

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
September 9, 2024
7:00 p.m.

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

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MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment

ACTION ITEMS:

- IV. Approval of Meeting Minutes for August 5, 2024
- V. Recommendation to Revise Salary Range – Aquatics Specialist II
- VI. Recommendation to Revise Job Class Specification – Assistant to the City Attorney
- VII. Recommendation to Revise Job Class Specification – Community Services Officer
- VIII. Recommendation to Extend Temporary Appointment – Deputy Director of Health, Housing, and Community Services

INFORMATION ITEMS:

- IX. Presentation on Hiring Data – Discussion Only
- X. Report by Director of Human Resources – Discussion Only
- XI. Copy of Berkeley Matters – Discussion Only
- XII. 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
August 5, 2024
7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Director
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: Robert Dixon (Chair)
Darryl Bartlow
Maya Karpinski
Mary Kay Lacey
Jenny Wenk

Members Absent: Aviva Gilbert (Vice Chair)
Nic O'Loughlin

Staff Present: Aram Kouyoumdjian (Director of Human Resources)
Monica Walker (Human Resources Manager)
Benita Torres (Assistant Management Analyst)
Michael Durbin (Police Captain)

Public Attendance: Daniel Walker (SEIU MCU Union Representative)
Sherry Jackson (SEIU MCU Union Representative)
Renita Terry (SEIU MCU Union Representative)

III. Public Comments None

ACTION ITEMS:

IV. Approval of Minutes of Meeting on July 8, 2024

Action: MSC (Wenk, Bartlow) to approve the minutes of the meeting on July 8, 2024 and the minutes of meeting on July 10, 2024

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

V. Recommendation to Revise Job Class Specification – Community Services Officer

Action: Item withdrawn at Director's request

VI. Recommendation to Extend Temporary Positions

Action: MSC (Wenk, Karpinski) to approve recommendation to Extend Temporary Positions

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

VII. Adjournment 7:44 PM



Human Resources

PERSONNEL BOARD
September 9, 2024

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Recommendation to Revise Salary Ranges – Aquatics Specialist II

RECOMMENDATION

Revise the salary range of the Aquatics Specialist II classification, as outlined.

FISCAL IMPACT

The recommended salary increases result in a fiscal impact of approximately \$3,469 annually based on existing staff in the Aquatics Specialist II classification.

CURRENT SITUATION AND ITS EFFECTS

The Aquatics Specialist II range is being adjusted due to wage compaction between Aquatics Specialist I and Aquatics Specialist II.

BACKGROUND

The City of Berkeley’s Living Wage Ordinance (LWO) sets the minimum hourly wage at \$22.22 (rate effective July 1, 2024) for employees who receive no medical benefit. As a result of LWO each year, plus any cost-of-living increases applied, the rate for Aquatics Specialist I has increased at a higher percentage than Aquatics Specialist II, resulting in compaction between the two classifications. Steps 1 and 2 of Aquatics Specialist II are now identical to the wage of Aquatics Specialist I.

CURRENT					
	1	2	3	4	5
Aquatics Specialist I	23.5532	23.5532	23.5532	23.5532	23.5532
Aquatics Specialist II	23.5532	23.5532	22.9963	25.2670	27.4063
PROPOSED					
	1	2	3	4	5
Aquatics Specialist I	23.5532	23.5532	23.5532	23.5532	23.5532
Aquatics Specialist II	24.3501	25.0806	25.8331	26.6081	27.4063

RECOGNIZED EMPLOYEE ORGANIZATION

The classification of Aquatics Specialist II is not represented.

RATIONALE FOR RECOMMENDATION

The salary range for Aquatics Specialist II is being adjusted to address wage compaction between Aquatics Specialist I and Aquatics Specialist II.

ALTERNATIVE ACTIONS CONSIDERED

None.

Recommendation to Revise Salary – Aquatics Specialist II

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Salary Range – Aquatics Specialist II

Recommendation to Revise Salary – Aquatics Specialist II

City of Berkeley
Aquatics Specialist II (Non-Career Intermittent)

CLASS CODE
6009

SALARY

CURRENT					
	1	2	3	4	5
Aquatics Specialist II	23.5532	23.5532	22.9963	25.2670	27.4063
PROPOSED					
	1	2	3	4	5
Aquatics Specialist II	24.3501	25.0806	25.8331	26.6081	27.4063

ESTABLISHED DATE

October 29, 2021

REVISION DATE

~~December 27, 2023~~ October XX, 2024

Description

DEFINITION

Under general supervision, enforces rules and regulations pertaining to health and safety of patrons and visitors at City swim centers; provides life-saving support as required; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for supervising the conduct of swimmers at City swim centers to ensure their health and safety. Incumbents in this class are expected to lead and train assigned staff; provide teaching and instruction in swim skills to persons of all ages, and serve as lifeguard at assigned swimming facilities; certify swimming participant's completion of swim curriculum level, and if acting as a coach, plan and direct group practices and work with swimmers on an individual basis. This classification is distinguished from the next higher classification of Senior Aquatics Specialist in that the latter is responsible for daily pool maintenance check; provides the lead on in-service training for aquatics staff at assigned swim center, and takes on staff management in the absence of the Supervisor.

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.

1. Organizes and conducts aquatics classes and activities for various age groups; enforces aquatics facility rules and regulations;
2. Warns and disciplines swimmers who violate rules of the facility;
3. Maintains a constant vigil over patrons in assigned areas;
4. Effects rescues of persons in distress; gives first aid and resuscitation as necessary;

Recommendation to Revise Salary – Aquatics Specialist II

5. Performs maintenance and cleaning of pool and pool area, including checking pool chemistry, changing chlorine tank, and sweeping and general cleaning of change rooms;
6. Maintains swim instruction pass/fail records and pool check-off logs;
7. Prepares periodic reports as required; opens, closes and oversees the rental of the facility;
8. Officiates and assists at special aquatics events such as swim competitions;
9. Assists with registration, cashiering, and locker room duties;
10. Orients, directs and provides in-service training for subordinate and season staff; and
11. Performs related duties as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Techniques of swimming and life-saving;
2. Approved life-saving methods for water safety and rescue of swimmers;
3. Swimming instruction techniques and methods;
4. Basic first-aid principles and practices; and
5. Basic business arithmetic and recordkeeping methods.

Ability to:

1. Maintain order and discipline at an assigned swimming facility;
2. Direct and instruct others in work procedures;
3. Evaluate emergency situations and respond effectively and quickly;
4. Perform life-saving techniques, including cardio-pulmonary resuscitation;
5. Instruct children and adults in swimming techniques;
6. Perform routine pool maintenance and cleaning;
7. Prepare routine reports and pool-maintenance logs, and maintain facility records;
8. Establish and maintain effective working relationships with City staff and the public

Minimum Qualifications

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

Recommendation to Revise Salary – Aquatics Specialist II

A minimum of two (2) summer seasons working as a lifeguard or swim instructor.

OTHER REQUIREMENTS

Must possess a valid Water Safety Instruction Card which requires an American Red Cross Lifeguard Training Certificate, and successful completion of first aid and Cardio-Pulmonary Resuscitation (CPR) training.

If acting as a Coach or teaching a specific water sports activity, in addition to the qualifications outlined in the section above, must possess a valid USA Swimming Level 1 Certification or Specialized Aquatics Certificate.



Human Resources

PERSONNEL BOARD

September 9, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Job Class Specification – Assistant to the City Attorney

RECOMMENDATION

Revise the job class specification of Assistant to the City Attorney as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The minimum qualifications are being revised to broaden the experience sought by the City Attorney's Office to focus on the analytical experience in program development and administration, but to make the municipal government experience desirable, instead of required.

BACKGROUND

The current minimum qualifications include the equivalent of graduation from an accredited college or university with major course work in business administration, public administration, or related field and four years of increasingly responsible analytical experience in a municipal government environment that included the development and administration of programs.

The classification was established to address a need for functions surrounding policy expertise and strong writing skills that do not require legal expertise. The ideal candidate is a highly organized and analytical person with experience with program administration and development. This experience can be gained in many industries, including, but not limited to, government entities. The recommendation is to make government experience desirable, but not required, as part of the minimum qualifications.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification is not represented by a recognized employee organization.

RATIONALE FOR RECOMMENDATION

The minimum qualifications are being revised to focus on the experience sought and expand the candidate pool.

ALTERNATIVE ACTIONS CONSIDERED

None.

Recommendation to Revise Job Class Specification – Assistant to the City Attorney

CONTACT PERSON

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

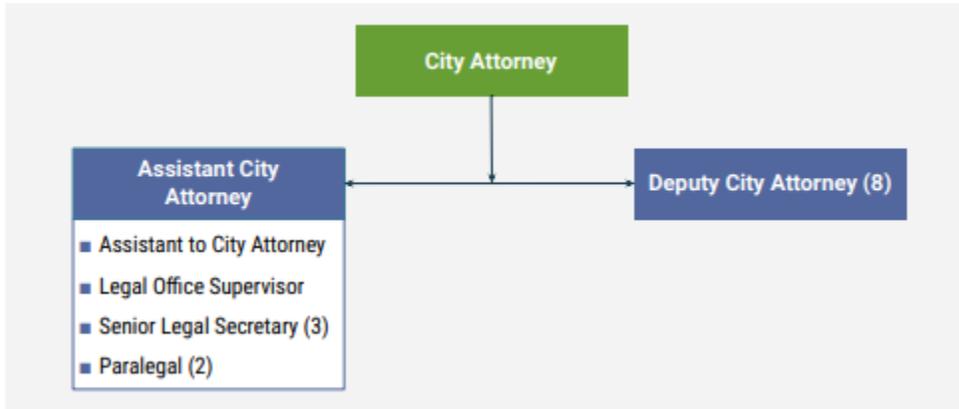
ATTACHMENTS

1. Organizational Chart – City Attorney's Office
2. Proposed Job Class Specification – Assistant to the City Attorney

Recommendation to Revise Job Class Specification – Assistant to the City Attorney

Attachment 1: Organizational Chart – City Attorney’s Office

Organizational Chart



Recommendation to Revise Job Class Specification – Assistant to the City Attorney

Attachment 2: Proposed Job Class Specification – Assistant to the City Attorney

City of Berkeley
Assistant to the City Attorney

CLASS CODE

9023

SALARY

\$71.01 - \$93.31 Hourly

\$5,680.62 - \$7,465.01 Biweekly

\$12,308.00 - \$16,174.18 Monthly

\$147,696.02 - \$194,090.21 Annually

ESTABLISHED DATE

October 11, 2022

REVISION DATE

~~June 06, 2023~~ September 9, 2024

Description

DEFINITION

Under direction, provides highly responsible and specialized administrative and analytical and support within the City Attorney's Office and performs related work as assigned.

CLASS CHARACTERISTICS

The Assistant to the City Attorney is a single-level classification within the City Attorney's Office. This class performs sensitive, complex, and difficult analytical work as a member of the City Attorney's staff, including providing analytical support on issues that have significant city or community implications. Incumbents have considerable latitude to exercise independent judgment, particularly when representing the City Attorney's Office in meetings with other agencies, boards, commissions, and community groups.

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.

1. Represents and supports the City Attorney's Office with employee and citizen group discussions, and meetings; monitors pending items and keeps the City Attorney informed about matters of importance; provides the City Attorney with accurate and timely information to support decision-making and policy direction;
2. Assists in the preparation, development, and administration of the department's operating budget;
3. Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to the operations of the City Attorney's Office;
4. Researches, evaluates, and prepares statistical, financial, and demographic data used in reports, studies, surveys, and analyses; analyzes and makes recommendations in the development and administration of an assigned program area;
5. Investigates, analyzes, develops, and prepares special studies or projects and corresponding documentation and technical reports;

Recommendation to Revise Job Class Specification – Assistant to the City Attorney

6. Negotiates and administers contracts; ensures compliance with department procedures, city policies, and pertinent laws, regulations and ordinances;
7. Assists in the development and analysis of departmental policies, procedures, and systems;
8. Receives, researches, and responds to questions from outside agencies, other city departments, and the general public;
9. Prepares and presents staff reports and presentations at various city councils, commissions, boards, and other governmental meetings; drafts City Council documents; serves on various committees and task forces;
10. Conducts research, administers special projects, and assures implementation of programs developed and initiated by the City Attorney;
11. Consults with the City Attorney and Deputy City Attorneys in solving administrative issues.
12. Represents the City Attorney's Office to outside agencies and organizations, participates in outside community and professional groups and committees, and provides technical assistance as necessary;
13. Builds and maintains positive working relationships with coworkers, other city employees, and the public using principles of good customer service;
14. Performs related work 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. Principles, practices, and techniques of project management;
2. Principles and practices of public administration, including principles of organization, budgeting, fiscal analysis, long-range financial planning, and the functions and activities of a municipal government;
3. Pertinent local, state, and federal rules, regulations, and laws;
4. Modern office procedures and computer equipment;
5. Principles and practices of organizational analysis and management;
6. Methods of complex research and technical report writing.

ABILITY TO:

1. Effectively represent the city in contacts with governmental agencies, community groups, and various business and professional organizations;
2. Conduct analytical, management, and operational studies, evaluating alternatives, and making sound, effective recommendations;
3. Gain cooperation through discussion and persuasion;
4. Interpret and apply city and department policies, procedures, rules, and regulations;
5. Evaluate programs and services from an operational and productivity standpoint;
6. Prepare clear, concise, and competent reports, correspondence, and other written materials;
7. Communicate clearly and concisely, both orally and in writing;
8. Establish and maintain 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 an accredited college or university with major course work in business administration, public administration, or related field and four (4) years of increasingly responsible analytical experience ~~in a municipal government environment~~ that included the development and administration of programs. Government experience desirable.

OTHER REQUIREMENTS:

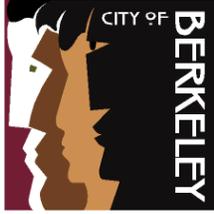
Specified positions may require possession of a valid California driver's license and a satisfactory driving record. Must be willing and able to attend evening meetings.

Recommendation to Revise Job Class Specification – Assistant to the City Attorney

Classification History

Established: 10/2022

Revised: 09/2024



Human Resources

PERSONNEL BOARD

September 9, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Job Class Specification – Community Service Officer

RECOMMENDATION

Revise the job class specification of Community Service Officer as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The minimum qualifications are being revised to align with industry standards and clarify the experience sought by the Police Department.

BACKGROUND

The current minimum qualifications include the equivalent of high school graduation and three years of progressively responsible work experience, such as in-person, telephone, and written contacts indicating effective communication and customer service skills. Desirable qualifications include previous volunteer or paid experience in law enforcement, emergency medical services, military service, probation, counseling or similar work requiring extensive public contact, and previous volunteer or paid experience in law enforcement support.

The current wording of the minimum qualifications may preclude applicants who possess valuable experience utilizing the different communication types (in-person, telephone, written), if the experience was not performed in a traditional “customer service” environment. By broadening the experience to include any job that utilizes these valuable skills, the applicant pool will increase in number and diversity of experience. In addition, the Police Department utilizes an extensive CSO training program, and rather than requiring three years of experience at the onset, by lowering it to one year of experience, the City is also able to offer this opportunity to more candidates, who will then benefit from the Police Department’s training program.

The recommendation is to revise the minimum qualifications to include graduation from high school (or equivalent); two years of progressive responsible work experience, involving public contact and utilizing in-person, telephone, and/or written communication skills; and desirable previous volunteer or paid experience in law enforcement, emergency medical services, military service, probation, counseling or similar work requiring extensive public contact.

Recommendation to Revise Job Class Specification – Community Service Officer

RECOGNIZED EMPLOYEE ORGANIZATION

This classification has undergone the negotiation process with Service Employees International Union Local 1021 – Maintenance and Clerical Chapters.

RATIONALE FOR RECOMMENDATION

The minimum qualifications are being revised to align with industry standards, clarify the experience sought by the Police Department, and expand the candidate pool.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Community Service Officer

Recommendation to Revise Job Class Specification – Community Service Officer

**City of Berkeley
Community Service Officer**

CLASS CODE
7002

ESTABLISHED DATE
October 06, 2008

REVISION DATE
~~October 06, 2008~~ September 9, 2024

SALARY
\$38.46 - \$44.80 Hourly
\$3,076.60 - \$3,583.83 Biweekly
\$6,665.97 - \$7,764.97 Monthly
\$79,991.60 - \$93,179.63 Annually

Description
DEFINITION

Under supervision, performs a wide range of field and office support duties in the patrol and support services divisions within the Police Department. Incumbents may be assigned to field services, jail facilities, property control, community services, crime scene, or traffic control. Performs related work as assigned.

CLASS CHARACTERISTICS

This is a specialized non-sworn classification, performing a wide variety of technical support duties in the Police Department. Assignments are performed in support of various divisions and bureaus and are subject to rotation. This class is distinguished from Community Service Officer Supervisor, which is a supervisory class responsible for directing a group of employees on an assigned shift. It is further distinguished from Police Officers who perform a variety of duties involving the protection of life and property and routinely responds to hazardous police emergency calls. The Community Service Officer has no powers of arrest."

Example 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. Processes prisoners through the City jail, including advising of procedures and telephone rights, searching prisoners for weapons, drugs or other hazards and contraband, inventorying and releasing property, interviewing and assigning detention areas to prisoners for medical, psychiatric and other conditions, and releasing prisoners;
2. Assists Police Officers in routine investigations and responds to and investigates non-injury traffic collisions;
3. Prepares and distributes meals, dispenses medications, monitors prisoner safety and well being, and screens and refers requests for medical attention;
4. Prepares a variety of routine reports, which may involve burglary, theft, stolen vehicles, casualty, or missing persons and may be assigned follow up responsibility on these and similar investigations;

Recommendation to Revise Job Class Specification – Community Service Officer

5. Performs traffic control and non-violent crowd control;
6. Enforces sections of the Berkeley Municipal Code, other enforcement codes; and assists other City Departments in various codes enforcement;
7. Transports victims, witnesses, and equipment;
8. Responds to and processes found property calls;
9. Signs off on vehicle mechanical violations;
10. Operates computer systems and accesses data bases such as the California Law Enforcement Telecommunication System (CLETS) to enter, search, confirm and retrieve a wide variety of information related to local, state and national criminal activity and investigations using established codes and screens, determines alternative approaches to locating information such as use of aliases and other name variations;
11. Locates and interviews witnesses and non-custodial suspects and assists officers in recording and reviewing statements made by victims, witnesses, and suspects;
12. Assists officers or jail staff with booking prisoners, fingerprinting, and related tasks;
13. Collects identifies, preserves, examines and processes crime scene evidence, prepares reports, assists in criminal investigations, and provides support services in the form of specialized and technical crime scene processing, fingerprint identification, forensic photography, and documentation;
14. Assists detectives on routine follow-up investigations, or Youth Services with youth related cases or diversion programs;
15. Completes effective presentations to community groups, provides crime prevention information, helps with community events and related duties;
16. May be assigned on a part time basis to recruit, train and coordinate the assignments for citizen volunteers;
17. Assists in conducting various surveys and studies by compiling and reporting data
18. Testifies in court or at hearings on case records and investigative activities and in court proceedings regarding collection and preservation of evidence;
19. May carry self-defense propellants and a baton for self-defense purposes;
20. Administers first aid as necessary; and
21. 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. General principles and practices used to establish effective police/community relations and Community Involved Policing philosophy;

Recommendation to Revise Job Class Specification – Community Service Officer

2. Principles, practices, and procedures of basic law enforcement operations, activities, and terminology;
3. Procedures and techniques of evidence collection and processing, including maintenance of chain evidence;
4. Procedures and methods of property preservation and storage, including inventory systems;
5. Use and basic capabilities of computerized record and information systems;
6. Safe work methods and safety regulations pertaining to the work; and
7. General office practices, including filing and operation of common office equipment.

Skill in and Ability to:

1. Establish and maintain positive working relationships with other City employees, community and neighborhood groups, and all members of the public; maintain a professional, courteous demeanor under adverse, difficult, and confrontational situations;
2. Interview prisoners, witnesses and victims to obtain information, often under hostile or emotionally charged situations;
3. Collect and process crime scene evidence;
4. Operate computer terminal keyboards to enter and query information; and
5. Prepare, maintain, file and index a variety of reports, records and other written materials;
6. Prepare clear and concise reports, records, and other written materials;
7. Observe and accurately recall places, names, descriptive characteristics, and pertinent facts and details;
8. Operate various police related equipment such as a radio, mobile digital terminal, cameras and computer;
9. Effectively communicate and work with those contacted in the course of work including diverse people of all socio-economic backgrounds regardless of ethnicity and sexual orientation;
10. Make presentations to small groups;
11. Understand and follow both oral and written instructions;
12. Read and understand various types of maps; and
13. Properly use self-defense propellants and a baton."

Minimum Qualifications

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

Equivalent to graduation from high school and ~~three (3)~~ two years of progressively responsible work experience, ~~involving public contact and utilizing such as~~ in-person, telephone, and/or written ~~contacts~~ indicating effective communication ~~and customer service~~ skills. Previous volunteer or paid experience in

Recommendation to Revise Job Class Specification – Community Service Officer

law enforcement, emergency medical services, military service, probation, counseling, or similar work requiring extensive public contact is ~~highly~~ desirable.

~~Previous volunteer or paid experience in a law enforcement support is desirable.~~

OTHER REQUIREMENTS

Must successfully complete a psychiatric evaluation and a Police Department background investigation and medical evaluation. Must possess a valid California driver's license and have a satisfactory driving record. Must be willing to work evening, graveyard, weekend, and holiday shifts for the 24 hour/day operational schedule. Must be able to obtain required Police Officer Standards and Training (POST) certification such as the Community Service Officer Academy, Jail Correction Course, which are conducted or recognized by the Berkeley Police Department and accept and apply the principles learned in training. Must be physically able to perform the work including lifting heavy objects and controlling violent individuals, and possess the knowledge, skills and abilities for the successful completion of duties assigned to the position."

Classification History

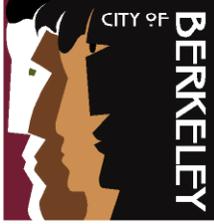
Established: 01/1995

Revised: 07/2002 (code changed from 9017)

Revised: 10/2003 (to include former PSA duties)

Changed class code from 82330: Jun 2014

Revised: 09/2024 (minimum qualifications revised: two years (revised from three years) of experience and removal of customer service specific duties)



Human Resources

PERSONNEL BOARD

September 9, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Extend Temporary Appointment – Deputy Director of Health, Housing, and Community Services

BACKGROUND

The City of Berkeley Human Resources Department and Health, Housing, and Community Services Department request a six-month extension of the temporary appointment of Tanya Bustamante as Deputy Director of Health, Housing, and Community Services (HHCS).

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...”

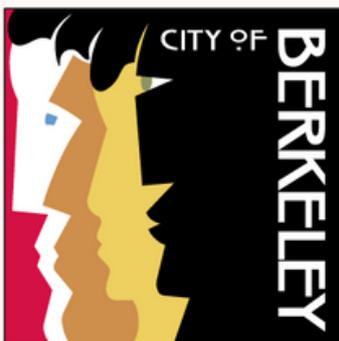
The Health, Housing, and Community Services Department wishes to extend the temporary appointment of Tanya Bustamante as Deputy Director of Health, Housing, and Community Services (HHCS) while the recruitment to fill the career position is underway. The original temporary appointment began on March 3, 2024, and the six-month extension will end on March 3, 2025, or upon the new career appointment.

RECOMMENDATION

The Personnel Board is requested to approve the additional six-month extension of Tanya Bustamante as Deputy Director of Health, Housing, and Community Services (HHCS) through March 3, 2025, or upon the new career appointment, to allow for the recruitment of the career position.

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](#)

Webinar: *De-escalation Techniques*

Wednesday, **August 28th**

12:00pm - 1:00pm

See [page 7](#) for details



SCAN TO
REGISTER

Save the Date!

All-Staff Appreciation Event

Thursday, **September 19th**

11:00am - 2:30pm | Cedar Rose Park

See [page 8](#) for details



HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

HR@berkeleyca.gov
510-981-6800

ADMINISTRATION

Aram Kouyoumdjian, HR Director

Monica Walker, HR Manager
Ext. 6818 | MWalker@berkeleyca.gov

Chaka Young, Employee Relations Manager
Ext. 6821 | CYoung@berkeleyca.gov

Benita Torres, Admin Support
Ext. 6809 | BTorres@berkeleyca.gov

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BENEFITS

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Training@berkeleyca.gov

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EEO@berkeleyca.gov

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Ext. 6811 | THopson-Dudley@berkeleyca.gov

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Ext. 6818 | CAyers@berkeleyca.gov

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RECRUITMENT, EXAMS AND SELECTION

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Rio Tess Musni
Ext. 6805 | RMusni@berkeleyca.gov

Anna Gooler
Ext. 6820 | AGooler@berkeleyca.gov

Michelle Yoo
Ext. 6802 | MYoo@berkeleyca.gov

Tiana Dickson
Ext. 6814 | TDickson@berkeleyca.gov

SAFETY, ERGONOMICS, CAL/OSHA

Kevin Walker
Ext. 6825 | KWalker@berkeleyca.gov

Venus Thomas
Ext. 6819 | VThomas@berkeleyca.gov

TRANSACTIONS

Velma Wallace
Ext. 6808 | VWallace@berkeleyca.gov

Feuy Saephan
Ext. 6822 | FSaephan@berkeleyca.gov

Kannalin Chailertchom
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Natini Phosy
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WORKERS' COMP, ADA, LEAVES

HRWorkersComp@berkeleyca.gov
HRLeaveRequest@berkeleyca.gov

Cari McDonald
Ext. 6816 | CMcDonald@berkeleyca.gov

Laura Zurita
Ext. 6812 | LZurita@berkeleyca.gov

To view and apply for open competitive recruitments: [CLICK HERE](#)

For promotional recruitments: [CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$35.11 - \$38.25	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Promotional	\$40.67 - \$44.34	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	Promotional	\$41.04 - \$49.42	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$40.02 - \$48.18	Continuous	Continuous
Assistant Aquatics Coordinator	Promotion	Competitive	\$34.07 - \$39.62	July 1, 2024	September 2, 2024
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$53.01 - \$63.86	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Associate Transportation Engineer	Vacancy	Competitive	\$61.03 - \$73.75	March 18, 2024	Open Until Filled
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Communications Supervisor	Vacancy	Competitive	\$62.89 - \$66.60	July 15, 2024	August 26, 2024
Community Development Project Coordinator	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Community Service Officer	Vacancy	Competitive	\$38.46 - \$44.80	Continuous	Continuous
Customer Service Specialist III	Vacancy	Promotional	\$40.67 - \$44.34	Continuous	Continuous
NEW Deputy Director of HHCS	Vacancy	Competitive	\$77.15 - \$103.22	August 26, 2024	September 16, 2024
Environmental Health Supervisor	Vacancy	Competitive	\$53.38 - \$62.03	July 22, 2024	September 2, 2024
Field Representative	Vacancy	Competitive	\$36.58 - \$39.77	August 19, 2024	September 9, 2024
Health Officer (Certified)	Vacancy	Competitive	\$139.77 - \$158.78	August 9, 2024	September 6, 2024
Housing Development Specialist (Community Development Project Coordinator)	Promotion	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	Competitive	\$46.55 - \$55.23	Continuous	Continuous
Information Technology Project Manager (Senior Systems Analyst)	Vacancy	Competitive	\$58.55 - \$71.33	August 5, 2024	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Librarian I	Vacancy	Competitive	\$38.33 - \$45.96	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$36.34 - \$38.53	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
Mental Health Nurse	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	Competitive	\$58.62 - \$65.00	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$39.93 - \$43.60	Continuous	Continuous
Police Officer Lateral	Vacancy	Competitive	\$55.98 - \$69.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$46.23	Continuous	Continuous
Psychiatrist	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Competitive	\$35.49 - \$38.78	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$49.23 - \$53.43	Continuous	Continuous
Registered Environmental Health Specialist	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
Registered Nurse	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
Revenue Development Specialist I/II	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
Revenue Development Supervisor	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
Senior Housing Inspector (Certified)	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Planner	Promotion	Competitive	\$54.77 - \$65.25	Continuous	Continuous
Senior Public Health Nurse	Vacancy	Competitive	\$59.02 - \$68.86	Continuous	Continuous
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Supervising Librarian	Vacancy	Competitive	\$50.25 - \$60.54	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous
Supervising Transportation Engineer	Promotion	Competitive	\$69.70 - \$85.10	July 8, 2024	Open Until Filled
NEW Vector Control Technician	Vacancy	Competitive	\$34.82 - \$37.14	August 26, 2024	September 16, 2024

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.

Please email the department contact within **one week** of the job posting if you meet one of the above criteria.

To have your name placed on the transfer list: [CLICK HERE](#)

Career vacancies

Classification	Reason	Department	Contact
Administrative Assistant (Req#2024-02304)	Vacancy	Fire	Jonathan Fischer JFischer@berkeleyca.gov
Assistant Civil Engineer (Req#2024-02327)	Vacancy	PRW	Evelyn Chan EChan@berkeleyca.gov
Assistant Planner (Req#2023-01492)	Promotion	Public Works - Transportation	Eric Anderson EAnderson@berkeleyca.gov
Assistant Planner (Req#2024-02244)	Vacancy	Planning - Land Use Policy	Alisa Shen AShen@berkeleyca.gov
Associate Management Analyst (Req#2024-02241)	Promotion	HHCS	Adam Ezell AEzell@berkeleyca.gov
Library Aide (Req#2024-02316)	Vacancy	Library - Circulation	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Office Specialist II (Req#2024-02303)	Promotion	Planning - Permit Center	Chandra Vogt CVogt@berkeleyca.gov
Office Specialist III (Req#2024-02322)	Vacancy	Planning - Building and Safety	Christina Franco CFranco@berkeleyca.gov

Temporary vacancies with an eligible list

Classification	Reason	Department	Contact	Duration
Aquatics Specialist I (Req#2024-02293)	Vacancy	PRW	Sunshine Reece SReece@berkeleyca.gov	Until May 2025
Intern (Req#2024-02297)	Vacancy	HHCS	Patricia Zialcita PZialcita@berkeleyca.gov	Until June 2025
Health Services Supervisor (Req#2024-02287)	Vacancy	HHCS - Public Health	Oanh Guise OGuise@berkeleyca.gov	NTE 6 months
Senior Service Aide (Req#2024-02315)	Vacancy	HHCS - Aging Services	Darlene Bronson DBronson@berkeleyca.gov	NTE 6 months

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

UPCOMING CLASSES

All classes take place from 9am to 12pm.

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

Topic	Date	Location
Microsoft Excel Level 2	Day 1: September 12, 2024	Zoom
	Day 2: September 19, 2024	
OneNote Best Tips	September 26, 2024	Zoom
ERMA A: Excel for ERMA Users	October 3, 2024	Zoom
Working With Word More Efficiently	October 10, 2024	Zoom

WELLNESS WEBINARS

Both Kaiser and Sutter Health offer a variety of classes, webinars, and other resources to help you advance in your wellness journey. Register online using the link provided.

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Mini Moves - Snack Size Fitness for Busy Lives <i>Kaiser Permanente</i>	August 26, 2024 12pm - 1pm	Online
Healthy Habits Strategies Group August Topic: Habit Stacking <i>Sutter Health</i>	August 28, 2024 5pm - 6pm	Zoom
Manifest Your Healthy Self: Create Your Health Vision <i>Sutter Health</i>	September 21, 2024 9am - 12pm	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



2024 EMPLOYEE ENRICHMENT WEBINARS



DE-ESCALATION TECHNIQUES

Wednesday, August 28th
12:00pm - 1:00pm

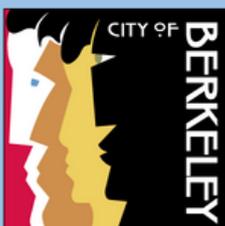


Most people will encounter conflict at some point in the course of their job. But what's the best way to handle it?



Join Josie Stijepovic of Sedgwick to learn strategies for de-escalation that can be applied to a variety of situations.

[CLICK OR SCAN
TO REGISTER FOR
THE WEBINAR](#)



Coming in September:
*Interview Skills to Advance
Your Career*

Save the Date!

CITY OF BERKELEY

All-Staff Appreciation

FEATURING

DJ Carlos

Everett and Jones BBQ

California Rose Catering

Taqueria Talavera

and more!

Shuttle
Service
Available

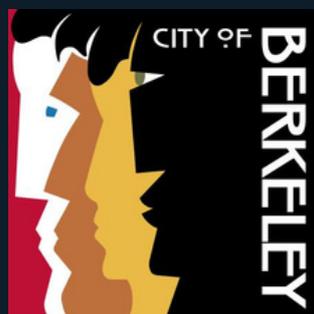
Games
&
Activities

September 19, 2024 🎵

11:00AM - 2:30PM

AT CEDAR ROSE PARK

1300 Rose Street, Berkeley





Promotions		
Name	Classification	Department
George Domingo	Auditor II	City Auditor's Office
Jante Jones	Customer Service Specialist III	Finance

Retirements		
Name	Classification	Department
Sandra Lewis	Accounting Technician	Finance
Rush Jackson	Police Officer	Police
Sean Ross	Police Sergeant	Police

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!



Working Advantage's Savings Marketplace

Scan this QR code to visit Working Advantage's Savings Marketplace to find more offers



Can't Miss August Offers

Save on last-minute summer vacations, get a head start on back-to-school shopping, and enjoy top deals for National Wellness Month.

Featured Offers

👉 Explore these and hundreds of other offers at <https://cobsavings.savings.workingadvantage.com>



Discount Hotel Reservations
Enjoy exclusive savings up to 60% off hotel rates



Discount Flight Reservations
Save up to 20% on flights



Walt Disney World Resort
Mickey's Very Merry Christmas Party - Special Event Tickets are on Sale Now!



Creative Kids Learning Centers
Save 10% on early education and child care



AllCampus
Get up to 15% off degree and certificate programs



BetterHelp
Get 50% off your first month of online therapy

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

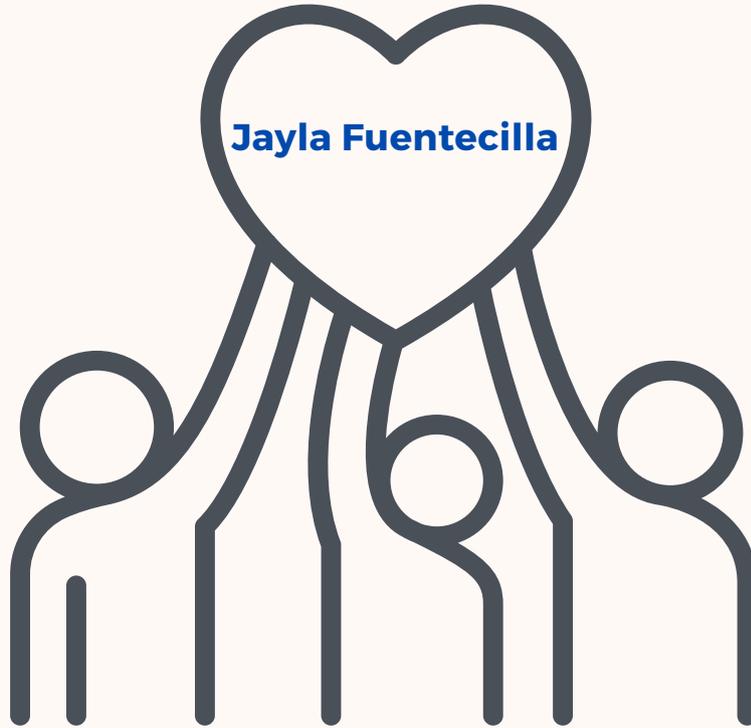
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- 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.

The following staff are dealing with serious medical conditions and have exhausted all of their available leave. Any donations of leave would be greatly appreciated.



If you would like to donate leave, please check your [MOU](#) for allowable donations and complete the Leave Transfer Form:

[CLICK HERE](#)



2024 CITY CALENDAR

JANUARY						
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			

FEBRUARY						
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		

MARCH						
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						

APRIL						
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				

MAY						
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	

JUNE						
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						

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	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		

NOVEMBER						
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

DECEMBER						
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				

CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan 1 New Year's Day
 Jan 15 Martin Luther King Jr.'s Birthday
 Feb 12 Lincoln's Birthday
 Feb 19 Washington's Birthday
 May 19 Malcolm X's Birthday - Obs 5/20
 May 27 Memorial Day

Jun 19 Juneteenth - Obs 6/21
 Jul 4 Independence Day
 Sept 2 Labor Day
 Oct 14 Indigenous Peoples' Day
 Nov 11 Veterans Day
 Nov 28-29 Thanksgiving Day/Day After

Dec 25 Christmas Day

- Pay Day
- Observed Holidays
- Observed VTO Days
- New Employee Orientation



City of Berkeley 2024 Pay Schedule

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

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 will be issued a day early