

**CITY OF BERKELEY  
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue  
Live Oak Community Center, Creekside Room  
Berkeley, CA 94704  
July 8, 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 June 3, 2024
- V. Recommendation to Revise Job Class Specification – Mail Services Aide
- VI. Recommendation to Establish Job Classifications and Salary – Veterinarian
- VII. Recommendation to Establish Job Class Specification and Salary – Public Health Investigator
- VIII. Recommendation to Establish Job Class Specification and Salary – Assistant Fire Inspector
- IX. **Closed Session:** Unrepresented Employee Appeal of Proposed Five-Day Suspension
- 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  
June 3, 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 7:00 pm

II. Roll Call 7:00 pm

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources)  
Monica Walker (Human Resources Manager)  
Benita Torres (Assistant Management Analyst)  
Hansel Aguilar (Director of Police Accountability)  
Wahid Amiri (Deputy Director of Public Works)  
Hamid Mostowfi (Transportation Manager)  
Sarah Lana (Program Manager II)  
Keith May (Deputy Fire Chief)

Public Attendance: Justin Pitcher (Local One Union Representative)  
Sherry Jackson (SEIU MCU Union Representative)

III. Public Comments None

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on May 6, 2024

**Action:** MSC (Gilbert, Wenk) to approve the minutes of the meeting on May 6, 2024.

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

V. Recommendation to Revise Job Class Specification - Communications Specialist

**Action:** MSC (Wenk, Lacey) to approve recommendation to Revise Job Class Specification-Communications Specialist with a 5% Differential when assigned to the City Manager's Office

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

VI. Recommendation to Revise Job Classifications - Associate Transportation Engineer and Supervising Traffic Engineer

**Action:** MSC (O'Loughlin, Bartlow) to approve recommendation to Revise Job Classifications-Associate Transportation Engineer and Supervising Traffic

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

VII. Recommendation to Establish Job Class Specification and Salary-Community Emergency Response Team (CERT) Instructor

**Action:** MSC (Wenk, Gilbert) to approve recommendation to Establish Job Class Specification and Salary-Community Response Team (CERT) Instructor with "ability to communicate in languages that are reflective of the community served" added in the Job Class Specification

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

**INFORMATION ITEMS:**

- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment 8:10 PM



Human Resources

PERSONNEL BOARD

July 8, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specification – Mail Services Aide

RECOMMENDATION

Revise the job class specification of Mail Services Aide as outlined.

FISCAL IMPACT

There will be a 3.5% increase to the salary in recognition of the expanded duties.

CURRENT SITUATION AND ITS EFFECTS

The current duties of the Mail Services Aide classification include pick-up and delivery of non-mail materials and items, which are not reflected in the current job class specification.

BACKGROUND

As a result of negotiations between the City and the Union, the parties agreed to the following: effective the first full pay period after Union ratification and Council approval on its regular agenda [June 25, 2024], the classification of Mail Services Aide will be retitled to Mail and Materials Service Aide, and the classification specification will be updated to include additional duties and responsibilities. In recognition of the expanded duties to include pickup and delivery of a variety of non-mail materials and items, a 3.5% increase shall be added to the steps of the new classification.

RECOGNIZED EMPLOYEE ORGANIZATION

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

RATIONALE FOR RECOMMENDATION

The revisions to the job class specification and salary reflect additional duties and compensation.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Mail and Materials Services Aide

Internal

**CITY OF BERKELEY**

**MAIL AND MATERIALS SERVICES AIDE**

**CLASS CODE**

4045

**SALARY**

~~\$29.97~~—~~\$32.19~~ Hourly

\$32.8163 - \$ 35.2481 Hourly (Effective 07/07/24 - 6% COLA, 3.5% Adjustment)

~~\$2,397.54~~—~~\$2,575.20~~ Biweekly

\$2,625.30 - \$2,819.84 Biweekly (Effective 07/07/24 - 6% COLA, 3.5% Adjustment)

~~\$5,194.67~~—~~\$5,579.60~~ Monthly

\$5,688.15 - \$6,109.66 Monthly (Effective 07/07/24 - 6% COLA, 3.5% Adjustment)

~~\$62,335.99~~—~~\$66,955.23~~ Annually

\$68,257.85 - \$73,315.94 Annually (Effective 07/07/24 - 6% COLA, 3.5% Adjustment)

**ESTABLISHED DATE**

October 13, 2008

**REVISION DATE**

~~December 01, 2014~~ July, 2024

**Description**

DEFINITION

Under supervision, picks up, delivers and processes interoffice and United States Postal Service (USPS) mail to and from all City departments; picks up and delivers office and program supplies, books, and a variety of documents, materials, items, and equipment as needed; runs various types of equipment and performs related work as assigned.

CLASS CHARACTERISTICS

The primary emphasis of the class is on mail and delivery. Incumbents typically process mail and materials which includes including but not limited to: pick-up, delivery, and processing of mail and a variety of interoffice materials, supplies, documents, equipment, and those received from and/or delivered to the USPS, to and from all City offices; redistribution of

interoffice mail; metering outgoing mail; monitoring use and postage of the postal meter; monthly reporting for postage charges; assisting in the preparation and completion of large volume mailings; and driving a City vehicle in the course of routine operations. Work is performed under specific guidelines in accordance with established procedures.

### 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. Picks up, delivers mail, including interoffice and U.S. Post Office mail, cash deposits and other materials to City office locations at established times;
- ~~4-2.~~ Picks up and delivers a variety of items including but not limited to: office supplies, library books, library materials and supplies, documents, general materials and equipment;
- ~~2-3.~~ Sorts interoffice mail according to procedures; ; weighs, sorts, and affixes proper postage on outgoing mail;
- ~~3-4.~~ Monitors, records, and reports postage expenses by department accounts, using equipment functions and basic word processing and spreadsheet software; and maintain and replenish postage meter funds;
- ~~4-5.~~ Maintains postage meter, scale, and all related mail services equipment in good operational order, and may initiate routine and other service calls;
- ~~5-6.~~ Drives a City vehicle in the daily course of mail and package pick-up & delivery, including to, from, and between various outlying office locations and the Central Services Mail Room, and initiates service and maintenance to keep delivery vehicle in safe working condition;
- ~~6-7.~~ Completes specialized mailing forms as required by the U.S. Postal Service for special services and;
- ~~7-8.~~ Provides or arranges for courier and delivery services through General Services, to meet needs of various user departments, on a routine basis or upon request; and
- ~~8-9.~~ Performs related duties as assigned

### Knowledge and Abilities

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Basic office practices and word processing and spreadsheet programs, familiarity and use of other fundamental Citywide software such as Outlook email and calendar functions;
2. United States Postal Service regulations for routine and special mailings, including handling of single and small volume pieces, and large volume mailings, new postal rates and technologies; alternatively, aptitude for training to learn and gain skills in these areas; and
3. Principles and techniques of providing courteous and effective customer service to a diverse clientele.

Ability to:

1. Understand and execute oral and written directions, and work with minimal supervision;
2. Maintain accurate records and make accurate calculations related to Mail Services and delivery;
3. Maintain effective working relationships with those encountered in the course of daily work, including City staff in all departments, USPS personnel, and vendors used for delivery of services;
4. Observe safe driving practices and all traffic and parking regulations;
5. Operate a desktop computer with familiarity and proficiency, using standard office business software; and
6. Practice safe lifting/moving techniques and maneuver heavy boxes and objects, either manually or with proper material handling and lifting equipment.

### **Minimum Qualifications**

MINIMUM QUALIFICATIONS:

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

Internal

High school graduation or equivalent.

**OTHER REQUIREMENTS**

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

Must be able to lift up to 50 pounds and maneuver heavier weights with proper material handling equipment.

**Classification History**

**CLASSIFICATION HISTORY:**

Mail Services Aide	
Classification Code	44010
Classification Established	11/1988
Classification Revised	1/2005 (title change)
Classification Revised	12/2014 (title change) from Central Services Aide
Classification Revised	07/2024 (Title Change from Mail Services Aide, Additional Duties)
FLSA Status	Non-Exempt
Admin Leave / Overtime	Overtime
Representation Unit	K1
Probationary Period	Six Months
Workers' Compensation Code	9410



Human Resources

PERSONNEL BOARD

July 8, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Establish Classification and Salary – Veterinarian

#### RECOMMENDATION

Establish the unrepresented job class specification and salary of Veterinarian as outlined, with an hourly salary range of \$71.5295 - \$86.9445.

#### FISCAL IMPACT

When staffed as a full-time career classification, the proposed hourly range of \$71.5295 - \$86.9445 (\$148,781.27 - \$180,844.56 annually) will have a fiscal impact of approximately \$259,682.82 - \$315,646.10 when full benefits are applied.

#### CURRENT SITUATION AND ITS EFFECTS

The Neighborhood Services Division and Human Resources Department identified the need for the new job class of Veterinarian to provide medical care and treatment of animals at the animal shelter, including the performance of in-house surgeries and to serve as an expert on veterinary issues. This class will be assigned to the Animal Services Program and will report to the Animal Services Manager who has program planning and administrative responsibilities for the entire Program.

#### BACKGROUND

The City's animal shelter houses domestic animals from the cities of Berkeley, Albany, Emeryville, and Piedmont and provides adoption services, advice on animal-related topics, lost and found pet reports, and free or low-cost spay/neuter vouchers for Berkeley dogs and cats. Currently, the City's veterinary care and treatment services are provided by a contracted veterinarian, working 24 hours a week, three days a week. Surgeries are performed at the City's shelter and at contracted high volume spay/neuter clinics.

The addition of the Veterinarian classification that will be available to work five days a week will allow for the examination of all animals prior to their adoption or release, as well as the performance of more in-house surgeries, thereby reducing the need for outside clinics and veterinary hospitals which come at a higher cost.

The Human Resources Department contracted with independent consultant Tina Lee Rodriguez to conduct a classification and compensation study for the creation of the Veterinarian classification. The study included a job analysis, a review of veterinarian classifications in cities and counties throughout California, market research and analysis of salaries in the different regions of California and according to

the U.S. Bureau of Labor Statistics to determine competitive compensation, and internal alignment of the salary level.

The veterinarian salaries of the cities/counties in the central and southern regions of California were distinctly different than those in the northern region, as was the information provided by the U.S. Bureau of Labor Statistics. The salaries in the northern region were found to be most appropriate for analysis. Based on the analysis of the northern region salaries and the internal alignment with existing classifications, staff is recommending an hourly salary range of \$71.5295 - \$86.9445. This range is within the market mean and median of comparable veterinarian classifications of cities/counties in the northern region of California as well as internal City classifications which are at a similar level of responsibility and complexity.

The salary range is internally aligned with other managers in the Health, Housing and Community Services Department, and falls within the mean for Veterinarians in other Bay Area municipalities including City and County of San Francisco.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

#### RATIONALE FOR RECOMMENDATION

The new classification of Veterinarian will provide medical care and treatment of animals at the animal shelter to support the City's Animal Services Program.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

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

Attachments:

1. Organizational Chart – Animal Services Program
2. Proposed Class Specification – Veterinarian

# CITY OF BERKELEY ANIMAL SERVICES PROGRAM Proposed Organizational Chart



CITY OF BERKELEY  
**VETERINARIAN**

Class Code: XXXX  
Bargaining Unit: Unrepresented Classification  
Established Date: July XX, 2024

SALARY RANGE  
\$71,529.5 - \$86,944.5 Hourly  
\$5,722.36 - \$6,955.56 Biweekly  
\$12,398.44 - \$15,070.38 Monthly  
\$148,781.27 - \$180,844.56 Annually

DESCRIPTION:

DEFINITION

Under general direction, provides medical care and treatment of animals at the animal shelter; examines, diagnoses, and performs routine and emergency treatment for impounded animals; performs in-house surgeries, including spay/neuter surgery on animals prior to adoption; oversees the vaccination program against contagious and infectious diseases of animals commonly found in shelters; and serves as an expert and provides advice to management, staff, and the public on veterinary issues.

CLASS CHARACTERISTICS

The Veterinarian provides a full range of professional veterinary medical services for animals at the shelter and advises/educates staff and the community on veterinary issues. It is distinguished from Registered Veterinary Technician in that the latter assists with providing paraprofessional medical care and treatment to animals in the shelter and does not have the level of education and medical training required to perform surgery, provide diagnosis and prognosis of animal diseases, or the ability to prescribe drugs. The Veterinarian reports to the Animal Services Manager who has program planning and administrative responsibilities for the entire Animal Services Program.

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, is similar or closely related to another duty statement, or a logical assignment to the classification.

1. Performs routine physical examinations and basic or emergency medical treatment including surgery of common and exotic impounded animals and abandoned/rescued wildlife;
2. Oversees vaccination program against rabies and other zoonotic diseases, distemper, parvo, upper respiratory infection, and diseases common to canines, felines, and other animals found in shelters;
3. Oversees the maintenance of documents and detailed records related to shelter animals, supplies, and drugs to ensure accurate medical recordkeeping and the use and inventory of drugs;
4. Provides direction and instruction on animal care and medical treatment of shelter animals to medical staff and volunteers at the shelter;
5. Supervises the work performed by the Registered Veterinary Technician or other assigned staff;
6. Oversees the maintenance, ordering, and use of supplies, equipment, and controlled substances;

7. Discusses specific medical cases with management and provides advice on animal-related topics that affect policies and procedures, animal health and public information programs, medical and disease prevention standards and procedures, and animal health care practices to maintain compliance;
8. Interacts with the public that visit the shelter for adoptions and medical procedures by explaining post-surgery care and possible complications;
9. Performs spay/neuter surgeries prior to adoption or as determined to comply with Berkeley Municipal Code and the control of animal overpopulation;
10. Performs non-spay/neuter surgeries that can be done in-house without a veterinary specialist for timely care of animals;
11. Conducts medical rounds and medical evaluations of animals in the shelter to determine the correct treatment plan for each animal;
12. Participates in animal welfare/cruelty and other animal-related police/control investigations by performing necropsies for evidence collection, documenting pathological findings, preparing written veterinary statements, or testifying in court/legal proceedings;
13. Performs humane euthanasia of animals that sustained life-threatening injuries or displayed insurmountable behavioral issues in accordance with established protocols;
14. Triage rescued and injured wildlife to determine treatment and next steps, including their release, rehabilitation, or euthanasia; and
15. Consults with outside veterinarians and public agencies regarding medical treatment of animals and the prevention and control of animal-related diseases and outbreaks.
16. 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. Current veterinary practices, treatment, prevention, control, surgical procedures and care for a wide range of animals;
2. High-quality spay and neuter techniques and veterinary forensics;
3. Fundamental principles and methods of clinical diagnosis;
4. Modern techniques for treating various animals for common diseases and injuries;
5. Physical and behavioral characteristics of domestic animals;
6. Methods, tools, equipment, and materials used in animal care;
7. Safety regulations and safe work practices;
8. Principles and practices of employee supervision and development;
9. Bacteriology, pathology, serology, and other veterinary lab processes; and
10. Federal, State, and municipal animal health laws and regulations governing the impounding, releasing, and euthanasia of animals.

#### Skill and Ability to:

1. Examine, diagnose, treat, and perform routine and emergency medical treatment of impounded and rescued animals;
2. Physically handle and examine a wide range of animals, including aggressive and feral animals;
3. Perform high quality animal surgeries;
4. Analyze situations and exercise good judgment to take appropriate action and reach sound conclusions;
5. Supervise, train, and evaluate assigned staff;
6. Communicate effectively and tactfully with others, orally and in writing;
7. Advise and guide others on animal health care practices and veterinary issues;
8. Establish and maintain effective relationships with others, including management, shelter employees, volunteers, and the public;

9. Operate medical equipment, surgical tools, and instruments, such as anesthesia machine, cauterizer, and autoclave to perform surgeries and provide routine care of animals; and
10. Operate office computers and equipment to maintain accurate recordkeeping and to write reports and correspondence.

#### MINIMUM QUALIFICATIONS:

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

Equivalent to a Doctorate in Veterinary Medicine from an accredited college or university and one (1) year of experience in the diagnosis and treatment of animals in a clinical setting, private practice, or animal shelter, including the performance of surgery.

#### LICENSE:

Possession of a valid license to practice veterinary medicine issued by the State of California Veterinary Medical Board.

#### OTHER REQUIREMENTS

Possession of a valid Drug Enforcement Administration (DEA) license to dispense and administer controlled substances.

Possession of the California Veterinary Medical Board premise permit.

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

Must be willing to respond to emergency animal services assignments during off-duty hours.

Must be medically fit to work with animals and be able to lift and carry up to 50 pounds.

Must be willing to work in an environment exposed to noise, animal waste, cleaning and disinfecting chemicals, heat, fumes, and other airborne irritants.

#### CLASSIFICATION HISTORY

Classification Code: XXXX

Classification Established: July XX, 2024

FLSA Status: Exempt

Representation Unit: Unrepresented

Probationary Period: 1 year

Workers' Comp Code: 8810



Human Resources

PERSONNEL BOARD

July 8, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Establish Classification and Salary – Public Health Investigator

#### RECOMMENDATION

Establish the unrepresented job class specification and salary of Public Health Investigator as outlined, with an hourly salary range of \$35.5512 - \$43.2127.

#### FISCAL IMPACT

When staffed as a full-time career classification, the proposed hourly range of \$35.5512 - \$43.2127 (\$73,946.49 - \$89,882.42 annually) will have a fiscal impact of approximately \$129,066.20 - \$156,880.77 when full benefits are applied.

#### BACKGROUND

The Health, Housing and Community Services (Public Health Officer Unit) and Human Resources Departments identified the need for the new job class of Public Health Investigator to perform investigations for the identification and control of communicable and infectious diseases affecting the community. This class will work under the Communicable Disease and Prevention Unit of the Public Health Officer Unit (PHOU) and report to the Supervising Public Health Nurse.

Public Health departments in California are responsible for the report and control of communicable diseases under Title 17 of the California Code of Regulations. These health departments are usually managed by the counties in California. The City of Berkeley is one of the three cities in California that operates an independent health department and is responsible for complying with the State-mandated requirements under Title 17. Over the years, the work involved in investigating and providing services related to the identification and control of communicable and infectious diseases has been performed by City nurses. Although nurses play an important role in public health and nurse services, the narrower focus of identifying and controlling the spread of reported diseases does not require a nursing license and may be accomplished through public health investigators that specialize in this field.

Additionally, it has become difficult to hire and retain nurses and creating this class to perform public health investigations will help to free up time for nurses to do the broader scope of nursing work. More importantly, the addition of this class will allow the City to better serve the community with investigators especially trained to perform work involving case investigation, intervention, and educational activities and to comply with the State mandated requirements under Title 17.

The Human Resources Department contracted with independent consultant Tina Lee Rodriguez to conduct a classification and compensation study for the creation of the Public Health Investigator classification. The study included a job analysis, a review of the classifications involved in communicable disease investigation and control within health departments in Bay Area counties and California cities, salary market research and analysis to determine competitive compensation, and internal alignment of the salary level.

Based on comparable public health investigator classifications of Bay Area counties and the internal alignment with existing classifications, staff is recommending an hourly salary range of \$35.5512 - \$43.2127. This range is within the market mean and median of comparable classifications in counties around the Bay Area as well as internal City classifications that are at a similar level of responsibility and complexity.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

#### RATIONALE FOR RECOMMENDATION

The classification is being created to perform investigations for the identification and control of communicable and infectious diseases affecting the community.

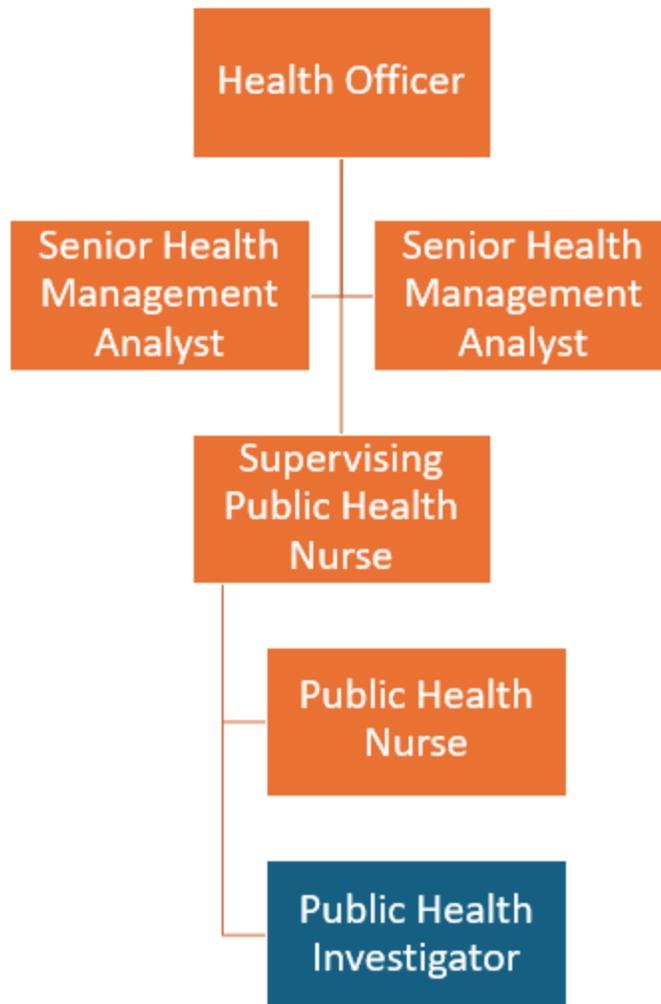
#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### Attachments:

1. Organizational Chart – Public Health Officer Unit, Communicable Disease and Prevention
2. Proposed Class Specification – Public Health Investigator

**CITY OF BERKELEY  
PUBLIC HEALTH OFFICER UNIT  
COMMUNICABLE DISEASE AND PREVENTION  
Organizational Chart**



CITY OF BERKELEY  
**PUBLIC HEALTH INVESTIGATOR**

Class Code: XXXX  
Bargaining Unit: Unrepresented Classification  
Established Date: July XX, 2024

**SALARY RANGE**  
\$35.5512 - \$43.2127 Hourly  
\$2,844.10 - \$3,457.02 Biweekly  
\$6,162.21 - \$7,490.20 Monthly  
\$73,946.49 - \$89,882.42 Annually

**Description**

**DEFINITION**

Under general supervision, performs investigations for the identification and control of communicable and infectious diseases; conducts field investigations, interviews, contact tracing, interpretation of laboratory results, and data collection and analysis of reported cases; and provides testing and referral services to clients/patients to prevent the further transmission of diseases.

**CLASS CHARACTERISTICS**

This classification is assigned to the Public Health Officer Unit (PHOU), Communicable Disease and Prevention and is responsible for investigating existing or suspected cases of communicable diseases in the office, clinical, and field settings. Supervision and guidance are provided by the Supervising Public Health Nurse and lead direction may be received from higher-level staff. The incumbent is expected to work independently or as a team on case investigation, intervention, and educational activities. The Public Health Investigator is distinguished from the Public Health Nurse in that the latter requires a license to practice as a registered nurse and has broad responsibilities in public health and nursing services, including the prevention of disease, promotion of healthful behavior, and the identification and assessment of the physical, mental, and emotional problems of individuals, families, and special populations for treatment and referral plans.

**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, is similar or closely related to another duty statement, or a logical assignment to the classification.

1. Conducts investigations in the office, clinical, and field settings to identify infectious diseases and public health threats;
2. Locates, interviews, screens, and educates clients/patients and other individuals suspected to be the source of, or infected with, communicable diseases, including sexually transmitted diseases (STDs);
3. Elicits information from clients/patients who have a communicable disease about their contacts, location of potential disease transmission, and details about their personal behavior;
4. Refers individuals potentially exposed of a communicable disease to appropriate facility for medical examination and necessary treatment;
5. Reviews and records the medical history of patients and evaluates the need for further examination by a physician;
6. Interviews healthcare providers to obtain additional information;

7. Interprets laboratory results to determine the infectious status of individuals suspected of having a communicable disease and the classification of communicable disease cases;
8. Conducts follow-up with reported cases and contacts to ensure examination, appropriate treatment, and successful case closure;
9. Monitors and analyzes data related to communicable diseases, identifying trends and potential outbreaks;
10. Collaborates with healthcare providers, laboratories, and public health agencies to ensure timely and accurate reporting of communicable diseases;
11. Maintains accurate and up-to-date records, including confidential patient data, epidemiological records, and contacts related to communicable disease cases, interventions, and outcomes;
12. Responds promptly to outbreaks, coordinating with the appropriate individuals and agencies to implement effective control measures;
13. Provides timely and accurate information to the public as directed regarding health risks and preventive measures during outbreaks;

### **Knowledge, Skills, and Abilities**

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

Knowledge of:

1. Investigation, interviewing, and information gathering practices and techniques;
2. Public health laws, regulations, and practices relating to the control of communicable diseases;
3. Symptoms, methods of transmission, control procedures, diagnosis, and treatment of communicable and sexually transmitted diseases;
4. Diagnostic tests for communicable diseases;
5. Medical terminology and clinic operations;
6. Personal safety techniques; and
7. Common computer applications and equipment, including electronic data management systems.

Skill and Ability to:

1. Conduct investigations to identify infectious diseases and public health threats;
2. Conduct effective interviews of a highly personal and confidential nature, eliciting detailed and accurate information;
3. Perform contact tracing;
4. Compile, organize, and analyze data using electronic databases and reporting systems to streamline data collection and reporting;
5. Effectively organize and prioritize work;
6. Work independently or as part of a team;
7. Apply rules and regulations relative to communicable disease control;
8. Respond to public health emergencies;
9. Communicate effectively and tactfully with others, orally and in writing; and
10. Establish and maintain effective relationships with those contacted through the course of work, including peers, management, public health agency representatives, and the public.

### **Minimum Qualifications**

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

Equivalent to the completion of two (2) years of college in public health, health science, biological science, behavioral science, or a closely related field and one (1) year of full-time paid experience in the public health investigation field or in a comparable capacity conducting field investigations, interviewing clients to obtain

Internal

confidential or personal history information, assessing health risks, or collecting and analyzing epidemiological data. A bachelor's degree in public health or related field is desirable.

#### OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities.

Positions may require bilingual skills.

#### CLASSIFICATION HISTORY

Classification Code: XXXX

Classification Established: July XX, 2024

FLSA Status: Non-Exempt

Representation Unit: Unrepresented

Probationary Period: 1 year

Workers' Comp Code: 8810



Human Resources

PERSONNEL BOARD

July 8, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Establish Classification and Salary – Assistant Fire Inspector

RECOMMENDATION

Establish unrepresented job class specification and salary of Assistant Fire Inspector as outlined, with an hourly salary range of \$36.8038 - \$44.7352.

FISCAL IMPACT

When staffed as a full-time career classification, the proposed salary range of \$36.8038 - \$44.7352 (\$76,551.82 - \$93,049.22 annually) will have a fiscal impact of approximately \$133,613.55 - \$162,408.10, when full benefits are applied.

CURRENT SITUATION AND ITS EFFECTS

The Fire Prevention Division of the Berkeley Fire Department plans, organizes, and implements prevention and inspection programs, fire and arson investigations, vegetation management, hazard abatement, code enforcement, public fire safety education, plan checks, and development of codes and ordinances; and the Wildland Urban Interface (WUI) Division addresses the wildland fire threat that faces the Berkeley community by performing vegetation management inspections, and delivering education to community groups.

To provide these services to the community, the divisions are currently staffed by one Fire Marshal, one Deputy Fire Marshal, and 8 sworn Fire Prevention Inspectors. The Department also offers internship opportunities that provide valuable exposure and career opportunities to those new to the industry, and provide extensive training. Candidates who emerge from internship programs often do not have the requisite experience to become journey-level Fire Prevention Inspectors. Introducing an entry-level classification of Assistant Fire Inspector provides a bridge between the internship programs and journey-level classifications such as Fire Inspector. In addition, having the classification of Assistant Fire Inspector provides a layer of support to Fire Prevention Inspectors.

BACKGROUND

The newly created job classification creates an entry-level opportunity to recruit and attract individuals interested in entering the fire prevention field, and will support succession planning in the fire prevention division of the Berkeley Fire Department. The knowledge, skills, and abilities represent the current industry standards in fire prevention.

The salary range is internally aligned with the Assistant Inspector classification, which is the equivalent

classification used in the City of Berkeley's Planning and Development Department.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Assistant Fire Inspector assists with fire prevention duties, which has a direct impact on preventing fire-related events in the community.

RATIONALE FOR RECOMMENDATION

The entry-level classification of Assistant Fire Inspector serves as a bridge into journey-level classifications such as Fire Prevention Inspector and provides support to the Fire Prevention and WUI divisions of the Berkeley Fire Department.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Organizational Chart – Berkeley Fire Department
2. Proposed Job Class Specification and Salary Range – Assistant Fire Inspector





# Assistant Fire Inspector

Class Code:  
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY  
Established Date: July XX, 2024

## SALARY RANGE

\$36.8038 - \$44.7352 Hourly  
\$2,944.30 - \$3,578.82 Biweekly  
\$6,379.32 - \$7,754.11 Monthly  
\$76,551.82 - \$93,049.26 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision of Fire Marshal or designee, the Assistant Inspector performs inspections of buildings and structures for compliance with local fire prevention ordinances; and assists in the investigation of existing fire hazards in commercial, residential and/or industrial properties. The incumbent is expected to make appropriate recommendations to correct evidences of fire hazards as well as perform inspections for violations of fire laws, codes and ordinances, and performs other work related to fire prevention and other related duties as required.

#### CLASS CHARACTERISTICS

This single position entry-level classification assists with fire inspection activities and is distinguished from Fire Prevention Inspector which is the journey-level classification. The classification Fire Prevention Inspector (Sworn) also requires Emergency Medical Technician I certification.

### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assists with inspections of buildings and structures for fire hazards (i.e. accumulation of debris or flammable materials, blocked fire exits, inadequate fire extinguishing equipment, faulty wiring).
2. Assists with investigation and follow-up of fire hazard complaints.
3. Assists with the issuance of violation notices.
4. Participates in the investigation of premises after fires to ascertain cause and actual loss.
5. May inspect the installation of equipment to insure adherence to safety measures.
6. Prepares and maintains written reports of investigations.
7. Informs the public or private groups on fire prevention methods and regulations.
8. Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.
9. May assist with development and presentation of fire safety education programs.
10. 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 systems of fire safety and protection, including equipment and systems of extinguishment.
2. Laws, codes, and ordinances governing fire safety of buildings, hazardous materials, and land, including special license and permit applications.
3. Laws, codes, and ordinances governing fire safety of buildings, hazardous materials.
4. Principles, methods, and equipment used in investigation of origin and cause of fires.
5. Code enforcement procedures and authorities of involved jurisdictions.
6. Recordkeeping and reporting requirements for fire safety inspections, permits, and fire investigations.

Ability to:

1. Assist with the evaluation of fire safety compliance of structures, fire suppression systems and equipment, commercial and industrial operations, and special use permit applications.
2. Assist with the investigation and analysis of the origins and causes of fires.
3. Assist with preparation of clear and concise reports, correspondence, and other written materials.
4. Assist with operation of fire investigation tools and equipment.
5. Read, interpret, and apply fire safety codes, ordinances, and laws.
6. Read and interpret building plans, schematics, and diagrams.
7. Understand and carry out oral and written instructions; read, write, understand and communicate to perform the essential functions of the position.
8. Establish and maintain effective working relationships with those encountered in the course of the work.

Skill in:

1. Interpersonal communication, public speaking, and community outreach activities.
2. Facilitating meetings with community members.
3. Preparation of reports.
4. Operating an automobile.
5. Use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school and one year of experience in fire, building, or code enforcement inspections in a paid professional, internship, or volunteer capacity. Municipal experience desirable.

Other desirable qualifications include: Completion of California State Fire Marshal's Fire Prevention 1A, 1B, and 1C courses; Fire Inspector 1A, 1B, 1C, and 1D; or International Code Council (ICC) Fire Inspector I; Associate's degree in fire science, emergency management, fire protection engineering, environmental science, ecosystem management, public policy, public administration, or related field.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside the City of Berkeley to meet program

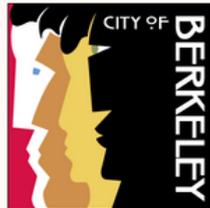
needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

**CLASSIFICATION HISTORY:**

Classification Code	XXXX
Classification Established	July XX, 2024
FLSA Status	Non-Exempt
Admin Leave / Overtime	Overtime
Representation Unit	Unrepresented
Probationary Period	6 months
Workers' Comp Code	9410

# *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: *Better Yourself, Better Your Health***

Wednesday, **July 24th**

12pm to 1pm

See [page 8](#) for details



SCAN TO  
REGISTER

### **Years of Service Milestones**

Join Team Unity in applauding staff who have enriched the City through their dedicated service!

Team Unity is kicking off renewed Years of Service celebrations for milestones achieved from February 2020 to June 2024. This edition of Berkeley Matters celebrates those who have achieved 10 years of service. Look out for future issues honoring milestones up to 45 years!

See [page 10](#)

## GENERAL INQUIRIES

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510-981-6800

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Rochelle Roldan  
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Feuy Saephan  
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Kannalin Chailertchom  
Ext. 6803 | KChailertchom@berkeleyca.gov

Natini Phosy  
Ext. 6804 | NPhosy@berkeleyca.gov

## WORKERS' COMP, ADA, LEAVES

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HRLeaveRequest@berkeleyca.gov

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Laura Zurita  
Ext. 6812 | LZurita@berkeleyca.gov

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

For promotional recruitments: [CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$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
<b>NEW</b> Administrative Staff Assistant	Vacancy	Competitive	\$39.53 - \$48.53	July 1, 2024	July 22, 2024
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Inspector	Promotion	Competitive	\$37.71 - \$44.74	June 17, 2024	July 8, 2024
Assistant Management Analyst	Vacancy	Competitive	\$39.20 - \$46.27	June 24, 2024	July 15, 2024
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 - \$63.86	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Associate Transportation Engineer	Vacancy	Competitive	\$61.03 - \$73.75	March 18, 2024	Open Until Filled
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Central Library Circulation Supervisor	Promotion	Competitive	\$37.12 - \$44.30	June 3, 2024	July 5, 2024
Community Development Project Coordinator	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Community Service Officer	Vacancy	Competitive	\$36.28 - \$42.26	May 6, 2024	Continuous
Community Services Specialist II	Promotion	Competitive	\$48.90 - \$58.07	June 24, 2024	July 15, 2024
Contract Administrator	Vacancy	Competitive	\$47.44 - \$59.57	June 17, 2024	July 8, 2024
<b>NEW</b> Customer Services Specialist III	Vacancy	Promotional	\$38.37 - \$41.83	July 1, 2024	Continuous
Epidemiologist	Vacancy	Competitive	\$42.12 - \$51.19	May 20, 2024	July 1, 2024
Firefighter Paramedic - Entry	Vacancy	Competitive	\$33.31 - \$41.96	June 24, 2024	August 5, 2024
Firefighter Paramedic - Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
Housing Development Specialist (Community Development Project Coordinator)	Promotion	Competitive	\$50.92 - \$61.57	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
<b>Housing Inspector I (Certified)</b>	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
<b>Housing Inspector II (Certified)</b>	Vacancy	Competitive	\$46.09 - \$54.68	Continuous	Continuous
<b>Librarian I</b>	Vacancy	Competitive	\$38.33 - \$45.96	Continuous	Continuous
<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>Program Manager II</b>	Establish a List	Competitive	\$64.90 - \$78.53	June 17, 2024	July 8, 2024
<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>	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 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 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 I</b>	Vacancy	Competitive	\$33.10 - \$35.15	June 17, 2024	July 8, 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>Forestry Climber</b> (Req#2024-02225)	Promotion	PRW	Tom Dodge TDodge@berkeleyca.gov
<b>Janitor</b> (Req#2022-00885E, 2023-01163, 2024-01686, 2024-02187)	Vacancy Promotion	Public Works	Aaron Baker ABaker@berkeleyca.gov
<b>Library Aide</b> (Req#2024-02219)	Vacancy	Library - Claremont Branch	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
<b>Marina Assistant</b> (Req#2024-02215)	Vacancy	PRW	Sean Crothers SCrothers@berkeleyca.gov
<b>Office Specialist Supervisor</b> (Req#2024-01866)	Vacancy	Planning - Land Use	Anne Hersch AHersch@berkeleyca.gov
<b>Paramedic</b> (Req#2024-02243)	Vacancy	Fire	David McPartland DMcPartland@berkeleyca.gov
<b>Senior Forestry Climber</b> (Req#2024-02224)	Promotion	PRW	Tom Dodge TDodge@berkeleyca.gov
<b>Senior Public Health Nurse</b> (Req#2023-01598)	Vacancy	HHCS	Oanh Guise OGuise@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>Community Health Worker Specialist</b> (Req#2024-02009)	Vacancy	HHCS - Public Health	Ran Tao RTao@berkeleyca.gov	NTE 6 months
<b>Community Service Officer</b> (Req#2024-01824, -01826, -01828, -01834, -01835, -01836)	Vacancy	Police	Rosie Jung RJung@berkeleyca.gov	NTE 3 years
<b>Intern - Office of Emergency Services</b> (Req#2024-02239)	Vacancy	Fire	Sarah Lana SLana@berkeleyca.gov	NTE 1 year
<b>Marina Assistant</b> (Req#2024-02216)	Vacancy	PRW	Sean Crothers SCrothers@berkeleyca.gov	NTE 6 months
<b>Police Aide</b> (Req#2024-02204)	Vacancy	Police	Rosie Jung RJung@berkeleyca.gov	NTE 2 years

## 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>Assistant Inspector</b> (Req#2024-02120)	Promotion	2 Years	Darrell Chappell DChappell@berkeleyca.gov	June 17, 2024	July 8, 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
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	
July 25, 2024 9am - 12pm	Microsoft Excel Level 2, Day 1	<a href="#">Zoom - click here</a>
August 1, 2024 9am - 12pm	Microsoft Excel Level 2, Day 2	
August 8, 2024 9am - 12pm	ERMA A: Excel for ERMA Users	<a href="#">Zoom - click here</a>
August 15, 2024 9am - 12pm	Outlook Calendar, Contacts, and Organizing Emails	<a href="#">Zoom - click here</a>

*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



## BETTER YOURSELF, BETTER YOUR HEALTH

Wednesday, July 24th  
12pm - 1pm

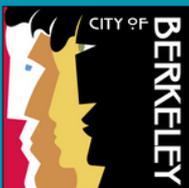


You have probably heard about the importance of self-care, but what exactly is it?

Join Dr. Edward Bauman (Bauman Wellness) and Katy Yates (YMCA) to learn about social determinants of health, how to master stress, and the benefits of integrative wellness practices.



Coming in August:  
De-Escalation Techniques



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



*Welcome!*

<b>Appointments</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Chaka Young</b>	Employee Relations Manager	Human Resources
<b>Maxwell Banks</b>	Legislative Aide	Mayor & City Council
<b>Jacqueline Oswalt</b>	Legislative Aide	Mayor & City Council
<b>Holly Scheider</b>	Legislative Aide	Mayor & City Council
<b>Rajvir Duhra</b>	Police Officer	Police

*Congratulations!*

<b>Promotions</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Jose Guerrero</b>	Librarian II	Library
<b>Fabiola Hernandez Soto</b>	Librarian II	Library
<b>Sloan Fidler</b>	Housing Inspector II	Planning
<b>Jordan Whyel</b>	Police Officer	Police
<b>Anna Chan</b>	Accounting Office Specialist III	PRW
<b>Alec Pattison</b>	Forestry Technician	PRW

<b>Retirements</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Kyle White</b>	Police Officer	Police

# CELEBRATING TEN YEARS OF SERVICE

## February 2020 to June 2024

Doreen Abrams, Library

Duncan Allard, Fire

Claudia Allen Silva, HHCS

Shana Amenaghawon, City Manager's Office

Rhianna Babka-Fleming, HHCS

Andres Bejarano, Police

Daniel Beringhele, Library

Angela Betti, HHCS

Johnny Bowie, Fire

Christopher Calhoun, Police

Omar Calimbas, Rent Board

Matthai Chakko, City Manager's Office

Julian Christy, Fire

Stephanie Chu, PRW

Jason Collier, Police

Cesar Coria Rojas, Police

Michael John Crickmore, Fire

Frank Darling, Planning

Jaylon De Bruin, Police

Janet Diersen, Police

Michael Dragovich, Fire

Donovan Edwards, Police

Neil Egbert, Police

Christina Erickson, PRW

Jonathan Esmenjaud, Library

Eric Espinoza, Fire

Gaby Fernandez, Library

Richard Fischer, Fire

Alberto Flores, HHCS

Lilia Flores, Library

Jayla Fuentecilla, HHCS

Matthew George, Fire

Kelvin Gibbs, Police

Sierra Gribble, Library

Joy Han, HHCS

Karen Harris, HHCS

Becky Hau, PRW

Patricia Hennigan, HHCS

Devin Hogan, Police

Beau Hunt, Police

Lam Inthavong, Planning

Megan Jones, Police

Chinyere Keita, Library

Ian Kesterson, PRW

Jordan Klein, Planning

Kevin Kleppe, Police

Natalie Krelle-Zepponi, HHCS

Michael Kwende, Library

Nicholas Lam, Fire

Sarah Lana, Fire

Moni Law, Rent Board

Dorin Lee, Police

# CELEBRATING TEN YEARS OF SERVICE

## February 2020 to June 2024

Pema Lhakey, Library

Caroline Li, Library

Senh Lo, PRW

Kenneth Logan, Library

David Lopez, Planning

Joy Marston, Library

Danielle Mason, Library

Leon McDaniels, Police

Jenny McNulty, Planning

Gregory Michalczyk, Police

Paul Miller, Planning

David Montes, Planning

Sarah Moore, Planning

Daniel Morales, Police

Aimee Mueller, Rent Board

Jason Muniz, Police

Nidal Mustafa Kanaan, Fire

Amanda Myers, Library

Zyna Nahsonhoya, Police

Allyson Nakayama, HHCS

Zoe Peirce, Fire

Garrett Pock, Police

Derek Powell, Fire

Daniel Quezada-Garcia, Police

Collin Quinlan, Fire

Derek Radey, Police

Jose Rios Roman, HHCS

Shanitra Roan, Planning

Nicholas Rosato, Police

Michelle Rosete, City Manager's Office

Leah Salomon, Fire

Velma Saunders Wallace, Human Resources

Ryan Schaeffler, Public Works

Tabatha Schoonover, PRW

Jess Schwarck, Police

Owen Sims, Fire

Lars Skjerping, Mayor's Office

Joshua Smith, Police

Kha Sok, Library

Ann Song, HHCS

Michael Stefanac, Fire

Zhong Tan, Public Works

Thanh Thai, IT

Evan Thatcher, Fire

Levon Thaxton, Fire

Paul Tillberg, Police

DeJuan Turner, Fire

Shakira Upchurch, Public Works

Walter Vandernald, PRW

Canitha Walker, Library

Kevin Walker, Human Resources

Wingyin Wong, HHCS

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!**



## June's Hot Summer Deals

Kick off your summer plans, discover gifts for Fathers' Day and graduates, and prioritize wellness with fantastic deals.

### Featured Offers

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



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



Discount Flight Reservations  
Save up to 20% on flights



Apple  
Exclusive employee savings on select products



Talkspace  
Get \$110 off your first month



LA Fitness by HUSK  
Get a classic membership for \$39.99/month



Universal Orlando Resort  
Exclusive Member Savings

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**

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)**

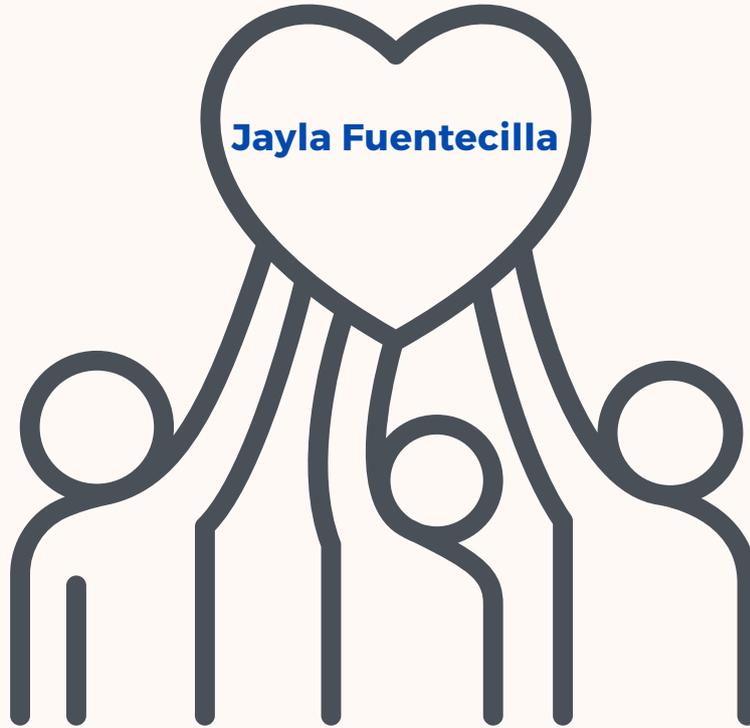
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- 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
21	22	23	24	25	26	27
28	29	30	31			

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

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

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

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

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

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

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

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

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

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

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

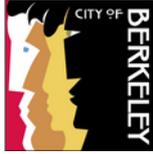
## CITY OF BERKELEY RECOGNIZED HOLIDAYS

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

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

Dec 25 Christmas Day

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



## City of Berkeley 2024 Pay Schedule

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