputy Director of Human Resources as outlined.

DISCUSSION

The recommended revisions to the Employee Relations Manager and Deputy Director of Human Resources clarify role expectations, highlight distinguishing characteristics from other leadership positions within the department, and define the scope of responsibilities for the classifications and the staff they oversee. These updates have been incorporated into the standardized job classification template, which now includes additional sections such as physical requirements and working conditions.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classifications are unrepresented.

RATIONALE FOR RECOMMENDATION

The recommended revisions define the key elements of the job classifications, to serve as a foundational reference for recruitment, compensation, performance evaluation, accommodation, and other functions.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Employee Relations Manager
Proposed Job Class Specification – Deputy Director of Human Resources

Proposed Job Class Specification

CITY OF BERKELEY
EMPLOYEE RELATIONS MANAGER

CLASS CODE
1095

SALARY
\$72.10 - \$96.39 Hourly
\$5,768.14 - \$7,711.13 Biweekly
\$149,971.74 - \$200,489.33 Annually

ESTABLISHED DATE
October 06, 2008

REVISION DATE
November 3, 2025

DEFINITION

Under general direction, plans, coordinates and conducts the City's employee relations program; may act as department head in the absence of the Director of Human Resources; performs related work as assigned.

CLASS CHARACTERISTICS

This class has responsibility for the administration of one or more personnel activities or operating unit(s) which may include but are not limited to employee/labor relations, workers' compensation, safety, and benefits programs. Under general direction of the Human Resources Director, plans, develops, directs, coordinates, supervises, and evaluates the staff and activities of a personnel division(s); administers the employee and labor relations program; trains, supervises, and evaluates assigned staff; ensures program compliance with relevant federal, state and local laws and City requirements; and performs other related duties as required. Plans and strategies are discussed with the Director of Human Resources who determines the final recommendations to be presented for approval to the City Manager. The Employee Relations Manager has day-to-day responsibility for interpreting and implementing contract language, representing the City with its bargaining groups, and resolving employee relations issues. The incumbent exercises broad discretion and makes independent judgments within the overall policy guidelines established by the department. This class differs from the Director of Human Resources and the Deputy Director of Human Resources in that the latter classes are responsible for all facets of the City's human resources program.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Director of Human Resources or designee. Exercises supervision over staff in assigned personnel divisions.

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, directs, supervises, trains and evaluates the work of subordinate staff.
2. Assigns, directs, trains, and evaluates assigned staff.
3. Plans, researches and coordinates union/management labor negotiations.
4. Participates as a member and trainer for the management bargaining team.
5. Meets with union representatives and employees to determine contract language interpretation; publishes mutually accepted interpretations for use by department managers in future contract implementation.
6. Oversees the City's workers' compensation, occupational health and safety, and benefits programs, directing staff in developing and providing delivery of services.
7. Oversees the City's employee relations programs and policies to provide effective supervisory practices and to provide a strong employer-employee relations framework.
8. Recommends new and revised policies and develops procedures and handbooks.
9. Conducts City-wide training on labor and employee relations issues.
10. Confers with department representatives on employee grievances and disciplinary actions.
11. Investigates and prepares findings for employee complaints and/or grievances.
12. Works closely with City management to ascertain union/management issues which require resolution or contract clarification.
13. Confers with and interprets contract language for City management and employees.;
14. Monitors developments in the employee and labor relations field, evaluates their impact on City activities and recommends policy and procedural improvements.
15. Maintains accurate records and files.
16. Conducts varied analytical studies including cost benefit analyses and proposal valuation.
17. Prepares reports, correspondence and a variety of written material including staff reports for the governing body.
18. Interprets state and federal laws relating to employee relations issues, such as Fair Labor Standards Act, Americans with Disabilities Act, Meyers-Miliias-Brown Act (MMBA), Occupational Safety and Health Administration (OSHA), Equal Employment Opportunity (EEO) and ensures the City's compliance with applicable provisions and seeks legal opinions, as appropriate.
19. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Principles and practices of public personnel administration, including employee and labor relations, recruitment, selection, classification, compensation, training, equal employment opportunity, and human resource information systems.;
2. Principles and practices of benefits program administration, workers' compensation, and occupational health and safety programs.
3. Principles and practices of public administration; including organization, structure and labor relations in a municipal setting.
4. Applicable state and federal laws and regulations.
5. Standard office practices and procedures, including business software applications.
6. Thorough knowledge of supervisory principles and practices and techniques for transferring that knowledge to others.

Skills and Abilities related to:

1. Representing the City effectively in meeting with its bargaining unit representatives and in labor negotiations.
2. Preparing clear, concise and complete reports and other written materials; make clear oral presentations.
3. Interpreting and applying federal, state, and local regulations, rules, and policies contract provisions.
4. Maintaining accurate records and files.
5. Coordinating multiple negotiations and meet critical deadlines.
6. Collecting, arranging, and evaluating varied information and data, either in statistical or narrative form.
7. Planning, organizing, assigning, directing, reviewing, and evaluating the work of professional and office support staff.
8. Analyzing complex technical problems, evaluating alternatives and make sound independent

judgments within established guidelines.

9. Developing innovative, practical approaches to unique problems in responding to the needs of the City.
10. Communicating clearly and concisely to small and large groups, both orally and in writing.
11. Conducting sensitive and complex investigations of complaints.
12. Collecting, analyzing and interpreting personnel information and data.
13. Making clear oral presentations.
14. Evaluating alternative solutions and recommending or adopting effective courses of action.
15. Monitoring activities for compliance with policies, procedures, and regulations.
16. Providing counseling and training to supervisors, managers, and employees.
17. Providing effective leadership.
18. Working independently.
19. Planning, organizing and prioritizing work.
20. Demonstrating interpersonal sensitivity;
21. Establishing and maintaining positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

MINIMUM QUALIFICATIONS

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

Education

Equivalent to graduation from a four-year college with major course work in business or public administration, industrial relations, or a closely related field.

Experience

Four years of progressively responsible experience in public personnel administration and management and labor relations, including one year in a lead, supervising, or management capacity.. Experience in a municipal public agency setting is desirable. Additional professional-level experience as outlined above may be substituted for the college education on a year-for-year basis.

Licenses, Certifications, and Other Requirements

Must be willing to work such hours as are necessary to accomplish the job 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 driver's license as well as a satisfactory driving record.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Frequently sit for extended periods.
2. Frequently utilize close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
3. Occasionally walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
4. Occasionally lift up to 25 pounds.

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). The work is typically performed in an office environment with frequent interruptions, deadlines, and contact with employees, labor

representatives, management staff, and members of the public. Work requires attending meetings, hearings, and presentations, including those outside of normal business hours. The incumbent is expected to manage multiple priorities in a dynamic, fast-paced setting, exercising sound judgment under pressure.

CLASSIFICATION HISTORY

FLSA Status: Exempt

Bargaining Unit: At-Will, Unrepresented

Established: November 1998

Revised: October 1994, July 1997, August 2000, March 2013, November 3, 2025 (changes to minimum qualifications, duties, physical requirements, working conditions)

Job Class Specification

CITY OF BERKELEY
DEPUTY DIRECTOR OF HUMAN RESOURCES

CLASS CODE
1069

SALARY
\$73.85 - \$97.05 Hourly
\$5,907.83 - \$7,763.62 Biweekly
\$153,603.63 - \$201,854.22 Annually

ESTABLISHED DATE
October 06, 2008

REVISION DATE
October 06, 2008

DEFINITION

Under general direction, performs responsible supervisory, technical and administrative work to assist the Director of Human Resources in administration of the Human Resources Department and programs; acts in the absence of the Director; performs related work as assigned.

CLASS CHARACTERISTICS

This single position classification is responsible for the general supervision of operational activities of the Human Resources Department, including recruitment, screening, selection, classification, compensation, training, benefits, personnel transactions, employee and labor relations, equal opportunity, accommodations, worker's compensation, and safety. The Deputy Director of Human Resources serves as a key strategic partner and advisor to City leadership, participating in the development of workforce strategy, succession planning, broader human resources initiatives, change management, and human capital analytics. The incumbent assists in the program planning, systems and quality of operations for the Department. This class is distinguished from the Director of Human Resources, which has overall management responsibilities for the department.

The Deputy Director of Human Resources serves as the second-in-command within the Human Resources Department and functions as an extension of the Director in providing leadership, direction, and oversight of department operations. The Deputy Director assists in developing and implementing department-wide goals, policies, and strategic initiatives; ensures the effective coordination of division activities; and provides professional guidance to management, staff, and elected officials on complex human resources issues.

This classification is distinguished from the Human Resources Director, which has overall responsibility for policy development, labor negotiation strategy, and representation of the department before the City Council and executive leadership. The Deputy Director focuses on day-to-day management, operational planning, and ensuring that departmental programs and services including Employee Relations, Recruitment and Classification, Benefits, Accommodations, Worker's Compensation, Leaves, EEO/Investigations, and Safety are effectively aligned with organizational priorities and legal requirements.

The Deputy Director exercises considerable independent judgment in interpreting and applying policies and works collaboratively with other department heads and union representatives to resolve sensitive issues. The position is expected to act on behalf of the Director during absences and serves as a key advisor and member of the department's leadership team.

SUPERVISION EXERCISED AND RECEIVED

This position supervises managers, professional, technical, and support staff as assigned. Receives supervision and reports to the Director of Human Resources or designee.

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 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. 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. Serves as the principal operations manager for the Human Resources Department, overseeing and coordinating the work of all assigned divisions to ensure consistent application of policies, procedures, and service delivery across the organization.
2. Assists the Human Resources Director in developing and implementing department-wide strategic initiatives, including workforce planning, organizational development, budget initiatives, and succession planning, ensuring alignment with City goals and legal mandates.
3. Represents the Director and the Department at interdepartmental, City Council, and labor-management meetings; provides expert advice and interpretation on complex employee relations, classification, and policy issues; and serves as Acting Director in the Director's absence.
4. Leads the development of annual work plans, performance metrics, and process improvement projects to enhance efficiency, accountability, and responsiveness within HR operations.
5. Provides high-level consultation and technical guidance to City executives, department heads, and division managers on sensitive or precedent-setting human resource matters, including contract negotiations, disciplinary actions, and organizational restructuring.
6. Assists in developing and implementing goals, objectives, policies, procedures and work standards for the Human Resources Department.
7. Plans, organizes, supervises, reviews and evaluates the work of assigned staff; provides staff training and development.
8. Confer with employees, employee representatives, officials of other City departments, other public agencies and boards and commissions on personnel problems, practices and interpretations of procedures and policies.
9. Directs or conducts varied analytical studies; recommends policy and procedural changes.
10. 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. Principles and practices of public personnel administration, including employee and labor relations, training, recruitment, selection, job analysis, classification and compensation plan administration, equal employment opportunity, safety, worker's compensation, accommodations and leaves.
2. Diversity, equity, and inclusion principles and practices.
3. Basic labor relation principles and practices under the Meyers-Milias-Brown Act (MMBA) in a collective bargaining environment.
4. Applicable state and federal laws and regulations.
5. Standard office practices and procedures, including basic business data processing applications.
6. Supervisory principles and practices, including budgetary principles and practices and the development and implementation of goals and objectives.

Skills and Abilities Related to:

1. Planning, directing, and coordinating the work of multiple human resources divisions and programs to ensure consistent, equitable, and high-quality service delivery across the organization.
2. Developing and implementing department-wide goals, objectives, policies, and performance standards that align with City priorities and applicable laws and regulations.
3. Advising executive leadership, elected officials, and department heads on complex and sensitive human resource matters, including labor relations strategy, workforce planning, and organizational change.
4. Leading strategic initiatives related to diversity, equity, inclusion, and belonging, talent management, and succession planning.
5. Overseeing the development and administration of budgets, work plans, and performance metrics to ensure fiscal responsibility and operational accountability.
6. Analyzing complex organizational and policy issues, evaluating alternatives, and making sound recommendations that balance operational needs, legal compliance, and fiscal impact.
7. Interpreting, explaining, and applying federal, state, and local laws, City Charter provisions, and memoranda of understanding related to human resources and labor relations.
8. Representing the City and the Human Resources Department in meetings with executive leadership, labor organizations, and external partners, and serving as Acting Director in the Director's absence.
9. Preparing and presenting clear, concise, and persuasive written and oral reports, correspondence, and recommendations to the City Manager, City Council, and other stakeholders.
10. Establishing and maintaining collaborative and effective working relationships with City leadership, labor representatives, employees, and the community to foster trust, accountability, and shared purpose.

MINIMUM QUALIFICATIONS

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

Education

Equivalent to graduation from a four-year college with major course work in business or public administration, industrial relations, or a closely related field. A master's degree in human resources, public administration, business administration or a closely related field is highly desirable.

Experience

Six years of progressively responsible human resources experience in a municipal or public sector environment, including at a minimum of three (3) years in a senior management or supervisory role with responsibility for one or more human resources functional areas such as employee and labor relations, training and development, recruitment, exam, and selection, classification and compensation, equal employment opportunity, workplace safety, workers' compensation, and administration of accommodations and leaves.

Licenses, Certifications, 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, maintenance of a valid California driver's license and satisfactory driving record is required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Frequently sit for extended periods.
2. Frequently utilize close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
3. Occasionally walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
4. Occasionally lift up to 25 pounds.

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). The work is typically performed in an office environment with frequent interruptions, deadlines, and contact with employees, labor representatives, management staff, and members of the public. Work requires attending meetings, hearings, and presentations, including those outside of normal business hours. The incumbent is expected to manage multiple priorities in a dynamic, fast-paced setting, exercising sound judgment under pressure.

CLASSIFICATION HISTORY

FLSA Status: Exempt

Bargaining Unit: Unrepresented

Established: December 1998

Revised: August 2000, November 3, 2025 (changes to minimum qualifications, duties, physical requirements, working conditions)

6. Adopt a Recommendation to Establish the 2026 Personnel Board Meeting Calendar



Human Resources

PERSONNEL BOARD
November 3, 2025

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

The proposed 2026 Personnel Board meeting calendar includes recommended changes to the meeting location and start time to enhance accessibility and align with available technology. Currently, meetings are held at 7:00 p.m. on the first Monday of each month (or the second Monday if the first falls on a holiday) at Live Oak Community Center. The recommendation below maintains the first Monday schedule, while adjusting the start time to 5:30 p.m. and relocating meetings to 2180 Milvia Street, Cypress Conference Room. The meeting rooms at this location are now equipped with integrated videoconferencing capabilities, in accordance with the updated teleconferencing provisions outlined in the amended Commissioners' Manual.

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

*Second Monday of the month