

**CITY OF BERKELEY  
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue  
Live Oak Community Center, Creekside Room  
Berkeley, CA 94704  
June 3, 2024  
7:00 p.m.

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

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**MEETING AGENDA**

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

**ACTION ITEMS:**

- IV. Approval of Meeting Minutes for May 6, 2024
- V. Recommendation to Revise Job Class Specification - Communications Specialist
- VI. Recommendation to Revise Job Classifications - Associate Transportation Engineer and Supervising Traffic Engineer
- VII. Recommendation to Establish Job Class Specification and Salary - Community Emergency Response Team (CERT) Instructor

**INFORMATION ITEMS:**

- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

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**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD**  
1301 Shattuck Avenue  
Live Oak Community Center, Fireside Room  
Berkeley, CA 94704  
May 6, 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](mailto:hr@berkeleyca.gov)

**MEETING MINUTES**

I. Call to Order 7:05 pm

II. Roll Call 7:05 pm

Members Present: Robert Dixon (Chair)  
Aviva Gilbert (Vice Chair)  
Darryl Bartlow  
Mary Kay Lacey  
Jenny Wenk

Members Absent: Maya Karpinski  
Nic O'Loughlin

Staff Present: Aram Kouyoumdjian (Director of Human Resources)  
Monica Walker (Human Resources Manager)  
Benita Torres (Office Specialist II)

Public Attendance: Justin Pitcher (Local One Union Representative)

III. Public Comments None

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on April 1, 2024

**Action:** MSC (Wenk, Bartlow) to approve the minutes of the meeting on April 1, 2024.

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

V. Recommendation to Revise Job Class Specification – Paramedic (R)

**Action:** MSC (Lacey, Wenk) to approve recommendation to Revise Job Class Specification – Paramedic (R)

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

**INFORMATION ITEMS:**

- VI. Report by Director of Human Resources – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. Adjournment 7:39 PM

DRAFT



Human Resources

PERSONNEL BOARD

June 3, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specification – Communications Specialist

RECOMMENDATION

Revise the job class specification of Communications Specialist as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The City seeks to expand the reporting structure to allow charter departments to utilize this classification for their communications and public information related needs.

BACKGROUND

Currently, Communications Specialists perform professional public communication duties to facilitate citywide initiatives that include the coordination and dissemination of information to the public and media, facilitate communication between the general community, special targeted audiences, the media and the City, and provide professional level support to the Communications Director. Charter departments and offices, including the Office of the Director of Police Accountability, Library, and Rent Board, have also identified a need for professional public communication support; in these instances, employees would not be able to report to the City's Communications Director, who is in the City Manager's Office. Expanding the job class specification to include charter departments and offices ensures that appropriate directors or their designees can hire and oversee employees who perform this work.

RECOGNIZED EMPLOYEE ORGANIZATION

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

RATIONALE FOR RECOMMENDATION

This change will ensure that charter departments are able to utilize this classification for their communications and public information related needs.

ALTERNATIVE ACTIONS CONSIDERED

None.

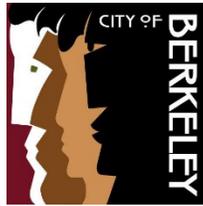
CONTACT PERSON

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

Revise Job Class Specification – Communications Specialist

ATTACHMENTS

1. Proposed Job Class Specification – Communications Specialist



**COMMUNICATIONS SPECIALIST**

**CLASS CODE**

9011

**SALARY**

\$49.24 - \$58.41 Hourly

\$3,938.99 - \$4,673.03 Biweekly

\$8,534.48 - \$10,124.89 Monthly

\$102,413.79 - \$121,498.72 Annually

**ESTABLISHED DATE**

September 14, 2021

**REVISION DATE**

June 3, 2024

Description

**DEFINITION**

Under general supervision, performs professional public communication duties to facilitate Citywide initiatives that include the coordination and dissemination of information to the public and media; develops methods and techniques for accomplishing improved communication between the general community, special targeted audiences, the media and the City; and provides professional level support to the Communications Director/Assistant to the City Manager; or the director of a charter department/office.

**CLASS CHARACTERISTICS**

This is the journey level class, fully competent to perform responsible and difficult communications duties in support of various departments. Incumbents are expected to exercise independent judgment in the development and implementation of communications strategies.

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. Coordinates and performs professional public service communication duties involving the coordination and dissemination of information to the public and media; develops methods and techniques for accomplishing improved communication between the City and general community;
2. Collaborates with City staff to develop a comprehensive communication plan; outlines the City's communication objectives, identifies tools and activities to implement those objectives; improves public access to timely, accurate, helpful information about the City and its services; provides the public with a variety of easy and accessible ways to engage with the City;

## Revise Job Class Specification – Communications Specialist

3. Develops and utilizes communication strategies to inform and promote City activities, both internally and externally, through written and visual communications with distribution through a variety of channels, including digital platforms such as the web and social media, and print; creates and writes daily content regarding City news and events;
4. Serves as back up to the Communications Director or the director of a charter department/office in crisis communications efforts in emergency situations; under the Incident Command System, would serve as lead PIO;
5. Develops, implements and coordinates outreach programs for community engagement; strengthens social media outreach; proactively addresses issues and misinformation through communication;
6. Analyzes the effectiveness of communications and outreach efforts via digital analytics and quantitative and qualitative data;
7. Coordinates the creation and dissemination of assets and resources designed to serve the public through information; writes and creates news and informational content via print, digital and multimedia platforms;
8. Responds to public, radio, television, print media and other electronic media and forums with Information about programs and services as well as unusual circumstances/situations of immediate public interest; will act as a City media representative and spokesperson;
9. Coordinates with departments to ensure information to the community is clear, accurate and Comprehensive; works with staff to plan, organize and launch programs; writes copy for materials of public interest;
10. Develops positive relationships with media by proactively reaching out to them with City news and information and preparing news releases; researches and organizes information and material and writes copy; be available to the media to ensure information is being provided in an effective and efficient manner;
11. Provides technical assistance to City management and staff on digital communications software, how to effectively talk with the news media, and social media best practices;
12. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;
13. 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. Principles, best practices and modern techniques of public information, dissemination, communication program development, media relations, crisis communication, and content-marketing;
2. Techniques of effective interviewing, writing, layout, editing, and multimedia production;
3. Methods and procedures to utilize computer applications and technology related to the work, including but not limited to, web design and maintenance, photography, video production, presentation software, and image editing software;

## Revise Job Class Specification – Communications Specialist

4. Information dissemination techniques and method;
5. Methods and techniques of clear, concise and accurate oral and written communications.

### Ability to:

1. Develop and manage complex communication projects in support of City operations;
2. Effectively prepare and deliver oral presentations and compose clear and organized correspondence, reports, press releases, proclamations, speeches, articles and other written materials;
3. Effectively represent the City with governmental agencies, news media, community groups, employee groups, and various business and professional organizations;
4. Communicate technical information including complex rules, regulations, legislation, and laws in a manner that is appropriate for the intended audience;
5. Use sound judgment in recognizing scope of authority;
6. Operate and use modern office equipment including computers and applicable software;
7. Establish and maintain effective working relationships with those contacted in the course of work;
8. Communicate clearly and concisely, both orally and in writing;
9. Work nights and weekends.

### Minimum Qualifications

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

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in journalism, communications, public relations, or a related field and four years of responsible professional public communications, media relations, public relations or content-development experience including the development and implementation of communication programs.

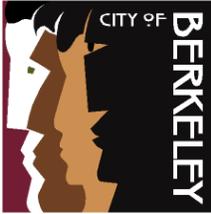
#### OTHER REQUIREMENTS:

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

Established: 09/2021

Revised: 06/2024 – Add charter departments and offices



Human Resources

PERSONNEL BOARD

June 3, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specifications – Associate Transportation Engineer and Supervising Traffic Engineer Job Class Specifications

RECOMMENDATION

Revise the job class specifications of Associate Transportation Engineer and Supervising Traffic Engineer Job Class Specifications as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The City seeks to revise the job classifications of Associate Transportation Engineer and Supervising Traffic Engineer job class specifications in an effort to create alignment within the transportation engineering classification series, as well as correct the nomenclature for Supervising Traffic Engineer to Supervising Transportation Engineer.

BACKGROUND

Currently, both classifications have the same years of experience requirements, despite having different levels of duties and responsibilities. After reviewing industry standards and comparing similar positions to Supervising [Transportation] Engineer with equivalent jurisdictions, it was found that the “five years of increasingly responsible professional traffic engineering experience, three years of which were at a level equivalent to the [Associate Transportation] Engineer class” is appropriately designated for the Supervising [Transportation] Engineer classification. Therefore, the Associate Transportation Engineer minimum requirements were lowered to regain alignment within the classification series.

Revisions to the Supervising Traffic Engineer include replacing “Traffic” with “Transportation,” which also aligns with the other classifications in the series, Assistant Transportation Engineer and Associate Transportation Engineer; as well as updating its correct counterparts referenced in the Civil Engineering division.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification has undergone the meet and confer process with Berkeley Public Employees Union, AFSCME Local One.

RATIONALE FOR RECOMMENDATION

The revisions will create alignment within the transportation engineering classification series as well as correct the nomenclature for Supervising Traffic Engineer to Supervising Transportation Engineer.

Revise Job Class Specifications – Associate Transportation Engineer and Supervising Traffic Engineer

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Associate Transportation Engineer
2. Proposed Job Class Specification – Supervising Traffic Engineer

**City of Berkeley**

**Associate Transportation Engineer**

CLASS CODE 2024

**SALARY**

\$61.03 - \$73.75 Hourly  
\$4,882.60 - \$5,899.80 Biweekly  
\$10,578.96 - \$12,782.90 Monthly  
\$126,947.56 - \$153,394.74 Annually

**Description**

**DEFINITION**

Under the general direction of the Traffic Engineer supervises and performs professional work in traffic engineering, conducts technical research and analysis in the field of traffic engineering and transportation; plans and designs traffic control systems; and performs related work as assigned.

**CLASS CHARACTERISTICS**

The Associate Transportation Engineer functions as a project leader for professional and technical support staff and as technical expert in the traffic/transportation engineering field with responsibility for administrative and technical work in traffic/transportation engineering; for planning, design, and specification writing; serves as a project leader with emphasis on field and office engineering design of capital improvement projects, engineering specifications, legal descriptions, cost estimation, and contract compliance within engineering standards and specifications; administers traffic control programs, and provides technical staff support to the Transportation Commission. This class is distinguished from the Traffic Engineer, which is responsible for the administration of the overall traffic engineering function for the City; and from the Associate Civil Engineer by the requirement that the position has substantial traffic/transportation engineering experience.

**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. Provides advice and technical assistance to City and Department management and staff, commissions and committees, and the public on traffic and transportation matters;
2. Confers with a variety of public and private officials on traffic engineering issues and may assist the Traffic Engineer as the City's representative to other governmental agencies;
3. Develops traffic administration policies and procedures;
4. Coordinates, assigns, reviews and evaluates the work and performance of assigned staff;
5. Assists in the preparation of budgets for Capital Improvement Projects;
6. Ensures Department's compliance with applicable ordinances, codes and laws; reviews traffic operating conditions in the field;
7. Issues work orders for new or changed traffic control devices; responds to public requests for traffic control changes; monitors the work of the Corporation Yard staff in installation;

8. Reviews traffic and transportation elements of environmental impact reports and major developments for compliance with City policies, rules, and regulations;
9. Directs or conducts studies and prepares reports and correspondence on traffic control issues for presentation to the City Council;
10. Answers interrogatories, and testifies in court relative to traffic violations and vehicle accident and injury claims against the City;
11. Issues street use permits for off-street construction, block parties, parades, football games; investigates contested traffic citations;
12. Applies for and administers traffic or transportation grant funds for studies and construction projects;
13. Performs engineering work on the more complex designs for traffic device and transportation construction projects; coordinates, reviews, and evaluates the activities of staff performing traffic design specifications, calculations, and inspection activities for assigned traffic construction projects;
14. Monitors developments in the traffic control field and recommends and implements policy and procedure improvements; and
15. Performs related duties as assigned.

## **Knowledge and Abilities**

### **Knowledge of:**

1. Principles and practices of traffic and highway engineering, including highway capacity analysis;
2. Methods and techniques of field data collection, tabulation, and analysis;
3. Applicable traffic and zoning codes, ordinances, regulations, and guidelines;
4. Principles of Traffic Impact Analysis, Parking Requirements, and Transportation Demand Management
5. Computer applications relating to traffic engineering analysis;
6. Operation and maintenance of traffic control devices and equipment;
7. Principles of grant funding application and administration;
8. Principles and techniques of effective employee supervision, including selection, training, work evaluation, and discipline; and
9. Principles and practices of budget development and administration.

### **Skill in:**

1. Applying traffic engineering principles and techniques to the solution of complex traffic engineering problems;
2. Analyzing complex traffic control problems, evaluating alternatives and reaching sound conclusions;
3. Scheduling, assigning, reviewing, and evaluating the work of others;
4. Ability to set priorities among competing demands of a diverse traffic control program;
5. Preparing clear, concise, and accurate reports, records, and correspondence;
6. Dealing tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufacturers, and others;
7. Exercising sound independent judgement within established guidelines;
8. Researching and evaluating potential grants and other funding sources;

## **Minimum Qualifications**

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

Equivalent to graduation from a four-year college or university with major course work in civil or traffic engineering and ~~five~~<sup>three</sup> years of increasingly responsible traffic engineering experience, ~~three~~<sup>one</sup> years of which were at a level equivalent to the Assistant Transportation Engineer class. Progressively responsible related experience may be substituted for the college course work on a year for year basis.

## **OTHER REQUIREMENTS**

Must possess a valid California Registration as a professional Traffic Engineer (~~preferred~~) or a professional Civil Engineer. Must possess a valid California driver's license and have a satisfactory driving record. Desirable qualifications include a master's degree in Transportation Engineering/Planning or a related field.

## **Classification History**

Title: Associate Transportation Engineer

Code: 22030

Established: 1996-09

Revised: 2021-01

Bargaining Unit: PEU Local 1

FLSA: Exempt

EEO4: Professionals

Probation: 1 Year

FLSA Comp: Admin Leave

Work Comp Code: 8810 - Office

**City of Berkeley**  
**Supervising ~~Traffic~~Transportation Engineer**

CLASS CODE1228

SALARY

\$69.70 - \$85.10 Hourly  
\$5,575.92 - \$6,807.79 Biweekly  
\$12,081.16 - \$14,750.21 Monthly  
\$144,973.90 - \$177,002.48 Annually

## Description

### DEFINITION

Under direction, supervises and performs professional work in traffic engineering, conducts technical research and analysis in the field of traffic engineering and transportation; plans and designs traffic control systems; administers traffic control programs; responds to inquiries from state and federal agencies, City boards and commissions, and the public; performs related work as assigned.

### CLASS CHARACTERISTICS

The Traffic Engineer functions as the City's technical expert in the traffic engineering field with responsibility for administrative and technical work in traffic engineering; for planning, design and specification writing; and for ensuring contract compliance with specifications and engineering standards. The Traffic Engineer must address a variety of transportation issues, such as bicycle and automobile integration, the use of bike routes, alternative modes of transportation, traffic volume reduction techniques, traffic calming techniques, and intergovernmental jurisdictional conflicts. This class is distinguished from the ~~Manager of Engineering~~Supervising Civil Engineer, which is responsible for engineering activities in the areas of construction and maintenance.

### 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. Plans, organizes, directs, reviews and evaluates the work of the Traffic Engineering section and provides for the selection, training and professional development of assigned staff;
2. Provides advice and technical assistance to City and Department management and staff, commissions and committees and the public on traffic and transportation matters;
3. Confers with a variety of public and private officials on traffic engineering issues and serves as the City's representative to other governmental agencies, ~~including the University of California and CalTrans~~; works closely with ~~university~~ officials to address traffic patterns, traffic impacts of construction projects and other traffic engineering issues;
4. Develops traffic administration policies and procedures; ensures Department's compliance with applicable ordinances, codes and laws; reviews traffic operating conditions in the field;
5. Issues work orders for new or changed traffic control devices; responds to public requests for traffic control changes;
6. Reviews traffic and transportation elements of environmental impact reports and major developments for compliance with City policies, rules and regulations;

7. Directs or conducts studies and prepares reports and correspondence on traffic control for presentation to the City Manager, the Transportation Commission and the City Council;
8. Investigates contested traffic citations; answers interrogatories, and testifies in court relative to traffic violations and vehicle accident and injury claims against the City;
9. Issues street use permits for off-street construction, block parties, parades, football games, and related events;
10. Conducts radar speed studies using a radar speedometer for validating speed limits relative to Police traffic enforcement; in conjunction with the Berkeley Unified School District, and participates in various school safety programs; works closely with the Traffic Division of the Berkeley Police Department to reduce traffic problems;
11. Applies for and administers traffic or transportation grant funds for studies and construction projects;
12. Monitors developments in the traffic control field and recommends and implements policy and procedure improvements;
13. Prepares and administers the annual budget for traffic engineering activities; and
14. 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 traffic and highway engineering, including highway capacity analysis;
2. Methods and techniques of field data collection, tabulation and analysis;
3. Applicable traffic and zoning codes and ordinances, regulations and guidelines;
4. Computer applications relating to traffic engineering analysis;
5. Operation and maintenance of traffic control devices and equipment;
6. Principles of grant funding application and administration and of budget development and administration;
7. Principles and techniques of effective employee supervision, including selection, training, work evaluation and discipline; and
8. Current developments and trends in traffic calming and control methods, alternative modes of transportation, and parking congestion solutions.

Skill in:

1. Planning, assigning, directing, reviewing and evaluating the work of others;
2. Managing and prioritizing a diverse traffic control program;
3. Analyzing complex traffic control problems, evaluating alternatives and reaching sound conclusions;
4. Preparing clear, concise and accurate reports, records and correspondence;
5. Exercising sound independent judgment within established guidelines;
6. Representing the City effectively in meetings with others;
7. Researching and evaluating potential grants and other funding sources;
8. Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Minimum Qualifications**

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

Equivalent to graduation from a four-year college or university with major coursework in civil or traffic engineering and five years of increasingly responsible professional traffic engineering experience, three years of which were at a level equivalent to the Assistant Traffic Associate Transportation Engineer class.

### **OTHER REQUIREMENTS**

Must possess a valid California Registration as a professional Traffic Engineer or a professional Civil Engineer within one year of appointment. California Registration as a professional Traffic Engineer is

preferred. 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, maintenance of a valid California driver's license and satisfactory driving record is required.

### **Classification History**

Estab: 12/1988

Rev: 04/2000

Title change: 01/2001

MQ change: 01/2003



Human Resources

PERSONNEL BOARD  
June 3, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Salary – Community Emergency Response Team (CERT) Civilian Instructor

#### RECOMMENDATION

Establish the unrepresented job class specification and salary of Community Emergency Response Team (CERT) Civilian Instructor as outlined, with an hourly salary range of \$31.5568 to \$38.7241.

#### FISCAL IMPACT

The Fire Department intends to continue staffing this classification as an intermittent, 10 hours per week (approximately), non-career, non-benefitted position. Community Emergency Response Team (CERT) Civilian Instructors currently receive an hourly wage of \$34.9572 and work on an intermittent basis for approximately 10 hours per week. Introducing a salary range would create a difference between their current rate and the top end of the proposed scale of \$37.7669 per hour, which would be an additional \$1,958.79 per person per year.

#### CURRENT SITUATION AND ITS EFFECTS

Community Emergency Response Team (CERT) Civilian Instructors currently receive an hourly wage of \$34.9572, but there is currently no official job class specification or salary range.

The City of Berkeley Fire Department Office of Emergency Services Division (Fire-OES) coordinates training for the community on disaster preparedness topics. As part of this work, Fire-OES administers the Community Emergency Response Team (CERT) Program, which includes education in disaster preparedness and training in basic emergency skills for City residents and people who work in Berkeley. Community members who participate in the CERT program take courses in disaster preparedness, fire safety, disaster medical operations, light search and rescue operations, CERT organization, and additional disaster preparedness topics. Through this training, they learn how to help their communities in a disaster and will work with their neighbors to coordinate their response to a disaster that impacts them.

Currently, intermittent CERT Civilian Instructors work under Fire-OES to deliver courses using the federally defined CERT curriculum, as well as disaster preparedness courses tailored to the specific needs of the Berkeley community. Education is delivered on through community-wide courses, in neighborhoods with community groups, and at community events.

Over the years since the CERT Civilian Instructor position was established, some instructors have had to leave the role, but the City has not been able to fill these vacancies because of the lack of an official job classification. Due to these staffing shortages the Department has not been able to offer CERT courses at

## Establish Job Class Specification and Salary Range – Community Emergency Response Team (CERT) Civilian Instructor

a frequency to meet community demands, as courses are generally full within days of posting. In addition, there is currently a backlog of unmet community requests for neighborhood-based CERT and other disaster preparedness courses. Establishing the CERT Civilian Instructor job classification will enable the City to move forward with hiring additional necessary CERT Civilian Instructors to help meet community needs.

Introducing a salary range would establish an opportunity for higher pay upon entry for qualified applicants and broaden the potential applicant pool; allow for increased pay commensurate with time worked in the role, with positive benefits to retention; and enable the City to honor the contributions of current CERT Civilian Instructors, some of whom have served in these roles since the position was established in 2015.

### BACKGROUND

The intermittent CERT Civilian Instructor position was initially established in 2015. Until that time, community members active in the CERT program had volunteered their time to perform these duties. By establishing the intermittent CERT Civilian Instructor position, the City established programmatic stability and consistency for the delivery of community disaster preparedness education. In addition, the shift to compensating community members for their work helped reduce barriers to participation for people who cannot afford to volunteer their time.

At the time the Community Emergency Response Team (CERT) Civilian Instructor position was established, an hourly wage was established but an official job class specification was not created.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The intermittent CERT Civilian Instructor job classification will continue to deliver content related to natural hazards exacerbated by climate change.

### RATIONALE FOR RECOMMENDATION

This job class specification is being created to maintain and expand the delivery of the CERT curriculum to the Berkeley community. Establishing the job class enables the City to move forward with hiring the necessary CERT Civilian Instructors to deliver courses to the 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 Emergency Response Team (CERT) Civilian Instructor



# Community Emergency Response Team (CERT) Civilian Instructor

Class Code:  
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY

Established Date: June 3, 2024

## SALARY RANGE

\$31.5568 - \$38.7241 Hourly  
\$2,524.54 - \$3,097.92 Biweekly  
\$5,469.85 - \$6,712.18 Monthly  
\$65,638.14 - \$80,546.13 Annually

## DESCRIPTION:

### DEFINITION

Under general direction of a Division Manager in the Fire Department, or their designee, the CERT Civilian Instructor supports City of Berkeley Fire Department community education efforts. The position delivers the federally-defined Community Emergency Response Team (CERT) curriculum and disaster preparedness 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 the Fire Department.

## 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.

Establish Job Class Specification and Salary Range – Community Emergency Response Team (CERT)  
Civilian Instructor

1. Coordinates and teaches community and personal disaster preparedness classes. Training may include but is not limited to courses on the standardized Community Emergency Response Team (CERT) curriculum and other disaster preparedness courses tailored to the specific needs of the Berkeley community. The CERT Civilian Instructor 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 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 in the Berkeley community 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 standards in one or more areas: the standardized Community Emergency Response Team (CERT) curriculum, and disaster preparedness topics in Berkeley.
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 people in Berkeley's diverse communities.
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 Emergency Response Team (CERT)  
Civilian Instructor

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.

Completion of CERT Train-the-Trainer course is desirable.

**OTHER REQUIREMENTS**

Availability to work evening, night, and weekend shifts is desirable.

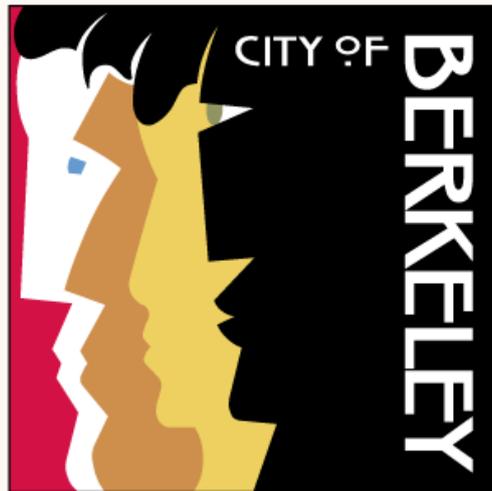
Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

**CLASSIFICATION HISTORY:**

Classification Code	XXXX
Classification Established	June 3, 2024
FLSA Status	Non-Exempt
Admin Leave / Overtime	Overtime
Representation Unit	Unrepresented
Probationary Period	One Year
Workers' Comp Code	8810

# *Berkeley Matters*

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



## *What's New*

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

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

CITYWIDE TRAININGS..... [PAGE 7](#)

### *Webinar: Leaves of Absence*

Wednesday, **May 29th**  
12pm to 1pm

See [page 8](#) for details



SCAN TO  
REGISTER

## ADMINISTRATION

Aram Kouyoumdjian, HR Director

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

Benita Torres, Admin Support  
BTorres@berkeleyca.gov  
510-981-6806

## BENEFITS

HRBenefits@berkeleyca.gov

Sophea Shephard  
SShephard@berkeleyca.gov  
510-981-6815

Laura Zurita  
LZurita@berkeleyca.gov  
510-981-6812

## CITYWIDE TRAINING

Training@berkeleyca.gov

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

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

## EEO MATTERS

Tamela Hopson-Dudley  
THopson-Dudley@berkeleyca.gov  
510-981-6811

## EMPLOYEE AND LABOR RELATIONS

Aram Kouyoumdjian, HR Director

Casandra Huff  
CHuff@berkeleyca.gov  
510-981-6894

## RECRUITMENT, EXAMS & SELECTION

Jeneen Miller-Edenburg  
JeMiller@berkeleyca.gov  
510-981-6817

Rio Tess Musni  
RMusni@berkeleyca.gov  
510-981-6805

Anna Gooler  
AGooler@berkeleyca.gov  
510-981-6820

Michelle Yoo  
MYoo@berkeleyca.gov  
510-981-6802

Tiana Dickson  
TDickson@berkeleyca.gov  
510-981-6814

## SAFETY, ERGONOMICS, CAL/OSHA

Kevin Walker  
KWalker@berkeleyca.gov  
510-981-6825

Venus Thomas  
VThomas@berkeleyca.gov  
510-981-6819

## TRANSACTIONS

Velma Wallace  
VWallace@berkeleyca.gov  
510-981-6808

Feuy Saephan  
FSaephan@berkeleyca.gov  
510-981-6822

Kannalin Chailertchom  
KChailertchom@berkeleyca.gov  
510-981-6803

## WORKERS' COMP, ADA, LEAVE OF ABSENCE

Claims: HRWorkersComp@berkeleyca.gov

Cari McDonald  
CMcDonald@berkeleyca.gov  
510-981-6816

Laura Zurita  
LZurita@berkeleyca.gov  
510-981-6812

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

For promotional recruitments: [CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$33.13 - \$36.08	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Promotional	\$38.37 - \$41.83	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	Promotional	\$38.72 - \$46.62	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 - \$45.45	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
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Associate Management Analyst	Vacancy	Competitive	\$48.90 - \$58.07	May 13, 2024	May 20, 2024
Associate Transportation Engineer (Req#2024-01716, 2024-01722)	Vacancy	Competitive	\$61.03 - \$73.75	March 18, 2024	Open Until Filled
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Community Development Project Coordinator	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Community Service Officer (Req#2023-01350)	Vacancy	Competitive	\$36.28 - \$42.26	May 6, 2024	Continuous
Customer Services Specialist III	Vacancy	Promotional	\$38.37 - \$41.83	Continuous	Continuous
Director of Health, Housing and Community Services (Req#2024-02017)	Vacancy	Competitive	\$87.95 - \$128.63	April 25, 2024	May 22, 2024
<b>NEW</b> Epidemiologist (Req#2024-01855)	Vacancy	Competitive	\$42.12 - \$51.19	May 20, 2024	June 10, 2024
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
<b>NEW</b> General Services Manager (Req#2024-02138)	Vacancy	Competitive	\$60.30 - \$73.45	May 20, 2024	June 10, 2024
<b>NEW</b> Health Services Program Specialist (Req#2024-02124)	Promotion	Competitive	\$45.48 - \$53.01	May 20, 2024	June 10, 2024
Housing Development Specialist (Community Development Project Coordinator)	Promotion	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Housing Inspector II (Certified) (Req#2024-01870)	Vacancy	Competitive	\$46.09 - \$54.68	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
<b>Librarian I</b>	Vacancy	Competitive	\$38.33 - \$45.96	Continuous	Continuous
<b>Manager of Aging Services</b> (Req#2024-02015)	Vacancy	Competitive	\$63.17 - \$76.22	April 29, 2024	May 20, 2024
<b>Marina Assistant</b>	Promotion	Competitive	\$34.28 - \$36.35	Continuous	Continuous
<b>Mental Health Clinical Supervisor</b>	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
<b>Mental Health Nurse</b>	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
<b>Mid-Level Practitioner</b>	Vacancy	Competitive	\$55.53 - \$61.56	Continuous	Continuous
<b>Office Specialist III</b>	Vacancy	<b>Promotional</b>	\$36.67 - \$41.13	Continuous	Continuous
<b>Police Officer Lateral</b>	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
<b>Police Officer Recruit</b>	Vacancy	Competitive	\$43.61	Continuous	Continuous
<b>Psychiatrist</b>	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
<b>Public Health Nurse</b>	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
<b>Public Safety Dispatcher I</b>	Vacancy	Competitive	\$33.48 - \$36.58	Continuous	Continuous
<b>Public Safety Dispatcher II</b>	Vacancy	Competitive	\$46.44 - \$50.40	Continuous	Continuous
<b>Registered Environmental Health Specialist</b> (Req#2023-01260)	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
<b>Registered Nurse</b>	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
<b>Revenue Development Specialist I/II</b>	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
<b>Revenue Development Supervisor</b>	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
<b>Senior Behavioral Health Clinician</b>	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
<b>Senior Housing Inspector (Certified)</b>	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
<b>Senior Information Systems Specialist</b>	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
<b>Senior Librarian</b> (Req#2024-02025)	Vacancy	Competitive	\$44.10 - \$52.42	April 22, 2024	May 17, 2024
<b>Senior Management Analyst</b>	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
<b>Senior Public Health Nurse</b>	Vacancy	Competitive	\$59.02 - \$68.86	Continuous	Continuous
<b>Senior Service Assistant</b> (Req#2023-01589)	Promotion	Competitive	\$33.91 - \$35.63	May 6, 2024	May 27, 2024
<b>Senior Systems Analyst</b>	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
<b>Supervising Librarian</b>	Vacancy	Competitive	\$50.25 - \$60.54	Continuous	Continuous
<b>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous
<b>Traffic Maintenance Worker II</b> (Req#2023-01244)	Vacancy	<b>Promotional</b>	\$35.14 - \$38.42	May 6, 2024	May 20, 2024

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

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

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

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

Classification	Reason	Department	Contact
<b>Aquatics Coordinator</b> (Req#2024-02159)	Vacancy	PRW	Douglas Pompey DPompey@berkeleyca.gov
<b>Assistant Fire Chief</b> (Req#2024-02139)	Retirement	Fire - Training	David Sprague Dsprague@berkeleyca.gov
<b>Assistant Management Analyst</b> (Req#2024-02129)	Promotion	Public Works - Transportation	Noah Budnick NBudnick@berkeleyca.gov
<b>Associate Transportation Engineer</b> (Req#2024-01716, 2024-01722)	Vacancy	Public Works - Transportation	Noah Budnick NBudnick@berkeleyca.gov
<b>Customer Service Specialist III</b> (Req#2024-01831)	Promotion	IT - 311	Penelope Cash PCash@berkeleyca.gov
<b>Laborer</b> (Req#2024-02140)	Promotion	Public Works	John Hurtado Jhurtado@berkeleyca.gov
<b>Office Specialist II</b> (Req#2024-02160)	Promotion	Human Resources	Monica Walker MWalker@berkeleyca.gov
<b>Senior Information Systems Specialist</b> (Req#2024-01864, 2024-02130, 2024-02131)	Retirement Vacancy Promotion	IT	Brian McGrath BMcGrath@berkeleyca.gov
<b>Senior Management Analyst</b> (Req#2024-02134)	Vacancy	HHCS	Ann Song Asong@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 one of the vacancies listed below, you must:

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

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

Classification	Reason	Department	Contact	Duration
<b>Assistant Aquatics Coordinator</b> (Req#2024-02105, 2024-02106)	Vacancy	PRW	Douglas Pompey DPompey@berkeleyca.gov	6 months

## 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** email the department contact person within **one week** of the job posting.

Classification	Reason	Duration	Contact	Opening Date	Closing Date
<b>Manager of Aging Services</b> (Req#2024-02015)	Vacancy	NTE 6 months	Tanya Bustamante Tbustamante@berkeleyca.gov	April 29, 2024	May 20, 2024

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**

**MANDATORY TRAININGS:** [CLICK HERE](#)

Topic	Audience	Location
Harassment Awareness	All City Staff	Online self-paced
Ethics Awareness		
Active Shooter Awareness		
Code of Conduct Series	All supervisors and managers	Online self-paced

**UPCOMING CLASSES**

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

Date	Topic	Location
May 23, 2024 9am - 12pm	ERMA A - Excel for ERMA Users	<a href="#">Zoom - click here</a>
June 6, 2024 9am - 12pm	Microsoft Outlook Level 1, Day 1	<a href="#">Zoom - click here</a>
June 13, 2024 9am - 12pm	Microsoft Outlook Level 1, Day 2	
June 27, 2024 9am - 12pm	Microsoft Excel PivotTables	<a href="#">Zoom - click here</a>
July 11, 2024 9am - 12pm	Microsoft Word Level 1, Day 1	<a href="#">Zoom - click here</a>
July 18, 2024 9am - 12pm	Microsoft Word Level 1, Day 2	

*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](mailto:training@berkeleyca.gov)*



# 2024

## EMPLOYEE ENRICHMENT WEBINARS



**MAY**

# LEAVES OF ABSENCE

Wednesday, May 29th  
12pm - 1pm

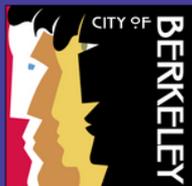
What are FMLA, CFRA, and PFL?\*

If your answer is "IDK," join us for this month's webinar!

Cari McDonald, Senior HR Analyst, will provide key information about the various leaves of absence that the City offers to employees.

You'll gain a better understanding of the leave administration process, eligibility, and approval for different types of leaves.

\*Family and Medical Leave Act, California Family Rights Act, and Paid Family Leave



Coming in June:  
Test-Taking Strategies

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



*Welcome!*

<b>Appointments</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Laura Campos</b>	Health Educator	HHCS
<b>Jimmy Johnson</b>	Office Specialist II	HHCS
<b>Daniel Moore</b>	Supervising Public Health Nurse	HHCS
<b>Tom Bautista</b>	Assistant Public Works Engineer	Public Works
<b>Jesse Heitel</b>	Accounting Office Specialist II	Public Works
<b>Allan Wong</b>	Engineering Technician	Public Works

*Congratulations!*

<b>Promotions</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Michelle Jones</b>	Accounting Office Specialist III	Fire
<b>Alexis Gonzales</b>	Mental Health Clinical Supervisor	HHCS
<b>Kannalin Chailertchom</b>	Human Resources Technician	HR
<b>Tiana Dickson</b>	Assistant Human Resources Analyst	HR
<b>Casandra Huff</b>	Associate Human Resources Analyst	HR
<b>Benita Torres</b>	Assistant Management Analyst	HR
<b>Velma Wallace</b>	Associate Human Resources Analyst	HR
<b>Jacqueline Rodriguez</b>	Administrative Secretary	Library
<b>Sarah Moore</b>	Program Manager II	Planning

<b>Retirements</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Eve Franklin</b>	Administrative Secretary	Library
<b>Dustin Morillas</b>	Police Officer	Police
<b>Christopher Waite</b>	Police Sergeant	Police

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

Visit [cobsavings.savings.workingadvantage.com](https://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](mailto:NANCY.GARRITY@VOYA.COM)  
888-713-8244 EXT 2**

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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](mailto:JOSE.ANAYA@EMPOWER.COM)**

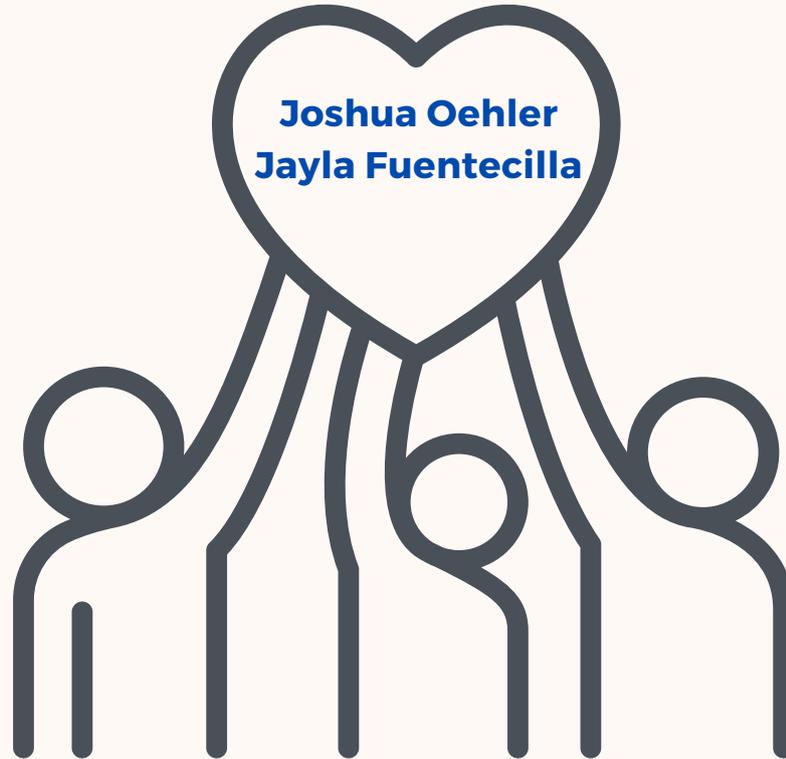
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

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

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

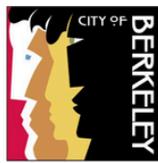
**My Total Retirement** includes two important additional features: automated monthly review of your investment asset allocation, and automated adjustments to your investment account holdings (implemented on a quarterly basis). **My Total Retirement** charges an annual fee assessed as a fixed percentage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

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



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

[CLICK HERE](#)



# 2024 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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FEBRUARY						
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MARCH						
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31						

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

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

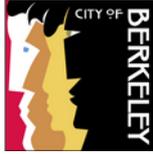
## CITY OF BERKELEY RECOGNIZED HOLIDAYS

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

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

Dec 25 Christmas Day

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



## City of Berkeley 2024 Pay Schedule

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

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

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