

CITY OF BERKELEY
PERSONNEL BOARD MEETING
1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
April 7, 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

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MEETING AGENDA

- I. Roll Call
- II. Public Comment
- ACTION ITEMS:**
- III. Approval of Meeting Minutes for March 3, 2025
- IV. Recommendation to Establish Job Class Specification and Pay Scale--Fire Mechanic Lead
- V. Recommendation to Revise Job Class Specification--Engineering Inspector
- VI. Recommendation to Add 5% Differential to Program Manager I Assigned to CMO
- VII. Recommendation to Revise the Personnel Rules and Regulations Manual to add Section 9.02.1 Promotion--Salary Step Placement
- VIII. Election of Chair
- IX. Report by Interim Director of Human Resources--Discussion Only
- X. Copy of Berkeley Matters--Discussion Only
- XI. 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
March 3, 2025
7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:00 pm

II. Roll Call 7:00 pm

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

Members Absent: None

Staff Present: Hansel Aguilar (Director of Police Accountability)
Monica Walker (Interim Human Resources Director)

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

Public Comments: Chair Aviva Gilbert will resign from her position as Chair upon the election of a new Chair in the next personnel board meeting.

ACTION ITEMS:

III. Approval of Minutes of Meeting on February 3, 2024

Action: MSC (Lacey, Wenk) to approve the minutes of the meeting on February 3, 2024

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

IV. Recommendation to Extend Temporary Position – Manager of Aging Services – Oanh Guise

Action: MSC (Bartlow, Wenk) to approve recommendation to Extend Temporary Position—Manager of Aging Services—Oanh Guise

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

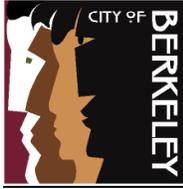
V. Recommendation to Extend Project Based Appointment – Landscape Gardener – Jabari Bell

Action: MSC (Gilbert, Lacey) to approve recommendation to Extend Temporary Appointment –Landscape Gardener—Jabari Bell

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

INFORMATION ITEMS:

- 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 7:47 pm



Human Resources

PERSONNEL BOARD

April 7, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Recommendation to Establish Job Class Specification and Salary Range – Fire Mechanic Lead

RECOMMENDATION

Adopt a Resolution establishing the unrepresented job class specifications and salary range of Fire Mechanic Lead as outlined, with an hourly pay range of \$51.0771 - \$54.1740.

FISCAL IMPACT

The recommended pay range for the proposed classification represents a fiscal impact of \$106,240 - \$112,681 (\$194,749 - \$206,557 including full benefits) for one position. This cost is lower than the current annual cost of outsourcing large vehicle repairs to specialized vendors (approximately \$329,000 in 2023 and \$539,000 in 2024), plus the annual cost of 0.5 FTE Fire Captain II currently assigned to oversee the repairs (approximately \$170,000 annually).

CURRENT SITUATION AND ITS EFFECTS

Establishing an independent Fire Apparatus Mechanic position for the Berkeley Fire Department presents a cost-effective solution to the department's growing vehicle maintenance expenses. The current job classifications of Mechanic and Lead Mechanic are used mainly by the Public Works Department for general maintenance of heavy vehicles, but does not include specific job duties and knowledge, skills, and abilities needed to maintain fire apparatuses.

BACKGROUND

In the absence of an in-house mechanic, the Fire Department has relied on specialized vendors for nearly all large vehicle repairs, resulting in outsourced costs of \$329,000 in 2023 and \$539,000 in 2024—a dramatic increase in expenditures. Additionally, the department has had to dedicate 0.5 FTE of a Fire Captain II, at an estimated annual cost of \$170,000, to oversee these repairs, including transporting vehicles to and from Sacramento. While an in-house Fire Apparatus Mechanic would not eliminate the need for external repairs entirely, it is expected to significantly reduce outsourcing costs, minimize operational disruptions, and allow fire personnel to focus on their primary emergency response duties. Over time, this investment would lead to substantial cost savings and improved fleet readiness, ensuring that fire apparatus remain in optimal condition with greater efficiency and reduced downtime.

The pay range represents the same range as the Mechanic Lead in Public Works for internal equity, and the pay and minimum requirements are reflective of pay ranges of similar fire mechanic lead classifications in Alameda County Fire Department and Central County Fire Department.

RECOGNIZED EMPLOYEE ORGANIZATION

The new classification of Fire Mechanic Lead is unrepresented.

RATIONALE FOR RECOMMENDATION

The new classification of Fire Mechanic Lead is being established to reduce outsourcing costs, minimize operational disruptions, and allow fire personnel to focus on their primary emergency response duties.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Resolution
Exhibit A to Resolution: Fire Mechanic Lead – Proposed Job Class Specification and Salary Range

City of Berkeley
Fire Mechanic – Lead

CLASS CODE
XXXX

SALARY
\$51.08 - \$54.17 Hourly
\$4,086.17 - \$4,333.92 Biweekly
\$8,853.36 - \$9,390.16 Monthly
\$106,240.37 - \$112,681.92 Annually

Definition

Under the general supervision of Fire Captain, Assistant Fire Chief or Deputy Fire Chief, the Fire Mechanic - Lead is responsible for performing advanced diagnostics, maintenance, and repair of all heavy fire apparatus within the Fire Department including ladder trucks, engines, and specialty units. Ensures compliance with National Fire Protection Association (NFPA) and other applicable standards; manages shop inventory and requisitions parts; may direct a small crew as a working lead; and provides technical guidance and training to other mechanics and fire personnel. Performs related work as assigned.

Class Characteristics

This is a lead position in which incumbents direct, coordinate and perform the work in an equipment shop on an assigned shift, provide technical assistance to staff in the servicing of a wide variety of heavy fire vehicles and equipment and assist in evaluating the work of assigned personnel.

Examples 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. Inspect, diagnose, repair and maintain all heavy fire apparatus components and equipment including diesel, gasoline and electric motors, fire pumps, relief valves, ball valves, primer pumps and power take-offs, electric and hydraulic systems, steering mechanisms, lights, computerized ignitions, pneumatic systems, fuel delivery systems, air brakes, suspension, transmissions, and air compressors.
2. Install, maintain, diagnose and repair mechanical and electrical systems including replacing inoperative parts, checking and adjusting brakes, changing oil and filters, installing batteries, tires, and glass.
3. Conducts acceptance and annual service tests of engines, pumps and related equipment.
4. Diagnose and perform routine maintenance on breathing air compressor(s) and cascade systems including conducting necessary air sampling.
5. Reads and interprets technical manuals, plumbing and electrical schematics.
6. Cleans and maintains work area in an orderly manner; maintains shop tools in safe and proper working conditions.
7. Uses welder and other shop equipment to fabricate metal parts/equipment and repair broken parts.

8. Requisitions parts, tools, equipment, and materials needed for repair work.
9. Answers emergency calls to repair equipment in the event of an emergency incident or in cases of breakdown or accident. May assist with technical aspects of reports on major accidents. Document and report all work utilizing the fire department and City computerized fleet management system.
10. Reviews vehicle and equipment needs of the Department; assists with drafting requirements and specifications formatted for the bidding and acquisition of vehicles and equipment. Corresponds and maintains liaison with equipment suppliers, inspects bids submitted, recommends acquisition, and ensures manufacturer's compliance.
11. Instructs others in proper equipment operation, maintenance and conducts training classes for other mechanics and fire personnel.
12. Schedules and directs the work of staff engaged in the overhaul, repair and maintenance of heavy fire apparatus.
13. Assists the Fire Captain, Assistant Fire Chief or Deputy Fire Chief with evaluation of employee performance of assigned personnel and instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.
14. Drives/operates a variety of fire department vehicles.
15. Operates a variety of standard office equipment such as a computer, copier or fax machine.
16. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

1. Methods, techniques, and materials used in the maintenance and repair of fire apparatus and emergency vehicles.
2. Operation and maintenance of a wide variety of diagnostic tools and shop equipment.
3. NFPA standards related to fire apparatus maintenance and testing.
4. Technical schematics, diagnostic software, and computerized vehicle systems.
5. Preventative maintenance techniques for fire apparatus and emergency vehicles.
6. Welding and metal fabrication for vehicle components.
7. Safe work methods and safety regulations.

Skill in:

1. Independently diagnosing and repairing complex mechanical, hydraulic, pneumatic, and electrical issues.
2. Use of electronic diagnostic tools and software to analyze vehicle performance.
3. Training fire department personnel in apparatus operation, inspection, and maintenance.

4. Maintaining accurate maintenance logs and service records using fleet management software.
5. Interpreting technical schematics, electrical diagrams, and NFPA compliance documents.
6. Operating heavy shop equipment, including overhead cranes, hoists, and hydraulic presses.
7. Working effectively under emergency conditions and time constraints while ensuring safety.
8. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Minimum Qualifications

At time of application:

1. Graduation from high school or equivalent.
2. Three years of experience maintaining and repairing heavy-duty vehicles, ideally including fire engines and aerial ladder trucks.
3. California Commercial Class B commercial driver's license, or Class C with a firefighter endorsement license with air brake and tank endorsements.

By Completion of Probation:

1. Automotive Service Excellence (ASE) Certified Master Medium-Heavy Truck Technician.
2. Completion of specialized courses in fire apparatus maintenance and repair:
 - a. General:
 - i. Chassis Electrical - Understand the location and function of (non-multiplex) electrical systems and components used on Pierce® chassis.
 - ii. Command Zone™ Systems - Get detailed instruction on the Pierce Command Zone™ electrical systems including the new Command Zone III.
 - iii. Preventative Maintenance - Become an expert in preventive maintenance procedures required for fire apparatus based on NFPA and DOT Standards.
 - iv. TAK-4® Suspension Maintenance - Learn the basic design and principles of the TAK-4® Independent Front Suspension system, including proper maintenance and repair.
 - v. SRP/Frontal Protection - Get expert instruction on the installation, repair, and troubleshooting of the SRP/FIP system.
 - vi. Air Conditioning Systems - Get the basics on repairs, troubleshooting and maintenance needs of Pierce installed components.
 - vii. Chassis Diagnosis - Evaluate drivability issues, including how to do advanced troubleshooting, perform failure analysis, determine the causes of chassis component failures and learn how to repair and prevent issues properly.
 - viii. Air Brakes, ESC, ABS Troubleshooting - Learn basic air brake theory and proper repair and maintenance procedures on chassis air brake systems
 - b. Pierce Type I/III Engine:
 - i. California Fire Mechanics Academy: CFM115-Fire Pumps & Accessories or SFT Equivalent
 - ii. CAFS/Husky Maintenance - Learn the principles of operation, maintenance, and repair of all the Pierce Husky™ Foam Systems and the Hercules™ Compressed Air Foam Systems (CAFS).
 - iii. Pierce PUC™ Pump Maintenance - Learn the basic principles of operation, maintenance and complete disassembly of the REPTO driven water pump and gearbox.
 - c. Pierce Aerial Ladder Truck:
 - i. Aerial Maintenance - Understand the proper repair and maintenance of Pierce aerial ladders and platforms.
 - ii. Ascendant® Class Aerial Maintenance - Learn proper repair and maintenance of Ascendant® Class Aerials, including the aerial electrical and hydraulic systems.

- iii. Advanced Aerial Maintenance - Get detailed information about advanced repair and maintenance of Pierce aerial systems.

OTHER REQUIREMENTS

Tools & Equipment

Diagnostic tools, hammers, screwdrivers, pry bars, wrenches, pliers, ratchets, sockets, electrical meters, code readers, drills, welding equipment, hydraulic lifts, overhead cranes, fleet management software, computers, and phones.

Physical Requirements

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear automotive sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to lift and install parts weighing up to 80 pounds. Manual dexterity for detailed mechanical work and computer use.

Working Conditions

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Potential exposure to hazardous materials and emergency conditions.



Human Resources

PERSONNEL BOARD
April 7, 2025

To: Members of the Personnel Board
From: Monica Walker, Interim Director of Human Resources
Subject: Recommendation to Revise Job Class Specification – Engineering Inspector

RECOMMENDATION

Revise the job class specification of Engineering Inspector as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The Engineering Inspector job class specification is being updated to revise outdated terminology, clarify current job duties, align with current industry standards, and broaden the applicant pool by allowing years of relevant education to substitute for required experience.

BACKGROUND

The minimum qualifications currently include high school equivalency and two years of experience in municipal engineering or construction, which must include construction inspection, permit processing, permit enforcement, surveying, or drafting. Oftentimes candidates may have two years of relevant experience in engineering or construction, but not within the specific areas of concentration as outlined above. Making those areas of concentration desirable allows candidates who have two years of relevant engineering or municipal construction experience the opportunity to apply. An analysis of neighboring agencies such as the City of San Leandro and the City of Walnut Creek demonstrate similar minimum qualifications.

In addition, the City recognizes that this is an entry-level classification into the engineering series, and many candidates may have acquired the baseline skills through a degree program; as a result, the recommendation is to also add an alternate pathway for those who have graduated from an associate's degree (or higher), but do not yet have work experience.

RECOGNIZED EMPLOYEE ORGANIZATION

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

RATIONALE FOR RECOMMENDATION

Revise the job classification of Engineering Inspector as outlined.

ALTERNATIVE ACTIONS CONSIDERED

None.

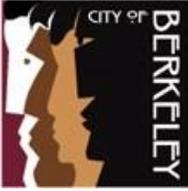
CONTACT PERSON

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

Recommendation to Revise Job Class Specification – Engineering Inspector

ATTACHMENT

Proposed Job Class Specification – Engineering Inspector



City of Berkeley

Engineering Inspector

CLASS CODE	3020	SALARY	\$48.26 - \$58.08 Hourly
			\$3,860.44 - \$4,646.41 Biweekly
			\$8,364.29 - \$10,067.22 Monthly
			\$100,371.44 - \$120,806.61 Annually
ESTABLISHED DATE	October 13, 2008	REVISION DATE	October 13, 2008

Description

DEFINITION

Under general supervision, performs engineering inspection of public works, ~~construction projects private development, and utility construction projects~~ within the public right-of-way; interprets contract specifications to ensure contract compliance; performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey level class performing construction inspections on a variety of construction projects including streets, sidewalks, sanitary sewers, storm drains, underground pipes and conduits and other public works structures. It is distinguished from the various registered Civil Engineer classes responsible for assigning and reviewing the work of Engineering Inspectors and performing the more complex inspections.

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. Inspects a variety of ~~public works~~ construction projects within the public right-of-way, such as sidewalks, driveways, sewer mains and lateral installations, curbs and gutters, retaining walls, earthwork, street excavation and patchwork and other drainage facilities to determine compliance with contract specifications, state laws and local ordinances, which may include occasional confined space entry;
2. Clears brush and determines and sets markers; uses measuring rods, tapes, surveying ~~transits~~ instruments, calculators, etc., to determine distance, location, dimension, depth, grade and calculate quantities such as volume of excavations;

3. Prepares progress reports and change orders; maintains necessary field records including sketches, photographs, survey work, as-built records, drafting and narrative notes;
4. Meets and confers with representatives of utility companies, contractors, public agencies and the general public;
5. Answers citizen complaints and requests for information; makes on site accident investigations and posts locations scheduled for repair;
6. Works in the office in the issuance of permits and construction signage, updating records, making computations or preparing as built drawings;
7. Operates electronic measuring, data collection and processing equipment; and
8. 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. Basic Surveying principles and practices;
2. Techniques and instruments of mechanical drawing;
3. Field engineering practices and basic design criteria;
4. Standard construction practices, including specifications, methods, materials and equipment;
5. Relevant state and local laws, ordinances, regulations and codes;
6. Safe work practices pertaining to the work;
7. Mathematics, Trigonometry and algebra, including fractions, decimals and logarithms;
8. Methods and techniques of materials testing; and
9. Computer applications software used with standard desktop applications such as Microsoft Word, Microsoft Excel and related software programs and systems related to inspection work.

Skill in and Ability To:

1. Read and interpret drawings, plans and contract specifications;
2. Keep clear, accurate and concise records and field sketches;
3. Calculate volumes and quantities;
4. Interpret and enforcing a variety of codes, ordinances and special requirements related to construction work;5.
Work independently in the field;
6. Writing clear, accurate and concise technical reports and correspondence;
7. Communicate tactfully and effectively with the public, property owners, contractors, and a variety of others encountered in the course of the work; and
8. Making accurate mathematical calculations related to inspection and permitting work.

Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school, ~~supplemented by completion of a course in mechanical drawing~~ and two (2) years of experience in ~~municipal~~ engineering or ~~municipal~~ construction, ~~which included e~~ Experience in construction inspection, ~~permit processing, permit enforcement, and surveying,~~ or drafting ~~is desirable. A course in computer aided design (CAD) programs such as AutoCAD or related programs used by Architects and Designers in the performance of mechanical drawing is desirable.~~

OR

~~An associate's or bachelor's degree in engineering. may substitute for the required experience on a year to year basis.~~

OTHER REQUIREMENTS

Must be willing to work outdoors in a variety of climatic and topographic conditions. Must be able to travel to various locations to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

Classification History

Established: 12/88

Corrected: 10/98

Revised: 2/07



Human Resources

PERSONNEL BOARD

April 7, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Revise Unrepresented Employee Manual Section 13.19 *City Manager Department Differential* to Add 5% Differential to Program Manager I Classification Assigned to City Manager's Office

RECOMMENDATION

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

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

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

BACKGROUND

The Unrepresented Employee Manual Section 13.19, *City Manager Department Differential*, states, "Assistant, Associate, Senior Management Analysts, Communication Specialists, Program Managers II, Office Specialists III, and Accounting Office Specialists III in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential." To create parity among unrepresented staff in the City Manager's Office, staff recommends that the Program Manager I also be added to the list. Program Manager I staff assigned to the City Manager's Office provide training, support, strategic program design, and project management services citywide, similar to other positions assigned to the City Manager's Office.

RECOGNIZED EMPLOYEE ORGANIZATION

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

RATIONALE FOR RECOMMENDATION

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

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Internal

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

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

ATTACHMENTS

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

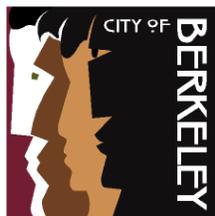
Internal

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

ATTACHMENT 1:

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

13.19 City Manager Department Differential Assistant, Associate, Senior Management Analysts, Communication Specialists, Program Managers I and II, Office Specialists III, and Accounting Office Specialists III in the City Manager's Department and in the Office of Budget and Fiscal Management shall receive a 5% salary differential.



Human Resources

PERSONNEL BOARD
April 7, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Revise the Personnel Rules and Regulations to Add Section 9.02.1 *Promotion – Salary Step Placement*

RECOMMENDATION

Revise the Personnel Rules and Regulations to add Section 9.02.1 Promotion – Salary Step Placement, which affords promotional placement on the step closest to the employee’s current earning rate that is at least 10% higher.

FISCAL IMPACT

The fiscal impact would add approximately 5% to each promotion, representing the difference between the proposed practice of 10% and the current practice to place employees at the lowest step of the higher classification that is at least 5% above their current earning rate.

CURRENT SITUATION AND ITS EFFECTS

In an effort to maintain a uniform practice, while incentivizing employees to seek promotions, during negotiations with Local One, the City negotiated a proposal - subject to bargaining with other labor groups – to institutionalize a Personnel Rule that affords promotional placement on the step closest to the employee’s current earning rate that is at least 10% higher. The rule would not increase the top step of any classification and would not override any existing MOU provisions regarding promotional step placement.

BACKGROUND

Over the past year, stakeholders in the City have expressed different preferences with regard to promotional step placement. The City’s current (and pre-pandemic) practice is to place employees at the lowest step of the higher classification that is at least 5% above their current earning rate.

The City is proposing this approach because the need for consistency across departments, particularly with shared classifications (such as Office Specialist), is pronounced. Without such a uniform approach, promotional step placement would be swayed by the budgetary circumstances (e.g., availability of salary savings) of a given department or the generosity of a given hiring manager, creating inequity across the City.

RECOGNIZED EMPLOYEE ORGANIZATION

The City has concluded the meet and confer process requirements for recognized employee organizations.

RATIONALE FOR RECOMMENDATION

Codifying the rule for promotional step placement in the Personnel Rules and Regulations will ensure consistent application of promotional step placement throughout the City.

ALTERNATIVE ACTIONS CONSIDERED

Maintain current longstanding practice of placing employees at the lowest step of the higher classification that is at least 5% above their current earning rate without codification of the rule in the Personnel Rules

Internal

Revise Personnel Rules and Regulations to Add Section 9.02.1 *Promotion – Salary Step Placement* and Regulations.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Amendment to Personnel Rules and Regulations, Section 9.02.1 *Promotion – Salary Step Placement*

Revise Personnel Rules and Regulations to Add Section 9.02.1 *Promotion – Salary Step Placement*

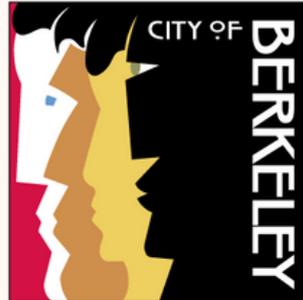
Personnel Rules and Regulations, Section 9.02.1 *Promotion – Salary Step Placement*

9.02.1 PROMOTION – SALARY STEP PLACEMENT

Unless otherwise provided in an applicable union contract, if an employee is promoted or otherwise reclassified to a class having a higher salary range, the employee's salary shall either be adjusted to the beginning salary of the new salary range, or at a step that is at least 10% percent higher than their current salary, whichever is greater. If the range change is less than 10% percent and if the employee is at the top of the salary range prior to reclassification, the employee's salary shall be adjusted to the top of the new salary range, even though such placement results in less than 10% percent increase.

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](#)

Professional Development Opportunity: Supervisor Learning Plan

Register by March 31st

See [page 7](#) for details

What EQ Can Do For You: Strategies for Enhancing Emotional Intelligence

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

See [page 8](#) for details



SCAN TO
REGISTER



HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

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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	Opening Date	Closing Date
Police Captain	March 10, 2025	March 31, 2025

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	July 7-21, 2025
Office Specialist III	April 7-21, 2025

Open Competitive Recruitments:



CLICK OR SCAN

Classification	Reason	Opening Date	Closing Date
Administrative Secretary	Promotion	March 17, 2025	March 24, 2025
Assistant Civil Engineer	Vacancy	Continuous	Continuous
Associate Civil Engineer	Vacancy	Continuous	Continuous
NEW Audit Manager (Payroll)	Retirement	March 24, 2025	April 21, 2025
Auditor I	Vacancy	March 10, 2025	March 31, 2025
Behavioral Health Clinician I	Vacancy	Continuous	Continuous
Behavioral Health Clinician II	Vacancy	Continuous	Continuous
Community Services Specialist III	Vacancy	March 17, 2025	Continuous

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

Open Competitive Recruitments Continued

Classification	Reason	Opening Date	Closing Date
Housing Inspector I (Certified)	Vacancy	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	Continuous	Continuous
Junior Public Works Engineer	Promotion	March 3, 2025	March 24, 2025
Legislative Aide	Vacancy	Continuous	Continuous
Mechanic	Vacancy	March 3, 2025	March 24, 2025
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
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 Community Development Project Coordinator	Promotion	March 10, 2025	March 24, 2025
Senior Systems Analyst	Vacancy	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Continuous	Continuous
Supervising Transportation Engineer	Promotion	July 2024	Open Until Filled

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

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

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

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

To have your name placed on the transfer list:



**CLICK OR
SCAN**

Career vacancies

Classification	Reason	Department	Contact	Email by
Accounting Office Specialist III Req#2025-02614	Vacancy	Public Works	LaQuana Patrick LPatrick@berkeleyca.gov	4/4/2025
Emergency Medical Services Quality Improvement & Education Coordinator Req#2025-02560	Retirement	Fire	David McPartland DMcPartland@berkeleyca.gov	3/28/2025
Firefighter Paramedic Req#2025-02590, 2025-02591	Promotion	Fire	David Sprague DSprague@berkeleyca.gov	4/4/2025
Permit Specialist Req#2025-02612	Vacancy	Planning	Chandra Vogt CVogt@berkeleyca.gov	4/4/2025
Principal Planner Req#2024-02427, 2025-02602	Vacancy Retirement	Planning	Anne Hersch AHersch@berkeleyca.gov	3/28/2025
Senior Planner Req#2025-02611	Vacancy	Planning	Anne Hersch AHersch@berkeleyca.gov	4/4/2025
Vector Control Technician Req#2024-02208	Vacancy	HHCS - Environmental Health	Ronald Torres RoTorres@berkeleyca.gov	3/28/2025

Temporary vacancies

Classification	Department	Duration	Contact	Email by
Camp Medical Staff Member Req#2025-02587, 2025-02588, 2025-02589	PRW	Summer 2025	Justin Pitcher JPitcher@berkeleyca.gov	4/4/2025

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

Citywide Training Page on SharePoint:

[CLICK HERE](#)

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 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
The Power of Food <i>Kaiser Permanente</i>	March 24, 2025 12pm - 1pm	Online
No Pressure! The Basics of Managing Blood Pressure at Home <i>Sutter Health</i>	April 9, 2025 12pm - 1pm	Online
Building Healthy Habits <i>Sutter Health</i>	April 9, 2025 5pm - 6pm	Online
Staying Healthy as a Family <i>Kaiser Permanente</i>	April 21, 2025 12pm - 1pm	Online

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

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



SUPERVISOR LEARNING PLAN

ACTIVATE YOUR LEADERSHIP POTENTIAL

The Supervisor Learning Plan is a hybrid learning experience that combines self-paced online learning and engaging classroom discussions (mostly virtual) to fit seamlessly into your schedule. Designed with a competency-based approach, the program focuses on the essential knowledge, skills, and behaviors needed for effective front line leadership in the City of Berkeley.

What You'll Gain

By participating in this program, you'll:

Master essential supervisory skills like giving effective feedback, setting clear expectations, and addressing challenges - with confidence.

Develop a supervisory framework tailored to your role, including tools like Standard Operating Procedures, performance monitoring templates, and coaching strategies.

Learn to align your team's goals with organizational priorities, driving results with purpose.

Build a supportive network of peers and mentors to exchange insights and best practices.

Who Should Join



New Supervisors

Build confidence and lay a strong foundation for success



Aspiring Supervisors

Prepare for the next step in your career with actionable skills and insights



Veteran Supervisors

Refine your expertise and mentor the next generation of leaders

Program Overview

Session 1 - Virtual

April 18, 2025 | 8:30 AM - 12:00 PM

- Introduction to the program
- Supporting yourself as a supervisor

Session 2 - Virtual

May 5, 2025 | 10:00 AM - 12:00 PM

- Clarifying expectations
- Monitoring progress

Session 3 - Virtual

June 30, 2025 | 10:00 AM - 12:00 PM

- Feedback & Coaching

Session 4 - Virtual

August 25, 2025 | 10:00 AM - 12:00 PM

- Addressing issues & fostering accountability

HR Guest Speaker:

Employee Relations Representative

Session 5 - Virtual

October 20, 2025 | 10:00 AM - 12:00 PM

- Continuous learning

Enroll Now!

Take the next step in your leadership journey.
Spaces are limited, so don't wait.
Deadline to register is March 31.
Click or Scan the QR code to register





2025 EMPLOYEE ENRICHMENT WEBINARS

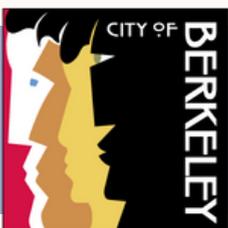


WHAT EQ CAN DO FOR YOU STRATEGIES FOR ENHANCING EMOTIONAL INTELLIGENCE

Wednesday, March 26th
12pm - 1pm

Emotional Intelligence, or Emotional Quotient (EQ) is the ability to perceive and regulate your own emotions and to recognize and respond to the emotions of others.

Jamie Hansen from Uprise Health will share ways to strengthen EQ for a positive impact in your daily life and interactions.



Coming in April:
*Together We Prepare:
Our Role as Disaster
Service Workers*



CLICK OR SCAN TO REGISTER

Welcome!

Name	Classification	Department
Katrina Eiland	Deputy City Attorney IV	City Attorney
Reuel Cooke	Economic Development Project Coordinator	City Manager

Congratulations!

Promotions / Reclassifications		
Name	Classification	Department
Alyssa Corsa	Paramedic Supervisor I	Fire
Martha Ramos	Customer Service Supervisor	IT
Nancy Melendez Amaya	Assistant Management Analyst	Planning
LaQuana Patrick	Accounting Office Specialist Supervisor	Public Works

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.

Per AR 2.5, the City allows staff to transfer accrued leave hours to eligible co-workers in certain situations. When a co-worker has exhausted all available paid leave due to an illness or injury, you may be able to support them by donating leave.

The named staff below have been approved to receive Catastrophic Leave Transfer.

If you would like to donate leave hours, please check your MOU for allowable donations and complete the Leave Transfer Form.



[UNION AGREEMENTS](#)

[LEAVE TRANSFER FORM](#)



2025 CITY CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

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

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

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

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



City of Berkeley 2025 Pay Schedule

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

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

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

