

**CITY OF BERKELEY**  
**PERSONNEL BOARD MEETING**  
1301 Shattuck Avenue  
Live Oak Community Center, Creekside Room  
Berkeley, CA 94704  
May 5, 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](mailto:hr@berkeleyca.gov)

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**MEETING AGENDA**

I. Roll Call

II. Public Comment

**ACTION ITEMS:**

III. Approval of Meeting Minutes for April 7, 2025

IV. Recommendation to Revise Job Class Specification – Fire Apparatus Operator

V. Recommendation to Revise Job Class Specification – Audit Manager

VI. Recommendation by the Director of Police Accountability to Establish Job Class Specification and Pay Scales – Deputy Director and Chief Investigator

VII. Report by Interim Director of Human Resources – Discussion Only

VIII. Copy of Berkeley Matters – Discussion Only

IX. 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  
April 7, 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](mailto:hr@berkeleyca.gov)

**MEETING MINUTES**

I. Call to Order 7:03 pm

II. Roll Call 7:03 pm

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

Members Absent: None

Staff Present: Tony Cook (Fire Apparatus Operator)  
Jonathan Fischer (Deputy Fire Chief)  
David Gabriner (Fire Captain II)  
Ronald Nevels (Manager of Engineering)  
Zoe Peirce (Fire Apparatus Operator)  
Benita Torres (Assistant Management Analyst)  
Monica Walker (Interim Human Resources Director)

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

Public Comments: None

**ACTION ITEMS:**

III. Approval of Minutes of Meeting on March 3, 2025

**Action:** MSC (Wenk, O'Loughlin) to approve the minutes of the meeting on March 3, 2025 with corrections to language under Public Comments to read as follows, Chair Aviva Gilbert will resign from her position as Chair upon the election of a new Chair in the next personnel board meeting.

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

IV. Recommendation to Establish Job Class Specification and Pay Scale--Fire Mechanic Lead

**Action:** MSC (Lacey, O'Loughlin) to approve recommendation to Establish Job Class Specification and Pay Scale—Fire Mechanic Lead

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

V. Recommendation to Revise Job Class Specification--Engineering Inspector

**Action:** MSC (Wenk, Dixon) to approve recommendation to Revise Job Class Specification—Engineering Inspector

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

VI. Recommendation to Add 5% Differential to Program Manager I Assigned to CMO

**Action:** MSC (Dixon, Bartlow) to approve recommendation to Add 5% Differential to Program Manager I Assigned to CMO

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

VII. Recommendation to Revise the Personnel Rules and Regulations Manual to add Section 9.02.1 Promotion—Salary Step Placement

**Action:** MSC (Wenk, Gilbert) to approve recommendation to Revise the Personnel Rules and Regulations Manual to add Section 9.02.1 Promotion—Salary Step Placement

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

VIII. Election of Chair

**Action:** MSC (Dixon, Wenk) to nominate Nic O'Loughlin as Chair

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

IX. Election of Vice Chair

**Action:** MSC (O'Loughlin, Dixon) to nominate Robert Dixon as Vice Chair

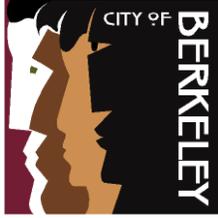
**Vote:** Ayes: Bartlow, Dixon, Gilbert, Karpinski, Lacey, O'Loughlin, Wenk  
Noes: None  
Abstains: None  
Absent: None

**INFORMATION ITEMS:**

X. Report by Interim Director of Human Resources – Discussion Only

XI. Copy of Berkeley Matters – Discussion Only

XII. Adjournment 8:27 pm



Human Resources

PERSONNEL BOARD  
May 5, 2025

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

RECOMMENDATION

Revise the job class specification of Fire Apparatus Operator 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 Fire Apparatus Operator job class specification is being updated to reflect a change in the post apparatus academy test, which was revised from a pass-fail test to a scored test.

BACKGROUND

In June 2023, Berkeley Fire Fighters Association I.A.F.F. Local 1227 entered into a new labor agreement with the City of Berkeley, which included new language that changed the post Apparatus Academy test from a pass-fail test to a scored test.

*34.3 Pre-Promotional Academies: The City will provide a pre-promotional development Academy for Apparatus Operator. The City will work to establish academies for other classifications in the future.*

*34.3.1 Each academy shall include an examination that measures the candidate's ability to perform the work including a manipulative exam rated by subject matter experts from outside the Berkeley Fire Department. Employees must pass the examination to successfully complete the Academy. Employees that are successful will not be required to re-take the Academy in future years so long as the continuing educational and acting hours requirements set by the Department are met.*

After the change, the Fire Department developed the scoring methodology for the test, held multiple meetings with the Union to explain the process for their members to maintain eligibility with the new scored test. The Department also held multiple meetings to explain the process to first-time test takers, as well as all employees who were on the existing eligible list (but had taken the pass/fail test), advising them on how they would maintain their eligibility when the next application period opened in June 2025. Employees were informed that they would need to take the scored test, but not re-take the entire Apparatus Operator Academy, and get a passing score in order to remain eligible.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification has undergone the meet-and-confer process with Berkeley Fire Fighters Association I.A.F.F. Local 1227.

RATIONALE FOR RECOMMENDATION

Recommendation to Revise Job Class Specification – Fire Apparatus Operator

Revising the Fire Apparatus Operator job class specification provides alignment with the requirements with the new Academy scored test.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Monica Walker, Interim Director of Human Resources, (510) 981-6807.

ATTACHMENT

Proposed Job Class Specification – Fire Apparatus Operator

## Recommendation to Revise Job Class Specification – Fire Apparatus Operator

### City of Berkeley

### Fire Apparatus Operator

#### CLASS CODE

8008

#### SALARY

\$60.95 - \$67.19 Hourly

\$4,876.29 - \$5,375.50 Biweekly

\$10,565.29 - \$11,646.91 Monthly

\$126,783.49 - \$139,762.90 Annually

#### ESTABLISHED DATE

October 06, 2008

#### REVISION DATE

~~January 06, 2025~~ May 5, 2025

#### Description

##### DEFINITION

Under general supervision, operates all fire apparatus and equipment; responds to fires, medical emergencies, and other emergency and non-emergency situations and takes appropriate action; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

##### CLASS CHARACTERISTICS

This is the advanced level in fire suppression, fully qualified to operate any apparatus, vehicles and equipment in addition to performing all normal emergency response duties. Incumbents may be assigned to a truck, engine, or other apparatus, typically in three-person crews. This class is distinguished from Fire Captain in that the latter is a first-level supervisory class, which provides work direction and review to a company during an assigned shift. This class may also function as a Paramedic, providing advanced life support emergency medical response.

#### 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. Drives or tillers fire apparatus to the scene of an emergency, and places it in operation in a manner dictated by the nature of the emergency.
2. Operates engines, connects lines, calculates and monitors hydraulic conditions, and sets and adjusts controls to ensure proper water flow.
3. Operates aerial ladder trucks, stabilizes truck, and maneuvers, extends, and retracts ladders.

## Recommendation to Revise Job Class Specification – Fire Apparatus Operator

4. Provides medical emergency response at the basic life support level including initial patient and situation assessment, cardiopulmonary resuscitation, trauma response, and patient transport.
5. Assists Paramedics in advanced life support emergency medical care.
6. Sets up and operates ladder mounted and other water monitors.
7. Uses various hand and power tools to obtain entry to buildings, free trapped accident victims, sever or shut off utilities, and provide ventilation.
8. Cleans, services, and ensures operational readiness of vehicles, apparatus, hoses, and equipment.
9. Briefs adjacent shift apparatus operators on status of equipment.
10. Performs all duties of firefighting as assigned; participates in specialized rescue operations including aerial and underground situations, including the use of rigging and shoring, and providing power and lighting.
11. Participates in various clean up, salvage, and overhaul operations.
12. Participates in training and maintains/improves skills; participates in various staff support assignments including, but not limited to, fire prevention, inspection, and hazardous spill and weed abatement programs; maintenance of inventory records, scheduled inspection of departmental equipment, and hydrant and fire flow testing.
13. Contains, removes, and decontaminates hazardous material spills.
14. Employs appropriate firefighting and chemical safety apparel and equipment, including turn out gear, helmets, hoods, axe belt, and self-contained breathing apparatus.
15. Participates in maintenance of station and facilities; works with the community in a variety of educational, public relations, and service programs; may serve in higher classifications on a relief basis.
16. Performs related duties as assigned.

### **Knowledge and Abilities**

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

Knowledge of:

1. Principles, practices, techniques, and apparatus required for fire prevention and suppression.
2. Principles and practices of providing emergency medical care at the basic and/or advanced life support level.
3. Operation and maintenance practices and methods for a variety of fire apparatus and equipment.
4. Applicable state and federal laws, codes, ordinances, and regulations.
5. Safety practices and precautions pertaining to the work.
6. Geographical layout of the City and location of various fire suppression utilities.

Ability to:

1. Drive and tiller fire apparatus in a safe manner.

## Recommendation to Revise Job Class Specification – Fire Apparatus Operator

2. Maintain and operate such apparatus in the most effective and efficient manner.
3. Remain calm, make sound decisions, and respond appropriately in emergency situations.
4. Render emergency medical care at the basic and/or advanced life support level.
5. Establish and maintain effective working relationships with those encountered in the course of the work.
6. Maintain accurate records and prepare clear and concise reports and other written materials.

### Minimum Qualifications

At time of application:

1. Two (2) years of experience as a Firefighter in the City of Berkeley Fire Department.
2. Successful completion of the Berkeley Fire Department Apparatus Operator Academy, with a passing score on the scored post Apparatus Operator Academy test (administered in 2024 or after).
3. A completed and valid Berkeley Fire Department Fire Apparatus Operator Engine Task Book on file with the City of Berkeley.

By date of appointment:

1. Certificates of completion issued by the California Office of the State Fire Marshall (OSFM) for the following courses or equivalents/replacements as determined by the OSFM:
  1. FSTEP Driver Operator 1A
  2. FSTEP Driver Operator 1B
2. A completed and valid Berkeley Fire Department Apparatus Operator Truck Task Book on file with the City of Berkeley.

### OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill job responsibilities. When driving on City business, the incumbent is required to maintain a valid California Class C or higher driver's license with Firefighter Endorsement as well as a satisfactory driving record. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds. Must possess and maintain current State of California Emergency Medical Technician certification or EMT-Paramedic license.

### Classification History

Title: Fire Apparatus Operator  
Classification Code: 8155  
Established: 2006-07-01  
Revised: 1997-06  
Revised: 2007-11 (EMT removed from title)  
Revised: 2014-12  
Revised: 2019-04

Recommendation to Revise Job Class Specification – Fire Apparatus Operator

Revised: 2020-01

Revised: 2024-12 (Engine Task Book added to time of application)

Revised 2025-05 (Clarified Scored Post-Academy Test to reflect new Academy requirements and Union agreement)

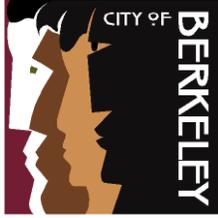
FLSA Status: Non-Exempt

Admin Leave / Overtime: Overtime

Representation Unit: B

Probationary Period: 1 year

Workers' Comp Code: 7706



Human Resources

PERSONNEL BOARD  
May 5, 2025

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

RECOMMENDATION

Revise the job class specification of Audit Manager 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 Audit Manager job class specification is being updated to allow years of relevant experience to substitute for education.

BACKGROUND

An Audit Manager is a professional responsible for overseeing and coordinating the activities of an audit team. They are responsible for ensuring that the audit process is conducted in accordance with generally accepted auditing standards, as well as any other regulatory or legal requirements that may apply. To allow for more inclusivity for those who have gained this experience through professional work versus formal education, the City's recommendation is to allow years of experience to substitute for education, which can be a more reliable measure than education and will not disproportionately exclude applicants.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification is unrepresented.

RATIONALE FOR RECOMMENDATION

Revising the Audit Manager job class specification allows for years of relevant experience to substitute for education.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Monica Walker, Interim Director of Human Resources, (510) 981-6807.

ATTACHMENT

Proposed Job Class Specification – Audit Manager

## Recommendation to Revise Job Class Specification – Audit Manager

City of Berkeley

### **Audit Manager**

CLASS CODE 1022

#### SALARY

\$64.31 - \$84.19 Hourly

\$5,144.83 - \$6,735.37 Biweekly

\$11,147.14 - \$14,593.30 Monthly

\$133,765.63 - \$175,119.57 Annually

#### ESTABLISHED DATE

October 06, 2008

#### REVISION DATE

November 06, 2023

#### Description

##### DEFINITION

Under the direction of the elected City Auditor or Deputy City Auditor, directs the City's Performance Audit Program, Whistleblower Program, and/or Payroll Compliance Program, and provides supervision to assigned professional, technical, and office support staff. May conduct the most complex and difficult financial, compliance, and performance audits of City departments and outside entities with contractual agreements with the City. Acts in the absence of the City Auditor and/or Deputy City Auditor; performs related work as assigned.

##### CLASS CHARACTERISTICS

This single position class is a division head responsible for the operation and management of the Performance Audit, Whistleblower Program Divisions, or Payroll Compliance Program in the Payroll Audit Division. This is the advanced, supervisory level in the professional auditing series. The incumbent provides supervisory direction for audits and investigations and as appropriate, selects, plans and performs highly specialized, complex, and difficult audits. The Audit Manager has frequent interaction with department directors, Council, commissions, and residents. The work requires a high level of technical knowledge, excellent oral and written communication skills, and the exercise of independent judgment. This classification is distinguished from the City Auditor in that the latter is an elected position, and as the department head, has overall management responsibility for the City Auditor Department. Positions assigned to Payroll Audit are distinguished from the Deputy City Auditor in that the Deputy manages overall operations for the Payroll Audit Division.

##### 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.

##### Duties in Performance Audit or Whistleblower Programs:

1. Plans, directs, organizes, assigns, reviews, evaluates, and directs the work of assigned professional, technical, and office support staff; provides training as necessary;
2. Examine allegations of fraud, waste, and abuse that may involve misconduct or be criminal in nature; plan appropriate investigative strategies and approaches to determine if the allegations are valid; maintain case files; coordinate with law enforcement officials and other officials as appropriate during the course of investigations.
3. Develops, prepares, and implements the annual audit plan, audit work programs, the section budget, and auditing policies and procedures;

## Recommendation to Revise Job Class Specification – Audit Manager

4. Reviews and approves preliminary and final audit programs; writes, reviews, edits and finalizes reports to Council and the public;
5. Reviews and discusses audit findings and recommendations with appropriate City department staff and contractors;
6. Maintains an audit follow-up system to ensure that corrections for audit recommendations are timely and adequately implemented;
7. Conducts complex and difficult financial, compliance, and performance audits;
8. Responds to questions from City departments, Council, commissions and various committees and groups; attends various meetings as assigned;
9. Maintains knowledge of current principles and practices and monitors developments in auditing and audit standards including but not limited to the General Accountability Office's (GAO) Government Auditing Standards;
10. Develops and implements continuing professional development and continuous improvement plans for assigned staff; and
11. Performs related duties as assigned.

### Duties in Payroll Compliance Program:

1. Oversees the Payroll Compliance Program in the Payroll Audit Division;
2. Manages all aspects of payroll processing such as timely payments, approval of pay adjustments, and processing of garnishments and employees' deductions;
3. Assists internal departments related to the payroll system set up;
4. Coordinates with internal departments regarding complex payroll issues and solutions;
5. Responds to questions from City departments, Council, commissions and various committees and groups; attends various meetings as assigned;
6. Assists the Deputy City Auditor with planning short-term and long-term strategies to achieve improvements and efficiencies in payroll processing and compliance;
7. Develops and implements continuing professional development and continuous improvement plans for assigned staff; 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 the job duties as defined under Class Characteristics but depend on the specific program managed by the audit manager.

### Knowledge of:

1. Administrative principles and practices including budget, goals and objectives development, and work planning and organization, and effective employee supervision;
2. Principles and practices of financial, compliance, and performance audits and persuasive analytical writing;
3. Principles and practices of general fund and governmental accounting including procedures, systems, financial statements, and methods of reporting;
4. Principles and practices of business computer applications, including systems analysis, data base design, data extraction, analysis, verification, security, and information auditing tools;
5. Fraud schemes, including methods for prevention and detection;
6. Legal and procedural guidelines for accounting and financial transactions and record keeping and interpretations of contract provisions and agreements; and
7. Laws and regulations which affect the City's fiscal operations.
8. Principles and practices of municipal payroll and benefits systems, accounting and audit principles and methods of accounting records management;
9. Principles, practices, operation and management of computerized payroll systems particularly as related to internal functions and controls, the processing of wages, differentials, deductions, taxes, labor codes, and benefits, and interpretation of input/output documents;
10. Local, state, and federal rules and regulations governing wages and benefits systems, taxes, garnishments and levies; and
11. Computer word processing, spreadsheet and data base applications.

## Recommendation to Revise Job Class Specification – Audit Manager

### Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional, technical, and office support staff and insure continuous improvement of the quality and timeliness of the office's written reports;
2. Plan and conduct investigations using current tools, techniques, and fraud detection strategies;
3. Prepare and finalize clear, concise, persuasive, timely and accurate audits and other reports;
4. Review financial statements, accounts, and reports to ensure that they reflect fairly the financial results of operations;
5. Evaluate organizational performance against goals, objectives, and City policy and operating requirements;
6. Review reports, contracts, and financial records for accuracy, clarity, completeness, and compliance with legal and procedural guidelines;
7. Exercise sound independent judgment in recommending more efficient and effective methods, systems, and reporting formats;
8. Interpret contract and agreement terms, provisions, and conditions;
9. Perform comparative analyses of financial data and reports and arrive at logical conclusions and sound recommendations;
10. Recommend and implement policies and procedures for the performance audit section;
11. Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;
12. Interpret and apply applicable laws and regulations; and
13. Apply recognized auditing quality assurance standards to each auditing project.
14. Analyze, evaluate and reconcile complex payroll data and systems to arrive at accurate conclusions and recommendations; and
15. Interpret, explain and apply a variety of laws and regulations governing wage and benefits systems.

### Minimum Qualifications

#### MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with a bachelors' degree in public policy, accounting, business, finance, economics or a closely related field which has included data analysis or financial or accounting coursework. Experience in professional-level auditing or payroll may substitute for education on a year-for-year basis.

Positions assigned to Performance Audit and Whistleblower Divisions must have five (5) years of professional-level experience in auditing in adherence to a recognized audit standard such as GAGAS or in conducting investigations. Experience in a governmental or public agency setting, and supervising and/or training a professional audit staff is highly desirable. A master's degree in public policy, public administration, finance, business or related field may be substituted for one (1) year of the professional-technical experience.

Positions assigned to Payroll Audit must have five (5) years of experience in payroll and benefits, using payroll-related computer software, and at least two (2) years of supervising professional or technical staff. Certification as a Certified Payroll Professional (CPP) with the American Payroll Association is highly desirable.

#### OTHER REQUIREMENTS

Possession of one of the following certifications or licenses is highly desirable: Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, Certified Fraud Examiner or Certified Payroll Professional. A master's degree in public policy, public administration, accounting, finance, business or related field is also highly desirable. Must be able to travel to various locations within

## Recommendation to Revise Job Class Specification – Audit Manager

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

### Classification History

Audit Manager

Classification Code 13010

Classification Established 06/1995

Classification Revised 06/2001

Classification Revised 11/2010

Classification Revised 02/2015

Classification Revised 05/2023

Classification Revised 11/2023

Revision: 05/2025 (Substitute Relevant Experience for Education)

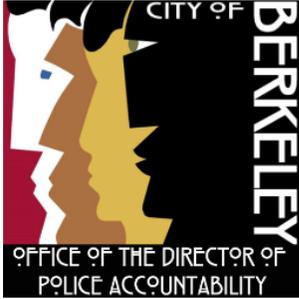
FLSA Status: Exempt

Admin Leave / Overtime: Admin Leave

Representation Unit Z1

Probationary Period One Year

Workers' Comp Code 8810



PERSONNEL BOARD  
May 5th, 2025

**To:** Honorable Members of the Personnel Board  
**From:** Office of the Director of Police Accountability (ODPA)  
**Submitted by:** Hansel A. Aguilar, Director of Police Accountability (DPA)  
**Subject:** Establish Classification and Salary Range – Chief Investigator and Deputy Director of Police Accountability

RECOMMENDATION

Adopt a resolution to establish two new unrepresented, department-specific classifications within the Office of the Director Of Police Accountability (ODPA):

1. Chief investigator
2. Deputy director of police accountability

These roles are necessary to fulfill ODPAs independent oversight responsibilities as established by the Berkeley City Charter, Section 125, and supported by BMC 4.04.110(f), which authorizes the director of police accountability to make recommendations directly to the personnel board regarding rules, positions, class specifications, and related personnel matters.

FISCAL IMPACT

- Chief Investigator  
The Chief Investigator position is proposed at a salary range of \$122,813.66 to \$148,005.68 annually. Partial funding can be leveraged from ODPAs existing investigator vacancy. A minor internal budget adjustment would be required to support the salary differential, contingent upon Personnel Board approval of the classification and reclassification of the vacant position.
- Deputy Director of Police Accountability  
The Deputy Director position is proposed at a higher salary range of \$167,215.57 to \$199,723.06 annually, based on comparable classification to the Land Use Planning Manager. At this time, ODPAs has no existing budget allocation to support this position. Full implementation will require a formal budget request to City Council to fund the salary, benefits, and associated costs tied to this classification.

## CURRENT SITUATION AND ITS EFFECTS

At present, ODPa operates without a designated supervisory classification between the Director and the investigative, policy, and administrative staff. This gap compromises oversight efficiency, succession planning, and workload distribution—particularly in the Director’s absence. Additionally, as the volume and complexity of complaints and policy analysis increase, there is a critical need for an internal leadership structure that is consistent with other similarly situated independent offices in the City.

Simultaneously, the Police Accountability Board (PAB) and ODPa are actively engaged in the meet and confer process with the Berkeley Police Association (BPA), the Berkeley Police Department (BPD), and other internal stakeholders to finalize the Regulations for Handling Complaints Against Sworn Officers of the Police Department. In the interim, ODPa is operating under the Interim Regulations, which were approved by the City Council on October 5, 2021. The anticipated implementation of the final regulations will have direct operational impacts, requiring programmatic adjustments and increased resources to ensure effective and timely compliance.

## BACKGROUND

The ODPa was established by Charter Section 125 to serve as an independent investigative and policy oversight body for the Berkeley Police Department. While the Charter and Berkeley Municipal Code provide ODPa with direct authority to hire and supervise personnel, the current staffing structure lacks mid-level management capacity, which hinders the office’s ability to oversee investigations, manage staff development, and maintain operational continuity.

Per Berkeley Municipal Code 4.04.110(F):

“The City Attorney, City Auditor, Director of Police Accountability, and Executive Director of the Rent Stabilization Board... shall have the ability to make recommendations directly to the Personnel Board (regarding rules, positions, class specifications, wages, etc.) specifically applicable to those personnel.”

Additionally, Berkeley Charter Section 125(14)(i) authorizes the Director to hire a Chief Investigator and additional staff, subject to budgetary approval. These provisions, in concert with ODPa’s independent status under Charter Section 125(4), establish a clear legal foundation for the Personnel Board to consider and adopt these classifications without intermediary approval from the Human Resources Department.

## ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental sustainability or climate impacts associated with this item.

### RATIONALE FOR RECOMMENDATION

It has been the policy of the city to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries, and, when applicable, comply with regulatory requirements.

In this case, the Chief investigator and Deputy Director of Police Accountability classifications are essential to support the operational demands and legal obligations of the office of the director of police accountability. These classifications are consistent with ODPa's independent oversight mandate under Berkeley Charter Section 125 and the personnel authority granted by Berkeley Municipal Code Section 4.04.110(f).

Moreover, ODPa and the PAB are currently engaged in the meet and confer process with the BPA, the BPD, and other internal city stakeholders to finalize the regulations for handling complaints against sworn officers of the police department. In the meantime, the interim regulations approved by the city council on October 5, 2021 are in effect. Once finalized, these regulations will carry additional operational obligations for ODPa, necessitating further programmatic and supervisory capacity to ensure timely and effective compliance.

Creating these classifications proactively addresses anticipated program needs and ensures proper infrastructure for independent oversight, staff development, and effective policy implementation.

### ALTERNATIVE ACTIONS CONSIDERED

The personnel board may consider the following alternatives:

1. Direct the human resources department to conduct further review and analysis of the proposed classifications, including external salary comparisons, internal alignment, or organizational alternatives, and return with a recommendation at a future meeting.
2. Recommend deferring the classification request until the next budget cycle, during which ODPa could seek specific city council funding for the deputy director position.
3. Approve only one of the two proposed classifications, such as the chief investigator, while requesting further data to justify the addition of the deputy director classification.

While these alternatives may delay implementation, they are available to the board should members wish to further evaluate fiscal, organizational, or policy implications.

### CONTACT PERSON

Hansel A. Aguilar, Director of Police Accountability

Establish Classification and Salary Range –  
Chief Investigator and Deputy Director of Police Accountability

PERSONNEL BOARD

[haquilar@berkeleyca.gov](mailto:haquilar@berkeleyca.gov)

(510) 981-4950

ATTACHMENTS:

- 1) RESOLUTION TO RECOMMEND ESTABLISHMENT OF THE CLASSIFICATIONS OF CHIEF INVESTIGATOR AND DEPUTY DIRECTOR OF POLICE ACCOUNTABILITY
- 2) CURRENT AND PROPOSED ORGANIZATIONAL CHART

# Proposed Chief Investigator Classification

## City of Berkeley – Class Specification Bulletin

**Chief Investigator**, Office of the Director of Police Accountability

**CLASS CODE:** [To Be Assigned]

**SALARY:** \$122,813.66 to \$148,005.68

**ESTABLISHED DATE:** [Date]

**REVISION DATE:** [Date]

### DEFINITION

Under minimal direction of the Director of Police Accountability (DPA), the Chief Investigator plans, supervises, and conducts investigations into complaints of alleged police misconduct and reviews departmental policies and practices. This position provides investigative leadership within the Office of the Director of Police Accountability (ODPA), ensuring the effective and timely completion of investigations, and serves as the primary investigator for high-profile or complex cases. The Chief Investigator ensures investigations are conducted in an impartial, thorough, and professional manner, in compliance with all applicable laws, regulations, and City policies.

### CLASS CHARACTERISTICS

This is a senior-level, non-sworn investigative classification within the ODPA. The Chief Investigator is responsible for overseeing the daily investigative functions of the office, supervising investigative staff, and conducting high-level, sensitive, or complex investigations. This classification is distinguished from the Police Accountability Investigator by its supervisory responsibilities, broader investigative oversight, and policy development functions. It is further distinguished from the Director of Police Accountability, who has broader administrative and policy-setting responsibilities and provides overall leadership for the office.

### EXAMPLES OF DUTIES

The following list of duties is intended to describe the general nature of the work performed and is not all-inclusive.

1. Supervisory and Investigative Leadership
  - Plans, assigns, and supervises the work of investigative staff; ensures investigations meet professional and legal standards.
  - Provides training, guidance, and mentorship to investigative personnel on investigative techniques, legal principles, and procedural requirements.
  - Oversees and participates in the investigation of complaints against sworn members of the Berkeley Police Department, ensuring fair, objective, and timely case resolution.
2. Case Management and Investigative Oversight
  - Reviews complaints received by the ODPA, determines investigative approach, and assigns cases to investigative staff.

- Conducts complex and high-profile investigations, including reviewing evidence, interviewing witnesses and police personnel, and analyzing police reports, body-worn camera footage, and other relevant materials.
  - Ensures timely completion of investigative reports and adherence to deadlines as established by the City Charter and other applicable regulations.
3. Legal and Policy Analysis
- Works with the City Attorney's Office and/or independent legal counsel on legal matters related to investigations, policy development, and procedural issues.
  - Recommends investigative protocols, policy changes, and best practices to improve accountability and transparency.
  - Assists in the review and development of policies regarding complaint handling and investigative procedures.
4. Collaboration and Stakeholder Engagement
- Works closely with the Police Accountability Board (PAB) to provide investigative updates, policy recommendations, and findings from completed investigations.
  - Coordinates with the City Attorney's Office on legal matters related to investigations.
  - Maintains relationships with community organizations, complainants, and legal representatives to ensure transparency in the investigative process.
  - Testifies before the PAB, City Council, or in administrative proceedings as required.
5. Data Analysis and Reporting
- Analyzes data trends in police misconduct complaints and use of force incidents; prepares reports and presentations for the PAB and Director of Police Accountability.
  - Assists in preparing the ODP's annual report and other investigative summaries for public release.
6. Other Duties
- Ensures compliance with all applicable federal, state, and local laws, including the Public Safety Officers' Procedural Bill of Rights (POBRA).
  - Develops training programs for investigators and ensures ongoing professional development in investigative methodologies and legal updates.
  - Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles, practices, and procedures of civilian oversight of law enforcement.
- Best practices in police accountability investigations, including fact-finding and evidentiary analysis.
- Local, state, and federal laws governing police practices, misconduct investigations, and due process, including Government Code § 3300 et seq. (POBRA).
- Investigative techniques, including interviewing, report writing, and evidence analysis.
- Rules of evidence and standards of proof applicable to administrative, criminal, and civil investigations.
- Police department policies, procedures, and law enforcement practices, including use of force, search and seizure, and disciplinary procedures.
- Principles and practices of supervision, training, and performance evaluation.
- Public records laws and confidentiality considerations in police oversight investigations.

Ability to:

- Supervise, train, and evaluate investigative staff.
- Conduct fair, objective, and thorough investigations of police misconduct complaints.
- Analyze complex legal and policy issues and develop well-supported recommendations.
- Conduct legal and policy research and work collaboratively with legal counsel on procedural and investigatory matters.
- Prepare clear, concise, and detailed investigative reports, policy recommendations, and presentations.
- Work independently while maintaining objectivity and neutrality in investigations.
- Communicate effectively, both orally and in writing, with diverse stakeholders, including complainants, police personnel, attorneys, elected officials, and community members.
- Maintain confidentiality of sensitive investigations and records.
- Exercise sound judgment and discretion in complex and politically sensitive situations.
- Utilize technology and data management systems to track investigations and analyze trends in police misconduct complaints.

## **MINIMUM QUALIFICATIONS**

A typical way of obtaining the knowledge and skills outlined above is:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in law, criminal justice, public administration, sociology, or a related field.
- A Juris Doctor (JD) or Master's degree in a related field is desirable.

Experience:

- Five (5) years of progressively responsible experience in civilian oversight, police misconduct investigations, administrative investigations, legal analysis, or a related field.
- At least two (2) years must include supervisory or lead experience in investigative or legal settings.
- Experience conducting investigations into police conduct, civil rights violations, or governmental accountability issues is highly desirable.
- Familiarity with the National Association for Civilian Oversight of Law Enforcement (NACOLE) and its principles, ethics, and best practices in civilian oversight is highly desirable.

**SPECIAL REQUIREMENTS**

- Must be able to travel to various locations within and outside the City of Berkeley to conduct investigations and attend meetings.
- When driving on City business, the incumbent must maintain a valid California driver's license and a satisfactory driving record.
- Must be available to conduct off-hours interviews and attend evening or weekend meetings as required.
- This classification is excluded from the competitive service and is employed as an at-will employee.

# Proposed Deputy Director Classification

## City of Berkeley – Class Specification Bulletin

### Deputy Director of Police Accountability

**CLASS CODE:** [To Be Assigned]

**SALARY:** \$167,215.57 to \$199,723.06

**ESTABLISHED DATE:** [Date]

**REVISION DATE:** [Date]

#### DEFINITION

Under minimal direction of the Director of Police Accountability (DPA), the Deputy Director of Police Accountability assists in the planning, organization, and management of the Office of the Director of Police Accountability (ODPA). The Deputy Director is responsible for overseeing investigative operations, policy review, and administrative functions to ensure effective civilian oversight of the Berkeley Police Department (BPD). This position serves as the second-in-command within the ODPA, exercising independent judgment in managing daily operations, supervising staff, and implementing strategic initiatives. The Deputy Director acts as the Director in their absence.

#### CLASS CHARACTERISTICS

This is a senior-level management classification within the ODPA. The Deputy Director is responsible for overseeing investigative operations, supervising staff, implementing policies, and supporting the Director of Police Accountability in strategic planning and high-level decision-making. The position is distinguished from the Chief Investigator, which primarily focuses on investigative oversight, by its broader administrative responsibilities, including staff management, policy development, and direct engagement with the Police Accountability Board (PAB) and City leadership.

#### EXAMPLES OF DUTIES

The following list of duties is intended to describe the general nature of the work performed and is not all-inclusive.

##### 1. Leadership and Oversight

- Assists the Director of Police Accountability in the overall administration, planning, and direction of the ODPA.
- Acts as Director in their absence, assuming full authority over ODPA operations and decision-making.
- Provides direct supervision and guidance to investigative, policy, and administrative staff, ensuring effective operations.
- Ensures compliance with ODPA objectives, civilian oversight best practices, and City policies.

##### 2. Investigative and Policy Oversight

- Oversees and reviews investigations conducted by ODPA staff, ensuring thoroughness, fairness, and adherence to legal standards.

- Evaluates police policies and procedures; drafts recommendations for policy reforms based on oversight findings, national best practices, and community concerns.
- Ensures timely completion of investigations and reports, in accordance with legal and procedural deadlines.
- Monitors and assesses trends in police misconduct complaints, disciplinary actions, and use of force incidents.

### **3. Legal and Policy Research**

- Works with the City Attorney's Office and/or independent legal counsel on legal matters related to investigations, policy development, and other relevant matters pursuant to the work of the PAB or ODPA.
- Reviews relevant federal, state, and local laws, including the Public Safety Officers' Procedural Bill of Rights Act (POBRA), and advises on legal compliance.
- Assists in drafting and implementing regulations and policies governing ODPA operations.

### **4. Collaboration and Stakeholder Engagement**

- Represents the ODPA in meetings with the Police Accountability Board (PAB), City Council, City administration, community organizations, and other stakeholders.
- Develops and maintains relationships with community members, complainants, legal representatives, and law enforcement agencies to foster transparency and accountability.
- Prepares and delivers presentations on police oversight, investigative findings, and policy recommendations to various stakeholders.
- Serves as a liaison between the ODPA, Berkeley Police Department (BPD), and other City agencies.

### **5. Administrative and Strategic Planning**

- Assists in developing and implementing strategic initiatives to enhance the effectiveness of civilian oversight.
- Participates in the formulation of the ODPA's budget, including staffing, technology, and operational needs.
- Assists in the hiring, training, and performance evaluation of ODPA personnel.
- Oversees data collection, reporting, and analysis related to police oversight and accountability metrics.

### **6. Other Duties**

- Ensures compliance with all applicable federal, state, and local laws regarding police oversight and investigations.
- Supports the preparation of the ODPAs annual report and other reports summarizing investigative outcomes, policy recommendations, and trends in police accountability.
- Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Principles and practices of civilian oversight of law enforcement.
- Investigative methodologies, including fact-finding, evidentiary analysis, and interviewing techniques.
- Federal, state, and local laws governing police practices, misconduct investigations, and due process, including Government Code § 3300 et seq. (POBRA).
- Best practices in police accountability, disciplinary processes, and complaint investigations.
- Principles and practices of public administration, budget preparation, and personnel management.
- Data analysis and performance evaluation methodologies for civilian oversight agencies.
- Rules of evidence and standards of proof applicable to administrative, criminal, and civil investigations.
- Principles and practices of policy analysis and reform within law enforcement agencies.
- Public records laws and confidentiality considerations in police oversight investigations.

### **Ability to:**

- Manage and oversee the daily operations of the ODPAs with minimal direction.
- Supervise, train, and evaluate investigative, policy, and administrative staff.
- Conduct fair, objective, and thorough investigations of police misconduct complaints.
- Analyze complex legal and policy issues and develop well-supported recommendations.
- Prepare clear, concise, and comprehensive investigative reports, policy recommendations, and presentations.
- Work independently while maintaining objectivity and neutrality in investigations.
- Communicate effectively, both orally and in writing, with diverse stakeholders, including complainants, police personnel, attorneys, elected officials, and community members.
- Maintain confidentiality of sensitive investigations and records.
- Exercise sound judgment and discretion in complex and politically sensitive situations.

- Utilize technology and data management systems to track investigations and analyze trends in police misconduct complaints.

## **MINIMUM QUALIFICATIONS**

A typical way of obtaining the knowledge and skills outlined above is:

### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in law, criminal justice, public administration, sociology, or a related field.
- A Juris Doctor (JD) or Master's degree in a related field is desirable.

### **Experience:**

- Seven (7) years of progressively responsible experience in civilian oversight, police misconduct investigations, administrative investigations, legal analysis, or a related field.
- At least three (3) years must include supervisory or management experience in investigative, legal, or policy settings.
- Experience conducting investigations into police conduct, civil rights violations, or governmental accountability issues is highly desirable.
- Familiarity with the National Association for Civilian Oversight of Law Enforcement (NACOLE) and its principles, ethics, and best practices in civilian oversight is highly desirable.

## **SPECIAL REQUIREMENTS**

- Must be able to travel to various locations within and outside the City of Berkeley to conduct investigations and attend meetings.
- When driving on City business, the incumbent must maintain a valid California driver's license and a satisfactory driving record.
- Must be available to conduct off-hours interviews and attend evening or weekend meetings as required.
- Proficiency in a foreign language commonly spoken in Berkeley is highly desirable.
- This classification is excluded from the competitive service and is employed as an at-will employee.

**CITY OF BERKELEY  
PERSONNEL BOARD RESOLUTION NO. [INSERT]**

**RESOLUTION TO RECOMMEND ESTABLISHMENT OF THE CLASSIFICATIONS OF CHIEF INVESTIGATOR AND DEPUTY DIRECTOR OF POLICE ACCOUNTABILITY**

**WHEREAS**, the Office of the Director of Police Accountability (ODPA) is an independent agency established under Berkeley City Charter Section 125 to provide civilian oversight of the Berkeley Police Department, including the investigation of complaints against sworn personnel and the review of police policies; and

**WHEREAS**, Berkeley Municipal Code Section 4.04.110(F) explicitly authorizes the Director of Police Accountability to make classification and personnel-related recommendations directly to the Personnel Board; and

**WHEREAS**, ODPA currently lacks mid-level management classifications necessary to ensure adequate investigative supervision, operational continuity, and effective implementation of future oversight regulations; and

**WHEREAS**, the creation of a Chief Investigator classification is essential to provide oversight of investigative staff and support the quality and timeliness of complaint investigations; and

**WHEREAS**, the creation of a Deputy Director of Police Accountability classification is necessary to support strategic leadership, cross-functional supervision, and succession planning, particularly as ODPA prepares for new operational demands associated with the anticipated finalization of the Regulations for Handling Complaints Against Sworn Officers of the Police Department; and

**WHEREAS**, the Interim Regulations, approved by City Council on October 5, 2021, are currently in effect, and their eventual replacement with final regulations will require further programmatic adjustments, staffing infrastructure, and compliance measures; and

**WHEREAS**, it is the policy of the City of Berkeley to create and maintain appropriate classifications and salary structures that reflect evolving programmatic needs and operational requirements;

**NOW THEREFORE, BE IT RESOLVED** by the Personnel Board of the City of Berkeley as follows:

1. The Personnel Board hereby recommends the establishment of the following unrepresented classifications within the Office of the Director of Police Accountability:
  - o Chief Investigator
  - o Deputy Director of Police Accountability

2. The Personnel Board supports the creation of these classifications based on the demonstrated need for additional internal supervisory and operational leadership capacity.
3. Alternative Consideration: Should the City choose not to proceed immediately with both classifications, the Board recommends that the Human Resources Department conduct further analysis and return with findings related to salary alignment, staffing impacts, and long-term resource needs for the ODP.
4. The Personnel Board further recognizes that any implementation of these classifications is subject to available funding and City Council budgetary approval.

**ALTERNATE RESOLUTIONS:**

**CITY OF BERKELEY  
PERSONNEL BOARD RESOLUTION NO. [INSERT]**

**RESOLUTION TO RECOMMEND ESTABLISHMENT OF THE CLASSIFICATIONS  
OF CHIEF INVESTIGATOR AND DEPUTY DIRECTOR OF POLICE  
ACCOUNTABILITY**

**WHEREAS**, the Office of the Director of Police Accountability (ODPA) is an independent agency established under Berkeley City Charter Section 125 to provide civilian oversight of the Berkeley Police Department, including the investigation of complaints against sworn personnel and the review of police policies; and

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**WHEREAS**, it is the policy of the City of Berkeley to create and maintain appropriate classifications and salary structures that reflect evolving programmatic needs and operational requirements;

**NOW THEREFORE, BE IT RESOLVED** by the Personnel Board of the City of Berkeley as follows:

1. The Personnel Board hereby recommends the establishment of the following unrepresented classifications within the Office of the Director of Police Accountability:
  - o Chief Investigator
2. The Personnel Board supports the creation of these classifications based on the demonstrated need for additional internal supervisory and operational leadership capacity.
3. Alternative Consideration: Should the City choose not to proceed immediately with this classification, the Board recommends that the Human Resources Department conduct

further analysis and return with findings related to salary alignment, staffing impacts, and long-term resource needs for the ODPa.

4. The Personnel Board further recognizes that any implementation of this classification is subject to available funding and City Council budgetary approval.

**CITY OF BERKELEY  
PERSONNEL BOARD RESOLUTION NO. [INSERT]**

**RESOLUTION TO RECOMMEND ESTABLISHMENT OF THE CLASSIFICATIONS OF CHIEF INVESTIGATOR AND DEPUTY DIRECTOR OF POLICE ACCOUNTABILITY**

**WHEREAS**, the Office of the Director of Police Accountability (ODPA) is an independent agency established under Berkeley City Charter Section 125 to provide civilian oversight of the Berkeley Police Department, including the investigation of complaints against sworn personnel and the review of police policies; and

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**WHEREAS**, the creation of a Deputy Director of Police Accountability classification is necessary to support strategic leadership, cross-functional supervision, and succession planning, particularly as ODPA prepares for new operational demands associated with the anticipated finalization of the Regulations for Handling Complaints Against Sworn Officers of the Police Department; and

**WHEREAS**, the Interim Regulations, approved by City Council on October 5, 2021, are currently in effect, and their eventual replacement with final regulations will require further programmatic adjustments, staffing infrastructure, and compliance measures; and

**WHEREAS**, it is the policy of the City of Berkeley to create and maintain appropriate classifications and salary structures that reflect evolving programmatic needs and operational requirements;

**NOW THEREFORE, BE IT RESOLVED** by the Personnel Board of the City of Berkeley as follows:

1. The Personnel Board hereby recommends the establishment of the following unrepresented classifications within the Office of the Director of Police Accountability:
  - o Deputy Director of Police Accountability
2. The Personnel Board supports the creation of these classifications based on the demonstrated need for additional internal supervisory and operational leadership capacity.
3. Alternative Consideration: Should the City choose not to proceed immediately with this classification, the Board recommends that the Human Resources Department conduct

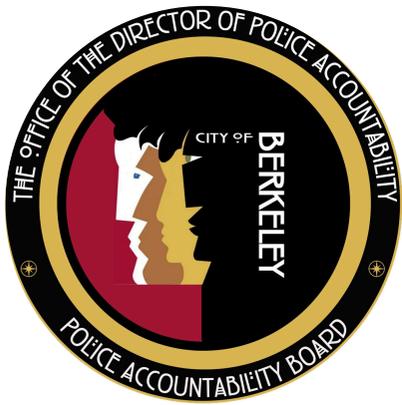
further analysis and return with findings related to salary alignment, staffing impacts, and long-term resource needs for the ODPa.

4. The Personnel Board further recognizes that any implementation of this classification is subject to available funding and City Council budgetary approval.

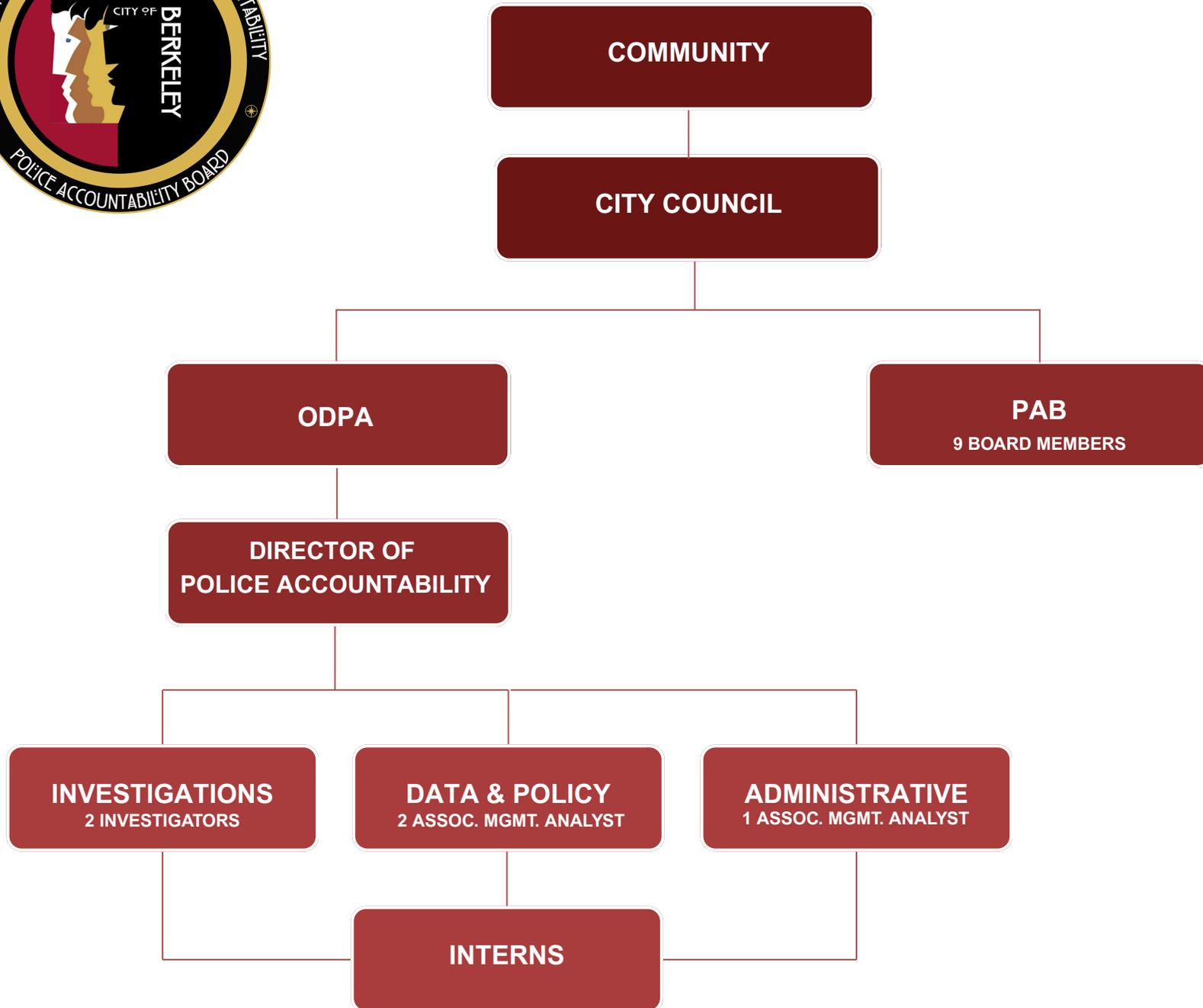
**EXHIBITS**

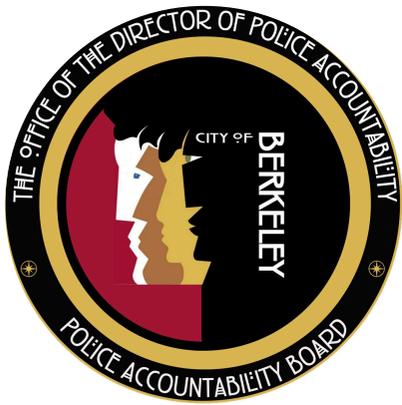
A: Deputy Director of Police Accountability

B: Chief Investigator

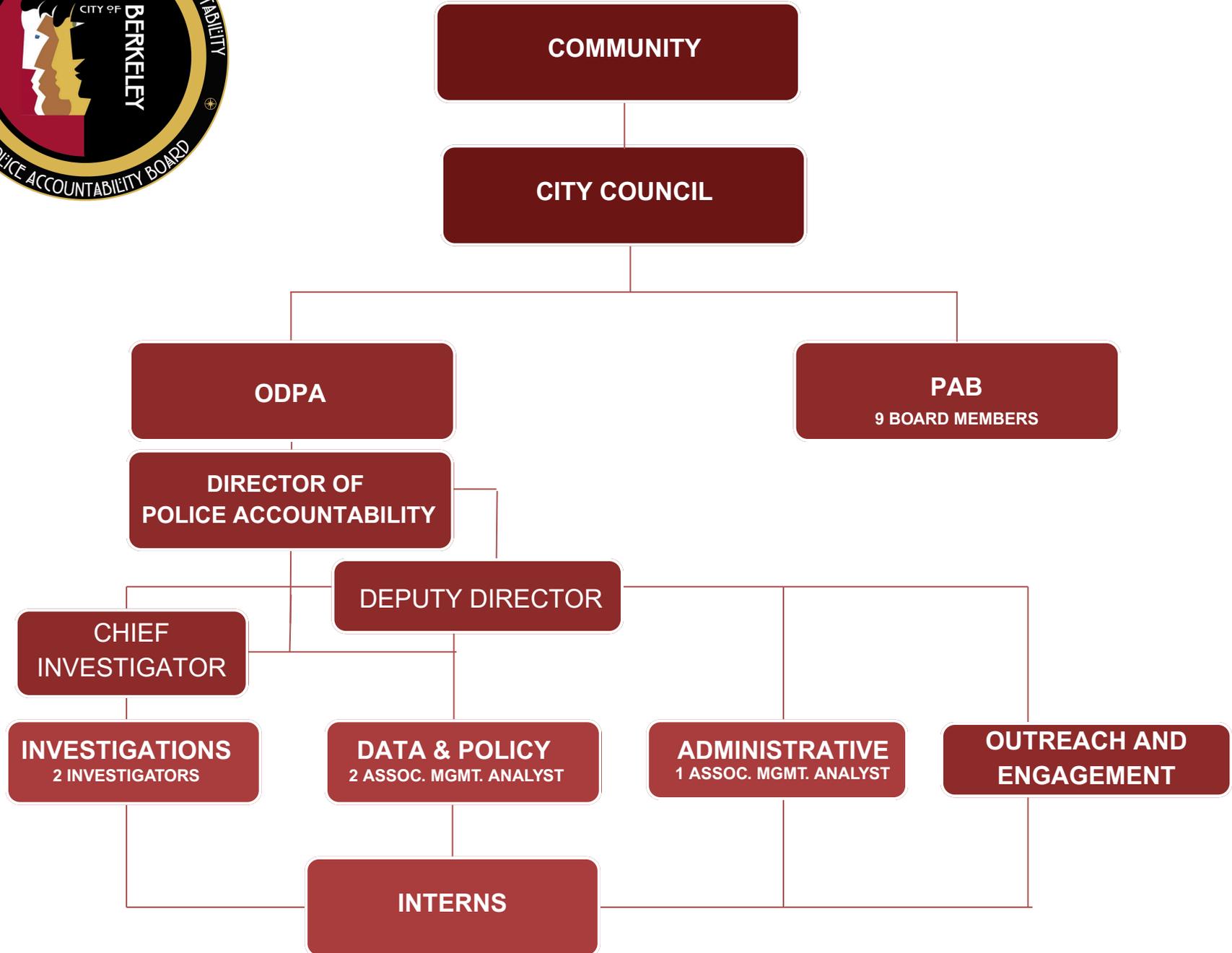


## CURRENT ORGANIZATIONAL CHART



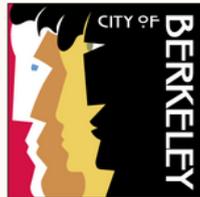


# PROPOSED ORGANIZATIONAL CHART



# *Berkeley Matters*

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



## *What's New*

HIRING FREEZE EXCEPTION PROCESS.... [PAGE 3](#)

RECRUITMENTS..... [PAGE 4](#)

VACANCIES..... [PAGE 6](#)

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

TRAININGS & WEBINARS..... [PAGE 8](#)

MANDATORY TRAININGS..... [PAGE 9](#)

WELLNESS RESOURCES..... [PAGE 12](#)

### **Mental Health Awareness Month Celebration Event**



Tuesday, May 13th

5:00pm - 7:30pm

See [page 10](#) for details

### ***Beyond Blue: Understanding Mental Illness***

Wednesday, May 28th

12:00pm - 1:00pm

See [page 11](#) for details



SCAN TO  
REGISTER



# HUMAN RESOURCES DEPARTMENT

## GENERAL INQUIRIES

HR@berkeleyca.gov  
510-981-6800

### ADMINISTRATION

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Benita Torres, Admin Support  
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Rhodeza Grace Salisi, Reception  
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Natini Phosy  
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HRLeaveRequest@berkeleyca.gov

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Laura Zurita  
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## INSTRUCTIONS FOR COMPLETING THE HIRING FREEZE EXCEPTION REQUEST FORM

Department Heads must submit a Hiring Freeze Exception Request Form for each requested position.

- Access the form, then click “Continue” (blue button at the bottom of the page).
- Click “Start” (blue arrow).
- Enter your information in the different fields.
- When complete, sign the form by clicking “Click here to sign.”
- A new box will pop up. Type in your “First Name Last Name” and click “Apply.”
- Click “Click to sign” (blue button at bottom of page).
- Enter your email address and click “Click to sign” again.
- In your email, you will see a message from Adobe Sign titled, “Please confirm your signature on Hiring Freeze Exception Request Form.”
- Click “Confirm my email address.”
- Completed forms will route for approval through Budget and City Manager, with a cc: to Human Resources. **Your assigned HR Analyst will be in touch with next steps following approval.**

[CLICK HERE TO  
ACCESS THE FORM](#)

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

**Promotional Recruitments:**



CLICK OR SCAN

Classification	Opening Date	Closing Date
<b>Accounting Office Specialist Supervisor</b>	May 5, 2025	May 19, 2025
<b>Accounting Technician</b>	May 5, 2025	May 19, 2025
<b>Community Service Officer Supervisor (Temporary)</b>	April 28, 2025	May 5, 2025

Classification	Next Recruitment Open Dates
<b>Accounting Office Specialist III</b>	June 2-16, 2025
<b>Accounting Office Specialist Supervisor</b>	September 1-15, 2025
<b>Accounting Technician</b>	September 1-15, 2025
<b>Customer Service Specialist III</b>	July 7-21, 2025
<b>Office Specialist III</b>	August 4-18, 2025

**Open Competitive Recruitments:**



CLICK OR SCAN

Classification	Opening Date	Closing Date
<b>Advanced Practice Provider</b>	Continuous	Continuous
<b>Assistant Civil Engineer</b>	Continuous	Continuous
<b>Associate Civil Engineer</b>	Continuous	Continuous
<b>Associate Human Resources Analyst</b>	April 21, 2025	May 5, 2025
<b>Behavioral Health Clinician I</b>	Continuous	Continuous
<b>Behavioral Health Clinician II</b>	Continuous	Continuous

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

**Open Competitive Recruitments Continued**

<b>Classification</b>	<b>Opening Date</b>	<b>Closing Date</b>
<b>Electrician</b>	April 14, 2025	May 5, 2025
<b>General Services Manager</b>	April 28, 2025	May 19, 2025
<b>Housing Inspector I (Certified)</b>	Continuous	Continuous
<b>Housing Inspector II (Certified)</b>	Continuous	Continuous
<b>Information Systems Specialist</b>	April 28, 2025	May 19, 2025
<b>Legislative Aide</b>	Continuous	Continuous
<b>Mental Health Clinical Supervisor</b>	Continuous	Continuous
<b>Mental Health Nurse</b>	Continuous	Continuous
<b>Police Accountability Investigator (Temporary)</b>	May 5, 2025	May 12, 2025
<b>Police Officer Lateral</b>	Continuous	Continuous
<b>Police Officer Recruit</b>	Continuous	Continuous
<b>Psychiatrist</b>	Continuous	Continuous
<b>Public Health Nurse</b>	Continuous	Continuous
<b>Public Safety Dispatcher I</b>	Continuous	Continuous
<b>Public Safety Dispatcher II</b>	Continuous	Continuous
<b>Supervising Public Health Nurse</b>	Continuous	Continuous
<b>Supervising Transportation Engineer</b>	Continuous	Continuous



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	Department	Contact	Email by
<b>Accounting Office Specialist II</b> Req#2025-02659	Rent Board	Shamika Cole SSCole@berkeleyca.gov	5/9/2025
<b>Auditor I</b> Req#2025-02609	City Auditor	Caitlin Palmer CPalmer@berkeleyca.gov	5/16/2025

## Non-Career vacancies

Classification	Department	Duration	Contact	Email by
<b>Associate Management Analyst</b> Req#2025-02686	Office of Director of Police Accountability	NTE 6 months	Hansel Aguilar HAguilar@berkeleyca.gov	5/16/2025
<b>Sports Field Monitor</b> Req#2025-02683	PRW	Summer 2025	Brian Legaspi BLegaspi@berkeleyca.gov	5/16/2025
<b>Sports Official</b> Req#2025-02680	PRW	Summer 2025	Tabatha Schoonover TSchoonover@berkeleyca.gov	5/16/2025

Please note: information provided here is for the benefit of 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 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 OR SCAN**

Classification	Department	Schedule	Hours
<b>Library Specialist II*</b> Req#2025-02661	Library - Children's Services	<u>Week A</u> Tuesday 2p-8p Wednesday-Friday 9a-6p  <u>Week B</u> Wednesday-Friday 9a-6p Saturday 10a-4p	30 per week
<b>Library Specialist II*</b> Req#2025-02668	Library - Reference	<u>Week A</u> Monday-Tuesday 11a-8p Wednesday-Thursday 9a-6p Saturday 9a-6p  <u>Week B</u> Monday 11a-8p Tuesday-Friday 9a-6p	40 per week

*\*These positions will be required to work one Sunday per quarter.*

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

Citywide Training Page on SharePoint: [CLICK HERE](#)

## UPCOMING CLASSES

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](mailto:training@berkeleyca.gov) to be placed on the waitlist.

Topic	Date	Location
<b>Contract Training</b> A comprehensive guide for all staff involved in the contract process	May 13, 2025 9am - 12pm	TBA
<b>The Future is Now - Embracing Generational Diversity and Succession Planning</b>	May 14, 2025 9am - 12pm	Email to register: <a href="mailto:training@berkeleyca.gov">training@berkeleyca.gov</a>
<b>Contract Training</b> A comprehensive guide for all staff involved in the contract process	May 28, 2025 1pm - 4pm	TBA

## 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
<b>Relax and Recharge (Yoga via Zoom)</b> <i>Sutter Health</i>	Thursdays 5pm - 6pm	<a href="#">Zoom</a>
<b>Parent Coaching and Support Sessions</b> <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	<a href="#">Zoom</a>
<b>Navigating Resources for Prediabetes and Type 2 Diabetes</b> <i>Sutter Health</i>	May 6, 2025 12pm - 1pm	<a href="#">Online</a>
<b>No Pressure! The Basics of Managing Blood Pressure at Home</b> <i>Sutter Health</i>	May 14, 2025 12pm - 1pm	<a href="#">Online</a>
<b>Building Healthy Habits</b> <i>Sutter Health</i>	May 14, 2025 5pm - 6pm	<a href="#">Online</a>



**MANDATORY TRAININGS MUST BE COMPLETED BY JUNE 30!**

- Harassment Prevention
- Workplace Safety - Active Shooter
- Workplace Violence Prevention
- Ethics Essentials\*

\*NEOGOV Learn will be retiring the Ethics Essentials courses on May 15. Please complete these courses prior to May 15 to avoid any changes to your training account. If you have completed these courses already, no action is required.

On May 15, if you:

- Have started any of these courses but have not completed them – you will have one additional course added to your account to complete the Ethics requirement
- Have not started any of the Ethics Essentials courses – the courses will disappear from your account and a new Ethics course will be added to your account

Please contact [training@berkeleyca.gov](mailto:training@berkeleyca.gov) with any questions or concerns.

**As of April 28, the following departments have met or exceeded 50% completion:**

Department	Percent Completed
Human Resources	99%
City Clerk’s Office	76%
Office of Dir. of Police Accountability	71%
Police	68%
Library	59%
PRW**	57%
City Manager’s Office	53%
Public Works	53%
Fire	50%

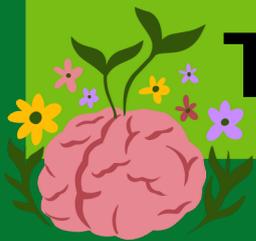
\*\*excludes seasonal and Youthworks staff

**Complete your mandatory training online with NEOGOV Learn:**



Join us for this free celebration event! RSVP on Eventbrite.

# Turn Awareness Into Action



## City of Berkeley

### Mental Health Awareness Month Event



Panel Discussion



Q & A Session



Food



Resource Tables



Entertainment



## May 13, 2025

5pm-7:30pm

North Berkeley Senior Center  
1901 Hearst Ave, Berkeley 94709

Register on Eventbrite

[Click Here to Register](#)



Health, Housing, and  
Community Services



For More Information  
510.981.7624



# 2025 EMPLOYEE ENRICHMENT WEBINARS

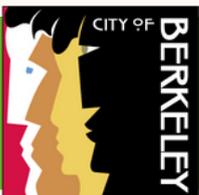


## BEYOND BLUE: UNDERSTANDING MENTAL ILLNESS

Wednesday, May 28th  
12pm - 1pm

One in four Americans will experience a mental illness in their lifetime. Most of these episodes occur during one's working life, so it's important to be aware of the risks and signs of various mental illnesses, as well as coping strategies and pathways to support.

Presented by Jamie Hansen from Uprise Health, this workshop will cover the most common mental illnesses and their signs/symptoms, the stigma of mental illness, the impact of undiagnosed and untreated mental illness on the workplace, and how to access support and treatment.



**Coming in June:**  
*Recipes and Remedies to  
Manage Weight, Mood &  
Menopause - Part 2*



CLICK OR SCAN TO REGISTER



BE proactive. BE inspired.  
BE well.

We're excited to share resources from healthcare provider **Kaiser Permanente** in support of your health and wellness.



### Physical Fitness

Gym membership discounts, on-demand fitness workouts, fitness tools, and more.

[Learn More](#)

Scan Code for Details



### Healthy Eating

Nutritious meal ideas, recipes, and expert tips for making healthy eating easy and delicious.

[Learn More](#)

Scan Code for Details



### Healthy Mind

Healthy balance tools, group support, coaching, counseling, and substance abuse resources.

[Learn More](#)

Scan Code for Details



*Note - Certain resources open to all Kaiser and non-Kaiser City of Berkeley employees and dependents; others open to Kaiser members only.*

Your health journey starts today. **Take the first step now!**



*Welcome!*

<b>New Hires</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Esperanza Nepomuceno Wong</b>	Accounting Office Specialist II	Finance
<b>Singeh Saliki</b>	Senior Planner	Planning

*Congratulations!*

<b>Promotions</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Jacqueline Obligacion</b>	Accounting Technician	City Auditor
<b>Jesse Heitel</b>	Accounting Technician	Finance
<b>Allison Reimer</b>	Senior Planner	Planning
<b>Jeffrey Glover</b>	Administrative & Fiscal Services Manager	Public Works
<b>Javier Hurtado</b>	Solid Waste Supervisor	Public Works
<b>Harry Lewis</b>	Solid Waste Supervisor	Public Works

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.



[!\[\]\(b59c51a1865446c8f7a5093cc693b46d\_img.jpg\) UNION AGREEMENTS](#)

[!\[\]\(eea5f6a264472e39aece1729f972da28\_img.jpg\) 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

Division Labor Standards Enforcement This notice must be displayed where employees can easily read it. Labor Commissioner's Office

Healthy Workplaces/Healthy Families Act: California Paid Sick Leave (as amended effective 1/1/2024)

EMPLOYERS:
- An employer with 25 or more employees in California for 2024 or more employees for the year 2023...
- Paid sick leave accrues at the rate of one hour per 30 days worked...
- An employer cannot require an employee to use accrued paid sick leave for any purpose other than the purposes specified in this notice...

Your Rights and Obligations as a Pregnant Employee

If you are pregnant, have a pregnancy-related medical condition, or are recovering from childbirth, please read this notice.
- This notice explains your rights and obligations under the California Pregnancy Disability Leave Act (PDLA)...

NOTICE REGARDING AN EMPLOYEE'S RIGHTS TO TAKE PDLA:
- An employer must provide up to 18 weeks of unpaid pregnancy disability leave...
- An employer must also provide up to 18 weeks of unpaid pregnancy disability leave...
- An employer must also provide up to 18 weeks of unpaid pregnancy disability leave...

NOTICE REGARDING AN EMPLOYEE'S OBLIGATIONS TO TAKE PDLA:
- An employee must provide notice to the employer of a pregnancy disability leave...
- An employee must provide notice to the employer of a pregnancy disability leave...
- An employee must provide notice to the employer of a pregnancy disability leave...

California Minimum Wage 2025
Every employer, regardless of the number of employees, will pay for each employee each week the following:

Table showing minimum wage rates for 2025 by employee type (hourly, salaried) and employer size (small, medium, large).

These Amendments to the Wage Orders shall be in effect on January 1, 2025.
- The amendments to the Wage Orders shall be in effect on January 1, 2025.
- The amendments to the Wage Orders shall be in effect on January 1, 2025...

Federal Rights Under the Fair Labor Standards Act: Federal Minimum Wage \$7.25 per hour beginning July 24, 2009

The Department may file a complaint with the Wage and Hour Division...
- The Department may file a complaint with the Wage and Hour Division...
- The Department may file a complaint with the Wage and Hour Division...

All Employees Payday Notice
Employer must provide employees with a Payday Notice that includes the following information:

Table with columns for Employer Name, Address, Phone, and Payday Notice details (date, time, location).

Whistleblowers Are Protected
It is the public policy of the State of California to encourage employees to report to an appropriate government or law enforcement agency...

Who is Protected?
- Pursuant to California Labor Code Section 1102.5, employees are protected from retaliation...
- Pursuant to California Labor Code Section 1102.5, employees are protected from retaliation...

What is a Whistleblower?
- A whistleblower is an employee who discloses information to a government or law enforcement agency...
- A whistleblower is an employee who discloses information to a government or law enforcement agency...

Family Care & Medical Leave & Pregnancy Disability Leave
Employees are entitled to take leave for family care and medical reasons.

EMPLOYERS MUST NOTIFY WITH A CHECK MARK IN THE BOX NEXT TO THIS NOTICE.
- Family Care Leave: An employer must provide up to 5 days of unpaid family care leave...
- Medical Leave: An employer must provide up to 18 weeks of unpaid medical leave...

California Law Prohibits Workplace Discrimination & Harassment
The California Civil Rights Department (CCRD) enforces laws that protect people from illegal discrimination and harassment...

Discrimination and Harassment:
- Discrimination is treating someone differently because of their race, gender, or age...
- Harassment is unwanted behavior that creates a hostile work environment...

Know Your Rights: Workplace Discrimination is Illegal
The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect people from workplace discrimination...

Know Your Rights:
- Discrimination is treating someone differently because of their race, gender, or age...
- Harassment is unwanted behavior that creates a hostile work environment...

Your Employee Rights Under the Family and Medical Leave Act
Employees are entitled to take leave for family care and medical reasons.

EMPLOYERS MUST NOTIFY WITH A CHECK MARK IN THE BOX NEXT TO THIS NOTICE.
- Family Care Leave: An employer must provide up to 5 days of unpaid family care leave...
- Medical Leave: An employer must provide up to 18 weeks of unpaid medical leave...

Your Rights Under USERRA
The Uniformed Services Former Fights Act (USERRA) protects the rights of military service members and veterans.

USERRA protects the rights of military service members and veterans:
- It prohibits discrimination against service members and veterans...
- It requires employers to restore service members and veterans to their former positions...

The Rights of Employees Who are Transgender or Gender Nonconforming
California Labor Code Prohibits Transgender and Gender Nonconforming From Sex Discrimination, Harassment, and Retaliation

California Labor Code Prohibits Transgender and Gender Nonconforming From Sex Discrimination, Harassment, and Retaliation:
- Discrimination is treating someone differently because of their gender identity...
- Harassment is unwanted behavior that creates a hostile work environment...

Notice to Employees-Injuries Caused By Work
This notice explains your rights and obligations under the California Workers' Compensation Act.

Notice to Employees-Injuries Caused By Work:
- This notice explains your rights and obligations under the California Workers' Compensation Act...
- It covers the process of filing a claim and receiving benefits...

Your Rights Under USERRA (repeated)
The Uniformed Services Former Fights Act (USERRA) protects the rights of military service members and veterans.

USERRA protects the rights of military service members and veterans:
- It prohibits discrimination against service members and veterans...
- It requires employers to restore service members and veterans to their former positions...

Safety and Health Protection on the Job
States of California, Department of Industrial Relations
California law prohibits workplace safety and health protection requirements.

Safety and Health Protection on the Job:
- California law prohibits workplace safety and health protection requirements...
- It requires employers to provide a safe and healthy work environment...

Notice to Employees (repeated)
This notice explains your rights and obligations under the California Workers' Compensation Act.

Notice to Employees (repeated):
- This notice explains your rights and obligations under the California Workers' Compensation Act...
- It covers the process of filing a claim and receiving benefits...

Notice to Employees (repeated)
This notice explains your rights and obligations under the California Workers' Compensation Act.

Notice to Employees (repeated):
- This notice explains your rights and obligations under the California Workers' Compensation Act...
- It covers the process of filing a claim and receiving benefits...

Notice to Employees (repeated)
This notice explains your rights and obligations under the California Workers' Compensation Act.

Notice to Employees (repeated):
- This notice explains your rights and obligations under the California Workers' Compensation Act...
- It covers the process of filing a claim and receiving benefits...

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- For more information, scan the QR code or visit our website...
- For more information, scan the QR code or visit our website...