

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
December 2, 2024
7:00 p.m.

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

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

MEETING AGENDA

I. Roll Call

II. Public Comment

ACTION ITEMS:

III. Approval of Meeting Minutes for November 4, 2024

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

V. Recommendation to Revise Job Class Specification — Senior Information Systems Specialist

VI. Report by Director of Human Resources – Discussion Only

VII. Copy of Berkeley Matters – Discussion Only

VIII. Closed Session: Unrepresented Employee Appeal of Proposed Termination

IX. Adjournment

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

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
November 4, 2024
7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:01 pm

II. Roll Call 7:01 pm

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

Members Absent: Aviva Gilbert (Vice Chair)

Staff Present: Jonathan Fischer (Deputy Fire Chief)
Aram Kouyoumdjian (Director of Human Resources)
Keith May (Deputy Fire Chief)
Alene Pearson (Deputy Planning Director)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)

Public Attendance: Valentina Edwards (SEIU MCU Union Representative)
Sherry Jackson (SEIU MCU Union Representative)
Justin Pitcher (PEU Union Representative)
Renita Terry (SEIU MCU Union Representative)

III. Public Comments None

ACTION ITEMS:

IV. Approval of Minutes of Meeting on September 9, 2024

Action: MSC (Wenk, Lacey) to approve the minutes of the meeting on September 9, 2024

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

V. Recommendation to Revise Personnel Rules and Regulations Section 9.03, Promotion Through a Non-Competitive Personnel Action

Action: MSC (Lacey, Wenk) to approve recommendation to Revise Personnel Rules and Regulations Section 9.03, Promotion Through a Non-Competitive Personnel Action

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

VI. Recommendation to Establish Job Class Specification and Pay Scale – Senior Paralegal

Action: MSC (O'Loughlin, Karpinski) to approve recommendation to Establish Job Class Specification and Pay Scale—Senior Paralegal

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

VII. Recommendation to Revise Job Class Specification– Firefighter

Action: MSC (Wenk, Bartlow) to approve recommendation to Revise Job Class Specification—Firefighter

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

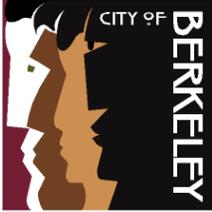
VIII. Recommendation to Revise Job Class Specification–Police Officer Recruit

Action: MSC (Lacey, Dixon) to approve recommendation to Revise Job Class Specification—Police Officer Recruit

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

INFORMATION ITEMS:

- IX. Report by Director of Human Resources – Discussion Only
- X. Copy of Berkeley Matters – Discussion Only
- XI. Adjournment 7:45 pm



Human Resources

PERSONNEL BOARD

December 2, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, 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 job class specification is being revised to clarify requirements at the time of application.

BACKGROUND

Employees preparing for the classification of Apparatus Operator are required to amass knowledge, skill and demonstrate their ability to operate large, expensive, and technically complex fire apparatus, often in stressful or austere conditions. An applicant's development is guided by task books, which contain discussions, presentations, and demonstrated ability scenarios that an applicant must complete and obtain signatures from subject matter experts (SME). A task book is valid if the applicant completes ongoing continuing education as required by the Fire Department. Applicants are also required to complete the Berkeley Fire Department Apparatus Operators Academy. This multi-day pre-promotional process provides applicants with time to learn and practice the critical scenarios that they are responsible for demonstrating proficiency in during the final examination. The Academy is taught by the Department's SMEs and successful completion of the Academy results in an applicant being issued a California Office of the State Fire Marshal, Office of State Fire Training Driver Operator 1B diploma.

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

The current language leaves an opportunity for an applicant who has completed the Academy at some point in the past but has not maintained the required continuing education to keep it current and thus does not have a current and valid engine task book on file. This could result in an applicant progressing through the application process without truly meeting the minimum qualifications that are necessary to safely and effectively perform in the role of Fire Apparatus Operator.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Fire Apparatus Operator

**City of Berkeley
Fire Apparatus Operator**

CLASS CODE
8008/8108

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, 2020~~ December 2, 2024

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~~ 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;~~emergency.
2. Operates engines, connects lines, calculates and monitors hydraulic conditions, and sets and adjusts controls to ensure proper water ~~flow;~~flow.
3. Operates aerial ladder trucks, stabilizes truck, and maneuvers, extends, and retracts ~~ladders;~~ladders.
4. Provides medical emergency response at the basic life support level including initial patient and situation assessment, ~~cardio-pulmonary~~cardiopulmonary resuscitation, trauma response, and patient transport;
5. Assists Paramedics in advanced life support emergency medical ~~care;~~care.
6. Sets up and operates ladder mounted and other water ~~monitors;~~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;~~ventilation.

8. Cleans, services, and ensures operational readiness of vehicles, apparatus, hoses, and ~~equipment;~~equipment.
9. Briefs adjacent shift apparatus operators on status of ~~equipment;~~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 ~~ighting;~~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 hill and weed abatement programs; maintenance of inventory records, scheduled inspection of departmental equipment, and hydrant and ~~fire flow~~fire flow testing.
13. Contains, removes, and decontaminates hazardous material spills.
14. Employs appropriate ~~fire fighting~~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;~~suppression.
2. Principles and practices of providing emergency medical care at the basic and/or advanced life support ~~level;~~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;~~regulations.
5. Safety practices and precautions pertaining to the work; ~~and.~~
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;~~manner.
2. Maintain and operate such apparatus in the most effective and efficient ~~manner;~~manner.
3. Remain calm, make sound decisions, and respond appropriately in emergency ~~situations;~~situations.
4. Render emergency medical care at the basic and/or advanced life support ~~level;~~level.
5. Establish and maintain effective working relationships with those encountered in the course of the work; ~~and.~~
6. Maintain accurate records and prepare clear and concise reports and other written materials.

Minimum Qualifications

~~AT TIME OF APPLICATION:~~ 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.
- 2-3. 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:
 - a. FSTEP Driver Operator 1A

- b. FSTEP Driver Operator 1B
2. A completed and valid~~Successful completion of the~~ 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: ~~84558008/8108~~

Established: 2006-07-01

Revised: 1997-06

Revised: 2007-11 (EMT removed from title)

Revised: 2014-12

Revised: 2019-04

Revised: 2020-01

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

FLSA Status: Non-Exempt

Admin Leave / Overtime: Overtime

Representation Unit: B

Probationary Period: 1 year

Workers' Comp Code: 7706



Human Resources

PERSONNEL BOARD
December 2, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Job Class Specification – Senior Information Systems Specialist

RECOMMENDATION

Revise the job class specification of Senior Information Systems Specialist 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 Senior Information Systems Specialist job class specification is being updated to address outdated terminology and better align with industry standards and current job responsibilities. This revision is crucial to maintaining an accurate representation of the role, ensuring clarity for both current employees and prospective candidates. The updates also support the City's commitment to staying competitive in the evolving technology landscape, which requires clearly defined positions that attract top talent.

BACKGROUND

The Senior Information Systems Specialist job class specification is being revised to accurately reflect the position's essential skills and duties and to align with current industry practices. This revision ensures that the job description remains relevant to the City's operational needs, particularly in the rapidly changing field of technology. Outdated terms like "microcomputers" and "mainframe" have been replaced with language reflecting modern equipment and systems currently in use by the City. For example, references to cloud computing, virtualization, and cybersecurity responsibilities have been added to address key areas of expertise required for the position. This update supports the City's broader goal of aligning its job classifications with contemporary best practices and technological advancements.

RECOGNIZED EMPLOYEE ORGANIZATION

The revised classification is undergoing the meet-and-confer process with SEIU Local 1021 Community Services and Part-Time Recreation Activity Leaders.

RATIONALE FOR RECOMMENDATION

Updating the Senior Information Systems Specialist job class specification is essential to ensure it accurately reflects the current skills, responsibilities, and industry standards required for the position. A precise and up-to-date specification not only aids in attracting qualified candidates but also supports the development and retention of existing staff by clarifying role expectations and aligning them with the City's strategic priorities in technology innovation and service delivery.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

Proposed Job Class Specification – Senior Information Systems Specialist

City of Berkeley
Senior Information Systems Specialist

CLASS CODE 2187

SALARY

\$49.05 - \$58.45 Hourly

\$3,923.60 - \$4,676.00 Biweekly

\$8,501.13 - \$10,131.33 Monthly

\$102,013.60 - \$121,576.00 Annually

Description

DEFINITION

Under general supervision, performs, installs, ~~configures, maintains, modifies~~ and develops ~~systems~~ programs and applications of a complex nature for ~~network infrastructure, servers, and virtual environments~~ microcomputers throughout the City; troubleshoots ~~microcomputer~~ hardware, ~~network, and system issues~~ problems; performs related work as assigned.

CLASS CHARACTERISTICS

Positions in this class provide ~~complex technical~~ difficult microcomputer support for ~~network and systems infrastructure~~ throughout the City, ~~specializing and specialize~~ in ~~configuring~~ developing and adapting ~~systems microcomputer applications~~ to meet specific departmental needs. The work involves coordination with Information ~~Systems Technology (IT)~~ staff to ensure that ~~enterprisemainframe~~ applications ~~and cloud environments~~ are ~~utilized efficiently, used to the fullest extent~~ and that ~~network infrastructure, servers, and virtual environments~~ personal computer applications are ~~properly managed across~~ coordinated through-out the City. This class has lead responsibility for Information Systems Specialists ~~and/or other IT support staff. assigned to the Service Desk Data Processing Division.~~ This class is distinguished from the Applications Programmer/Analyst series in that the latter perform programming and systems analysis work related to ~~both batch processing and online~~ on-line applications, ~~which and~~ may ~~involve enterprise systems~~ be related to mainframe or software development. ~~In contrast, this class focuses on managing and supporting server, network, and virtual infrastructure citywide, personal computer applications on a City-wide basis.~~

Example of Duties

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

1.

1. Gathers and analyzes information regarding departmental ~~server, network, personal computer hardware~~ and software ~~infrastructure needs~~ requirements and develops or modifies systems to fulfill these ~~requirements~~;

2. needs;

~~2. Evaluates commercial hardware, and software, and cloud-based solutions packages and recommends purchasespurchase to meet departmental needs;~~

3.

~~3. Works with department staff to assess their needs and to develop solutions, databasesword processing, spreadsheets, data bases, reporting systems,formats and other tools tailored to their applications-specific requirements;~~

4. Configuresto their use;

~~4. Modifies and installs commercial software to meet specific-defined needs; and installs software and instructs departmental staff in the use of such software, applications, input and output~~

5. forms and documents;

~~5. Writes technicalprogram documentation, and user guides,procedures and instructions; troubleshoots server, network, andmicrocomputer hardware issues throughout the City; assists department staff in implementing new or modified systemsprograms and applications; resolvestroubleshoots hardware problems and corrects or coordinates withcalls appropriate service organizations;~~

6.

~~6. Confers with department management staff regarding assigned technology program areas;~~

7. Assists

~~7. Assist in the development of specifications for microcomputer and cost estimates for ITrelated equipment acquisitions, including servers, networking and develop cost estimates for microcomputer and related equipment, and related hardware;~~

8. acquisitions;

~~8. Maintains records anddocumentation and prepares periodic and special reports of work performed;~~

9. :

~~9. Stays informed-current with industry standards and trends in server, network, virtualization,microcomputer technology and software technologies;~~

10. Provides lead direction and work review to Information Systems Specialists and/or other IT support staff;

~~1.11. _____ ;~~

~~10. 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. Systems administration and configuration

~~1. Microcomputer programming~~ principles, techniques, and procedures for network, server, administrative and business applications;

2.

~~2. Standard database management, office productivity software (e.g., data base, word processing, spreadsheets), reporting tools, report generations~~ and similar applications;

3. microcomputer software;

~~3. Policies, procedures, concepts,~~ and terminology related to the work of the department to which assigned;

4. IT

~~4. Microcomputer~~ troubleshooting principles and practices for server, network, and system hardware;

5. Documentation and process;

~~5. Forms and documentation~~ design techniques for technical and user manuals;

6. ;

~~6. Operating principles and characteristics of standard I~~microcomputer hardware and software (servers, networking equipment, virtual environments);

7. ;

~~7. Job planning, prioritizing,~~ and scheduling techniques;

8.

~~8. Basic accounting, statistical, business administration,~~ and office procedures;

9.

~~9. Basic supervisory principles and practices;~~

Skill in:

1.

1. Analyzing complex systems and problems and developing new or modified network and systems solutions/microcomputer programs to meet City-wide needs;

2. _____

2. Troubleshooting complex hardware, network, and software issues/problems and performing necessary/making-minor modifications and repairs;

3. _____

3. Preparing clear and concise technical/program documentation, user guides/procedures, reports of work performed, and other written materials;

4. _____

4. Translating departmental needs into operational IT solutions and systems;

5. programs;

5. Instructing departmental staff in the operation of new or revised systems and computer applications, including explaining system concepts to non-technical users;

6. _____

6. Making sound independent decisions within established guidelines;

7. _____

7. Providing lead direction and work review to Information Systems Specialists and other IT support staff;

8. _____

8. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Minimum Qualifications

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

-Equivalent to graduation from a four-year college, with major coursework preferably in information technology, computer science, network engineering, mathematics, business or public administration, or a field related to the department to which assigned, and two (2) years of experience in managing/developing and supporting IT systems or network infrastructure/modifying microcomputer applications. Experience in technical/computer operations, data entry or control or in an office support, managing networks, or other relevant information technology work position using computer techniques may be substituted for the education on a year-for-year basis.

Other Requirements:

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

TOOLS AND EQUIPMENT

–

Computer server, personal computer, including various software; phone.

–

PHYSICAL AND MENTAL REQUIREMENTS

–

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate and take direction in person, over the telephone. Ability to read standard text, fine print, various handwritings, view a computer monitor, and to drive. May be required to lift up to 50 pounds. Manual dexterity to handwrite and/or use a computer keyboard. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with other individuals successfully and collaboratively.

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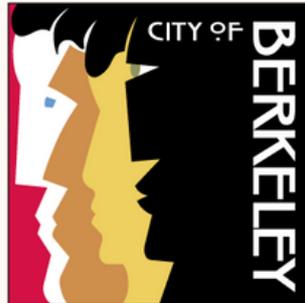
WORKING CONDITIONS

–

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends.

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



Open Enrollment ends today!

Log in to [Benefit Bridge](#) by 11:59 PM today, November 15th, to make changes to your benefits effective January 1st, 2025.

What's New

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

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

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

Webinar: *Preventing Burnout in the Helping Professions*

Wednesday, November 20th
12:00pm - 1:00pm

See [page 7](#) for details



SCAN TO
REGISTER



HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

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Promotional Recruitments

[CLICK HERE TO APPLY](#)

| Recruitment | Reason | Hourly Rate | Opening Date | Closing Date |
|---|------------|-------------------|--------------|--------------|
| Accounting Office Specialist III | Vacancy | \$40.67 - \$44.34 | Continuous | Continuous |
| Accounting Office Specialist Supervisor | Vacancy | \$41.04 - \$49.42 | Continuous | Continuous |
| Accounting Technician | Vacancy | \$40.02 - \$48.18 | Continuous | Continuous |
| NEW Auditor II | Retirement | \$48.90 - \$58.07 | November 18 | December 2 |
| Customer Service Specialist III | Vacancy | \$40.67 - \$44.34 | Continuous | Continuous |
| Office Specialist III | Vacancy | \$39.93 - \$43.60 | Continuous | Continuous |

Open Competitive Recruitments

[CLICK HERE TO APPLY](#)

| Recruitment | Reason | Hourly Rate | Opening Date | Closing Date |
|---|---------|--------------------|--------------|-------------------|
| Accounting Manager (Temporary) | Vacancy | \$63.28 - \$76.91 | November 11 | November 18 |
| Assistant Civil Engineer | Vacancy | \$55.41 - \$67.02 | Continuous | Continuous |
| Assistant Public Works Engineer | Vacancy | \$53.01 - \$63.86 | Continuous | Continuous |
| Assistant Transportation Engineer | Vacancy | \$53.63 - \$64.64 | Continuous | Continuous |
| Associate Civil Engineer | Vacancy | \$61.03 - \$73.75 | Continuous | Continuous |
| Associate Transportation Engineer | Vacancy | \$61.03 - \$73.75 | March 18 | Open Until Filled |
| Behavioral Health Clinician I | Vacancy | \$41.96 - \$49.22 | Continuous | Continuous |
| Behavioral Health Clinician II | Vacancy | \$46.22 - \$53.99 | Continuous | Continuous |
| Building Inspector I/II (Certified) | Vacancy | \$46.55 - \$59.19 | Continuous | Continuous |
| Community Development Project Coordinator | Vacancy | \$50.92 - \$61.57 | August 2022 | November 18 |
| Contract Administrator | Vacancy | \$47.44 - \$59.57 | November 11 | December 2 |
| Deputy City Attorney III | Vacancy | \$85.60 - \$105.24 | November 4 | November 18 |
| Deputy City Attorney IV | Vacancy | \$98.43 - \$121.02 | November 4 | November 18 |
| NEW Digital Communications Coordinator | Vacancy | \$55.57 - \$68.23 | November 18 | December 2 |
| Economic Development Project Coordinator | Vacancy | \$59.03 - \$71.24 | November 11 | November 25 |

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

Open Competitive Recruitments Continued

| Recruitment | Reason | Hourly Rate | Opening Date | Closing Date |
|---|------------|--------------------|--------------|-------------------|
| Housing Development Specialist (Community Development Project Coordinator) | Vacancy | \$50.92 - \$61.57 | September 30 | November 18 |
| Housing Inspector I (Certified) | Vacancy | \$41.90 - \$49.71 | Continuous | Continuous |
| Housing Inspector II (Certified) | Vacancy | \$46.55 - \$55.23 | Continuous | Continuous |
| Housing Policy Specialist (Community Development Project Coordinator) | Promotion | \$50.92 - \$61.57 | September 30 | November 18 |
| IT Project Manager (Senior Systems Analyst) | Vacancy | \$58.55 - \$71.33 | August 5 | Open Until Filled |
| Legislative Aide | Vacancy | \$39.20 - \$73.08 | Continuous | Continuous |
| Mental Health Clinical Supervisor | Vacancy | \$51.07 - \$65.32 | Continuous | Continuous |
| Mental Health Nurse | Vacancy | \$57.79 - \$70.24 | Continuous | Continuous |
| Mid-Level Practitioner | Vacancy | \$58.62 - \$65.00 | Continuous | Continuous |
| Parking Services Manager | Vacancy | \$55.72 - \$67.26 | September 30 | Open Until Filled |
| Police Officer Lateral | Vacancy | \$55.98 - \$69.67 | Continuous | Continuous |
| Police Officer Recruit | Vacancy | \$46.23 | Continuous | Continuous |
| Psychiatrist | Vacancy | \$91.42 - \$135.07 | Continuous | Continuous |
| Public Health Nurse | Vacancy | \$53.89 - \$62.86 | Continuous | Continuous |
| Public Safety Dispatcher I | Vacancy | \$35.49 - \$38.78 | Continuous | Continuous |
| Public Safety Dispatcher II | Vacancy | \$49.23 - \$53.43 | Continuous | Continuous |
| Public Works Operations Manager | Promotion | \$65.12 - \$79.96 | October 28 | November 25 |
| NEW Senior Health Services Program Specialist (Temporary) | Vacancy | \$51.87 - \$60.51 | November 18 | December 2 |
| Senior Information Systems Specialist | Retirement | \$49.05 - \$58.45 | Continuous | Continuous |
| Senior Management Analyst | Vacancy | \$53.80 - \$65.04 | October 28 | November 18 |
| Senior Planner | Promotion | \$54.77 - \$65.25 | Continuous | Continuous |
| Senior Systems Analyst | Vacancy | \$58.55 - \$71.33 | Continuous | Continuous |
| Supervising Public Health Nurse | Vacancy | \$65.26 - \$76.62 | Continuous | Continuous |
| Supervising Transportation Engineer | Promotion | \$69.70 - \$85.10 | July 8 | 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.

Please email the department contact within **one week** of the job posting if you meet one of the above criteria.

To have your name placed on the transfer list:

[CLICK HERE](#)

Career vacancies

| Classification | Reason | Department | Contact |
|--|---------|--------------|--|
| Assistant Fire Inspector (Req#2024-02334) | Vacancy | Fire | Colin Arnold CArnold@berkeleyca.gov |
| Field Representative (Req#2022-00780E, 2023-01593) | Vacancy | Public Works | Julia Heath JHeath@berkeleyca.gov |
| Senior Public Works Supervisor (Req#2023-01624) | Vacancy | Public Works | Joy Brown EJBrown@berkeleyca.gov |

No new temporary vacancies. Check back next week!

UPCOMING CLASSES

All classes take place from 9am to 12pm.

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

| Topic | Date | Location |
|---|--------------------------|----------------------|
| Excel PivotTables | November 21, 2024 | Zoom |
| ERMA B: PivotTables for ERMA Users | December 5, 2024 | Zoom |
| Excel Level 1 | Day 1: December 12, 2024 | Zoom |
| | Day 2: December 19, 2024 | |

WELLNESS WEBINARS

Both Kaiser and Sutter Health offer a variety of classes, webinars, and other resources to help you advance in your wellness journey. Register online using the link provided.

| 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 |
| Thriving Through the Holidays <i>Kaiser</i> | November 18, 2024 12pm - 1pm | Online |
| Joyful Living: Exploring the Science of Happiness <i>Kaiser</i> | December 16, 2024 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

Welcome!

| New Hires | | |
|-----------------------|---------------------------------|-------------------|
| Name | Classification | Department |
| Isabel Cho | Senior Service Aide | HHCS |
| Paul Ebenkamp | Senior Service Aide | HHCS |
| Nicholas Poon | Public Safety Dispatcher I | Police |
| Csilla Kenny | Assistant Civil Engineer | PRW |
| Jaime Montoya | Traffic Maintenance Worker I | Public Works |
| Kaleph Winston | School Crossing Guard | Public Works |
| Hanna Wodaje | Accounting Office Specialist II | Public Works |

Congratulations!

| Promotions | | |
|-----------------------|------------------------------|-------------------|
| Name | Classification | Department |
| Aimee Reeder | Program Manager II | Library |
| Marlonn Wright | Traffic Maintenance Worker I | Public Works |

Your work-life balance and general wellbeing are as important as the work you contribute to the City. That's why we're excited to offer Working Advantage, your one-stop shop for exclusive and convenient savings on the products, services, and experiences you know and love.

Visit cobsavings.savings.workingadvantage.com to sign up and start saving.

NOTE: Use your personal email address so that you can access the website at your leisure. Your household members can use the site too!



Harvest These Holiday Deals

Score unbeatable Black Friday and Cyber Monday savings on top electronics, from TVs and computers to the latest gadgets and more!

-  Scan QR code or click the link to visit website
-  Choose the best deals and offers
-  Find amazing exclusive offers & deals
-  More savings, more of what makes you happy

Featured Offers

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

| | |
|---|---|
|  <p>Lenovo <u>Lenovo Computers</u> Cyber Savings Event: Save on Yoga and X1 Carbon laptops</p> |  <p>SAMSUNG <u>Samsung TVs</u> Save up to \$2,200 on select Neo QLED 4K TVs</p> |
|  <p>DIRECTV <u>DIRECTV</u> Receive a Visa Reward Card up to \$100</p> |  <p>Disney+ <u>Disney+</u> Bundle Disney+, Hulu, and ESPN+ for one low monthly price</p> |
|  <p>Gift Cards Buy a gift card for friends and family this holiday season!</p> |  <p>logitech <u>Logitech</u> Exclusive: 25% off sitewide + Free shipping on \$29+</p> |

Access to Working Advantage is being offered to City of Berkeley employees as a convenience and participation is purely voluntary. Any products, services, or discounts that may be made available to you through Working Advantage are provided by Working Advantage and its partners, and not by the City of Berkeley. The City of Berkeley does not endorse or guarantee the products, services, or any other information contained in or made available by or through Working Advantage. The City of Berkeley does not exercise any editorial control over the information you may find at these locations. Please be aware that by clicking the link or otherwise engaging with Working Advantage, you may be agreeing or otherwise subjecting yourself to Working Advantage's Terms of Use, Terms of Sale, and/or Privacy Policy.

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



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

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

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

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

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

How's your financial wellness stacking up?

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



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

SCHEDULE AN APPOINTMENT: [JOSEANAYA.EMPOWERMYTIME.COM](https://joseanaya.empowermytime.com)

OR EMAIL JOSE.ANAYA@EMPOWER.COM

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

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

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

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

The following staff are dealing with serious medical conditions and have exhausted all of their available leave. Any donations of leave would be greatly appreciated.



If you would like to donate leave, please check your [MOU](#) for allowable donations and complete the Leave Transfer Form:

[CLICK HERE](#)



2024 CITY CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF BERKELEY RECOGNIZED HOLIDAYS

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

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

Dec 25 Christmas Day

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



City of Berkeley 2024 Pay Schedule

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

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

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