

CITY OF BERKELEY
PERSONNEL BOARD MEETING
1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
January 6, 2025
7:00 p.m.

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

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

MEETING AGENDA

- I. Roll Call
- II. Public Comment
- ACTION ITEMS:**
- III. Approval of Meeting Minutes for December 2, 2024
- IV. Recommendation to Revise Job Class Specification — Mid-Level Practitioner
- V. Recommendation to Revise Unrepresented Employee Manual to add 5% Differential to Program Manager II Classifications Assigned to City Manager's Office
- VI. Report by Director of Human Resources – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. 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
December 2, 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 7:01 pm

II. Roll Call 7:01 pm

Members Present: Darryl Bartlow
Robert Dixon (Chair)
Aviva Gilbert (Vice Chair)
Maya Karpinski
Mary Kay Lacey
Nic O'Loughlin
Jenny Wenk

Members Absent: None

Staff Present: Anne Cardwell (Deputy City Manager)
Brendan Darrow (Assistant City Attorney)
Aram Kouyoumdjian (Director of Human Resources)
David Sprague (Fire Chief)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)
Chaka Young (Employee Relations Manager)

Public Attendance: Sherry Jackson (SEIU MCU Union Representative)

Public Comments: Chair Robert Dixon announces the upcoming election for Personnel Board Chair and Vice Chair. The election will take place in the month of February. A detailed description of duties for officers can be found on page 37 of the Commissioner's Manual.

ACTION ITEMS:

III. Approval of Minutes of Meeting on November 4, 2024

Action: MSC (Wenk, Lacey) to approve the minutes of the meeting on November 4, 2024

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

IV. Recommendation to Revise Job Class Specification—Fire Apparatus Operator

Action: MSC (Wenk, Bartlow) to approve recommendation to Revise Job Class Specification—Fire Apparatus Operator

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

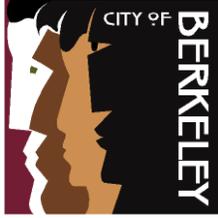
V. Recommendation to Revise Job Class Specification—Senior Information Systems Specialist

Action: MSC (Lacey, Bartlow) to approve recommendation to Revise Job Class Specification—Senior Information Systems Specialist

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

INFORMATION ITEMS:

- VI. Report by Director of Human Resources – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. Closed Session: Unrepresented Employee Appeal of Proposed Termination
- IX. Adjournment 8:57 pm



Human Resources

PERSONNEL BOARD
January 6, 2025

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Recommendation to Revise Job Class Specification – Mid-Level Practitioner

RECOMMENDATION

Revise the job class specification of Mid-Level Practitioner as outlined.

FISCAL IMPACT

The salary range was adjusted during recent labor negotiations with SEIU Local 1021 Community Services and Part-Time Recreation Activity Leaders (“Union”). There will be no further fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The Mid-Level Practitioner job class specification is being updated to address outdated terminology and better align with industry standards and current job responsibilities, as agreed upon during recent labor negotiations to establish the June 2024 - July 2027 Memorandum of Understanding.

BACKGROUND

As part of large-scale equity adjustments to public health job classifications, the City and the Union agreed upon revisions to the title, class specification, and salary range for the Mid-Level Practitioner classification. The revised class title of “Advanced Practice Provider” is representative of industry nomenclature for licensed medical professionals with advanced training who are allowed to diagnose, treat, and manage many common medical conditions. Along with the title change, the class specification is being amended to reflect duties consistent with Advanced Practice Providers, including the ability to prescribe, dispense, and administer medication. In addition, revisions are being made to correct outdated terminology, align educational requirements between Physician Assistants and Nurse Practitioners, and update nomenclature of regulatory bodies such as the California Board of Registered Nursing and the Physician Assistant Board of California.

RECOGNIZED EMPLOYEE ORGANIZATION

The City and Union agreed upon revisions to the title, class specification, and salary range for the Mid-Level Practitioner classification in the most recent negotiations to establish the June 2024 - July 2027 Memorandum of Understanding.

RATIONALE FOR RECOMMENDATION

Revisions to the Mid-Level Practitioner job class specification are necessary to accurately reflect the current duties and industry standards, and update outdated terminology, which will help attract qualified

Recommendation to Revise Job Class Specification – Mid-Level Practitioner

candidates to enhance service delivery to the community and address vacancies within the City's public health programs.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Mid-Level Practitioner

Recommendation to Revise Job Class Specification – Mid-Level Practitioner

City of Berkeley

~~Mid-level Practitioner~~ Advanced Practice Provider

Class Code

2139

Salary

\$71.94 - \$83.58 Hourly

\$5,755.07 - \$6,686.74 Biweekly

\$12,469.32 - \$14,487.93 Monthly

\$149,631.87 - \$173,855.14 Annually

ESTABLISHED DATE

October 09, 2008

REVISION DATE

January 6, 2025

Description

DEFINITION

Under general supervision, makes assessments, ~~provides treatment based on~~ of a patient's physical and ~~psyche-social~~ psychosocial condition, ~~and~~ provides patient counseling and guidance in the maintenance of health and the prevention of illness; and performs other related work as required.

CLASS CHARACTERISTICS

This class performs professional work under written protocol, in an ~~out-patient~~ outpatient clinic and/or in the field. Incumbents conduct ~~preliminary~~ diagnoses of medical problems, ~~may~~ recommend appropriate medical treatment, implement treatment plan, and evaluate patient follow-~~up~~ care.

~~NURSE PRACTITIONERS~~ Nurse Practitioners work in collaboration with a licensed physician whereas Physician Assistants work under the clinical supervision of a licensed physician ~~certified as a supervisor of physician assistants by the California Board of Medical Quality Assurance (BMQA)~~. Incumbents exercise a high degree of independent clinical judgment in the assessment and diagnosis of patients and are expected to perform routine therapeutic and treatment procedures as authorized by a physician. Incumbents may be assigned to either primary care ~~or~~ specialty clinics operated by the City such as Maternal and Child Health, Family Planning, First Aid, Adult Health, and Sexually Transmitted Diseases (STD).

This class ~~isn~~ distinguished from the Public Health Nurse and Registered Nurse in that the latter are responsible for generalized nursing service which does not include responsibility for making complete assessments of a patient's physical condition and the immediate diagnosis and treatment of such cases. The ~~mid-level practitioner~~ Advanced Practice Provider has a wider latitude for independent action and decision-~~making~~ than ~~does~~ the Public Health Nurse and Registered Nurse.

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. Performs physical examinations, under written protocol and physician consult, and prepares complete medical and physical histories.

Recommendation to Revise Job Class Specification – Mid-Level Practitioner

2. Communicates clinical status of patients to physician and makes necessary referrals of complex cases.
3. Prescribes, dispenses, and administers medications according to the State of California prescriptive authority.
- ~~3.4.~~ Performs specified routine procedures such including, but not limited to, as IUD insertion, colposcopy, ~~and~~ cryotherapy, and lab testing, as authorized by the supervising physician and in accordance with agency protocol and state regulations.
- ~~4.5.~~ Instructs and counsels patients on matters relating to their physical and mental health.
- ~~5.6.~~ Consults with physicians, and other professional staff and families, as required, to ensure appropriate care and support for patient health needs.
- ~~6.7.~~ Assists in maintaining an inventory of drugs and supplies and maintenance of office equipment.
- ~~7.8.~~ Maintains complete patient records.
- ~~8.9.~~ Acts as preceptor for other practitioners in area of specialization.
- ~~9.10.~~ Counsels patients on general health, birth control methods, sexually transmitted diseases (STDs), nutrition, pregnancy and a variety of other health topics.
- ~~10.11.~~ Prepares patient status reports as required by supervising physician or state regulations.
- ~~11.12.~~ 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. Procedures and methods of examination, ~~and~~ evaluation, ~~and of~~ treatment, and care of medical problems in a specialization.
2. Principles and practices of health maintenance, ~~and~~ illness prevention, and the effect of physical, social and emotional environment.
3. Instruments and equipment utilized in patient examination, diagnosis, and treatment.
4. Normal and abnormal behavioral patterns.
5. Principles and techniques of history taking and patient teaching and counseling.
6. Community medical and social agencies and resources.
7. Principles and techniques of drug administration and their effect on patients.
8. Community disease control.

Skill in:

1. Conducting complete physical assessments of patients, developing and implementing treatment plans and making appropriate referrals.

Recommendation to Revise Job Class Specification – Mid-Level Practitioner

2. Performing approved patient treatments, examinations, tests, specified laboratory procedures and prescribing and administering medications.
3. Applying teaching principles and providing patient education and counseling.
4. Preparing and maintaining organized, detailed and accurate records of patient visits and findings.
5. Exercising sound, independent judgment within established guidelines.
6. Recognizing and respecting the impact of cultural differences on health care practices.
7. Assessing abnormal health and behavior and developing effective treatment and referral plans.
8. Following up on recommended treatment plans to ensure effective resolution of health and related problems.
9. Establishing and maintaining effective working relationships with clinic staff, physicians, patients, families and community medical and social service agencies.

Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a Physician Assistant program of instruction from an accredited institution approved by the California Board of Medical Quality Assurance (BMQA)-Physician Assistant Board of California (PAB) and one year of clinical experience in a health-related occupation.

OR

Equivalent to completion of a graduate-level Nurse Practitioner program from an accredited institution approved by the California Board of Registered Nursing (BRN). Must meet the minimum qualifications for employment with the City of Berkeley as a Registered Nurse. In addition, must have successfully completedCompletion of an approved preceptorship and appropriate academic training in an area of specialization covering extended roles in traditional nursing and must meet all other requirements as an advanced practice registered nurse Nurse Practitioner as specified in standards of by the California Board of Registered Nursing.

Education and training in specialty area appropriate to the clinical assignment are desirable.

OTHER REQUIREMENTS

Must possess a valid and active license as a Registered Nurse and certification as a Nurse Practitioner by the California Board of Registered Nursing (BRN) or possess a valid and active license as a Physician Assistant by the Physician Assistant Board of California (PAB).

Must possess a valid Physician's Assistant Certificate or a temporary Physician's Assistant Certificate to practice issued by the California BMQA and successfully pass the next scheduled licensing examination or must possess a valid license to practice as a registered nurse in the state of California.

Must possess the ability to prescribe, dispense, and administer medication.

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.

Recommendation to Revise Job Class Specification – Mid-Level Practitioner

TOOLS AND EQUIPMENT

Diagnostic tools, stethoscope, otoscope, thermometer, sphygmomanometer, medical pen light, medication reference tool, medication calculator, computer (including various medical and office software), phone.

PHYSICAL AND MENTAL REQUIREMENTS

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate in person and over the telephone. Ability to hear blood pressure, heart, and lungs sounds with or without corrective devices. Ability to read standard text, fine print, various handwritings, and view a computer monitor. May be required to lift up to 35 pounds. Manual dexterity to handwrite, use a computer keyboard, manipulate equipment dials. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for prolonged periods. Ability to operate medical equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with other individuals successfully and collaboratively.

WORKING CONDITIONS

Work is performed in a typical temperature-controlled clinical environment subject to typical office noise and environment.



Human Resources

PERSONNEL BOARD

January 6, 2025

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Unrepresented Employee Manual to Add 5% Differential to Program Manager Classification Assigned to City Manager's Office

RECOMMENDATION

Revise the Unrepresented Employee Manual to add 5% differential to Program Manager II classifications assigned to City Manager's Office as outlined.

FISCAL IMPACT

The change will result in a 5% increase to the cost of each position. Currently, there is only one Program Manager II position assigned to the City Manager's Office.

CURRENT SITUATION AND ITS EFFECTS

The City seeks to include Program Manager II in the list of classifications assigned to the City Manager's Office who receive a 5% salary differential, as outlined in the Unrepresented Employee Manual.

BACKGROUND

The Unrepresented Employee Manual Section 13.19, *City Manager Department Differential*, states, "Assistant, Associate, Senior Management Analysts, and Office Specialists III in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential." To create parity among unrepresented staff in the City Manager's Office, staff is recommending that the Program Manager II also be added to the list. Program Manager II staff assigned to the City Manager's Office provide training, support, strategic program design, and project management services citywide, similar to the 5% differential for Communications Specialists assigned to the City Manager's Office, and is a general classification assigned to different departments, similar to the Management Analyst classifications that receive the 5% differential when assigned to the City Manager's Office.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification is unrepresented and is exempt from the meet and confer process requirements for recognized employee organizations.

RATIONALE FOR RECOMMENDATION

This change will create parity among unrepresented staff assigned to the City Manager's Office.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Internal

Revise Unrepresented Manul to Add 5% Differential to Program Manager II Classification Assigned to City Manager's Office

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

ATTACHMENTS

1. Proposed Revision to Unrepresented Manual, Section 13.19, *City Manager Department Differential*

Internal

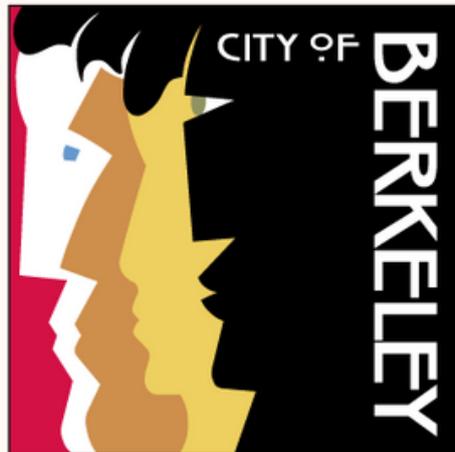
Revise Unrepresented Manual to Add 5% Differential to Program Manager II Classification Assigned to City Manager's Office

Unrepresented Manual, Section 13.19, *City Manager Department Differential*

Assistant, Associate, Senior Management Analysts; Program Manager II, Communications Specialists, and Office Specialists III assigned to in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential.

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

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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

Rhodeza Grace Salisi, Reception
Ext. 6800 | RSalisi@berkeleyca.gov

BENEFITS

HRBenefits@berkeleyca.gov

Sophea Shephard
Ext. 6815 | SShephard@berkeleyca.gov

Rochelle Roldan
Ext. 6892 | RRoldan@berkeleyca.gov

CITYWIDE TRAINING

Training@berkeleyca.gov

Alejandra Alonso
Ext. 6801 | AAlonso@berkeleyca.gov

EEO MATTERS

EEO@berkeleyca.gov

Tamela Hopson-Dudley
Ext. 6811 | THopson-Dudley@berkeleyca.gov

EMPLOYEE AND LABOR RELATIONS

Charles Ayers
Ext. 6818 | CAyers@berkeleyca.gov

Cassandra Huff
Ext. 6894 | CHuff@berkeleyca.gov

RECRUITMENT, EXAMS AND SELECTION

Jeneen Miller-Edenburg
Ext. 6817 | JeMiller@berkeleyca.gov

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
Ext. 6803 | KChailertchom@berkeleyca.gov

Natini Phosy
Ext. 6804 | NPhosy@berkeleyca.gov

WORKERS' COMP, ADA, LEAVES

HRWorkersComp@berkeleyca.gov
HRLeaveRequest@berkeleyca.gov

Cari McDonald
Ext. 6816 | CMcDonald@berkeleyca.gov

Laura Zurita
Ext. 6812 | LZurita@berkeleyca.gov

Promotional Recruitments

[CLICK HERE TO APPLY](#)

Recruitment	Reason	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist III	Vacancy	\$40.67 - \$44.34	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	\$41.04 - \$49.42	Continuous	Continuous
Accounting Technician	Vacancy	\$40.02 - \$48.18	Continuous	Continuous
Customer Service Specialist III	Vacancy	\$40.67 - \$44.34	Continuous	Continuous
Office Specialist III	Vacancy	\$39.93 - \$43.60	Continuous	Continuous
NEW Solid Waste Supervisor	Vacancy	\$49.71 - \$53.73	December 30	January 13, 2025

Open Competitive Recruitments

[CLICK HERE TO APPLY](#)

Recruitment	Reason	Hourly Rate	Opening Date	Closing Date
Assistant Civil Engineer	Vacancy	\$58.74 - \$71.04	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	\$56.19 - \$67.69	Continuous	Continuous
Assistant Transportation Engineer	Vacancy	\$56.85 - \$68.51	Continuous	Continuous
Associate Civil Engineer	Vacancy	\$64.69 - \$78.17	Continuous	Continuous
Associate Transportation Engineer	Vacancy	\$64.69 - \$78.17	March 18	Open Until Filled
Behavioral Health Clinician I	Vacancy	\$44.48 - \$52.17	Continuous	Continuous
Behavioral Health Clinician II	Vacancy	\$48.99 - \$57.22	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	\$49.35 - \$62.74	Continuous	Continuous
Building Maintenance Mechanic	Vacancy	\$45.52 - \$48.56	December 2	December 30
Housing Inspector I (Certified)	Vacancy	\$41.90 - \$49.71	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	\$46.55 - \$55.23	Continuous	Continuous
IT Project Manager (Senior Systems Analyst)	Vacancy	\$62.07 - \$75.61	August 5	Open Until Filled
Legislative Aide	Vacancy	\$41.55 - \$77.46	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	\$54.13 - \$69.24	Continuous	Continuous

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

Open Competitive Recruitments Continued

Recruitment	Reason	Hourly Rate	Opening Date	Closing Date
Mental Health Nurse	Vacancy	\$67.61 - \$82.19	Continuous	Continuous
Mid-Level Practitioner	Vacancy	\$71.94 - \$83.58	Continuous	Continuous
Parking Enforcement Officer	Vacancy	\$37.04 - \$39.19	December 30	January 13, 2025
Parking Services Manager	Vacancy	\$71.38 - \$86.73	September 30	Open Until Filled
Police Officer Lateral	Vacancy	\$55.98 - \$69.67	Continuous	Continuous
Police Officer Recruit	Vacancy	\$46.23	Continuous	Continuous
Psychiatrist	Vacancy	\$123.35 - \$149.93	Continuous	Continuous
Public Health Nurse	Vacancy	\$65.75 - \$76.69	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	\$35.49 - \$38.78	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	\$49.23 - \$53.43	Continuous	Continuous
Senior Information Systems Specialist	Retirement	\$51.99 - \$61.96	April 2022	January 13, 2025
Senior Systems Analyst	Vacancy	\$62.07 - \$75.61	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	\$71.78 - \$84.28	Continuous	Continuous
Supervising Transportation Engineer	Promotion	\$73.88 - \$90.20	July 8	Open Until Filled

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

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

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

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

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

Career vacancies

Classification	Reason	Department	Contact	Email by
Building Maintenance Supervisor (Req#2024-02402)	Retirement	Public Works - Facilities	Aaron Baker ABaker@berkeleyca.gov	1/10/2025
Communications Supervisor (Req#2023-01277)	Vacancy	Public Works - Facilities	Aaron Baker ABaker@berkeleyca.gov	1/10/2025
Public Works Operations Manager (Req#2024-02190)	Promotion	Public Works - Zero Waste	Leticia Jauregui LJauregui@berkeleyca.gov	1/10/2025

Temporary vacancies with an eligible list

Classification	Reason	Department	Contact	Duration
Associate Planner (Req#2024-02438)	Vacancy	Public Works - Transportation	Eric Anderson EAnderson@berkeleyca.gov	NTE 2 years
Mental Health Clinical Supervisor (Req#2024-02443)	Vacancy	HHCS	Jonathan Maddox JMaddox@berkeleyca.gov	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 link associated with each class.

Topic	Date	Location
No classes remaining in 2024. Check back next time for 2025 classes!		

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
Parent Coaching and Support Sessions <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	Zoom
Building Healthy Habits <i>Sutter Health</i>	January 8, 2025 5pm - 6pm	Online
The Future of Health: Technology and Wellness <i>Sutter Health</i>	January 15, 2025 12pm - 1pm	Zoom
Body Harmony: Embrace and Thrive <i>Kaiser</i>	January 27, 2025 12pm - 1pm	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

Welcome!

Hires		
Name	Classification	Department
Cydney Chilimidos	Assistant to the Mayor	Mayor & Council
Tawab Malekzad	Legislative Aide	Mayor & Council
Mariposa Ramirez	Accounting Office Specialist II	Planning
Marrk Callier	Senior Management Analyst	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Marytonae Sanchez	Assistant Planner	Planning
Jonathan Caudillo	Assistant Public Works Engineer	Public Works

Retirements		
Name	Classification	Department
Earl Emelson	Police Officer	Police
David Lindenau	Police Lieutenant	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!

The Choice is Yours

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



The World at Your Fingertips

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



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

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



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

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

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

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

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

How's your financial wellness stacking up?

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



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

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

OR EMAIL JOSE.ANAYA@EMPOWER.COM

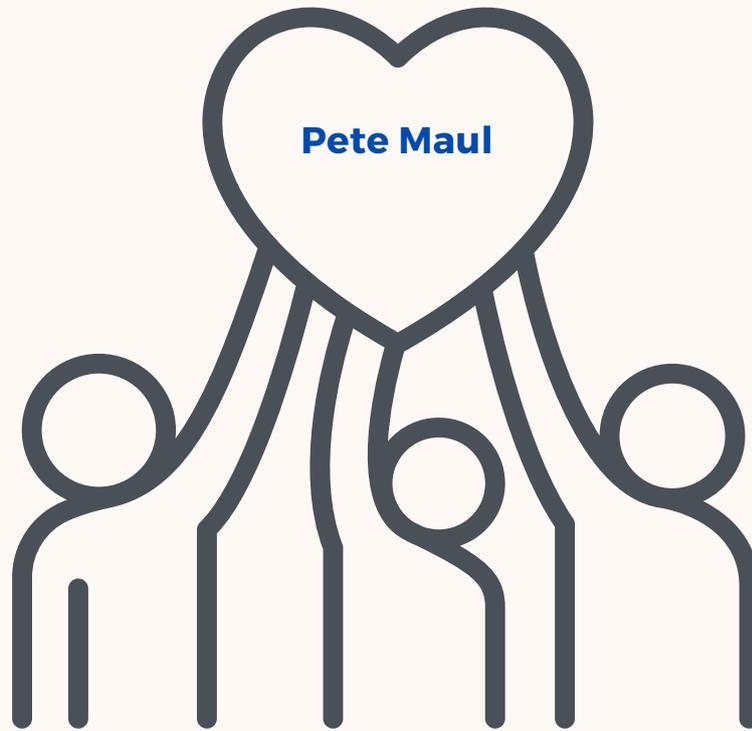
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

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

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

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

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 Year End Verification

This is the time of year to double check that your tax information is accurate and current!
Please take a few minutes to read the following.

TAX WITHHOLDING STATUS: Blank W-4 and DE-4 forms are available on [SharePoint](#) or by contacting your departmental payroll clerk or Payroll Audit.

- **FILING STATUS CHANGES:** If your filing status has changed since your last W-4 and/or DE-4 Forms were filed (marital status, dependents, allowances), this is the time to file amended forms.
- **EXEMPT STATUS:** If you claimed “exempt” status on your W-4 and/or DE-4 form in 2024, please note that your exemption expires February 15, 2025. If you continue to qualify and would like to claim exempt in 2025, **you must complete new forms by February 15**. Without new forms, your federal tax status will automatically be treated as Single or Married filing separately in Step 1(c) with no entries in Step 2, Step 3, or Step 4, and your state tax status will be changed to “Single-0” effective the March 7, 2025 payday.

W-2 MAILING VERIFICATION: Please verify the address on your payroll check or direct deposit voucher. The 2024 W-2 forms will be distributed by January 31, 2025. When you receive your 2024 W-2 form, please verify that your name and the last four digits of your social security number printed on the form match what is printed on your social security card. This ensures the Social Security Administration is able to post your Medicare earnings. If you find a discrepancy, please contact your departmental payroll clerk or Payroll Audit.

2024 FLOATING HOLIDAYS & ADMIN LEAVE ROLLOVER: Unused 2024 floating holidays and admin leave balances will automatically roll over into vacation balances during the first pay period in January 2025. HOWEVER, the admin leave rollover CANNOT result in a vacation balance in excess of eight weeks (320 hours) including the floating holiday rollover. If you have a vacation balance of 320 hours on December 31, unused floating holidays will convert to vacation, but admin leave will not.

Please notify your payroll clerk if you plan to use admin leave between December 22 and December 31, 2024. The 2025 floating holidays and admin leave accruals will be available January 1, 2025.

2025 Tax Rates

ADDITIONAL MEDICARE TAX ON EARNINGS OVER \$200,000: Individuals earning more than \$200,000 will pay an additional 0.9% Medicare tax on all wages over \$200,000. The additional tax only applies to wages above \$200,000. Thus, an employee who earns \$210,000 annually will pay Medicare tax of 1.45% on the first \$200,000, and Medicare tax of 2.35% on the remaining \$10,000. [Click here](#) for more information.

STATE DISABILITY INSURANCE: Effective January 1, 2025, the State Disability Insurance (SDI) withholding rate increases from 1.1% to 1.2%. The [Senate Bill 951](#) removed the taxable wage limit and maximum withholdings for those subject to SDI contributions beginning January 1, 2024. Therefore, all wages subject to SDI taxation will be taxed at a rate of 1.2% with no limit.

NEW!

2025 MILEAGE RATE: The IRS has announced the 2025 standard mileage rate for employees who use their personal vehicle for City business. Effective January 1, 2025, the reimbursable mileage rate will increase from 67 cents per mile to 70 cents per mile.

DEFERRED COMPENSATION UPDATE: The 457 deferred compensation annual contribution maximum is increased from \$23,000 to \$23,500 for 2025. Participants age 50 and older may contribute an additional \$7,500 above the maximum limit for a total of \$31,000. The maximum deferral allowed under the IRC catchup provision is double the normal contribution limit. In 2025, the maximum Special Three-Year Catch-Up contributions is \$47,000 depending on how much you under contributed in prior years.

Benefited employees who wish to participate in the deferred compensation pre-tax plans should call Empower at (855) 756-4738 or CalPERS at 1-888-713-8244 (x2).

Currently enrolled employees may change their contribution amount by completing a change form available on [SharePoint](#) or at the Payroll Audit Office at 2180 Milvia Street, 2nd Floor.

If you have any questions about deferred compensation, please contact Heather Willis at 981-6785.



2025 CITY CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

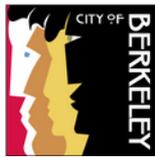
CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

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

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

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

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



City of Berkeley 2025 Pay Schedule

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

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

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