PERSONNEL BOARD

REGULAR MEETING AGENDA

Monday, December 7, 2026
5:30 p.m.

2180 Milvia Street, 1st Floor Cypress Conference Room, Berkeley, CA 94704

Commission Members:
Chair Nic O'Loughlin, Vice-Chair Robert Dixon, Commissioner Darryl Bartlow, Commissioner Aviva Gilbert, Commissioner Mary Kay Lacey, Commissioner Jenny Wenk

This meeting will be conducted in a hybrid model with both in-person and virtual attendance. To attend this meeting remotely, use the following link: https://cityofberkeley-info.zoomgov.com/j/1606722067?pwd=ykq7Cvx2p7Mr3IE0BHhbDc4bMbJcye.1

To request to speak, use the "raise hand" function in Zoom. To join by phone: Dial 1-669-254-5252 or 1-833-568-8864 (Toll Free) and enter Meeting ID: 160 058 0487, Passcode: 429732. To provide public comment, Press *9 and wait to be recognized by the Chair. To submit a written communication for the public record, email hr@berkeleyca.gov.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting, however, if you are feeling sick, please do not attend the meeting in person. Questions regarding this matter may be addressed to Janelle Rodrigues, jrodrigues@berkeleyca.gov.

Roll Call

Public Comment on Non-Agenda Matters

Minutes for Approval

Draft minutes for the Commission's consideration and approval.

1. Minutes of November 2, 2026

From: Janelle Rodrigues, Commission Secretary
Recommendation: Approve the draft minutes of the November 2, 2026, meeting.

Chairperson's Report

The Personnel Board Commission Chair may make announcements or provide information to the Commission in the form of an oral report. The Commission will not take action on such items but may request the items be placed on a future agenda for discussion.

Commission Action Items

The public may comment on each item listed on the agenda for action as the item is taken up. Following review and discussion of the items listed below, the Commission may continue an item to a future Commission meeting. No action may be taken on items that are not noticed on the published agenda.

2. Adopt a Recommendation to Establish the 2027 Personnel Board Regular Meeting Calendar

3. Adopt a Recommendation to Revise Job Class Specification – Code Enforcement Supervisor
From: Janelle Rodrigues, Director of Human Resources / Peter Radu, Assistant to the City Manager
Recommendation: Adopt a Recommendation to Revise Job Class Specification – Code Enforcement Supervisor

4. Adopt a Recommendation to Establish Job Classification and Pay Range – Psychiatric Mental Health Nurse Practitioner
From: Janelle Rodrigues, Director of Human Resources / Scott Gilman, Director of Health, Housing, and Community Services
Recommendation: Adopt a Recommendation to Establish Job Classification and Pay Range – Psychiatric Mental Health Nurse Practitioner

5. General Updates – Discussion Only
From: Janelle Rodrigues, Director of Human Resources

6. Committee Updates

7. Items for Future Agendas
These items are not scheduled for discussion or action at this meeting. The Commission may schedule these items to the Action Calendar of a future Commission meeting.

8. Requests by Commission Members to add items to the next agenda

9. Adjournment

Notices

Notice of Public Record
Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

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, Berkeley, California, 94704.

Video and audio recordings of the Personnel Board meetings are available upon request. Please contact the Commission Secretary at hr@berkeleyca.gov or 510-981-6800 to obtain a recording.



Communication Access Information
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.

Certification of Public Posting
I hereby certify that the agenda for this meeting of the Berkeley City Commission was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, 72 hours prior to the meeting**.**



Janelle Rodrigues, Director of Human Resources

CITY OF BERKELEY
PERSONNEL BOARD
MEETING MINUTES

MEETING DATE
November 2, 2026

CALL TO ORDER
5:31 p.m.

ROLL CALL
5:33 p.m.

Personnel Board Commissioners

Present
Darryl Bartlow
Robert Dixon (Vice Chair)
Mary Kay Lacey, 5:38pm
Nic O'Loughlin (Chair)
Jenny Wenk

Absent
Aviva Gilbert
Maya Karpinski

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

Members of the Public
Justin Pitcher (PEU Representative)

ACTION ITEMS

1. Approval of Minutes of Meeting on September 14, 2026

Action: MSC (Bartlow, Wenk) to approve minutes of September 14, 2026

Vote

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

2. Adopt a Recommendation to Revise Job Class Specification—Building and Safety Manager

Action: MSC (O'Loughlin, Wenk) to approve recommendation to Revise Job Class Specification—Building and Safety Manager

Vote

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

3. Adopt a Recommendation to Revise Job Class Specification – Weighmaster

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

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

INFORMATION ITEMS:
4) Classification and Compensation Studies – Discussion only
5) General Updates – Director of Human Resources
6) Adjournment at 6:07 pm

PERSONNEL BOARD
December 7, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Adopt a Recommendation to Establish the 2027 Personnel Board Meeting Calendar

RECOMMENDATION
Adopt a recommendation to establish the 2027 Personnel Board Meeting Calendar as follows:

MONTH	DATE	TIME	LOCATION
January*	Monday, January 11	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
February	Monday, February 1	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
March	Monday, March 1	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
April	Monday, April 5	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
May	Monday, May 3	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
June	Monday, June 7	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
July*	Monday, July 12	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
August	Monday, August 2	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
September*	Monday, September 13	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
October	Monday, October 4	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
November	Monday, November 1	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor
December	Monday, December 6,	5:30 p.m.	Cypress Conference Room, 2180 Milvia, 1st Floor

* Second Monday of the month

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

PERSONNEL BOARD
December 7, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Peter Radu, Assistant to the City Manager

Subject: Adopt a Recommendation to Revise Job Class Specification – Code Enforcement Supervisor

RECOMMENDATION

Adopt a recommendation to revise the job class specification of Code Enforcement Supervisor, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS

The City is proposing updates to the Code Enforcement Supervisor classification specification to ensure it accurately reflects the position's current role, responsibilities, and qualifications. The proposed revisions clarify the classification's responsibility for coordinating the City's multi-departmental code enforcement efforts and supporting a centralized approach to enforcement activities, as well as updating the class characteristics section to better reflect current operational practices, interdepartmental collaboration, customer service expectations, and stakeholder engagement responsibilities. Additional revisions reorganize and modernize the essential functions of the position to more clearly describe existing supervisory, administrative, and programmatic responsibilities, including staff supervision, performance management, training, policy implementation, data analysis, and coordination of enforcement activities. The knowledge, skills, and abilities section has been updated to emphasize competencies currently required for successful performance in the role, including leadership, communication, conflict resolution, technology utilization, and analytical skills. The minimum qualifications have also been revised to better align with the supervisory and code enforcement duties currently assigned to the position. These updates improve clarity and consistency of the classification specification and accurately describe the work currently being performed.

BACKGROUND

As part of the City's ongoing effort to maintain accurate and updated classification specifications, Human Resources reviewed the specifications and identified several areas requiring administrative updates. The current job class specification contains outdated language, organizational references, and formatting that no longer fully reflect the City's current organizational structure or classification specification standards. The proposed changes are not intended to create new duties, eliminate existing responsibilities, or otherwise substantively alter the nature of the classification; instead, they are intended to better document and describe the position as it currently exists and operates within the City's code enforcement program.

FISCAL IMPACT

There is no fiscal impact associated with revising the job class specification.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS
There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RECOGNIZED EMPLOYEE ORGANIZATION
The classification is represented by AFSME Public Employees Union, Local 1. The City notified the Union of the proposed revisions to the class specification, and the Union agreed to the proposed changes.

RATIONALE FOR RECOMMENDATION
Approval of the revised Code Enforcement Supervisor classification specification will ensure the document accurately reflects the current duties, responsibilities, organizational structure, and qualification requirements of the position while aligning the specification with the City's current classification standards.

ALTERNATIVE ACTIONS CONSIDERED
No alternative actions were considered.

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

CITY OF BERKELEY
CODE ENFORCEMENT SUPERVISOR

CLASS CODE
1043

SALARY
$57.89 - $69.92 Hourly
$120,416.82 - $145,423.20 Annually

ESTABLISHED DATE
October 08, 2008
REVISION DATE
~~October 08, 2008~~ December 7, 2026

DEFINITION

Under general direction, directs the work of the Code Enforcement Unit of the Neighborhood Services Division, coordinates the City's multi-departmental code enforcement strategy, ~~to~~ ensures uniform enforcement of a wide variety of codes, regulations, and ordinances which impact ~~the~~ commercial, industrial, and residential districts; ~~, and~~ performs related duties as required.

CLASS CHARACTERISTICS

This is a single position classification and the full supervisory level in Code Enforcement. ~~, which~~ The incumbent is responsible for the Code Enforcement Unit operations and the supervision of assigned staff. Responsibilities of the unit include the enforcement of a wide variety of municipal codes and ordinances, relating to business, public property, environmental health and similar matters, zoning, nuisance, street vending, health and safety hazards, news racks and signage. ~~matters such as rodent harborage, inoperative vehicles, gas-powered leaf blowers, noise, garbage, litter, storm drains, smoking, street vending, news racks, etc., as well as nuisance conditions currently addressed under the Zoning Ordinance and Use Permit violations.~~

Enforcement is achieved through information and education, and the issuance of administrative and criminal citations for infractions as necessary. The Code Enforcement Supervisor coordinators the City's multi-dpeartment code enforcement approach and strategy through oversight of ~~will be expected to develop and supervise~~ a centralized code enforcement team, partnering ~~that will work cooperatively~~ with specialized enforcement staff in other City departments~~, such as Planning and Development, Public Works, Parks Marina and Health and Human Services,~~ to abate problems in the field. ~~This requires~~The incumbent exercises a high level of discretionary decision making within overall policy guidelines established through precedent and by higher-level management officials. Particularly sensitive matters are referred to and jointly decided with ~~the next level of supervision or~~ managers with subject area expertise.

This class is distinguished from the Code Enforcement Officer classifications, which are primarily responsible for routine to moderately difficult field inspection and enforcement activities.

~~Enforcement activities are largely accomplished through a field staff, the work of which requires planning, organization, coordination and effective supervision. Assigned duties and responsibilities require travel throughout the City, in order to support the work of the field staff and resolve the more complicated code violations. This classification may be required to work nights, weekends and holidays as necessary to complete assigned duties and responsibilities.~~

SUPERVISION EXERCISED AND RECEIVED

Exercises general supervision over technical staff performing code inspection and enforcement activities. May supervise clerical and professional staff. Receives general direction from a division head or higher-level management staff.

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 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, ~~and~~ organizes, and evaluates the work ~~and evaluates performance~~ of assigned inspection and administrative staff; ~~and~~ develops and assesses completion of performance measures, goals, and objectives for service delivery.~~;~~

2. Recommends selection of, supervises, and provides training for subordinate staff ~~and provides for their training~~; recommends disciplinary actions; participates in the continuous improvement of administrative processes.~~;~~

3. ~~Reviews and monitors work and p~~Provides technical expertise and code interpretation assistance; resolves complicated code violations and refers more difficult issues to appropriate enforcement staff in other City departments; advises on enforcement strategies on more complex incidents, and administrative matters.~~;~~

4. Coordinates with others in planning and executing multi-department enforcement efforts; may plan and develop code enforcement training programs for multi-department staff.~~;~~

5. Establishes policies, procedures, and protocol for investigating multi-lateral enforcement complaints.~~;~~

6. Oversees the scheduling of, and staff preparation for, administrative appeal hearings; ~~and~~ represents the City in ~~A~~administrative and ~~C~~criminal hearings.~~;~~

7. Responds ~~in person or by letter~~ to inquiries regarding complaints and investigations; ~~and~~ prepares educational material and technical reports of code enforcement activities and issues.~~;~~

8. Oversees the issuance of administrative citations to ensure uniform application, consistent with the applicable codes, policies, ~~Administrative Penalty Ordinance and Resolution Establishing Penalties~~ and training manual.~~;~~

9. ~~Coordinate~~ Oversees coordination of enforcement efforts with other City departments and outside agencies; consult with staff in other departments to resolve interdepartmental conflicts or concerns; provides information to other ~~c~~City departments and outside agencies.~~;~~

10. Meets with community representatives and the public to explain functions, policies, and regulations and to resolve conflicts; prepares City Council agenda reports and supporting materials and assists in presentations to City Council and community groups.~~; and~~

11. Assists in the development of appropriate performance measures for the City's code enforcement approach; and analyzes data to identify trends and offer data-driven solutions to workflow problems towards the Unit's performance measures.

12. Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES
Note: The level and scope of the knowledge, ~~and~~ skills, and abilities listed below are related to the job duties as defined under Class Characteristics.

Knowledge of:

1. Supervisory and administrative principles~~;~~ including effective employee development, performance evaluation, work planning, goal setting, and team building.~~;~~

2. Principles and practices of code enforcement; including investigation techniques, investigative ethics, and evidence collection and preservation methods.~~;~~

3. Property owner rights; property descriptions, and assessor's map systems.~~;~~

4. S~~trong knowledge of c~~Complaint resolution and mediation techniques used in ~~making and~~ resolving difficult ~~public contacts~~ situations with individuals from diverse socio-economic and cultural backgrounds.~~;~~

5. SuiteComputer applications related to work management and data collection, including the use of Microsoft Excel for basic data and trend analysis.

6. Principles of effective communication and interpersonal relations.~~Communicating effectively with the public and co-workers~~

~~6.~~7. Municipal codes and their application and enforcement provisions.~~; and~~

~~7. Business computer user applications, relating to work management and data collection.~~

Skills and Abilities to:~~ In~~:

1. Plan~~ning~~, organize~~,ing~~ and direct~~ing~~ the work of staff engaged in the performance of a variety of complex, technical work; ~~in~~ develop~~ing~~ and implement~~ing~~ a strong customer service ethic, goals and objectives, and effective team building; ~~evaluating and~~ determine~~ing~~ and evaluate levels of performance.~~;~~

2. Learn~~ing~~, analyze~~ing~~, interpret~~ing~~, apply~~ing~~ and explain~~ing~~ applicable codes, regulations and policies, statutes, descriptions and documents.

3. Identify~~ing~~ and analyze~~ing~~ administrative problems and implement~~ing~~ operational changes; prioritize~~ing~~ competing demands under pressure.

4. ~~; d~~Develop~~ing~~ and maintain~~ing~~ cooperative working relationships with staff and the public. ~~customers;~~

~~4.~~ 5. Deal courteously and communicate effectively with a variety of stakeholders; resolve problems with property owners, business owners, and complainants; promote positive community relations.

6. Maintain~~ing~~ accurate records and prepare~~ing~~ clear, concise and well-written letters, notices, reports, and documentation; and make~~ing~~ clear oral presentations.~~;~~

~~5. Use of conflict resolution or mediation techniques;~~

~~6. Procedures related to investigative techniques and ethics, including familiarity with methods and procedures of investigation~~

7. Provide~~ing~~ technical code inspection assistance in hearings and cases and recommend~~ing~~ solutions for the enforcement of zoning and related codes and regulations.~~;~~

~~8. Dealing courteously, communicating effectively and coordinating compliance efforts with a variety of stakeholders in the course of work, including resolving job-related problems with property and business owners and complainants and ensuring positive community relations;~~

~~9.~~ 8. Work~~ing~~ cooperatively to plan, organize and direct coordinated staff efforts to successfully accomplish complex code enforcement projects, in overlapping program areas.~~;~~

~~10.~~ 9. Prepare~~ing~~ written reports of findings of investigations including an analysis of information collected that supports conclusions and recommendations.~~;~~

~~11.~~ 10. Make~~ing~~ sound independent judgments within established guidelines.~~; and~~

~~12. Using computer tracking and basic word processing software.~~

MINIMUM QUALIFICATIONS

A typical way of gaining the knowledge, skills, and abilities outlined above is:
~~TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:~~

Education
Equivalent to graduation from an accredited college or university with major coursework in public or business administration, planning, criminal justice, environmental science or a closely related field.

Experience
Five (5) years of code enforcement experience which included the development of programs and ~~or professional analytical experience in administrative, management or operations work in a public agency, including~~ two (2) years supervisory experience.~~, which has included program development, is required.~~

Additional comparable experience may be substituted for the education requirement, on a year-~~-~~for-~~-~~year basis.

~~OTHER REQUIREMENTS~~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, must maintain~~ance of~~ a valid California driver's license and satisfactory driving record.~~ are required.~~

PHYSICAL REQUIREMENTS
1. Constantly use visual acuity to view computer screens, read documents, or conduct investigations.
2. Frequently speak and hear to communicate with others.
3. Frequently sit for extended periods.
4. Frequently use manual dexterity to type, write, or grasp objects.

5. Occasionally walk, stand, bend, stoop, or kneel to conduct investigations.
6. Occasionally lift up to 20 pounds.

WORKING CONDITIONS
Work is performed primarily indoors in an office setting. Some outdoor work is required and involves exposure to a variety of weather conditions. Work involves frequent contact with members of the public. Incumbent may be required to work nights, weekends, and holidays as necessary to complete assigned work.

CLASSIFICATION HISTORY
FLSA Status: Exempt
Bargaining Unit: Public Employees Union Local 1
Established: May 2003
Revised: December 2026

PERSONNEL BOARD
December 7, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Scott Gilman, Director of Health, Housing, and Community Services

Subject: Adopt a Recommendation to Establish Job Classification and Associated Pay Range – Psychiatric Mental Health Nurse Practitioner

RECOMMENDATION

Adopt a recommendation to establish the job classification and associated pay range of the job class specification of Psychiatric Mental Health Nurse Practitioner, as outlined in this report.

CURRENT SITUATION AND ITS EFFECTS

The Health, Housing & Community Services (HHCS) Department's Mental Health Division provides psychiatric assessment, diagnosis, medication management, and treatment services to members of the Berkeley community experiencing serious mental illness. To support the delivery of these services, the City maintains a variety of mental health-related classifications, including Psychiatrist, Mental Health Nurse, and Supervising Mental Health Nurse. However, the City's classification system does not currently include a dedicated Psychiatric Mental Health Nurse Practitioner (PMHNP) classification.

Although the City has an existing Advanced Practice Practitioner (APP) classification, it does not adequately meet the operational needs of the Mental Health Division because the APP classification is broad and does not specifically require specialized psychiatric and mental health training; the classification does not reflect the unique qualifications, scope of practice, and responsibilities associated with psychiatric medication management; compensation for the APP classification is not competitive with comparable PMHNP positions in the regional labor market; and the compensation level does not align with market rates paid by neighboring jurisdictions and counties for similar work.

In recent years, the Mental Health Division has utilized individuals in the Psychiatrist classification to perform psychiatric assessments, diagnosis, medication management, and treatment services for individuals experiencing serious mental illness. Due to national and regional shortages of psychiatrists, the City has experienced increasing difficulty recruiting and retaining qualified individuals for these positions. As vacancies persist, the City has increasingly relied on contracted psychiatric providers to maintain continuity of care and meet service delivery obligations.

As a result, the Mental Health Division has been required to rely on contracted PMHNP services to meet operational needs. Current contract rates are approximately $200 per hour and are expected to increase in future contract extensions. Continued reliance on contracted services results in higher costs and may limit the City's ability to establish a stable, long-term psychiatric care workforce. Contracting services through private providers may also result in higher turnover and reduce continuity of care for clients compared to employing permanent staff.

The absence of a dedicated PMHNP classification also narrows the City's recruitment pool at a time when psychiatrist vacancies are increasingly difficult to fill. This creates challenges in maintaining consistent psychiatric services for Mental Health Division clients and may affect the Division's ability to meet community behavioral health needs efficiently and cost-effectively.

The creation of a dedicated Psychiatric Mental Health Nurse Practitioner classification would significantly expand the City's recruitment pool by allowing the Mental Health Division to recruit licensed psychiatric providers who are qualified to conduct psychiatric evaluations and furnish medications within their scope of practice. This staffing model is increasingly utilized by public behavioral health agencies throughout California and would provide the City with additional flexibility in meeting its psychiatric service needs. Creating a PMHNP classification would expand recruitment opportunities, reduce reliance on contracted services, align compensation with market conditions, and support the continued delivery of essential psychiatric services to the Berkeley community.

The proposed salary range for the Psychiatric Mental Health Nurse Practitioner classification was developed through a market analysis of comparable positions within the health-related classification salary survey agencies identified as part of the Service Employees International Union – Community Services and Part-Time Recreation Activity Leaders (SEIU-CSU) bargaining unit. These agencies include Alameda County, Alameda Health System, Contra Costa County, the City and County of San Francisco, Marin County, San Mateo County, Santa Clara County, Solano County, and Sonoma County. Staff reviewed compensation data from these comparable public-sector healthcare and behavioral health employers and established the proposed salary at approximately the median of the surveyed classifications, which will support the City's ability to recruit and retain qualified candidates.

BACKGROUND

The Mental Health Division has historically relied on psychiatrists employed by or under contract with the City to provide psychiatric assessment, diagnosis, medication management, and treatment services. Psychiatric Mental Health Nurse Practitioners (PMHNPs) are advanced practice registered nurses with specialized graduate-level training in psychiatric and mental health care. Licensed by the California Board of Registered Nursing, PMHNPs are authorized to conduct psychiatric evaluations, diagnose mental health conditions, prescribe medications, and provide ongoing psychiatric treatment within their scope of practice. As psychiatrist shortages have increased nationwide, many public behavioral health agencies have incorporated PMHNPs into their service-delivery models to expand access to psychiatric care and improve recruitment flexibility.

FISCAL IMPACT

The proposed Psychiatric Mental Health Nurse Practitioner classification will have an annual salary cost of approximately $241,713.87, plus benefits. This position is a critical operational priority for the Health, Housing & Community Services Department because it supports the continued provision of psychiatric services and helps ensure community members have access to mental health treatment. In addition, PMHNPs are eligible providers for Medi-Cal reimbursement for medication services. Based on current reimbursement rates and an estimated productivity rate of 60%, a full-time PMHNP has the potential to generate approximately $915,144 annually in Medi-Cal revenue. This revenue-generating capability further supports the financial sustainability of psychiatric services provided by the Mental Health Division.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

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 of its recommendation to assign the Psychiatric Mental Health Nurse Practitioner

classification to the Service Employees International Union – Community Services and Part-Time Recreation Activity Leaders (SEIU-CSU) bargaining unit.

The City's recommendation is based on a community of interest analysis, which identified significant similarities between the Psychiatric Mental Health Nurse Practitioner and Advanced Practice Provider classifications in terms of the nature of work performed, licensure and educational requirements, level of independent judgment, working conditions, and a shared history of representation. Historically, the Advanced Practice Provider has been represented by SEIU-CSU. The Psychiatric Mental Health Nurse Practitioner shares a clear and substantial community of interest with the Advanced Practice Provider classification. Both are non-supervisory advanced-practice healthcare professionals who perform independent clinical assessments, diagnosis, treatment planning, medication management, patient counseling, and care coordination. They are subject to similar licensure requirements and work under comparable conditions.

Accordingly, the distinctions between the classifications relate primarily to clinical specialization and do not outweigh the substantial community of interest shared by the two classifications with respect to professional qualifications, responsibilities, working conditions, and history of shared representation. As such, these differences do not warrant placement in a separate bargaining unit. While there are differences in department assignment, reporting structure, specialization, and compensation, the overall analysis supports a shared community of interest based on the substantial similarities in scope of work, qualifications, and representation history.

The meet-and-confer period has concluded without objection from the Union, and no other bargaining units have requested to meet and confer. As a result, there are no outstanding labor relations issues associated with the creation of the proposed classification.

RATIONALE FOR RECOMMENDATION

Staff recommends approval of the Psychiatric Mental Health Nurse Practitioner classification to address ongoing recruitment challenges associated with psychiatrist positions, expand the pool of qualified psychiatric providers available to the Mental Health Division, and ensure continuity of care for individuals receiving mental health services.

The proposed classification reflects the specialized education, licensure, and clinical responsibilities associated with psychiatric assessment, diagnosis, treatment planning, medication management, and ongoing psychiatric treatment. It also aligns with staffing models increasingly utilized by public behavioral health agencies throughout California.

Establishing the classification is expected to reduce reliance on contracted services, provide a more cost-effective alternative to psychiatrist positions, and support the long-term fiscal sustainability of Mental Health Division operations. Compared with both contracted services and psychiatrist staffing models, the PMHNP classification provides greater recruitment flexibility while maintaining high-quality psychiatric care for clients. The position also has the potential to generate substantial Medi-Cal reimbursement revenue, helping offset personnel costs and support ongoing service delivery.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered utilizing the City's existing Advanced Practice Practitioner (APP) classification; however, it was determined to be insufficient because it does not specifically require psychiatric specialization, does not adequately reflect the scope and responsibilities of psychiatric medication management, and is not competitively compensated relative to comparable PMHNP positions in the regional labor market.

Staff also considered continuing to meet service needs through psychiatrist positions and contracted providers. However, psychiatrist recruitment has become increasingly difficult due to workforce shortages, and contracted services typically result in higher hourly costs, higher turnover, and reduced

continuity of care. As a result, staff concluded that creating a dedicated Psychiatric Mental Health Nurse Practitioner classification is necessary to support recruitment, retention, fiscal sustainability, and long-term service delivery needs within the Mental Health Division.

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

CITY OF BERKELEY
PROPOSED JOB CLASS SPECIFICATION
PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER

CLASS CODE
TBD

SALARY (Reflects Inclusion of the 2% COLA effective January 3, 2027)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	95.6051	100.3853	105.4046	110.6748	116.2086
ANNUALLY	198,858.60	208,801.53	219,241.60	230,203.68	241,713.87

ESTABLISHED DATE
Slated for January 24, 2027, City Council Meeting

DEFINITION
Under general supervision, assesses and diagnoses mental health and substance use disorders, provides therapeutic treatment and medication management, offers counseling and guidance to support patient wellness, and collaborates with interdisciplinary teams to coordinate care; performs related work as assigned.

CLASS CHARACTERISTICS
This class performs advanced professional work in mental health care services in outpatient, community, and field-based settings. Incumbents assess, diagnose, and treat behavioral health conditions; develop and implement treatment plans; provide psychotherapy and medication management within their scope of practice; and evaluate patient progress through follow-up care. The Psychiatric Mental Health Nurse Practitioner exercises a high degree of independent clinical judgment in evaluating patients, determining appropriate interventions, and performing routine therapeutic procedures as authorized. Incumbents may work in collaboration with a licensed physician and may be assigned to a variety of mental health programs operated by the City including crisis response, community mental health services, school-based wellness centers, substance use programs, or other specialty behavioral health clinics.
This class is distinguished from the Mental Health Nurse and Supervising Mental Health Nurse in that the latter classifications focus on therapeutic support and nursing care but do not independently diagnose mental health conditions nor furnish medications; the Psychiatric Mental Health Nurse Practitioner exercises a broader range of independent clinical judgment and independently performs advanced clinical assessment, diagnosis, psychotherapy, and medication management consistent with their licensure and scope of practice. The Psychiatric Mental Health Nurse Practitioner is distinguished from the Psychiatrist in that the latter is a licensed physician authorized by the Medical Board of California to practice medicine.

SUPERVISION EXERCISED AND RECEIVED
Receives general supervision from assigned 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. Provides mental and behavioral health services including psychiatric evaluation, differential diagnosis, individual and group psychotherapy, clinical case management, crisis intervention and psychiatric medication evaluation, management and monitoring.
2. Furnishes psychotropic medications consistent with California Board of Registered Nursing requirements; monitors individuals' responses to medication; educates individuals and members of their support team regarding proper use and effects.
3. Works collaboratively with other clinical staff to coordinate and integrate multidisciplinary services and deliver coordinated patient care for clients with complex psychiatric problems.
4. Develops care plans in collaboration with physicians, other medical professionals, clients and their families; coordinates and facilitates referrals; assumes ongoing responsibility for follow-up care.
5. Reviews patient charts; updates and maintains accurate records of assessments, evaluations, nursing/medical care administered, patient response and follow-ups.
6. Provides psychiatric consultation and develops working relationships with community agencies, collateral persons and others involved with clients served.
7. Maintains and compiles electronic health records, billing, and other necessary paperwork in a timely manner to maintain compliance with administrative regulations.
8. May provide clinical direction or training to nursing staff and other clinical staff.
9. May assist in updating clinic protocols or standardized procedures.
10. Serves in departmental and related committees as requested.
11. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Advanced principles, practices, methods and techniques of professional nursing and psychiatry including assessment, diagnosis, causes, treatment, documentation, and follow-up of mental health and substance use disorders.
2. Laws and regulations governing Nurse Practitioner scope of practice.
3. Medical aspects of psychological problems and psychosocial behaviors in illness.
4. Medicare and Medi-Cal regulations.
5. Legal requirements for reporting domestic violence, child and elder abuse, and neglect.
6. Principles and applications of clinical psychology and various rehabilitative services.
7. Commonly prescribed medications and their therapeutic effects, side effects, reactions and contraindications.
8. Medical laws, regulations, and ethics of patient care.
9. Current developments in the field of psychiatry.
10. Basic interviewing and counseling techniques.
11. Computer applications used in a clinical healthcare setting.
12. Office administrative practices and procedures, including records management and the operation of standard office equipment.

Skills and Abilities to:

1. Perform mental health and substance use disorder assessments including ordering, interpreting and evaluating diagnostic tests and examinations.
2. Work effectively with a multidisciplinary team and community partners in the delivery of mental health and substance use disorder services; perform collaborative consultation with staff psychiatrists for more complicated psychiatric problems.
3. Identify medical problems and psychiatric disorders; develop and implement treatment plans.

4. Safely administer oral, topical, and injectable medications including psychotropic drugs; monitor and record patient medication usage and results.
5. Perform job duties under stressful conditions, analyze crisis situations accurately and take effective action.
6. Educate individuals and their family members about mental health, substance use disorders, medical conditions, preventive health measures, medications, and treatment plans.
7. Remain knowledgeable and proficient in mental health and substance use disorder practices through readings, research, professional organizations, academic training, and participation in direct patient services.
8. Develop and maintain effective working relationships with individuals, staff, other health care professionals and community groups and organizations.
9. Adapt quickly and appropriately to a variety of situations and personalities; prioritize and handle multiple tasks in a high-pressure environment.
10. Demonstrate tact, diplomacy and compassion to individuals and groups.
11. Communicate effectively both orally and in writing.

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

Education
Possession of a master's degree or higher in Nursing from an accredited college or university.

Experience
One year of full-time experience working in a clinical psychiatric mental health setting.

Licenses, Certifications, and Other Requirements
Must possess and maintain the following:

- Current license as a Nurse Practitioner by the California Board of Registered Nursing with qualification as a Psychiatric Mental Health Nurse Practitioner and a furnishing number.
- Current certification as a Psychiatric Mental Health Nurse Practitioner by the American Nurses Credentialing Center or by the American Academy of Nurse Practitioners Certification Board.
- Current Drug Enforcement Administration (DEA) registration to dispense Schedule II-V medications.
- Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and fulfill job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license and a satisfactory driving record.
- Qualification as a 103NP or 104 NP is highly desirable.

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).

- Constantly sit, stand, or walk for extended periods (up to 4 hours at a time).
- Constantly see and hear patients, staff, and clinical information clearly.
- Frequently speak clearly and be understood in busy or noisy environments and over phone and video calls.
- Frequently drive a vehicle or utilize other forms of transportation to see patients in the field.
- Frequently use manual dexterity to perform basic medical procedures.
- Occasionally bend, stoop, or reach to access equipment and supplies.
- Occasionally push, pull, or lift up to 35 pounds.
- Rarely use strength and stamina to provide basic life support services.

WORKING CONDITIONS
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Work is performed in a clinical office setting and in the field, which may include outdoor settings. Work involves exposure to a variety of clinical and environmental conditions, including interactions with patients, medical equipment, and occasional exposure to biohazards. Work may require interactions with individuals who are agitated or experiencing crises. Incumbent may be required to work outside of regular office hours to meet patient care needs or to respond to emergency situations.

CLASSIFICATION HISTORY
FLSA Status: Non-Exempt
Recommended Bargaining Unit: SEIU-CSU
Established: TBD