

CITY OF BERKELEY
PERSONNEL BOARD MEETING
1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
March 3, 2025
7:00 p.m.

Secretary: Monica Walker, Interim Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
HR@berkeleyca.gov

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

MEETING AGENDA

- I. Roll Call
- II. Public Comment
- ACTION ITEMS:**
- III. Approval of Meeting Minutes for February 3, 2025
- IV. Recommendation to Extend Temporary Position – Manager of Aging Services – Guise Oanh
- V. Recommendation to Extend Project Based Appointment – Landscape Gardener – Jabari Bell
- VI. Request from the Office of the Director of Police Accountability – Discussion only
- VII. Report by Interim 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
February 3, 2025
7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:03 pm

II. Roll Call 7:03 pm

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

Members Absent: Maya Karpinski

Staff Present: Christina Erickson (Deputy Director of Parks, Recreation, and Waterfront)
Aram Kouyoumdjian (Director of Human Resources)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)

Public Attendance: Sherry Jackson (SEIU-MC Union Representative)

Public Comments: None

ACTION ITEMS:

III. Approval of Minutes of Meeting on January 6, 2024

Action: MSC (Wenk, Bartlow) to approve the minutes of the meeting on January 6, 2024

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

IV. Election of Chair and Vice Chair

Action: MSC (Dixon, Lacey) to nominate Aviva Gilbert as Chair and Nic O'Loughlin as Vice Chair

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

V. Recommendation to Extend Temporary Appointment –Sara Rubio

Action: MSC (Wenk, Dixon) to approve recommendation to Extend Temporary Appointment –Sara Rubio

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

VI. Recommendation to Revise Job Class Specification –Application Program Analyst II

Action: MSC (Lacey, Wenk) to approve recommendation to Revise Job Class Specification –Application Program Analyst II

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

VII. Recommendation to Revise Job Class Specification –Camp Medical Staff Member

Action: MSC (Dixon, O’Loughlin) to approve recommendation to Revise Job Class Specification –Camp Medical Staff Member

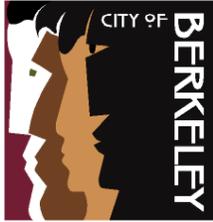
Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, O’Loughlin, Wenk
Noes: None
Abstains: None
Absent: Karpinski

INFORMATION ITEMS:

VIII. Report by Director of Human Resources – Discussion Only

IX. Copy of Berkeley Matters – Discussion Only

X. Adjournment 7:38 pm



Human Resources

PERSONNEL BOARD

March 3, 2025

Date: March 3, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Recommendation to Extend Temporary Provisional Appointment - Manager of Aging Services - Oanh Guise

BACKGROUND

The City of Berkeley Human Resources Department and Health, Housing and Community Services (HHCS) Department request a six-month extension of the temporary provisional appointment of Oanh Guise as Manager of Aging Services.

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 HHCS Department wishes to extend the temporary provisional appointment of Oanh Guise as Manager of Aging Services for six months to address the vacancy created by Tanya Bustamante's career appointment to Deputy Director of HHCS. As head of the Aging Services Division, the Manager of Aging Services provides essential oversight of services and case management for older adults in Berkeley.

Manager Guise was originally appointed to the provisional position on August 18, 2024 after Deputy Director Bustamante was appointed to a provisional position as Deputy Director of HHCS. Deputy Director Bustamante was promoted to the career Deputy Director of HHCS position on January 19, 2025.

There is no current eligible list for the career Manager of Aging Services classification. The HHCS Department requests to extend Manager Guise's provisional position through August 18, 2025, while the Human Resources Department works to establish a career eligible list.

RECOMMENDATION

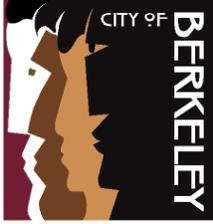
Extend Oanh Guise's temporary provisional appointment as Manager of Aging Services for six months.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Monica Walker, Interim Director of Human Resources, (510) 981-6818.



Human Resources

PERSONNEL BOARD

March 3, 2025

Date: March 3, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Recommendation to Extend Project Based Appointment – Landscape Gardener -- Jabari Bell

BACKGROUND

The City of Berkeley Human Resources Department and Parks, Recreation and Waterfront Department request a six-month extension of the temporary Project Based appointment of Jabari Bell as Landscape Gardener.

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 Parks, Recreation and Waterfront Department wishes to extend the temporary Project Based appointment of Jabari Bell as a Landscape Gardener because they have sufficient Tree Planting grant funds to extend his appointment for an additional six months. Mr. Bell was originally hired on February 20, 2024, and we would like to extend his appointment until August 20, 2025.

RECOMMENDATION

Extend Jabari Bell’s temporary Project Based appointment as a Landscape Gardener for six months.

ALTERNATIVE ACTIONS CONSIDERED

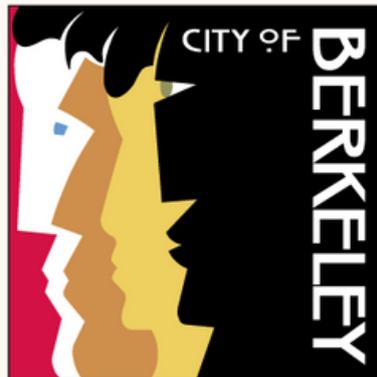
None.

CONTACT PERSON

Monica Walker, Interim Director of Human Resources, (510) 981-6818.

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

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

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

TRAININGS & WEBINARS..... [PAGE 6](#)

Webinar: Recipes and Remedies to Manage Weight, Mood and Menopause

Wednesday, February 26th
12:00pm - 1:00pm

See [page 7](#) for details



**SCAN TO
REGISTER**



HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

HR@berkeleyca.gov
510-981-6800

ADMINISTRATION

Monica Walker, Interim HR Director
Ext. 6818 | MWalker@berkeleyca.gov

Chaka Young, Employee Relations Manager
Ext. 6821 | CYoung@berkeleyca.gov

Benita Torres, Admin Support
Ext. 6809 | BTorres@berkeleyca.gov

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

BENEFITS

HRBenefits@berkeleyca.gov

Sophea Shephard
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Rochelle Roldan
Ext. 6892 | RRoldan@berkeleyca.gov

CITYWIDE TRAINING

Training@berkeleyca.gov

Alejandra Alonso
Ext. 6801 | AAlonso@berkeleyca.gov

EEO MATTERS

EEO@berkeleyca.gov

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

EMPLOYEE AND LABOR RELATIONS

Charles Ayers
Ext. 6818 | CAyers@berkeleyca.gov

Casandra Huff
Ext. 6894 | CHuff@berkeleyca.gov

RECRUITMENT, EXAMS AND SELECTION

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

Rio Tess Musni
Ext. 6805 | RMusni@berkeleyca.gov

Anna Gooler
Ext. 6820 | AGooler@berkeleyca.gov

Michelle Yoo
Ext. 6802 | MYoo@berkeleyca.gov

Tiana Dickson
Ext. 6814 | TDickson@berkeleyca.gov

SAFETY, ERGONOMICS, CAL/OSHA

Kevin Walker
Ext. 6825 | KWalker@berkeleyca.gov

Venus Thomas
Ext. 6819 | VThomas@berkeleyca.gov

TRANSACTIONS

Velma Wallace
Ext. 6808 | VWallace@berkeleyca.gov

Feuy Saephan
Ext. 6822 | FSaephan@berkeleyca.gov

Kannalin Chailertchom
Ext. 6803 | KChailertchom@berkeleyca.gov

Natini Phosy
Ext. 6804 | NPhosy@berkeleyca.gov

WORKERS' COMP, ADA, LEAVES

HRWorkersComp@berkeleyca.gov
HRLeaveRequest@berkeleyca.gov

Cari McDonald
Ext. 6816 | CMcDonald@berkeleyca.gov

Laura Zurita
Ext. 6812 | LZurita@berkeleyca.gov

Full descriptions and salary ranges for all classifications: [CLICK HERE](#)

Promotional Recruitments:



CLICK OR SCAN

Classification	Next Recruitment Open Dates
Accounting Office Specialist III	June 2-16, 2025
Accounting Office Specialist Supervisor	May 5-19, 2025
Accounting Technician	May 5-19, 2025
Customer Service Specialist III	March 3-17, 2025
Office Specialist III	April 7-21, 2025

Open Competitive Recruitments:



CLICK OR SCAN

Classification	Reason	Opening Date	Closing Date
Assistant Civil Engineer	Vacancy	Continuous	Continuous
Associate Civil Engineer	Vacancy	Continuous	Continuous
Associate Transportation Engineer	Vacancy	March 2024	Open Until Filled
Behavioral Health Clinician I	Vacancy	Continuous	Continuous
Behavioral Health Clinician II	Vacancy	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	March 2023	February 24, 2025
Director of Human Resources	Vacancy	February 18, 2025	March 10, 2025
EMS Quality Improvement & Education Coordinator	Retirement	February 3, 2025	March 3, 2025
Firefighter	Vacancy	January 27, 2025	February 24, 2025
Housing Inspector I (Certified)	Vacancy	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	Continuous	Continuous

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

Open Competitive Recruitments Continued

Classification	Reason	Opening Date	Closing Date
Legislative Aide	Vacancy	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Continuous	Continuous
Mental Health Nurse	Vacancy	Continuous	Continuous
Police Officer Lateral	Vacancy	Continuous	Continuous
Police Officer Recruit	Vacancy	Continuous	Continuous
Program Manager I	Vacancy	February 24, 2025	March 17, 2025
Psychiatrist	Vacancy	Continuous	Continuous
Public Health Nurse	Vacancy	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Continuous	Continuous
Senior Systems Analyst	Vacancy	Continuous	Continuous
Solid Waste Worker	Promotion	February 10, 2025	March 3, 2025
Supervising Public Health Nurse	Vacancy	Continuous	Continuous
Supervising Transportation Engineer	Promotion	July 2024	Open Until Filled
Training Officer	Vacancy	February 3, 2025	February 24, 2025
Transportation Manager	Vacancy	January 24, 2025	February 21, 2025

NEW

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

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

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

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

To have your name placed on the transfer list:



CLICK OR SCAN

Career vacancies

Classification	Reason	Department	Contact	Email by
Assistant Management Analyst Req#2025-02574	Promotion	Planning - Building & Safety	Jenny McNulty JMcNulty@berkeleyca.gov	3/7/2025
Office Specialist II Req#2025-02570	Promotion	HHCS - Mental Health	Donna Domingo DDomingo@berkeleyca.gov	3/7/2025
Office Specialist III Req#2025-02525	Promotion	Police	Melanie Turner MTurner@berkeleyca.gov	2/28/2025
Parking Enforcement Officer Req#2024-02439	Retirement	Police	Melanie Turner MTurner@berkeleyca.gov	2/28/2025
Public Safety Dispatcher I Req#2025-02573	Vacancy	Police	Melanie Turner MTurner@berkeleyca.gov	3/7/2025

Temporary vacancies

Classification	Department	Duration	Contact	Email by
Accounting Office Specialist II Req#2025-02579	PRW	NTE 6 months	Becky Hau BHau@berkeleyca.gov	3/7/2025
Camp Staff Leader Req#2025-02552	PRW	Summer 2025	Justin Pitcher JPitcher@berkeleyca.gov	3/7/2025
Camp Staff Supervisor Req#2025-02551	PRW	Summer 2025	Justin Pitcher JPitcher@berkeleyca.gov	3/7/2025
Human Resources Technician Req#2025-02568, 2025-02569	Human Resources	NTE 6 months	Monica Walker MWalker@berkeleyca.gov	3/7/2025
Landscape Gardener Supervisor Req#2024-02460	PRW	12 months	Melissa Parker MParker@berkeleyca.gov	2/28/2025
Playground Leader Trainee Req#2025-02584	PRW	Summer 2025	Stephanie Chu SChu@berkeleyca.gov	3/7/2025
School Crossing Guard Req#2025-02539	Public Works	Seasonal	Aaron Dieken ADieken@berkeleyca.gov	3/7/2025

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

UPCOMING CLASSES

All classes take place from 9am to 12pm.

Please register in advance using the link associated with each class. If the class you are interested in is full, please contact training@berkeleyca.gov to be placed on the waitlist.

Topic	Date	Location
ERMA A: Excel for ERMA Users (text functions, VLOOKUP)	March 18, 2025	Zoom
Maximizing Performance Through Documentation, Evaluation and Corrective Action	March 12, 2025	Contact training@berkeleyca.gov
ERMA B: PivotTables for ERMA Users	April 17, 2025	Zoom
Microsoft Word: Long Documents (Table of Contents, Outline, footnotes)	May 1, 2025	Zoom

WELLNESS WEBINARS

The City of Berkeley’s benefit providers offer a range of classes, webinars, and resources to support your wellness journey. You can register online through the provided link.

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Parent Coaching and Support Sessions <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	Zoom
Keeping Your Heart Strong <i>Kaiser</i>	February 24, 2025 12pm - 1pm	Online
Breathe Easy! The Basics of Managing Asthma <i>Sutter Health</i>	February 26, 2025 12pm - 1pm	Online
Building Healthy Habits <i>Sutter Health</i>	March 12, 2025 5pm - 6pm	Online

Please note that all internally-delivered City of Berkeley trainings are temporarily paused as we evaluate the most effective delivery strategy.

If you have any questions, please contact training@berkeleyca.gov



2025 EMPLOYEE ENRICHMENT WEBINARS

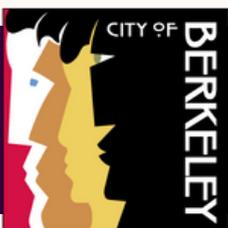


RECIPES AND REMEDIES TO MANAGE WEIGHT, MOOD AND MENOPAUSE

Wednesday, February 26th
12pm - 1pm

Join Dr. Ed Bauman from Bauman Wellness to learn practical, nutritional recipe ideas that can help alleviate common health and wellness concerns.

Gain actionable knowledge to improve your wellbeing using food as medicine!



Coming in March:
*What EQ Can Do for You:
Strategies for Enhancing
Emotional Intelligence*



CLICK OR SCAN TO REGISTER

Welcome!

Name	Classification	Department
Cedric Adona	Assistant Fire Inspector	Fire
Muzna Rauf	Environmental Health Supervisor	HHCS
Areli Balderrama	Associate Planner	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Christopher Barney	Fire Apparatus Operator	Fire
Alex Sims	Associate Management Analyst	HHCS
Janine Bedon	Assistant Management Analyst	PRW

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



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

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

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

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

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

How's your financial wellness stacking up?

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



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

SCHEDULE AN APPOINTMENT: [CITYOFBERKELEY.EMPOWERMYTIME.COM](https://cityofberkeley.empowermytime.com)

OR EMAIL JOSE.ANAYA@EMPOWER.COM

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

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

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

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



2025 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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31						

SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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OCTOBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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NOVEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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DECEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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28	29	30	31			

CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

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

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

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

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



City of Berkeley 2025 Pay Schedule

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

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

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