

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD

***** NEW LOCATION *****

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

DATE: November 6, 2023 TIME: 7:00 P.M.

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

THIS MEETING IS BEING HELD IN A WHEELCHAIR ACCESSIBLE LOCATION. TO REQUEST A DISABILITY-RELATED ACCOMMODATION(S) TO PARTICIPATE IN THE MEETING, INCLUDING AUXILIARY AIDS OR SERVICES, PLEASE CONTACT THE DISABILITY SERVICES SPECIALIST AT 981-6418 (V) OR 981-6347 (TDD) AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING DATE. PLEASE REFRAIN FROM WEARING SCENTED PRODUCTS TO THIS MEETING. To submit an e-mail comment during the meeting to be read aloud during public comment, email jelewis@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. Call to Order
- II. Roll Call
- III. Public Comment

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on October 2, 2023
- V. Request to Establish Classification and Salary Range – Community Preparedness Educator
- VI. Recommendation to Amend Job Class Specification – Audit Manager
- VII. Recommendation to Amend Parking Meter Supervisor and Traffic Maintenance Supervisor
- VIII. Recommendation to Amend Job Class Specifications – Assistant Human Resources Analyst and Associate Human Resources Analyst

INFORMATION ITEMS:

- IX. Director's Report – Updates from HR Director – Discussion Only
- X. Copy of Berkeley Matters – Discussion Only
- XI. Adjournment

If you are unable to attend a meeting please call 510-981-6812

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CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
***** NEW LOCATION *****
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
DATE: October 2, 2023 TIME: 7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: akouyoumdjian@cityofberkeley.info

MEETING MINUTES

- I. Call to Order 7:04 pm
- II. Roll Call
- Members Present: Robert Dixon (Chair), Aviva Gilbert (Vice Chair), Darryl Bartlow, Maya Karpinski, Mary Kay Lacey, Jenny Wenk
- Members Absent: Nic O'Loughlin
- Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources)
- Public Attendance: None
- III. Public Comments

Cordell Hindler: For next month's agenda, the Personnel Board should direct staff to work with a consultant to set a date to a retreat for 2024 to go over the expectations. Also, I am in full support of items V and VI on the Agenda.

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on September 11, 2023
- Action:** MSC: (Wenk/Bartlow) to approve the minutes of the meeting on September 11, 2023.
- Vote:** Ayes: Bartlow, Dixon, Gilbert, Karpinski, Lacey, Wenk
Noes: None
Abstains: None
Absent: O'Loughlin
- V. Recommendation to Request for Extension of Temporary Appointment in the Health, Housing, and Community Services Department (Community Service Specialist III Joshua Oehler and Assistant Management Analyst Marilou Orense)
- Action:** MSC: (Wenk/Gilbert) to approve the Request for Extension of Temporary

Appointment in the Health, Housing, and Community Services Department (Community Service Specialist III Joshua Oehler and Assistant Management Analyst Marilou Orense)

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

VI. Recommendation to Revise Job Class Specification - Deputy Police Chief

Action: MSC: (Wenk/Gilbert) to approve the request to Revise Job Class Specification - Deputy Police Chief

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

INFORMATION ITEMS:

Commissioner O'Loughlin joined the meeting at 7:40 pm.

VII. Director's Report – Updates from HR Director – Discussion Only

VIII. Copy of Berkeley Matters – Discussion Only

IX. Adjournment 7:46 pm



Human Resources

PERSONNEL BOARD
November 6, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Salary Range – Community Preparedness Educator

RECOMMENDATION

Establish unrepresented job class specification and salary range of Community Preparedness Educator as outlined, with an hourly range of \$31.5568 - \$38.7241 and an annual salary range of \$65,638.0643 - \$80,546.0381.

FISCAL IMPACT

When staffed as a full-time career classification, the proposed salary range of \$65,638.0643 - \$80,546.0381 will have a fiscal impact of approximately \$114,564.6775 - \$140,585.0549 annually per position, which includes full benefits.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley Fire Department, Office of Emergency Services Division (Fire-OES), coordinates training to the community on disaster preparedness topics. As part of this work, Fire-OES administers the Community Emergency Response Team (CERT) Program, which provides education in disaster preparedness and training in basic emergency skills for City residents. Community members who undergo the CERT program take courses in disaster preparedness, fire safety, disaster medical operations, light search and rescue operations, CERT organization, and continuing education. In turn, community members learn how to help their communities in a disaster and can serve as community volunteer responders for emergencies in Berkeley, and also serve as trainers and subject matter experts.

Currently, Fire-OES staff works with sworn fire personnel and part-time civilian CERT Instructors to deliver trainings focused on the CERT model, which uses a federally-defined curriculum to train civilians to serve as emergency responders in the aftermath of catastrophic earthquakes. However, this intensive framework requires 24 hours of courses and hands-on instruction, plus ongoing practice, effectively shutting out community members without the time or inclination to participate in such a rigorous structure. That means that the CERT model does not effectively engage the whole community, such as working families, people isolated in their homes, and students. The Fire Department recognizes this challenge and is working to develop course content and delivery strategies to meet the Berkeley community's disaster readiness needs in different formats.

Additionally, the CERT curriculum and educators currently specialize in earthquake response; however, as additional natural hazards become more pervasive and frequent due to climate change and other factors (for example, flood, extreme heat, and poor air quality), the Fire Department is also expanding

Establish Job Class Specification and Salary Range – Community Preparedness Educator

disaster preparedness education to offer innovative personal and household preparedness content. These topics do not require CERT curriculum expertise to deliver. The creation of the Community Preparedness Educator job class specification will enable Fire-OES to engage a broader cadre of disaster readiness experts in order to broaden community disaster preparedness education offerings. Community Preparedness Educators will be able to deliver expanded course content in new formats to engage and prepare a larger portion of the Berkeley community.

BACKGROUND

The newly created job classification includes the knowledge, skills, and abilities that represent the current industry standards in community preparedness education, and mirrors duties performed in surrounding municipalities. The midpoint of the proposed range reflects the current CERT Educator hourly wage.

Step 1	Step 2	Step 3	Step 4	Step 5
\$ 31.5568	\$ 33.2135	\$ 34.9572	\$ 36.7925	\$ 38.7241

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Community Preparedness Educator job classification will deliver content related to natural hazards exacerbated by climate change.

RATIONALE FOR RECOMMENDATION

This job class specification is being created to expand disaster preparedness education and deliver expanded course content outside of the CERT curriculum and structure to enhance engagement in the Berkeley community.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification and Salary Range – Community Preparedness Educator



Community Preparedness Educator

Class Code:
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY

Established Date: November XX, 2023

SALARY RANGE

\$31,556.8 - \$38,724.1 Hourly
\$2,524.5409 - \$3,097.9245 Biweekly
\$5,469.8387 - \$6,712.1698 Monthly
\$65,638.0643 - \$80,546.0381 Annually

DESCRIPTION:

DEFINITION

Under general direction of a Division Manager in the Fire Department, or their designee, the Community Preparedness Educator supports City of Berkeley Fire Department community education efforts. The position delivers and may develop and update disaster preparedness, emergency medical service, or fire safety training and education to members of the public; represents the Department at community events; tracks and reports on community engagement efforts; assists in maintaining tools and materials for use in instruction; and performs other work related to community emergency preparedness and other related duties as required.

This role requires a strong commitment to community engagement, effective communication skills, ability to work collaboratively with a diverse population, and the ability to provide effective instruction to individuals and groups on how to effectively prepare for and respond to various emergencies.

CLASS CHARACTERISTICS

This single position journey-level class provides emergency and disaster preparedness training, education, and support under a Division of the Fire Department, including but not limited to the Office of Emergency Services, Emergency Medical Services Division and the Wildland-Urban Interface (WUI) Division.

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. Coordinates and teaches community and personal disaster preparedness classes. Training may include but are not limited to courses on disaster preparedness, the standardized Community Emergency Response Team (CERT) curriculum, structural and Wildland Urban Interface (WUI)

Establish Job Class Specification and Salary Range – Community Preparedness Educator

fire safety and vegetation mitigation, burn prevention, emergency medical response training including Cardio Pulmonary Resuscitation (CPR), first aid, and community organizing. The Community Preparedness Educator may focus on one or several of these topics.

2. Presents to community audiences and fosters a strong rapport with participants, encourages active participation and interaction during training sessions. Presentations may include hands-on activities.
3. Responds in a timely manner to requests from community members or other groups regarding outreach programs and training.
4. Gathers feedback from participants. Assists with tailoring training content to target audiences, ensuring relevance, accessibility, and relatability. Maintains accurate records of training sessions, attendance, and participant feedback.
5. Assists with developing public facing curricula, schedules, and training/drill programs. This work may be coordinated between various Divisions within the Fire Department and other City Departments and stakeholders.
6. Assists with community meetings and/or events, including drills, fairs, and other gatherings.
7. Assists with developing and maintaining working partnerships with government, business, non-profit, and community members by offering training and conducting community outreach.
8. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and current trends in one or more areas: disaster preparedness, the standardized Community Emergency Response Team (CERT) curriculum, structural and Wildland Urban Interface (WUI) fire safety and vegetation mitigation, burn prevention, emergency medical response training including Cardio Pulmonary Resuscitation (CPR) and first aid, community organizing.
2. Excellent communication skills, including public speaking, interpersonal communication, and written communication.
3. Adult learning methodologies, and interactive training techniques.
4. Teaching tools and technologies, both online and offline, to enhance the learning experience;
5. Principles of training, community education and organizing.
6. Principles of effective written and verbal communication.

Ability to:

1. Adapt training content to different age groups, cultural backgrounds, and educational levels.
2. Convey complex information in an easy-to-understand manner.
3. Develop and maintain excellent working relationships with a diverse variety of stakeholders.
4. Work independently and as part of a team, to take direction from leadership and collaborate with other educators and emergency response professionals.
5. Manage multiple projects and tasks simultaneously.
6. Express oneself clearly and concisely, both orally and in writing.
7. Develop public education materials utilizing digital tools such as Publisher, PowerPoint, Google Slides, Adobe, Photoshop, Canva and/or other content editing programs.

Skill in:

1. Public speaking and community outreach activities.

Establish Job Class Specification and Salary Range – Community Preparedness Educator

2. Facilitating meetings with community members.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school. Two (2) years of experience in emergency services, public health, education, community organizing or related field is desirable. Associate's degree in fire science, emergency management, public policy, public administration, or related field is desirable.

OTHER REQUIREMENTS

Must be available to work evening, night, and weekend shifts. Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Classification Code	XXXX
Classification Established	November XX, 2023
FLSA Status	Exempt
Admin Leave / Overtime	Admin Leave
Representation Unit	Unrepresented
Probationary Period	One Year
Workers' Comp Code	8810



Human Resources

PERSONNEL BOARD
November 6, 2023

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Amend Job Class Specification – Audit Manager

RECOMMENDATION

Amend unrepresented job class specification of Audit Manager as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The Audit Manager classification currently directs the City's Performance Audit Program and/or Whistleblower Program, and provides supervision to assigned professional, technical, and office support staff. Approximately two years ago, the City transitioned to a new Enterprise Management System, Tyler Munis (ERMA), which introduced a new level of complexity to payroll auditing and payroll processes. The Auditor's Office is in the process of creating a new Payroll Audit Compliance Program and has the need for a high-level manager to oversee the auditing of various system analyses and compliance with City policy and procedures, as well as state and federal laws.

BACKGROUND

The newly created job classification includes the knowledge, skills, and abilities that represent the additional responsibilities of the new Payroll Compliance Program.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

RATIONALE FOR RECOMMENDATION

This job class specification is being amended

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Audit Manager



CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: May 1, 2023

Audit Manager

Class Code:
1022

Bargaining Unit: Unrepresented Classifications

SALARY RANGE

\$60.67 - \$79.43 Hourly
\$4,853.62 - \$6,354.12 Biweekly
\$10,516.17 - \$13,767.26 Monthly
\$126,194.01 - \$165,207.12 Annually

DESCRIPTION:

DEFINITION

Under the direction of the elected City Auditor [or Deputy City Auditor](#), directs the City's Performance Audit Program, ~~and/or~~ Whistleblower Program, ~~and/or~~ [Payroll Compliance Program](#), and provides supervision to assigned professional, technical, and office support staff. May conduct the most complex and difficult financial, compliance, and performance audits of City departments and outside entities with contractual agreements with the City. Acts in the absence of the City Auditor [and/or Deputy City Auditor](#); performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is a division head responsible for the operation and management of the Performance Audit, ~~and/or~~ Whistleblower Program Divisions, ~~or~~ [Payroll Compliance Program in the Payroll Audit Division](#). This is the advanced, supervisory level in the professional auditing series. The incumbent provides supervisory direction for audits and investigations and as appropriate, selects, plans and performs highly specialized, complex, and difficult audits. The Audit Manager has frequent interaction with department directors, Council, commissions, and residents. The work requires a high level of technical knowledge, excellent oral and written communication skills, and the exercise of independent judgment. This classification is distinguished from the City Auditor in that the latter is an elected position, and as the department head, has overall management responsibility for the City Auditor Department. [Positions assigned to Payroll Audit are distinguished from the Deputy City Auditor in that the Deputy manages overall operations for the Payroll Audit Division.](#)

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.

Duties in Performance Audit or Whistleblower Programs:

1. Plans, directs, organizes, assigns, reviews, evaluates, and directs the work of assigned professional, technical, and office support staff; provides training as necessary;
2. Examine allegations of fraud, waste, and abuse that may involve misconduct or be criminal in nature; plan appropriate investigative strategies and approaches to determine if the allegations are valid; maintain case files; coordinate with law enforcement officials and other officials as appropriate during the course of investigations.
3. Develops, prepares, and implements the annual audit plan, audit work programs, the section budget, and auditing policies and procedures;
4. Reviews and approves preliminary and final audit programs; writes, reviews, edits and finalizes reports to Council and the public;
5. Reviews and discusses audit findings and recommendations with appropriate City department staff and contractors;
6. Maintains an audit follow-up system to ensure that corrections for audit recommendations are timely and adequately implemented;
7. Conducts complex and difficult financial, compliance, and performance audits;
8. Responds to questions from City departments, Council, commissions and various committees and groups; attends various meetings as assigned;
9. Maintains knowledge of current principles and practices and monitors developments in auditing and audit standards including but not limited to the General Accountability Office's (GAO) Government Auditing Standards;
10. Develops and implements continuing professional development and continuous improvement plans for assigned staff; and
11. Performs related duties as assigned.

Duties in Payroll Compliance Program:

1. Oversees the Payroll Compliance Program in the Payroll Audit Division;
2. Manages all aspects of payroll processing such as timely payments, approval of pay adjustments, and processing of garnishments and employees' deductions;
3. Assists internal departments related to the payroll system set up;
4. Coordinates with internal departments regarding complex payroll issues and solutions;

5. Responds to questions from City departments, Council, commissions and various committees and groups; attends various meetings as assigned;
6. Assists the Deputy City Auditor with planning short-term and long-term strategies to achieve improvements and efficiencies in payroll processing and compliance;
7. Develops and implements continuing professional development and continuous improvement plans for assigned staff; and
8. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Class Characteristics but depend on the specific program managed by the audit manager. Knowledge of:

1. Administrative principles and practices including budget, goals and objectives development, and work planning and organization, and effective employee supervision;
2. Principles and practices of financial, compliance, and performance audits and persuasive analytical writing;
3. Principles and practices of general fund and governmental accounting including procedures, systems, financial statements, and methods of reporting;
4. Principles and practices of business computer applications, including systems analysis, data base design, data extraction, analysis, verification, security, and information auditing tools;
5. Fraud schemes, including methods for prevention and detection;
6. Legal and procedural guidelines for accounting and financial transactions and record keeping and interpretations of contract provisions and agreements; and
7. Laws and regulations which affect the City's fiscal operations.
8. Principles and practices of municipal payroll and benefits systems, accounting and audit principles and methods of accounting records management;
9. Principles, practices, operation and management of computerized payroll systems particularly as related to internal functions and controls, the processing of wages, differentials, deductions, taxes, labor codes, and benefits, and interpretation of input/output documents;
10. Local, state, and federal rules and regulations governing wages and benefits systems, taxes, garnishments and levies; and
11. Computer word processing, spreadsheet and data base applications.
- ~~7-12.~~_____

Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional, technical, and office support staff and insure continuous improvement of the quality and timeliness of the office's written reports;
2. Plan and conduct investigations using current tools, techniques, and fraud detection strategies;

3. Prepare and finalize clear, concise, persuasive, timely and accurate audits and other reports;
4. Review financial statements, accounts, and reports to ensure that they reflect fairly the financial results of operations;
5. Evaluate organizational performance against goals, objectives, and City policy and operating requirements;
6. Review reports, contracts, and financial records for accuracy, clarity, completeness, and compliance with legal and procedural guidelines;
7. Exercise sound independent judgment in recommending more efficient and effective methods, systems, and reporting formats;
8. Interpret contract and agreement terms, provisions, and conditions;
9. Perform comparative analyses of financial data and reports and arrive at logical conclusions and sound recommendations;
10. Recommend and implement policies and procedures for the performance audit section;
11. Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;
12. Interpret and apply applicable laws and regulations; and
13. Apply recognized auditing quality assurance standards to each auditing project.
14. [Analyze, evaluate and reconcile complex payroll data and systems to arrive at accurate conclusions and recommendations; and](#)
15. [Interpret, explain and apply a variety of laws and regulations governing wage and benefits systems.](#)

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with a bachelors' degree in public policy, accounting, business, finance, economics or a closely related field which has included data analysis or financial or accounting coursework.

[Positions assigned to Performance Audit and Whistleblower Divisions must have five \(5\) years of professional-level experience in auditing in adherence to a recognized audit standard such as GAGAS or in conducting investigations.](#) Experience in a governmental or public agency setting, and supervising and/or training a professional audit staff is highly desirable. A master's degree in public policy, [public administration](#), finance, business or related field is ~~highly desirable and~~ may be substituted for one (1) year of the professional-technical experience.

Amend Job Class Specification – Audit Manager

Positions assigned to Payroll Audit must have five (5) years of experience in payroll and benefits, using payroll-related computer software, and at least two (2) years of supervising professional or technical staff. Certification as a Certified Payroll Professional (CPP) with the American Payroll Association is highly desirable.

OTHER REQUIREMENTS

Possession of at least one of the following certifications or licenses is highly desirable: Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, Certified Fraud Examiner or Certified Payroll Professional (~~CPA and CIA are highly desirable~~). A master's degree in public policy, public administration, accounting, finance, business or related field is also highly desirable. Must be able to travel to various locations within and outside the City of Berkeley to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Audit Manager	
Classification Code	13010
Classification Established	06/1995
Classification Revised	06/2001
Classification Revised	11/2010
Classification Revised	02/2015
Classification Revised	05/2023
FLSA Status	Exempt
Admin Leave / Overtime	Admin Leave
Representation Unit	Z1
Probationary Period	One Year
Workers' Comp Code	8810



Human Resources

PERSONNEL BOARD
November 6, 2023

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Amend Job Class Specifications – (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor

RECOMMENDATION

Amend represented job class specifications of (1) Parking Meter Maintenance and Collection Supervisor and (2) Traffic Maintenance Supervisor to align pay with that of Public Works Supervisor classification in order to promote internal equity.

FISCAL IMPACT

Amending the job class specifications will increase the salary scale of Parking Meter Maintenance and Collection Supervisor (currently \$84,105.42 - \$98,657.98) and that of Traffic Maintenance Supervisor (currently \$92,730.15 - \$98,657.98) in order to align them with that of Public Works Supervisor: \$97,691.19 - \$104,475.30.

CURRENT SITUATION AND ITS EFFECTS

A recent desk audit revealed such significant overlap between the Parking Meter Maintenance and Collection Supervisor and Public Works Supervisor as to warrant an equitable alignment in pay. Further study of the Traffic Maintenance Supervisor class revealed similar overlaps. As such, across-the-board alignment in pay of all three classifications is being sought.

The revised job class specifications have undergone the meet and confer process with Service Employees International Union, Local 1021 (Maintenance & Clerical).

BACKGROUND

Although the Public Works Supervisor classification has certain job requirements specific to street work and maintenance, both the Parking Meter Collection and Maintenance Supervisor and Traffic Maintenance Supervisor job classifications share with it a considerable number of duties: planning and supervising crews; training them in work methods; providing technical assistance; reviewing work and evaluating performance; recommending disciplinary action; preparing reports; ordering inventory; ensuring equipment maintenance; conducting safety meetings; and fielding questions from the public.

Public Works Supervisor	Parking Meter Maintenance and Collection Supervisor	Traffic Maintenance Supervisor
Plans, organizes, schedules, supervises, assigns and evaluates the work of several crews engaged in street maintenance, sewer maintenance or street cleaning activities;	Plans, organizes, schedules, supervises, assigns and evaluates work of crews engaged in meter repair, meter coin collection, and maintenance;	Plans, organizes, schedules, supervises, assigns and evaluates the work of crews engaged in traffic control painting and signing;

Internal

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions;	Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety procedures;	Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions;
Recommends and implements disciplinary action as necessary;	May recommend disciplinary action;	Recommends and implements disciplinary action as necessary;
Estimates personnel, material and equipment requirements for assigned jobs;	Estimates personnel, material and equipment requirements for assigned routes;	Estimates personnel, material and equipment requirements for assigned jobs and prepares material requisitions;
Provides technical assistance to crews in resolving difficult problems encountered;	Provides technical assistance to crews in resolving difficult problems encountered;	Provides technical assistance to crews in resolving difficult problems encountered;
Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;	Prepares and maintains a variety of computer-generated and manual reports and records, including timecards, worksheets, accident reports, maintenance requests, and productivity reports;	Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
Orders and maintains an adequate inventory to accomplish assigned jobs.	Orders and maintains an adequate inventory to accomplish assigned jobs.	Orders and maintains an adequate inventory to accomplish assigned jobs;

In this sense, the positions are so substantially similar that Parking Meter Collection and Maintenance Supervisor and Traffic Maintenance Supervisor could be reclassified as Public Works Supervisors, albeit with a different scope of assignment; however, given that the current Public Works Supervisor job specification requires a Class B license, which a Parking Meter Collection and Maintenance Supervisor or a Traffic Maintenance Supervisor would not be expected to possess, the recommended solution for purposes of internal equity is alignment of the salary ranges for all three classifications.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

RATIONALE FOR RECOMMENDATION

Align pay scales for Parking Meter Collection and Maintenance Supervisor and for Traffic Maintenance Supervisor with that of Public Works Supervisor.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Parking Meter Maintenance and Collection Supervisor
2. Proposed Job Class Specification – Traffic Maintenance Supervisor

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor



Parking Meter Maintenance and Collection Supervisor

Class Code:
6042

Bargaining Unit: Service Employees International
Union, Local 1021 (Maintenance & Clerical)

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ November 6, 2023

SALARY RANGE

~~\$40.44 - \$47.43 Hourly~~
~~\$3,234.82 - \$3,794.54 Biweekly~~
~~\$7,008.79 - \$8,221.50 Monthly~~
~~\$84,105.42 - \$98,657.98 Annually~~

\$46.97 - \$50.23 Hourly
\$3,757.35 - \$4,018.28 Biweekly
\$8,140.93 - \$8,706.28 Monthly
\$97,691.19 - \$104,475.30 Annually

DESCRIPTION:

DEFINITION

Under general supervision, plans, organizes and directs the work of crews performing parking meter maintenance, repair and coin collection; performs complex analyses and project work in support of the Office of Transportation's Preventative Maintenance Master Plan for Parking Meters and Traffic planning; serves as liaison to community groups; investigates and maintains contracts and agreements with vendors; performs varied parking maintenance and administrative functions; performs related duties as required or as may be assigned.

CLASS CHARACTERISTICS

This is the first-line working supervisory level in parking meter maintenance, mechanical repair and collection work. Incumbents plan, organize, schedule, assign and direct the work of crews and perform the full range of duties of assigned personnel. This class is distinguished from the

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

Senior Public Works (Transportation) Supervisor classification, which is responsible for coordinating both the traffic/transportation maintenance and parking meter installation, maintenance, repair and collection programs.

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. Investigates the need for, and develops and maintains contracts and agreements with vendors, and monitors agreements for contractual obligations, warranties and follow-ups;
2. Plans, organizes, schedules, supervises, assigns and evaluates work of crews engaged in meter repair, meter coin collection, and maintenance;
3. Monitors contract performance of armored carrier under contract to safeguard coins collected from parking meters;
4. Maintains records of vendor performance regarding quality and delivery of services; conducts reviews of vendor performance and reports to supervisor;
5. Monitors usage of parking maintenance resources and all related costs of the meter repair/maintenance program on a regular basis;
6. Establishes vendor and materials requirements to support the business applications of programs and projects;
7. Conducts on-going research to develop sources and products, and establishes long-term vendor relationships, standards and language for pricing agreements, purchase orders and contracts;
8. Assists with the development of meter collection and maintenance policy and standards; establishes procedures and monitors problem areas for immediate correction;
9. Oversees the weighing and documentation of coin canisters and maintains security of cash until transferred to armored carrier;
10. Repairs, tests, and calibrates, and programs a variety of single and multi-space electronic parking meters;
11. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety procedures;
12. May recommend disciplinary action;

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

13. Estimates personnel, material and equipment requirements for assigned routes;
14. Provides technical assistance to crews in resolving difficult problems encountered;
15. Prepares and maintains a variety of computer-generated and manual reports and records, including timecards, worksheets, accident reports, maintenance requests, and productivity reports;
16. Prepares monthly and ad hoc computer-generated summary reports for long-term program plans and budgeting actions;
17. Orders and maintains an adequate inventory to accomplish assigned jobs;
18. Provides detailed information to supervisors on patterns of abuse to parking meters;
19. Serves as liaison with internal city committees and various local business associations and responds to questions and complaints from the public;
20. Recommends special work or equipment maintenance and reviews work upon completion to ensure compliance with established standards and regulations;
21. May collect coins from parking meters;
22. Ensures appropriate safety devices and equipment are being utilized, conducts safety meetings and responds to emergency situations; and
23. 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. Methods, tools, computer hand-helds, and equipment used in electronic parking meter and equipment installation, maintenance, monitoring and collection;
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
3. Safe work methods and safety practices pertaining to the work;
4. Computer software applications including Microsoft Office, Duncan Meters and Reino Meter applications;

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

5. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work; and

6. Relevant ordinances and Municipal Code sections related to parking regulations.

Skill in and ability to:

1. Establish and maintain effective working relationships with those encountered in the course of work;

2. Communicate successfully to City officials, the community and staff, the policy and operational reasons governing existing operation and changes;

3. Speak and write concisely, develop and teach training programs, gain cooperation and maintain the confidence of staff in the field;

4. Evaluate meter maintenance and collections procedures and techniques and recommend effective alternatives;

5. Plan, estimate, coordinate, schedule and evaluate the work of others;

6. Prepare and maintain a variety of computer-generated reports using a variety of PC software and applications;

7. Prepare and maintain a variety of accurate written records and reports;

8. Read and interpret plans, maps, specifications and manuals;

9. Operate and maintain equipment and tools used in the field;

10. Identify and implement effective courses of action to complete assigned work; and

11. Coordinate crew assignments with other divisions, departments and agencies.

MINIMUM QUALIFICATIONS:

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

Equivalent to completion of high school and two (2) years of experience in parking meter collection and/or meter maintenance and repair. Knowledge of a system utilizing electronic parking meters is highly desirable.

OTHER REQUIREMENTS

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

1. Must possess and maintain a valid Class "C" California driver's license and have a satisfactory driving record;
2. Must be willing to work out of doors in all weather conditions;
3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 60 pounds; and
4. Must be willing to work with exposure to heavy traffic and to work overtime and off-hour shifts in emergency situations.

CLASSIFICATION HISTORY:

Established: 3/1/04

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor



Traffic Maintenance Supervisor

Class Code:
5056

Bargaining Unit: Service Employees International
Union, Local 1021 (Maintenance & Clerical)

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ November 6, 2023

SALARY RANGE

~~\$44.58 – \$47.43 Hourly~~
~~\$3,566.54 – \$3,794.54 Biweekly~~
~~\$7,727.51 – \$8,221.50 Monthly~~
~~\$92,730.15 – \$98,657.98 Annually~~

\$46.97 - \$50.23 Hourly
\$3,757.35 - \$4,018.28 Biweekly
\$8,140.93 - \$8,706.28 Monthly
\$97,691.19 - \$104,475.30 Annually

DESCRIPTION:

DEFINITION

Under general supervision, plans, organizes and directs the work of crews performing traffic painting and signing work; ~~personally~~ performs traffic control painting and signing work. Performs related duties as required or as may be assigned.

CLASS CHARACTERISTICS

This is the first-line supervisory level in traffic maintenance work. Incumbents plan, organize, schedule, assign and direct the work of crews and perform work as a working supervisor. ~~This class is distinguished from the Senior Public Works Supervisor classification in the Office of Transportation, which is responsible for traffic/transportation maintenance and parking meter installation, maintenance, repair and collection programs.~~

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

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. Plans, organizes, schedules, supervises, assigns and evaluates the work of crews engaged in traffic control painting and signing;
2. Personally performs traffic painting and signing work;
3. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions;
4. Inspects job sites to determine work required and to evaluate performance;
5. Recommends and implements disciplinary action as necessary;
6. Estimates personnel, material and equipment requirements for assigned jobs and prepares material requisitions;
7. Provides technical assistance to crews in resolving difficult problems encountered;
8. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
9. Orders and maintains an adequate inventory to accomplish assigned jobs;
10. Responds to questions and complaints from the public;
11. Recommends special work required or necessary equipment maintenance;
12. Reviews work upon completion to ensure compliance with established standards and regulations;
13. Ensures appropriate safety devices and equipment are being utilized;
14. Conducts safety meetings; coordinates activities with other affected agencies;
15. Drives trucks and performs work as an on-site supervisor;
16. Participates in meetings as required;
17. Responds to emergency situations as necessary; and
18. Performs related duties as assigned.

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

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. Methods, tools and equipment used in traffic control painting and signing work;
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
3. Safe work methods and safety practices pertaining to the work;
4. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work; and
5. Relevant traffic and vehicle codes and regulations.

Skill in:

1. Traffic control painting and sign fabrication, installation and maintenance;
2. Planning, estimating, coordinating, and scheduling and evaluating the work of others;
3. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
4. Reading and interpreting plans, maps, and specifications and manuals;
5. Operating and maintaining equipment and tools used in the field;
6. Establishing and maintaining effective working relationships with those encountered in the course of the work;
7. Identifying and implementing effective courses of action to complete assigned work; and
8. Coordinating crew assignments with other divisions, departments and agencies.

MINIMUM QUALIFICATIONS:

Amend Job Class Specification –
Parking Meter Maintenance and Collection Supervisor and Traffic Maintenance Supervisor

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

Equivalent to completion of high school and 4 years of increasingly responsible traffic maintenance experience. Experience in a lead role over other staff is desirable.

OTHER REQUIREMENTS

1. Must possess and maintain a valid Class "C" California driver's license and have a satisfactory driving record;
2. Must be willing to work out of doors in all weather conditions;
3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 60 pounds; and
4. Must be willing to work with exposure to heavy traffic and to work overtime and off-hour shifts in emergency situations.

CLASSIFICATION HISTORY:

Estab 12/1988

Rev: ~~05/2003~~ November 6, 2023



Human Resources

PERSONNEL BOARD
November 6, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Amend Job Class Specifications – Assistant Human Resources Analyst and Associate Human Resources Analyst

RECOMMENDATION

Amend unrepresented job class specifications of Assistant Human Resources Analyst and Associate Human Resources Analyst as outlined.

FISCAL IMPACT

There will be no fiscal impact as a result of amending the job class specifications.

CURRENT SITUATION AND ITS EFFECTS

The revisions to the job class specifications reflect the situations in which the Assistant Human Resources Analyst and Associate Human Resources Analyst provide lead and direction over technicians, clerical, and other support staff.

BACKGROUND

The newly revised job classifications include the knowledge, skills, and abilities that represent the responsibilities of the analyst leading technicians, clerical, and other support staff.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

RATIONALE FOR RECOMMENDATION

These job class specifications are being amended to reflect current organizational structures.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Assistant Human Resources Analyst
2. Proposed Job Class Specification – Associate Human Resources Analyst

Amend Job Class Specification – Assistant Human Resources Analyst an Associate Human Resources Analyst



Assistant Human Resources Analyst

Class Code:
2036

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY

Established Date: ~~November~~ 1, 1988

Revision Date: ~~Mar 7, 2016~~ November 6, 2023

SALARY RANGE

\$41.09 - \$49.99 Hourly
\$3,287.34 - \$3,998.92 Biweekly
\$7,122.58 - \$8,664.33 Monthly
\$85,470.94 - \$103,971.95 Annually

DESCRIPTION:

DEFINITION

Under close supervision, performs a variety of professional activities in support of a centralized human resources system; performs related work as assigned.

CLASS CHARACTERISTICS

Assistant Human Resources Analyst is the entry level of the professional Human Resources Analyst series. Incumbents perform the more routine duties of recruitment and selection, job analysis, classification and compensation plan administration, equal employment opportunity programs, employee relations, and benefits administration while learning City policies and procedures, and specific techniques related to the broad area of human resources. Incumbents may assist with the completion of special projects assigned to the Department. This classification is distinguished from the Associate Human Resources Analyst in that assignments and work performed are supervised more closely, are not as difficult and complex, and do not require the level of knowledge of the duties as those performed by the Associate Human Resources Analyst, who works under general supervision and is expected to perform the full scope of journey level professional assignments.

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.

Amend Job Class Specification – Assistant Human Resources Analyst an Associate Human Resources Analyst

1. Designs and implements recruitment programs to obtain qualified candidates by preparing job announcements, advertisements, and other recruitment materials; screens applications for qualifications; coordinates, designs, and administers selection procedures such as application reviews, written and performance tests, interviews, and assessment exercises;
2. Conducts job analysis, desk audit, and organizational need assessments; creates or revises classification descriptions; and determines and recommends compensation levels as needed;
3. Collects compensation, benefits, and other survey data and prepares summaries of information; provides classification, compensation, and benefits information to other organizations as requested;
4. Interprets, explains, and applies policies, procedures, collective bargaining agreements, and regulations;
5. Prepares reports, correspondence, and a variety of written materials; present findings, both orally and in writing, to the appropriate parties;
6. Assists in implementing equal employment opportunity policies and programs;
7. Attends meet and confer sessions with union representatives, and assists the City's chief negotiator by taking notes and collecting information during contract negotiations;
8. Assists in coordinating and administering various employee benefits programs;
9. Assists in the presentation of training programs;
10. May lead the work of technicians, clerical, and other support staff by assigning priorities, checking for accuracy and completeness providing work-related assistance as needed, monitoring workload to assure that deadlines are met, documenting results, and following up to ensure coordination and completion of assigned work; and
11. 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. Principles and practices of public personnel administration;
2. Recruitment, selection, and job analysis techniques;
3. Classification and compensation plan administration, and benefits analysis techniques;
4. Applicable state and federal laws and regulations, including reporting requirements;
5. Basic equal employment opportunity principles and practices;
6. Basic labor relations principles and practices in a collective bargaining environment;
7. Standard office practices and procedures, methods of work organization and workflow; and
8. Business computer applications related to the work, such as Microsoft Office Suite, HRIS, and Applicant Tracking systems.

Ability to:

1. Design effective recruitment programs to obtain well qualified and diverse candidate pools;
2. Develop content-valid examinations and effective selection processes;
3. Conduct classification desk audit, organizational need assessment, and compensation studies;
4. Analyze information, evaluate options and alternatives, and make recommendations within established guidelines;
5. Interpret, explain, and apply rules, regulations, policies, and procedures;

Amend Job Class Specification – Assistant Human Resources Analyst an Associate Human Resources Analyst

6. Prepare clear and concise written reports, correspondence, and other materials;
7. Communicate effectively and accurately, in writing or orally, in a professional and courteous manner;
- ~~7-8.~~ Provide direction, prioritize work, and coordinate activities;
- ~~8-9.~~ Establish and maintain effective working relationships with those contacted in the course of the work.
- ~~9-10.~~ Manage assigned work accurately and coordinate multiple projects or programs and meet critical deadlines within the established timeline;
- ~~10-11.~~ Use a variety of computer applications/software related to work assigned effectively with proficiency and familiarity; and
- ~~11-12.~~ Maintain accurate records and files.

MINIMUM QUALIFICATIONS:

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

Possession of a bachelor's degree from an accredited college or university in business or public administration, human resources management, industrial relations, or a closely related field; and one (1) year of human resources experience performing technical and/or analytical work. Additional years of relevant work experience may be substituted for the required college education on a year-for-year basis.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and fulfill job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Assistant Human Resources Analyst
Classification Code: 2704
Classification Established: 11/1988
Classification Revised: 08/2000
Classification Abolished: 05/2009
Classification Reestablished: 03/2013
Classification Revised: 03/2016
FLSA Status: Non-Exempt
Admin Leave / Overtime: Overtime
Representation Unit: Z2
Probationary Period: One Year
Workers' Comp Code: 8810

Amend Job Class Specification – Assistant Human Resources Analyst an Associate Human Resources Analyst



Associate Human Resources Analyst

Class Code:
2016

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY

Established Date: ~~October~~ 10, 2008

Revision Date: ~~Mar 7, 2016~~ November 6, 2023

SALARY RANGE

\$50.93 - \$61.33 Hourly
\$4,074.60 - \$4,906.35 Biweekly
\$8,828.30 - \$10,630.42 Monthly
\$105,939.60 - \$127,564.99 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs a variety of professional activities in support of a centralized human resources system; performs related work as assigned.

CLASS CHARACTERISTICS

Associate Human Resources Analyst is the journey level of the Human Resources Analyst series, fully competent to perform a wide variety of professional level duties including recruitment and selection, job analysis, classification and compensation plan administration, equal employment opportunity programs, employee relations, worker's compensation, and benefits administration. May act as a lead to Assistant HR Analysts and/or paraprofessional and office support staff. Incumbents are provided general supervision, use broad discretion, and make independent judgments within the overall policy guidelines established by the department. This class is distinguished from Senior Human Resources Analyst which provides first-line supervision and performs the most complex and technical activities assigned to analysts and/or office support staff in a specific functional area.

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

Amend Job Class Specification – Assistant Human Resources Analyst an Associate Human Resources Analyst

another duty statement.

1. Designs and implements recruitment programs to obtain qualified candidates by preparing job announcements, advertisements, and other recruitment materials; screens applications for qualifications; coordinates, designs, and administers selection procedures, including, but not limited to, application reviews, written and performance tests, interviews, and assessment exercises;
2. Conducts job analyses, desk audits, and organizational need assessments; creates or revises classification descriptions; and determines and recommends compensation levels as needed;
3. Develops and/or updates various HR training curricula; presents these trainings to employees and supervisors/managers;
4. Represents management during meet and confer processes, grievances, disciplinary actions, and other labor relations activities with the Union;
5. Prepares reports, correspondence, and a variety of written materials; presents findings, both orally and in writing, to the appropriate parties;
6. Interprets, applies, and advises employees, supervisors, and managers on policies, procedures, collective bargaining agreements, and regulations;
7. May lead and review the work of Assistant HR Analysts and/or paraprofessional and office support staff;
8. Assists in implementing equal employment opportunity policies and programs; and conducts independent studies and investigations;
9. Coordinates and administers various employee benefits programs; monitors activities of third-party vendors; and tracks performance measures per contract specifications;
- ~~9-10.~~ May lead, organize and review tasks of assistant analysts, technicians, clerical, and other support staff by assigning priorities, checking for accuracy and completeness providing work-related assistance as needed, monitoring workload to assure that deadlines are met, documenting results, and following up to ensure coordination and completion of assigned work; and
- ~~10-11.~~ 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. Principles and practices of public personnel administration;
2. Recruitment, selection, and job analysis techniques;
3. Classification and compensation plan administration, and benefits analysis techniques;
4. Applicable state and federal laws and regulations, including reporting requirements;
5. Labor relations principles and practices in a collective bargaining environment;
6. Basic supervisory principles and practices;
7. Equal employment opportunity principles and practices;
8. Standard office practices and procedures and methods of work organization and workflow; and
9. Business computer applications related to the work such as Microsoft Office Suite, HRIS, and Applicant Tracking systems.

Ability to:

Amend Job Class Specification – Assistant Human Resources Analyst an Associate Human Resources Analyst

1. Design effective recruitment programs to obtain well-qualified and diverse candidate pools; develop content-valid examinations and effective selection processes;
2. Conduct classification, desk audit, organizational need assessment, and compensation studies;
3. Analyze information, evaluate options and alternatives, make recommendations, and implement policies and procedures;
4. Interpret, explain, and apply rules, laws, regulations, policies, and procedures;
5. Use initiative and exercise sound independent judgment within established guidelines;
6. Lead and review the work of others;
7. Prepare clear and concise written reports, correspondence, and other materials;
8. Communicate effectively and accurately, in writing or orally, in a professional and courteous manner;
- 8-9. Provide direction, prioritize work, and coordinate activities;
- 9-10. Establish and maintain effective working relationships with those contacted in the course of the work;
- 10-11. Manage assigned work accurately and coordinate multiple projects or programs and meet critical deadlines within the established timeline; and
- 11-12. Use a variety of computer applications/software related to work assigned effectively with proficiency and familiarity.

MINIMUM QUALIFICATIONS:

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

Possession of a bachelor's degree from an accredited college or university in business or public administration, human resources management, industrial relations, or a closely related field; and two (2) years of professional human resources experience in more than one HR functional area or program. Additional professional-level relevant work experience may be substituted for the required college education on a year-for-year basis.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Associate Human Resources Analyst
Classification Code: 2703
Classification Established: 11/1988
Classification Revised: 08/2000
Classification Revised: 03/2013
Classification Revised: 03/2016
FLSA Status: Exempt
Admin Leave / Overtime: Admin Leave
Representation Unit: Z2
Probationary Period: One Year
Workers' Comp Code: 8810

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

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BENEFITS FAIR

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TRAINING WEEK

OCTOBER 23-27

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HR ADMINISTRATION

Aram Kouyoumdjian, HR Director

Jessica Lewis, Admin Support
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510-981-6824

Dawud Brewer, Employee Relations Manager
DBrewer@berkeleyca.gov
510-981-6821

Monica Walker, Human Resources Manager
MWalker@berkeleyca.gov
510-981-6818

EMPLOYEE AND LABOR RELATIONS

Dawud Brewer
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510-981-6821

WORKERS' COMP, ADA, LEAVES OF ABSENCE

Claims: HRWorkersComp@berkeleyca.gov

Cari McDonald
CMcDonald@berkeleyca.gov
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Laura Zurita
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510-981-6812

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510-981-6817

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510-981-6805

Anna Cooler
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Michelle Yoo
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Tiana Dickson
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Cassandra Huff
CHuff@berkeleyca.gov
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Feuy Saephan
FSaephan@berkeleyca.gov
510-981-6822

CITYWIDE TRAINING

Inquiries: Training@berkeleyca.gov

Wilhelmina Parker
WParker@berkeleyca.gov
510-981-6823

Alejandra Alonso
AAlonso@berkeleyca.gov
510-981-6801

For more information about the hiring process and to apply online: [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	\$33.13 - \$36.08	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Competitive	\$38.37 - \$41.83	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 - \$45.45	Continuous	Continuous
Administrative Assistant (Req#2022-00710E)	Vacancy	Promotional	\$38.02 - \$45.93	October 2, 2023	October 23, 2023
Animal Services Assistant	Vacancy	Competitive	\$31.66 - \$33.44	Continuous	Continuous
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 - \$63.86	Continuous	Continuous
Assistant Recreation Coordinator	Vacancy	Competitive	\$32.14 - \$37.38	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
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 Specialist (Req#2022-00980)	Vacancy	Competitive	\$49.24 - \$58.41	October 16, 2023	November 6, 2023
Community Development Project Coordinator (Req#2023-01116)	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Community Services Specialist III (Req#2022-00846E)	Vacancy	Competitive	\$53.80 - \$65.04	October 2, 2023	October 23, 2023
Electrician	Vacancy	Competitive	\$49.74 - \$54.51	Continuous	Continuous
Employee & Labor Relations Analyst (HR Analyst)	Vacancy	Competitive	\$50.93 - \$68.30	Continuous	Continuous
Fire Prevention Inspector (Sworn)	To Establish a List	Competitive	\$60.14 - \$66.30	Continuous	Continuous
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Junior Public Works Engineer	Vacancy	Competitive	\$44.64 - \$53.78	Continuous	Continuous
Lactation Counselor (Req#2023-01531)	Vacancy	Competitive	\$41.14 - \$50.00	October 9, 2023	October 30, 2023
Legislative Assistant	Vacancy	Competitive	\$37.80 - \$53.19	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$34.28 - \$36.35	Continuous	Continuous
Mechanic	Vacancy	Competitive	\$45.04 - \$47.75	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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Office Specialist III	Vacancy	Promotional	\$36.67 - \$41.13	Continuous	Continuous
Paralegal (Req#2023-01464)	Vacancy	Competitive	\$40.49 - \$48.53	October 2, 2023	October 23, 2023
Paramedic	Vacancy	Competitive	\$30.00 - \$40.00	Continuous	Continuous
Parking Enforcement Officer (Req#2023-01456)	Promotion	Competitive	\$34.94 - \$36.97	October 23, 2023	November 20, 2023
Police Officer Lateral	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$43.61	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	\$33.48 - \$36.58	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$46.44 - \$50.40	Continuous	Continuous
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 Building Inspector (Req#2023-01076, 2023-01467)	Vacancy Promotion	Competitive	54.99 - \$65.28	September 18, 2023	October 23, 2023
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Legal Secretary	Promotion	Competitive	\$39.27 - \$47.05	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Social Services Specialist (Req#2023-01268, 2023-01270)	Vacancy	Competitive	\$39.22 - \$46.30	October 23, 2023	November 13, 2023
Supervising Librarian (Req#2023-01572)	Vacancy	Competitive	\$50.25 - \$60.54	October 16, 2023	November 10, 2023
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous
Temporary Groundskeeper (Req#2023-01208)	Vacancy	Competitive	\$29.97 - \$31.66	Continuous	Continuous

To be considered for the vacancies listed below, employees must:

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

Please call or 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](#)

Classification	Reason	Department	Contact
Accounting Office Specialist II (Req#2023-01491)	Promotion	Finance	Marla Brignardello @ 981-7236 Mbrignardello@berkeleyca.gov
Accounting Office Specialist II (Req#2023-01543)	Vacancy	Planning	David Lopez @ 981-7441 Dlopez@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01222)	Vacancy	Public Works	Sean O'Shea @ 981-6306 Soshea@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01346)	Retirement	Rent Board	Shamika Cole @ 981-4903 Sscole@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01445)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01521)	Promotion	Planning	Chandra Vogt @ 981-7541 Cvogt@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01540)	Vacancy	PRW	Christina Erickson @ 981-6703 Cerickson@berkeleyca.gov
Aquatics Facilities Supervisor (Req#2023-01544)	Promotion	PRW	Stephanie Chu @ 981-5146 Schu@berkeleyca.gov
Assistant Management Analyst (Req#2023-01554)	Vacancy	Planning	Jennifer McNulty @ 981-7451 JMcNulty@berkeleyca.gov
Assistant Planner (Req#2023-01493)	Promotion	Planning	Samantha Updegrave @ 981-7414 Supdegrave@berkeleyca.gov
Assistant Public Works Engineer (Req#2023-01424)	Promotion	PRW	Evelyn Chan @ 981-6430 Echan@berkeleyca.gov
Assistant to the City Attorney (Req#2023-01100)	Vacancy	City Attorney	Farimah Brown @ 981-6985 Fbrown@berkeleyca.gov
Associate Civil Engineer (Req#2023-01539)	Vacancy	PRW	Evelyn Chan @ 981-6430 Echan@berkeleyca.gov
Behavioral Health Clinician II (Req#2023-01499)	Vacancy	HHCS	Allison Ikeda @ 631-1262 Aikeda@berkeleyca.gov
Circulation Services Manager (Req#2023-01438)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Community Development Project Coordinator (Req#2023-01527, 2023-01528)	Promotion	HHCS	Rhianna Babka-Fleming @ 981-5410 Rbabka@berkeleyca.gov

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

Classification	Reason	Department	Contact
Emergency Services Coordinator (Req#2023-01437, 2023-01556)	Vacancy, Promotion	Fire	Keith May @ 981-5508 Kmay@berkeleyca.gov
Human Resources Analyst (Req#2022-00922E)	Vacancy	Human Resources	Monica Walker @ 981-6818 Mwalker@berkeleyca.gov
Landscape Gardener (Req#2023-01289)	Promotion	PRW	Bruce Pratt @ 981-6632 Bpratt@berkeleyca.gov
Library Aide (Req#2023-01538, 2023-01542)	Promotion	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Marina Assistant (Req#2023-01541)	Vacancy	PRW	Sean Crothers @ 981-6744 Scrothers@berkeleyca.gov
Mid-Level Practitioner (Req#2023-01514)	Vacancy	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov
Office Specialist II (Req#2023-01447, 2023-01448)	Promotion, Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov
Office Specialist II (Req#2023-01530)	Vacancy	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov
Program Manager II (Req#2023-01441)	Vacancy	HHCS	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov
Public Safety Dispatcher I (Req#2023-01548, 2023-01559 to 2023-01564)	Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov
Senior Field Representative (Req#2023-01205)	Promotion	Finance	Gregory Segraves @ 981-6548 Gsegraves@berkeleyca.gov
Senior Field Representative (Req#2023-01293)	Vacancy	Public Works	Leticia Jauregui @ 981-6362 Ljauregui@berkeleyca.gov
Senior Health Management Analyst (Req#2023-01443)	Vacancy	HHCS	Amy Davidson @ 981-5406 Adavidson@berkeleyca.gov
Skilled Laborer (Req#2023-01552)	Vacancy	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov
Solid Waste Supervisor (Req#2023-01525)	Vacancy	Public Works	Leticia Jauregui @ 981-6362 Ljauregui@berkeleyca.gov
Supervising Public Safety Dispatcher (Req#2023-01312)	Retirement	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov

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

Temporary vacancies with an eligible list

To be considered for the vacancies listed below, employees must:

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

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

Classification	Reason	Department	Contact	Duration
Accounting Office Specialist III (Req#2021-00012E)	Vacancy	Finance	Rosario Riche @ 981-7334 x6431 Riche@berkeleyca.gov	NTE 2 years
Accounting Technician (Req#2023-01523)	Vacancy	City Auditor	Brian Zandipour @ 981-6789 Bzandipour@berkeleyca.gov	Through June 2024
Homeless Services Specialist (Community Services Specialist II) (Req#2022-00779E)	Vacancy	HHCS	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov	NTE 6 months
Landscape Gardener (Req#2023-01322)	Vacancy	PRW	Bruce Pratt @ 981-6632 Bpratt@berkeleyca.gov	2 years
Mealsite Coordinator (Req#2023-01512)	Vacancy	HHCS	Tanya Bustamante @ 981-5178 Tbustamante@berkeleyca.gov	NTE 6 months
Mid-Level Practitioner (Req#2023-01515)	Vacancy	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov	NTE 6 months
Office Specialist II (Req#2023-01536)	Vacancy	HHCS	Ann Song @ 981-5399 Asong@berkeleyca.gov	NTE 1 year

Temporary vacancies without an eligible list

If you have a career appointment in the specific classification listed, please apply to be on the Transfer List **AND** call or email the department contact person within **one week** of the job posting.

Classification	Reason	Duration	Contact	Opening Date	Closing Date
Lactation Counselor (Req#2023-01531)	Vacancy	NTE 2 years	Monique Sims @ 981-5131 Msims@berkeleyca.gov	October 9, 2023	October 30, 2023
Parking Enforcement Officer (Req#2023-01535)	Vacancy	NTE 1 year	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov	October 23, 2023	November 20, 2023

To apply to the recruitment for one of these vacancies: [CLICK HERE](#)

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

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

CITY OF BERKELEY BENEFITS FAIR

LEARN ABOUT YOUR BENEFIT OPTIONS FOR 2024!

OPEN ENROLLMENT IS NOVEMBER 1ST TO NOVEMBER 15TH

OCTOBER 31ST, 2023 | 10:00AM-03:00PM

MEET REPRESENTATIVES FROM OUR BENEFIT VENDORS

INCLUDING: THE HARTFORD, KAISER, SUTTER HEALTH,
DELTA DENTAL, EMPOWER, CALPERS,
AMERICAN FIDELITY, AND MORE!

COOL SWAG & LIGHT REFRESHMENTS

RAFFLE
CONTEST
WITH PRIZES

WORKPLACE
SAFETY TABLE

PROVIDING ERGO EVALUATIONS
AND SAFETY ASSESSMENTS



2180 MILVIA STREET
6TH FLOOR

TRAINING WEEK



OCTOBER 23-27

LET'S GET TO **100%** COMPLIANCE!

Have you completed your mandatory trainings for 2023?

Commit to complete during Training Week!

Divisions with 100% completion by October 27 will be recognized citywide.

UPDATE

As of October 18, the following departments have met or exceeded 70% completion:

Department	Percent Completed
City Clerk	100%
Human Resources	100%
City Manager's Office	76%
Library	71%
City Auditor's Office	70%



What are the mandatory trainings?

All City staff take Harassment Awareness, Ethics Awareness, and Active Shooter Awareness. Supervisors and managers also take the Code of Conduct Series.

How do I access the trainings?

Log in to the training portal at cityofberkeley.lms.navexglobal.com

I have questions or need assistance.

Contact Alejandra Alonso at aalonso@berkeleyca.gov



CITYWIDE MANDATORY TRAININGS:

[CLICK HERE](#)

Topic	Audience	Location	Completion Deadline
Harassment Awareness	All City Staff	Online self-paced	December 31, 2023
Ethics Awareness			
Active Shooter Awareness			
Code of Conduct Series	All supervisors and managers	Online self-paced	December 31, 2023

UPCOMING CLASSES

Please register in advance using the Zoom link associated with each class. After registering, you will receive a confirmation email from Zoom containing information about joining the meeting.

Date	Topic	Audience	Location
October 26, 2023 9:00am-12:00pm	Microsoft Teams Overview	All City Staff	Zoom - click here
November 2, 2023 9:00am-12:00pm	Microsoft Word 2 Day 1	All City Staff	Zoom - click here
November 9, 2023 9:00am-12:00pm	Microsoft Word 2 Day 2	All City Staff	
November 30, 2023 9:00am-12:00pm	ERMA Session B	All City Staff	Zoom - click here
December 7, 2023 9:00am-12:00pm	Microsoft Excel 1 Day 1	All City Staff	Zoom - click here
December 14, 2023 9:00am-12:00pm	Microsoft Excel 1 Day 2	All City Staff	

“NEW EMPLOYEE 101” SCHEDULE:

[CLICK HERE](#)

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

Welcome!

Appointments		
Name	Classification	Department
Kathryn Mooney	Public Safety Dispatcher I	Police
Gordon Russell	Legislative Assistant	City Council
Violet Henderson	Field Representative	Public Works
Janney Lockman	Associate Planner	Public Works
Christopher Wynton	Library Aide	Library
Herschel Winheld	Senior Legal Secretary	City Attorney
Miguel Monclus	Solid Waste Worker	Public Works
Emmanuel Pettus II	Solid Waste Worker	Public Works
Gabriel Cuevas Gomez	Solid Waste Worker	Public Works
Francisco Alonso	Junior Public Works Engineer	Public Works
Mark Salinas	Civic Arts Coordinator	City Manager’s Office
John Murphy	Electrician	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Sunshine Reece	Assistant Aquatics Coordinator	PRW
Michelle Verger	Associate Management Analyst	City Manager’s Office
Jayla Fuentecilla	Accounting Technician	HHCS
Tanisha Walton	Recreation Coordinator	PRW
Lea Rivera	Office Specialist III	HHCS
Vilma Garcia	Assistant Management Analyst	Police
Susan Lee	Police Sergeant	Police
Hamid Mostowfi	Transportation Manager	Public Works



October is Cybersecurity Awareness Month!

The Department of Information Technology is sharing tips to promote a strong and resilient security culture in our organization. To turn away cyber-attacks, a little knowledge teamed with critical thinking skills can go a long way!

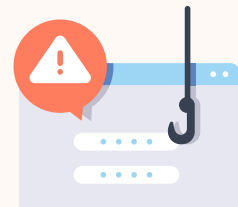
Week 1 focused on **Multi-Factor Authentication (MFA)**. See the email from Monday, October 2 for more information and a 5-minute [video](#) on *How To Use Multi-Factor Authentication*.

For Week 2 the topic was **Strong Passwords**. See the email from Tuesday, October 10 to read about password cracking methods and a trivia game.

Week 3's subject was **Updating Software**. See the email from Monday, October 16 to learn about the security risks associated with not updating software.

Stay tuned for **Week 4 - Recognize and Report Phishing**

- A new “Spot the Phish” game!
- Common types of phishing.
- A guide on how to report suspicious emails.



This month has been full of engaging training videos, thrilling games, mind-boggling trivia, and **PRIZES!** The more you participate, the higher chance of getting a prize. Winners will be revealed at the start of November.

**EMPOWER 457 - CITY OF BERKELEY DEFERRED COMPENSATION PLAN**

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 ONLINE:

[CLICK
HERE](#)

OR EMAIL JOSE.ANAYA@EMPOWER.COM



With the CalPERS 457 plan, you benefit from:

- Contributions made through automatic payroll deductions
- Pre-tax contributions and tax-deferred growth

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

SCHEDULE AN APPOINTMENT ONLINE:

[CLICK
HERE](#)

**OR EMAIL NANCY.GARRITY@VOYA.COM
OR CALL 888-713-8244 EXT 2**

Nicole Traylor has been dealing with a serious medical condition and has exhausted all of her available leave. Any donations of leave would be greatly appreciated.

Deon Catlett has been dealing with a serious medical condition and has exhausted all of her 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:





2023 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Weds	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	Weds	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				

MARCH						
Sun	Mon	Tues	Weds	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	Weds	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	Weds	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	Weds	Thurs	Fri	Sat
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JULY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
Sun	Mon	Tues	Weds	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	Weds	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	Weds	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	Weds	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	Weds	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

2023 CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan. 1	New Year's Day - Observed 1/2	May. 19	Malcolm X's Birthday	Sept. 4	Labor Day	Dec. 25	Christmas Day
Jan. 16	Martin Luther King Jr.'s Birthday	May. 29	Memorial Day	Oct. 9	Indigenous Peoples' Day		Pay Day
Feb. 12	Lincoln's Birthday- Observed 2/13	June. 19	Juneteenth	Nov. 11	Veterans Day - Observed 11/10		Observed Holiday
Feb. 20	Washington's Birthday	July. 4	Independence Day	Nov. 23/24	Thanksgiving Day/Day After		Observed VTO Day