

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
February 3, 2025
7:00 p.m.

Secretary: Aram Kouyoumdjian, Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
akouyoumdjian@berkeleyca.gov

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date. To submit an e-mail comment, email hr@berkeleyca.gov with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150-word limit. Time limits on public comments will apply.

MEETING AGENDA

- I. Roll Call
- II. Public Comment

ACTION ITEMS:

- III. Approval of Meeting Minutes for January 6, 2025
- IV. Election of Chair and Vice Chair
- V. Recommendation to Extend Temporary Appointment – Sara Rubio
- VI. Recommendation to Revise Job Class Specification – Application Program Analyst II
- VII. Recommendation to Revise Job Class Specification – Camp Medical Staff Member
- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required; however, if included in any communication to a City board, commission or committee, this information will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. **SB 343 Disclaimer:** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley, California, 94704.

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
January 6, 2025
7:00 P.M.

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

MEETING MINUTES

- I. Call to Order 7:00 pm
- II. Roll Call 7:00 pm
- Members Present: Darryl Bartlow
Robert Dixon (Chair)
Nic O'Loughlin
- Members Absent: Aviva Gilbert (Vice Chair)
Maya Karpinski
Mary Kay Lacey
Jenny Wenk
- Staff Present: Aram Kouyoumdjian (Director of Human Resources)
Monica Walker (Human Resources Manager)
- Public Attendance: Sherry Jackson (SEIU-MC Union Representative)
Justin Pitcher (Public Employees Union Local One Representative)
- Public Comments: None

ACTION ITEMS:

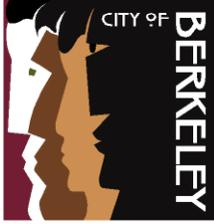
- III. Approval of Minutes of Meeting on December 2, 2024
- Action:** MSC (Bartlow, O'Loughlin) to approve the minutes of the meeting on December 2, 2024
- Vote:** Ayes: Bartlow, Dixon, O'Loughlin
Noes: None
Abstains: None
Absent: Gilbert, Karpinski, Lacey, Wenk
- IV. Recommendation to Revise Job Class Specification — Mid-Level Practitioner
- Action:** MSC (Dixon, Bartlow) to approve recommendation to Revise Job Class Specification - Mid-Level Practitioner
- Vote:** Ayes: Bartlow, Dixon, O'Loughlin
Noes: None
Abstains: None
Absent: Gilbert, Karpinski, Lacey, Wenk
- V. Recommendation to Revise Unrepresented Employee Manual to Add 5% Differential to Program Manager Classification Assigned to City Manager's Office

Action: MSC (Bartlow, O'Loughlin to approve recommendation to Revise Unrepresented Employee Manual to Add 5% Differential to Program Manager Classification Assigned to City Manager's Office

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

INFORMATION ITEMS:

- VI. Report by Director of Human Resources – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. Adjournment 7:18 pm



Human Resources

PERSONNEL BOARD

February 3, 2025

Date: February 3, 2025

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Extend Temporary Position – Associate Management Analyst Sara Rubio

BACKGROUND

The City of Berkeley Human Resources Department and Public Works Department request a six-month extension of the temporary appointment of Sara Rubio, Associate Management Analyst.

DISCUSSION

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

The Public Works Department wishes to extend the temporary appointment of Associate Management Analyst Sara Rubio for an additional six months to address the temporary additional workload on the Equipment Maintenance Division with Asset Works and overall electrification, grant opportunities and IRS reimbursements. Analyst Rubio was originally hired on March 18, 2024, received an initial extension through March 18, 2025, and is requesting an additional six-month extension through September 18, 2025.

RECOMMENDATION

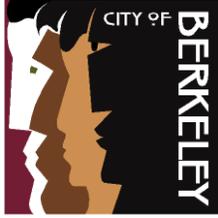
Extend the temporary appointment of Associate Management Analyst Sara Rubio for an additional six months.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.



Human Resources

PERSONNEL BOARD
February 3, 2025

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Recommendation to Revise Job Class Specification – Application Programmer Analyst II

RECOMMENDATION

Revise the job class specification of Application Programmer Analyst II as outlined.

FISCAL IMPACT

There will be no further fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The Application Programmer Analyst II job class specification is being updated to align the minimum qualifications with the underlying classification of Application Programmer Analyst I.

BACKGROUND

The current minimum qualifications of Application Programmer Analyst II include, “Equivalent to graduation from a four-year college or university with major coursework in computer science, mathematics, business administration, or a closely related field and two (2) years of professional experience in systems design and analysis, systems integration, and/or programming of applications for computer systems.” The underlying classification of Application Programmer Analyst I also requires graduation from a four-year college but allows for experience in key areas such as to be substituted for the education on a year-for-year basis.

The proposed revision allows for a substitution of experience for education on a year-for-year basis at the Application Programmer Analyst II as well. This structure aligns the job classifications and supports a promotional pathway for those who qualified at the APA I level.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification has undergone the meet-and-confer process with SEIU Local 1021 Community Services and Part-Time Recreation Activity Leaders.

RATIONALE FOR RECOMMENDATION

Align the minimum qualifications of the Application Programmer Analyst II with Application Programmer Analyst I.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

Recommendation to Revise Job Class Specification – Application Programmer Analyst II

ATTACHMENT

Proposed Job Class Specification – Application Programmer Analyst II

Recommendation to Revise Job Class Specification – Application Programmer Analyst II

City of Berkeley City of Berkeley
Applications Programmer Analyst II

CLASS CODE
2010

SALARY
\$55.00 - \$65.57 Hourly
\$4,400.32 - \$5,245.54 Biweekly
\$9,534.03 - \$11,365.35 Monthly
\$114,408.32 - \$136,384.14 Annually

Description

DEFINITION

Under general supervision, performs systems analysis, design, and modification, and/or computer programming of a routine to complex nature in support of administrative and business services. Coordinates systems projects, and enhances and maintains computer systems running on a variety of hardware and software platforms throughout the City as assigned, or for a city department.

CLASS CHARACTERISTICS

This is the journey-level classification of the series, fully competent to perform difficult systems analysis, development, implementation, and/or programming work. Work involves substantial contact with city staff to determine system needs and provide assistance to users. Positions in this classification may be located in the centralized Information Systems Division or a city department. If located in a city department, works in consultation with the Information Systems Division. Work assignments are made in general terms and independent judgment and initiative are necessary to establish methods used in the approach and development of solutions to problems. This classification is distinguished from the Principal Systems Analyst in that the latter is responsible for the planning, scheduling, assigning, and reviewing of work of the centralized systems and programming staff in addition to performing the most complex analysis and systems design.

Examples of Duties

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. Conducts needs assessments to determine information and automation mandates of assigned areas; surveys and analyzes major existing or proposed systems and prepares recommendations, project proposals, and system requirements;
2. Coordinates assigned system development projects; writes project plans with activities, timelines, and resource requirements; reports on progress, variances to plans, etc;
3. Prepares system design specifications and documentation required for programming efforts that are accomplished in a variety of computer languages and software applications; designs and develops program logic and processing steps; may code programs in various computer languages as needed; plans and develops testing of program applications;
4. Writes a variety of utility programs to support adopted systems;

Recommendation to Revise Job Class Specification – Application Programmer Analyst II

5. Develops systems and network applications; performs systems analysis functions related to design and implementation phases of projects, e.g. analyze work and data flow, develop system logic, identify input and output requirements and layouts, develop file layouts, create files and screens;
6. Coordinates development work with system integrators, software consultants and programmers, and others contacted during the course of work;
7. Completes or assists with programming, testing, and debugging efforts; prepares and maintains technical documentation;
8. Provides support and troubleshooting functions and responds to requests for service from users; when assigned to a city department, interfaces with Information Systems Division staff on various projects;
9. Coordinates and conducts training for users on various computer systems and applications that may be unique from citywide systems; develops manuals, procedures, and instructions;
10. May coordinate and participate in information systems advisory groups and committees;
11. Attends meetings held by various users and system focus groups;
12. Performs related duties, as required.

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. Systems analysis and computer programming principles and methodology used to define and develop various systems and applications;
2. Principles and concepts of operating systems, computer hardware, computer networks, programming languages, communications, database software and design, report generation/query language and other utilities, spreadsheets and other business applications;
3. Administrative principles and techniques such as project planning and work prioritization;
4. Basic accounting, statistics, and business administration systems and procedures.

Skill in:

1. Conducting needs assessments and feasibility studies, analyzing users' needs and problems, defining system requirements, evaluating solutions and feasibility of options, establishing priorities, and coordinating resources;
2. Designing programming logic and coding into program instructions; developing program design tests;
3. Providing technical assistance and limited direction to contractors, systems integrators, or other staff;
4. Creating computer files and screens, designing input documents and output reports;
5. Analyzing, organizing, streamlining, and documenting operational procedures necessary for successful implementation of new systems and software;
6. Preparing clear, concise, and well-organized reports and other written material;

Recommendation to Revise Job Class Specification – Application Programmer Analyst II

7. Instructing users with varied levels of expertise, including non-technical users, in the operation of new or modified computer systems and applications;
8. Establishing and maintaining effective working relationships with those contacted in the course of work.

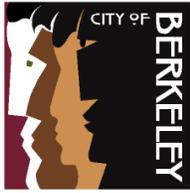
Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college or university with major coursework in computer science, mathematics, business administration, or a closely related field and two (2) years of professional experience in systems design and analysis, systems integration, and/or programming of applications for computer systems. Experience in systems design and analysis, systems integration, and/or programming of applications for computer systems may be substituted for the education requirement on a year-for-year basis.

Classification History

Revised: 9/94

Recommendation to Revise Job Class Specification – Camp Medical Staff Member



Human Resources

PERSONNEL BOARD

February 3, 2025

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Recommendation to Revise Job Class Specification – Camp Medical Staff Member

RECOMMENDATION

Revise the job class specification of Camp Medical Staff Member as outlined.

FISCAL IMPACT

There will be no further fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The Camp Medical Staff Member job class specification is being revised per changes in the State of California Code of Regulations (CCR, Cal. Code Regs.).

BACKGROUND

The current minimum qualifications of Camp Medical Staff Member include, "Must be either licensed as a Registered Nurse in California or possess current certification in basic life support as an Emergency Medical Technician Level I." New regulations outlined by the State of California (Cal. Code Regs. tit. 17 § 30700) now define "Health Supervisor" as a person who is either a physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the Health and Safety Code.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is unrepresented.

RATIONALE FOR RECOMMENDATION

The proposed revisions align the minimum qualifications with the new state regulations.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

ATTACHMENT

1. Proposed Job Class Specification – Camp Medical Staff Member
2. Cal. Code Regs. tit. 17 § 30700

Attachment 1. Proposed Job Class Specification – Camp Medical Staff Member

**City of Berkeley
Camp Medical Staff Member**

CLASS CODE
6012

SALARY
\$108.30 - \$123.77 Daily

Description

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under general supervision, provides medical care to City Recreational Summer Camp staff members and campers; takes appropriate action in medical emergencies; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides direct medical services including assessments, examinations, and treatment planning. This class is provided with room and board while at camp and is distinguished from the Public Health Nurse in that the latter has broader responsibilities in the areas of disease prevention, health promotion and the alleviation of conditions adversely affecting the health and safety conditions of individuals, families and the community.

Example of Duties

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 following list of duties is intended only to describe the various types of work that may be performed, 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 class if the work is consistent with the concept of the classification or is similar or closely related to another duty statement or a logical assignment to the classification.

1. Provides first responder medical emergency response at the basic life support level, including initial patient and situation assessment, cardio-pulmonary resuscitation, and trauma emergency medical care;
2. Identifies staff and camper health needs; provides appropriate medical treatment for staff and campers with illnesses, injuries or special medical needs;
3. May refer individuals and families to appropriate medical care;
4. Coordinates camp clinic services with private, public and voluntary health services;
5. Follows nursing care plans for camp patients and evaluates the needs of patients;
6. Prepares and maintains daily, detailed documentation of patient visits and referrals; conducts weekly inventory of medical supplies and medications;

Recommendation to Revise Job Class Specification – Camp Medical Staff Member

7. Initiates preventive and rehabilitative nursing procedures appropriate to the patient's care and safety;
8. Maintains current knowledge of matters affecting patient care and clinic services and recommends policy and procedural improvements to City management; and
9. Performs related duties as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Principles and practices of nursing and paramedical procedures, including medical terminology and clinical routines and equipment;
2. Principles and practices of health maintenance and illness prevention and the effect of physical, social and emotional environments on health;
3. Basic principles and practices of emergency medical care at the basic life support level;
4. Anatomy, physiology, chemistry, pharmacology, growth and development, and nutrition;
5. Principles and techniques of history taking and patient teaching and counseling;
6. Community medical and social agencies and resources;
7. Principles and techniques of drug administration and its affect-effect on patients; and
8. Communicable disease control.

Skill in and ability to:

1. Perform medical assessments, identify medical, social and emotional problems and prepare nursing care plans and/or make appropriate referrals;
2. Perform first aid, give injections, and perform other skilled services;
3. Remain calm; make sound decisions, and respond appropriately in emergency situations;
4. Prepare and maintain organized, detailed and accurate records of camp patient visits and findings;
5. Apply teaching principles and provide patient education and counseling; and
6. Establish and maintain effective working relationships with camp staff, physicians, patients, and families.

Minimum Qualifications

MINIMUM QUALIFICATIONS

~~Must be either licensed as a Registered Nurse in California or possess current certification in basic life support as an Emergency Medical Technician Level I.~~

Recommendation to Revise Job Class Specification – Camp Medical Staff Member

A physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code, or a person who is trained in accordance with section 1596.866 of the Health and Safety Code with at least 15 hours of health and safety training that shall include:

(A) Pediatric first aid.

(B) Pediatric cardiopulmonary resuscitation (CPR)

(C)(i) A preventative health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.

Must be willing to work on-call while camp is in session. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.

Attachment 2. Cal. Code Regs. tit. 17 § 30700

Current through Register 2025 Notice Reg. No. 2, January 10, 2025

Section 30700 – Definitions

- (a) "Aquatics Supervisor" means a person who provides supervision to the aquatic facility, staff and program of the camp meeting the requirements of Section 30741(d)(1).
- (b) "Camp" means an organized camp as defined in Health and Safety Code, section 18897 and does not include facilities, programs and arrangements listed in Health and Safety Code, section 1596.792.
- (c) "Counselor" means a person who is directly involved with camp program activities and camper supervision meeting the requirements of Section 30751(b) and (c).
- (d) "Director" means a person who is responsible for day-to-day decision making and supervision of the camp program and staff meeting the requirements of Section 30751(a).
- (e) "Health Screening" means an examination to identify observable evidence of illness, injury, or communicable disease; to review and update each person's health history; and to identify current medical treatment (including medication), allergies or dietetic restrictions.
- (f) "Health Supervisor" means a person who is either a physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the Health and Safety Code.
- (g) "Site Operator" means an individual, partnership, joint venture, or organization that owns, leases, or rents an organized camp site.

Cal. Code Regs. Tit. 17, § 30700

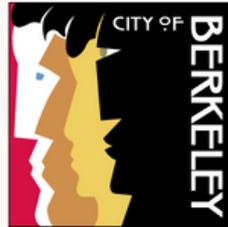
1. Repealer of Subchapter 6 and new Subchapter 6 (Sections 30700-30703, 30710-30715, 30720-30723, 30730-30736, 30740, 30741, 30750 and 30751) filed 4-2-68; effective thirtieth day thereafter. Approved by State Building Standards Commission (Register 68, No. 14). See Register 62, No. 2, for former sections.
2. New subsection (e) filed 11-28-80; effective thirtieth day thereafter (Register 80, No. 48).
3. Editorial correction of NOTE filed 7-12-84 (Register 84, No. 28).
4. Repealer and new section and amendment of NOTE filed 3-10-2008; operative 4-9-2008 (Register 2008, No. 11).

Note: Authority cited: Sections 18897.2, 131050 and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051 and 131052, Health and Safety Code.

1. Repealer of Subchapter 6 and new Subchapter 6 (Sections 30700-30703, 30710-30715,30720-30723, 30730-30736, 30740, 30741, 30750 and 30751) filed 4-2-68; effective thirtieth day thereafter. Approved by State Building Standards Commission (Register 68, No. 14). See Register 62, No. 2, for former sections.
2. New subsection (e) filed 11-28-80; effective thirtieth day thereafter (Register 80, No. 48).
3. Editorial correction of NOTE filed 7-12-84 (Register 84, No. 28).
4. Repealer and new section and amendment of Note filed 3-10-2008; operative 4-9-2008 (Register 2008, No. 11).

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

RECRUITMENTS..... [PAGE 3](#)

VACANCIES..... [PAGE 5](#)

TRAININGS & WEBINARS..... [PAGE 6](#)

Announcing NEOGOV Learn
Launching Monday, January 27th

See [page 7](#) for details

Webinar: So You Think You Can Chill
Strategies for Creating Moments of Mindfulness

Wednesday, January 29th
12:00pm - 1:00pm

See [page 8](#) for details



SCAN TO
REGISTER

Black History Month Celebration

Tuesday, February 11th
10:00am - 1:00pm

See [page 9](#) for details





HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

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510-981-6800

ADMINISTRATION

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

Promotional Recruitments:



CLICK OR SCAN

Recruitment	Reason	Opening Date	Closing Date
Accounting Office Specialist III	Vacancy	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	Continuous	Continuous
APPLY Accounting Technician	Vacancy	Continuous	February 3, 2025*
Customer Service Specialist III	Vacancy	Continuous	Continuous
Landscape Gardener Supervisor (Temporary Provisional)	Vacancy	January 13, 2025	January 27, 2025
Office Specialist III	Vacancy	Continuous	Continuous

*Apply by 5pm on the date listed to be included in the next administrative review. Recruitment will remain continuous.

Open Competitive Recruitments:



CLICK OR SCAN

Recruitment	Reason	Opening Date	Closing Date
Assistant Civil Engineer	Vacancy	Continuous	Continuous
Associate Civil Engineer	Vacancy	Continuous	Continuous
Associate Transportation Engineer	Vacancy	March 2024	Open Until Filled
Behavioral Health Clinician I	Vacancy	Continuous	Continuous
Behavioral Health Clinician II	Vacancy	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Continuous	Continuous
NEW Firefighter	Vacancy	January 27, 2025	February 24, 2025
Housing Inspector I (Certified)	Vacancy	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	Continuous	Continuous
Legislative Aide	Vacancy	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Continuous	Continuous

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

Open Competitive Recruitments Continued

Recruitment	Reason	Opening Date	Closing Date
Mental Health Nurse	Vacancy	Continuous	Continuous
Mini Bus Driver (Non-Career)	Vacancy	January 13, 2025	January 27, 2025
Paramedic	Vacancy	January 6, 2025	February 17, 2025
Parking Services Manager	Vacancy	September 30, 2024	January 27, 2025
Planning Technician	Promotion	January 20, 2025	January 27, 2025
Police Aide	Vacancy	January 20, 2025	February 17, 2025
Police Officer Lateral	Vacancy	Continuous	Continuous
Police Officer Recruit	Vacancy	Continuous	Continuous
Principal Planner	Vacancy	January 13, 2025	January 27, 2025
Psychiatrist	Vacancy	Continuous	Continuous
Public Health Nurse	Vacancy	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Continuous	Continuous
Revenue Development Supervisor	Vacancy	January 20, 2025	February 3, 2025
Senior Systems Analyst	Vacancy	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Continuous	Continuous
Supervising Transportation Engineer	Promotion	July 2024	Open Until Filled
Transportation Manager	Vacancy	January 24, 2025	February 21, 2025

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

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

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

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

To have your name placed on the transfer list:



Career vacancies

Classification	Reason	Department	Contact	Email by
Accounting Office Specialist II (Req#2025-02514)	Vacancy	Finance - Accounts Payable	Lindy On LOn@berkeleyca.gov	2/7/2025
Behavioral Health Clinician II (Req#2024-02483)	Vacancy	HHCS - Mental Health HFSP Team	Susanne Snowden SSnowden@berkeleyca.gov	2/7/2025
Fire Apparatus Operator (Req#2025-02498, 2025-02499)	Promotion	Fire	David Sprague DSprague@berkeleyca.gov	2/7/2025
Mental Health Nurse (Req#2025-02512)	Vacancy	HHCS	Nancy Gutierrez NGutierrez@berkeleyca.gov	2/7/2025
Public Safety Dispatcher I (Req#2025-02503)	Vacancy	Police	Melanie Turner MTurner@berkeleyca.gov	2/7/2025
Senior Planner (Req#2025-02502)	Promotion	Planning	Anne Hersch AHersch@berkeleyca.gov	2/7/2025
Traffic Maintenance Worker I (Req#2025-02496)	Vacancy	Public Works	Aaron Dieken ADieken@berkeleyca.gov	1/31/2025

Temporary vacancies

Classification	Reason	Department	Duration	Contact	Email by
Intern (Req#2025-02521, 2025-02522)	Vacancy	HHCS - Public Health	6 months	Rebecca Rodriguez ReRodriguez@berkeleyca.gov	2/7/2025
Intern (Req#2025-02501)	Vacancy	Public Works - Engineering	NTE 1 year	Ron Nevels RNevels@berkeleyca.gov	2/7/2025
Traffic Maintenance Worker II (Req#2025-02497)	Vacancy	Public Works	NTE 1 year	Aaron Dieken ADieken@berkeleyca.gov	2/7/2025

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

UPCOMING CLASSES

All classes take place from 9am to 12pm.

Please register in advance using the link associated with each class.

Topic	Date	Location
Microsoft Excel: PivotTables	February 4, 2025	Zoom
Leaves, Leaves and More Leaves (FMLA, CFRA, PDL, ADA, etc.)	February 12, 2025	Register via email by February 5 at 4pm: training@berkeleyca.gov
ERMA A: Excel for ERMA Users (text functions, VLOOKUP)	March 18, 2025	Zoom
ERMA B: PivotTables for ERMA Users	April 17, 2025	Zoom
Microsoft Word: Long Documents (Table of Contents, Outline, footnotes)	May 1, 2025	Zoom

WELLNESS WEBINARS

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

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Parent Coaching and Support Sessions <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	Zoom
Body Harmony: Embrace and Thrive <i>Kaiser</i>	January 27, 2025 12pm - 1pm	Online
Building Health Habits <i>Sutter Health</i>	February 12, 2025 5pm - 6pm	Online

Please note that all internally-delivered City of Berkeley trainings are temporarily paused as we evaluate the most effective delivery strategy.

If you have any questions, please contact training@berkeleyca.gov

NEOGOV *Learn*

Human Resources announces the launch of **NEOGOV Learn**, an online learning management system available to all City employees.

2025 also marks the City's training compliance year! On **Monday, January 27** you will receive an email inviting you to join NEOGOV Learn and begin your mandatory training courses, including:

-  Harassment Prevention
-  Workplace Violence Prevention
-  Active Shooter
-  Ethics

Complete your mandatory training by June 30 to help the City reach 100% compliance!

 Questions?
Email training@berkeleyca.gov





2025 EMPLOYEE ENRICHMENT WEBINARS

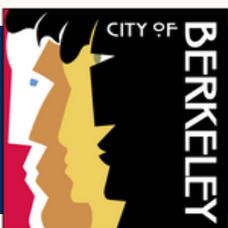


SO YOU THINK YOU CAN CHILL STRATEGIES FOR CREATING MOMENTS OF MINDFULNESS

Wednesday, January 29th
12pm - 1pm

Mindfulness is the practice of observing one's thoughts, emotions, and other present-moment experiences without judging or reacting to them. This meditative practice can reduce stress and even help you break unwanted habits.

In this webinar, Marcy Miller of the WorkLife Training Institute will guide you through mindfulness techniques that you can implement into your everyday life.



Coming in February:
*Recipes and Remedies to
Manage Weight, Mood
and Menopause*



CLICK OR SCAN TO REGISTER

Please join Berkeley Mental Health for this free community event!
For additional information, contact Cynthia Hall: 510.981.7624

CITY OF BERKELEY AND BERKELEY MENTAL HEALTH

PRESENTS

BLACK

HISTORY MONTH

CELEBRATION



TUESDAY, FEBRUARY 11
10AM - 1PM

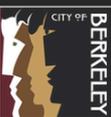
TO REGISTER PLEASE CLICK THE LINK
[HTTPS://SHORTURL.AT/JEJPL](https://shorturl.at/jejpl) OR
SCAN THE QR CODE



NORTH BERKELEY SENIOR CENTER
1901 HEARST AVE. BERKELEY CA 94703

KEYNOTE SPEAKER

GIGI CROWDER- CEO NAMI CONTRA COSTA
ENTERTAINMENT, FOOD AND MORE



HHCS

Welcome!

New Hires		
Name	Classification	Department
Alisha LeGras	Revenue Development Specialist I	Finance
Lara Erlank	Health Services Program Specialist	HHCS
Chinua Ezike	Community Services Specialist II	HHCS
Artemisia Spencer Mace	Legislative Aide	Mayor & City Council
Fernando Romero Cruz	Building Inspector I	Planning
Babak Dorji	Senior Planner	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Lauren Packard	Deputy City Attorney III	City Attorney
Kendle Kuechle	Auditor II	City Auditor
Zachary Jensen	Fire Captain II	Fire
Tanya Bustamante	Deputy Director of HHCS	HHCS
Jeremy Ward	Mealsite Coordinator	HHCS
Thanh Thai	Senior Systems Analyst	IT
Jessyca Nabozny	Police Sergeant	Police
Randall McCoy	Senior Public Works Supervisor	Public Works

Your work-life balance and general wellbeing are as important as the work you contribute to the City. That's why we're excited to offer Working Advantage, your one-stop shop for exclusive and convenient savings on the products, services, and experiences you know and love.

Visit cobsavings.savings.workingadvantage.com to sign up and start saving.

NOTE: Use your personal email address so that you can access the website at your leisure. Your household members can use the site too!

The Choice is Yours

Unlock the best life has to offer with exclusive savings on: Theme Parks, Attractions and Shows; Hotels, Flights and Rental Cars; Concerts, Sports and Live Events; Movie Tickets; Electronics and much more.



The World at Your Fingertips

Get unparalleled access to employee discounts from industry-leading brands in travel, entertainment and retail.



Access to Working Advantage is being offered to City of Berkeley employees as a convenience and participation is purely voluntary. Any products, services, or discounts that may be made available to you through Working Advantage are provided by Working Advantage and its partners, and not by the City of Berkeley. The City of Berkeley does not endorse or guarantee the products, services, or any other information contained in or made available by or through Working Advantage. The City of Berkeley does not exercise any editorial control over the information you may find at these locations. Please be aware that by clicking the link or otherwise engaging with Working Advantage, you may be agreeing or otherwise subjecting yourself to Working Advantage's Terms of Use, Terms of Sale, and/or Privacy Policy.

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



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

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

SCHEDULE A PHONE APPOINTMENT: [CALPERS457.TIMETAP.COM](https://calpers457.timetap.com)

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

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

How's your financial wellness stacking up?

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



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

SCHEDULE AN APPOINTMENT: [JOSEANAYA.EMPOWERMYTIME.COM](https://joseanaya.empowermytime.com)

OR EMAIL JOSE.ANAYA@EMPOWER.COM

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

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

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

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



2025 CITY CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

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

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

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

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



City of Berkeley 2025 Pay Schedule

Payroll #	Pay Period			Payday
1	12/22/24	THRU	01/04/25	1/9/2025 (Thu)
2	01/05/25	THRU	01/18/25	01/24/25
3	01/19/25	THRU	02/01/25	02/07/25
4	02/02/25	THRU	02/15/25	02/21/25
5	02/16/25	THRU	03/01/25	03/07/25
6	03/02/25	THRU	03/15/25	03/21/25
7	03/16/25	THRU	03/29/25	04/04/25
8	03/30/25	THRU	04/12/25	04/18/25
9	04/13/25	THRU	04/26/25	05/02/25
10	04/27/25	THRU	05/10/25	05/16/25
11	05/11/25	THRU	05/24/25	05/30/25
12	05/25/25	THRU	06/07/25	06/12/25
13	06/08/25	THRU	06/21/25	06/27/25
14	06/22/25	THRU	07/05/25	07/11/25
15	07/06/25	THRU	07/19/25	07/25/25
16	07/20/25	THRU	08/02/25	08/08/25
17	08/03/25	THRU	08/16/25	08/22/25
18	08/17/25	THRU	08/30/25	09/05/25
19	08/31/25	THRU	09/13/25	09/19/25
20	09/14/25	THRU	09/27/25	10/03/25
21	09/28/25	THRU	10/11/25	10/17/25
22	10/12/25	THRU	10/25/25	10/31/25
23	10/26/25	THRU	11/08/25	11/14/25
24	11/09/25	THRU	11/22/25	11/26/25
25	11/23/25	THRU	12/06/25	12/12/25
26	12/07/25	THRU	12/20/25	12/26/25

VTO days for the second half of the year have not yet been determined

When a payday falls on a VTO day or a holiday, checks are issued a day early