

**CITY OF BERKELEY  
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue  
Live Oak Community Center, Creekside Room  
Berkeley, CA 94704  
August 5, 2024  
7:00 p.m.

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

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

**MEETING AGENDA**

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

**ACTION ITEMS:**

- IV. Approval of Meeting Minutes for July 8, 2024
- V. Recommendation to Revise Job Class Specification – Community Services Officer
- VI. Recommendation to Extend Temporary Positions

**INFORMATION ITEMS:**

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

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required; however, if included in any communication to a City board, commission or committee, this information will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. **SB 343 Disclaimer:** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley, California, 94704.

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD**  
1301 Shattuck Avenue  
Live Oak Community Center, Fireside Room  
Berkeley, CA 94704  
July 8, 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)  
Darryl Bartlow  
Mary Kay Lacey  
Jenny Wenk  
Maya Karpinski  
Nic O'Loughlin

Members Absent: Aviva Gilbert (Vice Chair)

Staff Present: Aram Kouyoumdjian (Director of Human Resources)  
Monica Walker (Human Resources Manager)  
Chaka Young (Employee Relations Manager)  
Benita Torres (Assistant Management Analyst)  
Colin Arnold (Assistant Fire Chief II)  
Samuel Harvey (Deputy City Attorney IV)

Public Attendance: Rebecca Webb (SEIU MCU Union Representative)  
Sherry Jackson (SEIU MCU Union Representative)

III. Public Comments None

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on June 3, 2024

**Action:** MSC (Dixon, Lacey) to approve the minutes of the meeting on June 3, 2024 with corrections to Sherry Jackson's union affiliation

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

V. Recommendation to Revise Job Class Specification – Mail Services Aide

**Action:** MSC (Bartlow, Karpinski) to approve recommendation to Revise Job Class Specification – Mail Services Aide

**Vote:** Ayes: Bartlow, Dixon, Karpinski, Lacey, O'Loughlin, Wenk

Noes: None  
Abstains: None  
Absent: Gilbert

VI. Recommendation to Establish Job Classifications and Salary – Veterinarian

VII. **Action:** MSC (Wenk, O'Loughlin) to approve recommendation to Establish Job Classifications and Salary – Veterinarian

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

VIII. Recommendation to Establish Job Class Specification and Salary – Public Health Investigator

**Action:** MSC (Dixon, Wenk) to approve recommendation to Establish Job Class Specification and Salary – Public Health Investigator with “ability to communicate in languages that are reflective of the community served” added in the Job Class Specification

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

IX. Recommendation to Establish Job Class Specification and Salary – Assistant Fire Inspector

X. **Action:** MSC (Bartlow, Karpinski) to approve recommendation to Establish Job Class Specification and Salary – Assistant Fire Inspector

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

XI. Closed Session: Unrepresented Employee Appeal of Proposed Five-Day Suspension

**Action:** No reportable action taken.

XII. Adjournment 8:54 PM

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD-SPECIAL MEETING**  
2180 Milvia St  
City Hall, Cypress Room  
Berkeley, CA 94704  
July 10, 2024  
1:30 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 1:33 PM

II. Roll Call 1:33 PM

Members Present: Robert Dixon (Chair)  
Darryl Bartlow  
Mary Kay Lacey  
Jenny Wenk  
Maya Karpinski

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

Staff Present: Aram Kouyoumdjian (Director of Human Resources)  
Monica Walker (Human Resources Manager)  
Chaka Young (Employee Relations Manager)  
Benita Torres (Assistant Management Analyst)  
Sam Harvey (Deputy City Attorney)  
Ruby Quihuis (Paralegal)

Public Attendance: None

III. Public Comments None

**ACTION ITEMS:**

IV. **Closed Session:** Unrepresented Employee Appeal of Proposed Five-Day Suspension

**Action:** No reportable action taken.

V. Adjournment 3:20 PM



Human Resources

PERSONNEL BOARD

August 5, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

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

RECOMMENDATION

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

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

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

BACKGROUND

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

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

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

Internal

Revise Job Class Specification – Community Service Officer

RECOGNIZED EMPLOYEE ORGANIZATION

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

RATIONALE FOR RECOMMENDATION

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

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Community Service Officer

Revise Job Class Specification – Community Service Officer

**City of Berkeley  
Community Service Officer**

CLASS CODE  
7002

ESTABLISHED DATE  
October 06, 2008

REVISION DATE  
~~October 06, 2008~~ August 5, 2024

Description

DEFINITION

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

CLASS CHARACTERISTICS

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

Example of Duties

The following list of duties describes the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list.

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

Revise Job Class Specification – Community Service Officer

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

Knowledge and Abilities

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

Knowledge of:

1. General principles and practices used to establish effective police/community relations and Community Involved Policing philosophy;
2. Principles, practices, and procedures of basic law enforcement operations, activities, and terminology;
3. Procedures and techniques of evidence collection and processing, including maintenance of chain evidence;

Internal

Revise Job Class Specification – Community Service Officer

4. Procedures and methods of property preservation and storage, including inventory systems;
5. Use and basic capabilities of computerized record and information systems;
6. Safe work methods and safety regulations pertaining to the work; and
7. General office practices, including filing and operation of common office equipment.

Skill in and Ability to:

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

Minimum Qualifications

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

Equivalent to graduation from high school and ~~three (3)~~one years of progressively responsible work experience, ~~involving public contact and utilizing such as~~ in-person, telephone, and/or written ~~contacts indicating effective~~ communication and customer service skills. Previous volunteer or paid experience in law enforcement, emergency medical services, military service, probation, counseling or similar work requiring extensive public contact is ~~highly~~ desirable.

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

Revise Job Class Specification – Community Service Officer

OTHER REQUIREMENTS

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

Classification History

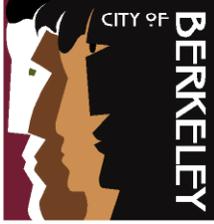
Established: 01/1995

Revised: 07/2002 (code changed from 9017)

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

Changed class code from 82330: Jun 2014

Revised: 08/2024 (minimum qualifications revised: years of experience and removal of customer service specific duties)



Human Resources

PERSONNEL BOARD  
August 5, 2024

Date: August 5, 2024  
To: Members of the Personnel Board  
From: Aram Kouyoumdjian, Director of Human Resources  
Subject: Recommendation to Extend Temporary Positions

**BACKGROUND**

The City of Berkeley Human Resources Department, Public Works Department, and Health, Housing, and Community Services Department request a six-month extension of current temporary appointments.

**DISCUSSION**

Per Personnel Rules and Regulations Section 9.07, “Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board...”

The Public Works Department wishes to extend the temporary appointment of Associate Management Analyst Sara Rubio for an additional six months to address the temporary additional workload on the Equipment Maintenance Division with Asset Works and overall electrification, grant opportunities and IRS reimbursements.

The Health, Housing, and Community Services Department wishes to extend the temporary appointments of Senior Service Aides Candace Carter, James Fuller, and Evelyn Padilla. These positions are needed to provide staffing support to Aging Services programs, and to act as on-call building monitor for facility rentals. No additional costs to the program will be incurred, as the number of hours worked will not increase.

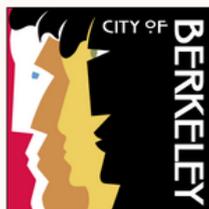
**RECOMMENDATION**

The Personnel Board is requested to approve the additional six-month extensions of the temporary appointments as outlined below:

EMPLOYEE	CLASSIFICATION	DEPARTMENT	HIRE DATE
Sara Rubio	Associate Management Analyst	Public Works	March 18, 2024
Candace Carter	Senior Service Aide	Health, Housing, and Community Services	July 24, 2023
James Fuller	Senior Service Aide	Health, Housing, and Community Services	August 7, 2023
Evelyn Padilla	Senior Service Aide	Health, Housing, and Community Services	September 5, 2023

# *Berkeley Matters*

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



## *What's New*

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

OFFERS OF WORK..... [PAGE 7](#)

CITYWIDE TRAININGS..... [PAGE 8](#)

### **Webinar: *De-escalation Techniques***

Wednesday, **August 28th**

12pm to 1pm

See [page 9](#) 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 20 or more years of service.

See [page 11](#)



# HUMAN RESOURCES DEPARTMENT

## GENERAL INQUIRIES

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510-981-6800

### ADMINISTRATION

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### EMPLOYEE AND LABOR RELATIONS

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Feuy Saephan  
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Kannalin Chailertchom  
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Natini Phosy  
Ext. 6804 | NPhosy@berkeleyca.gov

### WORKERS' COMP, ADA, LEAVES

HRWorkersComp@berkeleyca.gov  
HRLeaveRequest@berkeleyca.gov

Cari McDonald  
Ext. 6816 | CMcDonald@berkeleyca.gov

Laura Zurita  
Ext. 6812 | LZurita@berkeleyca.gov

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

For promotional recruitments: [CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$35.11 - \$38.25	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Promotional	\$40.67 - \$44.34	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	Promotional	\$41.04 - \$49.42	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$40.02 - \$48.18	Continuous	Continuous
Assistant Aquatics Coordinator	Promotion	Competitive	\$34.07 - \$39.62	July 1, 2024	August 5, 2024
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$53.01 - \$63.86	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Associate Transportation Engineer	Vacancy	Competitive	\$61.03 - \$73.75	March 18, 2024	Open Until Filled
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Communications Supervisor	Vacancy	Competitive	\$62.89 - \$66.60	July 15, 2024	August 26, 2024
Community Development Project Coordinator	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Community Service Officer	Vacancy	Competitive	\$38.46 - \$44.80	Continuous	Continuous
Community Services Specialist I	Promotion	Competitive	\$39.22 - \$46.30	July 15, 2024	August 5, 2024
Customer Service Specialist III	Vacancy	Promotional	\$40.67 - \$44.34	July 1, 2024	Continuous
Customer Service Supervisor	Vacancy	Promotional	\$41.04 - \$49.42	July 15, 2024	August 5, 2024
Environmental Health Supervisor	Vacancy	Competitive	\$53.38 - \$62.03	July 22, 2024	August 19, 2024
Fire Captain II	Establish a List	Promotional	\$51.69 - \$56.97	July 22, 2024	August 12, 2024
Firefighter Paramedic - Entry Level	Vacancy	Competitive	\$35.34 - \$44.51	June 24, 2024	August 5, 2024
Health Services Supervisor (Temporary)	Vacancy	Competitive	\$59.40 - \$69.68	July 22, 2024	August 5, 2024
Housing Development Specialist (Community Development Project Coordinator)	Promotion	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	Competitive	\$46.55 - \$55.23	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Librarian I	Vacancy	Competitive	\$38.33 - \$45.96	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$36.34 - \$38.53	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
Mental Health Nurse	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	Competitive	\$58.62 - \$65.00	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$39.93 - \$43.60	Continuous	Continuous
Paramedic	Vacancy	Competitive	\$31.83 - \$42.44	July 22, 2024	August 19, 2024
Police Officer Lateral	Vacancy	Competitive	\$55.98 - \$69.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$46.23	Continuous	Continuous
Psychiatrist	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Competitive	\$35.49 - \$38.78	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$49.23 - \$53.43	Continuous	Continuous
Registered Environmental Health Specialist	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
Registered Nurse	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
Revenue Development Specialist I/II	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
Revenue Development Supervisor	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
Senior Health Services Program Specialist (Temporary)	Vacancy	Competitive	\$51.87 - \$60.51	July 22, 2024	August 5, 2024
Senior Housing Inspector (Certified)	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Planner	Promotion	Competitive	\$54.77 - \$65.25	July 15, 2024	Continuous
Senior Public Health Nurse	Vacancy	Competitive	\$59.02 - \$68.86	Continuous	Continuous
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Supervising Librarian	Vacancy	Competitive	\$50.25 - \$60.54	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous
Supervising Transportation Engineer	Promotion	Competitive	\$69.70 - \$85.10	July 8, 2024	Open Until Filled

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>Accounting Office Specialist III</b> (Req#2024-02261)	Promotion	Planning	Lisa Cronin LCronin@berkeleyca.gov
<b>Assistant Public Works Engineer</b> (Req#2024-02189)	Promotion	Public Works	Ron Nevels RNevels@berkeleyca.gov
<b>Associate Civil Engineer</b> (Req#2024-02184)	Promotion	Public Works	Vincent Chen VChen@berkeleyca.gov
<b>Auditor II</b> (Req#2024-02263)	Vacancy	City Auditor	Brian Zandipour BZandipour@berkeleyca.gov
<b>Building Maintenance Mechanic</b> (Req#2024-02253)	Vacancy	Public Works	Aaron Baker ABaker@berkeleyca.gov
<b>Community Service Officer</b> (Req#2024-02258, 2024-02262)	Vacancy	Police	Melanie Turner MTurner@berkeleyca.gov
<b>General Services Manager</b> (Req#2024-02138)	Vacancy	Finance	Henry Oyekanmi HOyekanmi@berkeleyca.gov
<b>Janitor</b> (Req#2024-02247)	Promotion	Public Works	Aaron Baker ABaker@berkeleyca.gov
<b>Office Specialist II</b> (Req#2024-02284)	Vacancy	Police	Melanie Turner MTurner@berkeleyca.gov
<b>Paramedic Supervisor I</b> (Req#2024-02265)	Promotion	Fire	David McPartland DMcPartland@berkeleyca.gov
<b>Public Safety Dispatcher I</b> (Req#2024-02281, 2024-02283)	Vacancy	Police	Melanie Turner MTurner@berkeleyca.gov
<b>Senior Behavioral Health Clinician</b> (Req#2023-01631)	Vacancy	HHCS	Matt McGinley MMcGinley@berkeleyca.gov
<b>Social Services Specialist</b> (Req#2024-02141)	Vacancy	HHCS - Public Health	JoAnn Evangelista JEvangelista@berkeleyca.gov
<b>Solid Waste Truck Driver</b> (Req#2024-02240)	Retirement	Public Works	Gary Triplett GTriplett@berkeleyca.gov
<b>Solid Waste Worker</b> (Req#2024-02248)	Promotion	Public Works	Leticia Jauregui LJauregui@berkeleyca.gov
<b>Weighmaster</b> (Req#2024-02018)	Vacancy	Public Works	Leticia Jauregui LJauregui@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>Accounting Office Specialist III</b> (Req#2024-02019)	Vacancy	Public Works	Sean O'Shea SOShea@berkeleyca.gov	NTE 1 year
<b>Assistant Inspector</b> (Req#2024-02120)	Vacancy	Planning	Darrell Chappell DChappell@berkeleyca.gov	2 years
<b>Intern</b> (Req#2024-02264)	Vacancy	Public Works - Engineering/Facilities	Ron Nevels RNevels@berkeleyca.gov	NTE 1 year

## Temporary vacancies **without** an eligible list

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

Classification	Reason	Duration	Contact	Opening Date	Closing Date
<b>Health Services Supervisor</b> (Req#2024-02287)	Vacancy	6 months	Oanh Guise OGuise@berkeleyca.gov	July 22, 2024	August 5, 2024
<b>Senior Health Services Program Specialist</b> (Req#2024-02260)	Vacancy	6 months	Janice Chin JChin@berkeleyca.gov	July 22, 2024	August 5, 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**

In compliance with the Berkeley Fair Workweek Ordinance, the City offers additional hours of work to existing part-time employees prior to hiring new employees, including temporary workers.

**To be eligible for an offer of work listed below, you must:**

1. Be qualified to do the additional work (hold a part-time position in the same classification in the same department/division) **AND**
2. Have worked for the City for more than two weeks **AND**
3. Have a work schedule that does not conflict with the additional hours **OR** be a career-eligible employee interested in replacing your current schedule with the hours offered.

To accept an offer of additional hours, you must submit an application by Monday at 5:00 PM following the Berkeley Matters posting.

**To submit an application for an offer of additional hours:**

[CLICK HERE](#)

Classification	Department	Schedule	Number of Hours
<b>Senior Service Aide</b> (Req#2024-02226, 2024-02272)	HHCS	Saturday/Sunday as needed	Up to 19 per week

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

## UPCOMING CLASSES

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

Date	Topic	Location
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>
August 22, 2024 9am - 12pm	Microsoft Excel Level 1, Day 1	<a href="#">Zoom - click here</a>
August 29, 2024 9am - 12pm	Microsoft Excel Level 1, Day 2	
September 12, 2024 9am - 12pm	Microsoft Excel Level 2, Day 1	<a href="#">Zoom - click here</a>
September 19, 2024 9am - 12pm	Microsoft Excel Level 2, 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



## DE-ESCALATION TECHNIQUES

Wednesday, August 28th  
12pm - 1pm

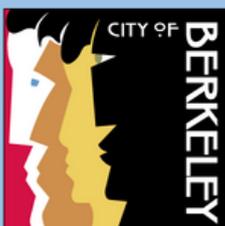


Most people will encounter conflict at some point in the course of their job. But what's the best way to handle it?



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

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



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

*Welcome!*

<b>Appointments</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Daniel Tan</b>	Auditor I	City Auditor’s Office
<b>Priya Naidu</b>	Accounting Office Specialist II	Finance
<b>Swikriti Joshi</b>	Accounting Office Specialist II	Fire
<b>Ben Gould</b>	Legislative Aide	Mayor & City Council
<b>Greg Abbott</b>	Housing Inspector I	Planning
<b>Zorah Rose</b>	Marina Assistant	PRW
<b>Jasmine Thibeaux</b>	Administrative Secretary	Public Works
<b>Alexandria Cuevas</b>	Office Specialist II	Rent Board

*Congratulations!*

<b>Promotions</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>David Gabriner</b>	Fire Captain II	Fire
<b>Robyn Brown</b>	Librarian II	Library
<b>Lizette Gonzalez</b>	Librarian II	Library
<b>Joy Marston</b>	Librarian II	Library
<b>Allison Utile</b>	Associate Management Analyst	Planning
<b>Derek Radey</b>	Police Sergeant	Police
<b>Kathleen Senter</b>	Public Safety Dispatcher II	Police
<b>Alonzo Burnham</b>	Traffic Maintenance Worker II	Public Works
<b>Vincent Chen</b>	Supervising Civil Engineer	Public Works
<b>Miguel Monclus</b>	Laborer	Public Works

<b>Retirements</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Anthony Alcutt</b>	Social Services Specialist	City Manager’s Office
<b>David Reece</b>	Police Captain	Police
<b>Ruben Garcia</b>	Solid Waste Truck Driver	Public Works

# CELEBRATING 20 YEARS OF SERVICE

Feb 2020 to June 2024

Taoufik Abalil, Library

Peterpaul Cianciulli, Fire

Alicia Abramson, Library

John Conti, Fire

Jason Adams, Fire

Crusetta Cooper, Police

Bruce Akizuki, HHCS

Fatema Crane, Planning

Vanessa Albert, HHCS

Rashawn Cummings, Police

Rowella Aldana, IT

Raymond Dai, Library

Shallon Allen, City Manager's Office

Maricar Dupaya, City Manager's Office

Roxana Andrade, HHCS

Michael Durbin, Police

Armin Arethna, Library

Kellie East-Bratt, Fire

Tanya Bailey, HHCS

Jay Elliott, Police

Andrea Bates, HHCS

Earl Emelson, Police

Emmy Bersonda, City Manager's Office

Angel Entes, Library

Clayton Boatwright, PRW

Raylene Ezike, Library

Bernardino Briceno, PRW

James Fanning, Fire

Marla Brignardello, Finance

Cleophas Fort, Police

Katherine Brown, HHCS

Joel Fresnido, Finance

Ginsi Bryant, PRW

Raena Furlow, Finance

Anne Burns, Planning

Eva Garcia, HHCS

Charles Campos, PRW

Lyesha Garrett, Police

Andrea Cardoza, Police

Nathaniel Girard, Fire

Benjamin Cardoza, Police

Dan Green, Fire

Agnes Celis, Finance

Anthony Hall, Fire

Richie Chew, Library

Cynthia Hall, HHCS

# CELEBRATING 20 YEARS OF SERVICE

Feb 2020 to June 2024

Brian Hartley, Police	Yolanda Leon, IT
Connie Hui, Finance	Nancy Lerma, IT
Glenn Ingersoll, Library	Celyce Lyons, Police
Justin Ironside, Fire	Michael Marchant, HHCS
Rush Jackson, Police	Keith May, Fire
Barry Jennings, IT	Joe McCarthy, Fire
Rayna Johnson, Police	Alex McDougall, Police
Avotcja Jones, Planning	Matthew McGinley, HHCS
Rosie Jung, Police	Brian McGrath, IT
Darren Kacalek, Police	David McPartland, Fire
Yvette Katuala, HHCS	Rosemery Medina, Library
Jesse Keegan, Library	Mia Medlin, Police
Felicia Keenan, HHCS	Pamela Meyer, HHCS
Nancy Kriauciunas, HHCS	Daniel Montgomery, Police
Lucie Krocil, Police	Christopher Morgan, Fire
Babalwa Kwanele, HHCS	Jeffrey Morino, Fire
Jennie Kwong, Police	Alfonso Munoz, Fire
Alice La Pierre, Planning	Jessyca Nabozny, Police
Josh Lachman, Library	Vijay Nand, Library
Carl Lagandaon, Police	William Newson, PRW
Kathi Lampkin, HHCS	Khoi Nguyen, PRW
Frank Landrum, Police	Latargie Norman, Police

# CELEBRATING 20 YEARS OF SERVICE

Feb 2020 to June 2024

Librado Nunez, HHCS

Joe Okies, Police

Hugo Ordaz, Police

Francisco Padilla, PRW

Mike Parsons, Police

Maria Perez, HHCS

Jamie Perkins, Police

Kevin Peters, Police

Ashanti Presley, Library

Gloria Querubin, Police

Darrin Rafferty, Police

Keir Rankin, Fire

Rosario Riche, Finance

Robert Rittenhouse, Police

Carmen Rodriguez, PRW

Noah Rosenthal, Library

Sylvia Rowan, Library

Kathy Saechao, Police

George Schikore, Police

Victoria Schlepp, Planning

Jenny Seay, IT

Jacob Several, PRW

Robin Shropshire, HHCS

Brandon Smith, Police

Sheila Soo, City Auditor's Office

David Sprague, Fire

Lisa Stangl, Police

Patricia Subia, Police

Eduardo Tan, Police

Jen Tate, Police

Tasha Tervalon, City Manager's Office

Patrick Tetsall, Fire

Harvena Tracy, PRW

Kristin Tucker, Fire

Rudy Valencia, Fire

Chris van Luen, Fire

Kevin Vander Ende, Fire

Cuauhtemoc Vargas, Police

Terrie Vargas, PRW

Johnathan Walker, Police

Tahira Warner, HHCS

Byron White, Police

Johnny "Fish" Yee, HHCS

Robert Young, Library

# CELEBRATING 25 YEARS OF SERVICE

Feb 2020 to June 2024

**Pamela Boland**  
PRW

**Patricia Heffron**  
Library

**Roger Miller**  
PRW

**Clifford Broome**  
Fire

**Sheri Jackson**  
Finance

**Tyre Mills**  
Fire

**Leticia Cendejas**  
Library

**Jacquelynn Kiel**  
IT

**Scott Nguyen**  
PRW

**Ann Del Rosario**  
City Auditor's Office

**Eric Knudsen**  
Library

**Jay Ogden**  
HHCS

**Thomas Dodge**  
PRW

**Joe Koontz**  
IT

**Alec Pattison**  
PRW

**Jef Findley**  
Library

**Meridith Lear**  
Planning

**Raul Pineda**  
PRW

**James Geissinger**  
Fire

**Safiya Lewis**  
PRW

**Peter Reed**  
Fire

**Yolanda Gorman**  
Finance

**James Liberatore**  
Fire

**Kevin White**  
Fire

**Felicia Graham**  
City Auditor's Office

**Alyssa Loo**  
Finance

**Cindy Woo**  
Library

**Danielle Hall**  
HHCS

**Cynthia McClellan**  
Fire

**Brian Zandipour**  
City Auditor's Office

**Brian Harryman**  
Fire

# CELEBRATING 30 YEARS OF SERVICE

Feb 2020 to June 2024

**Sherry Austin**  
Library

**Sandra Hunter**  
HHCS

**Kathy Slater**  
Library

**Sam Clemons**  
Library

**Russell Keys**  
Library

**Deborah Stanley**  
Planning

**Kevin Fong**  
IT

**Will Marston**  
Library

**John Tarascio**  
Fire

**Dissarae Guiton**  
PRW

**Rama Murty**  
City Manager's Office

**Karin Tran**  
Fire

**Scott Hall**  
Fire

**LaQuana Patrick**  
Finance

**Dwayne Walters**  
PRW

# CELEBRATING 35+ YEARS OF SERVICE

Feb 2020 to June 2024

**William Kehoe**  
Fire  
35 years

**Leo Reyes**  
City Auditor's Office  
35 years

**Duc Tran**  
Library  
35 years

**Brenda Jones**  
Fire  
40 years

**Sandra Lewis**  
Finance  
40 years

**Wanda Williams**  
PRW  
Retired in March 2024 after 46 years

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)**

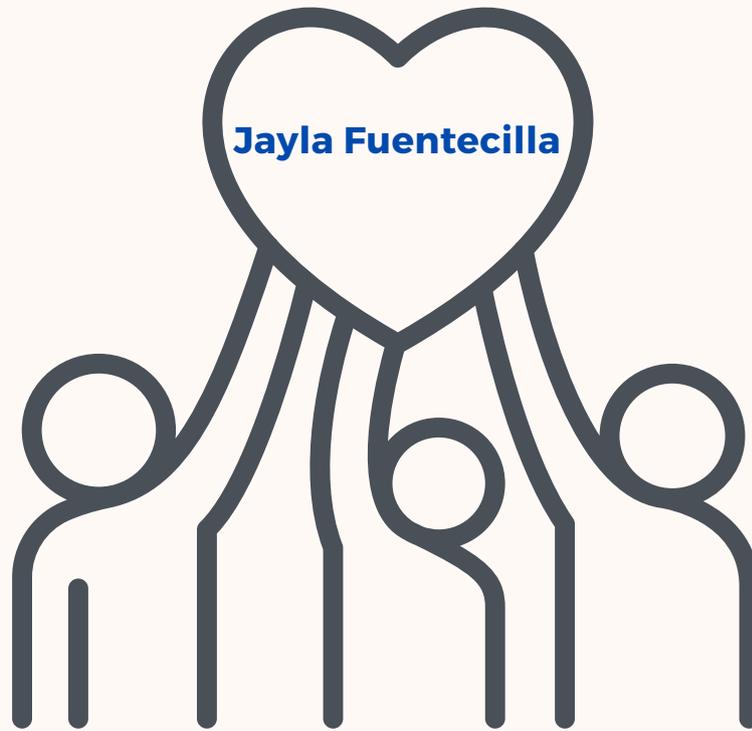
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

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

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

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

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

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

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

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

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

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

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

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

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

## CITY OF BERKELEY RECOGNIZED HOLIDAYS

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

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

Dec 25 Christmas Day

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



## City of Berkeley 2024 Pay Schedule

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

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

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