

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
June 2, 2025
7:00 p.m.

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

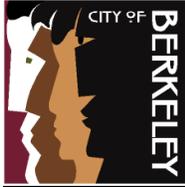
MEETING AGENDA

- I. Roll Call
- II. Public Comment

ACTION ITEMS:

- III. Recommendation to Revise Job Class Specifications – Public Safety Dispatcher I and Public Safety Dispatcher II
- IV. Recommendation to Revise Job Class Specification – Assistant City Attorney
- V. At-Will Designation – Assistant City Attorney
- VI. Informational Report by the Director of Police Accountability Regarding Job Class Specifications and Pay Scales for Chief Investigator and Deputy Director of Police Accountability – Discussion Only
- VII. Report by Director of Human Resources – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. Adjournment

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



HUMAN RESOURCES

PERSONNEL BOARD

June 2, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Recommendation to Revise Job Class Specifications - Public Safety Dispatcher I and Public Safety Dispatcher II

RECOMMENDATION

Revise the job class specifications of Public Safety Dispatcher I and Public Safety Dispatcher II as outlined.

FISCAL IMPACTS OF RECOMMENDATION

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

CURRENT SITUATION AND ITS EFFECTS

The Human Resources, Police Department, and Fire Department seek to revise the job class specifications for Public Safety Dispatcher I and Public Safety Dispatcher II to clarify the different functions of each classification.

Public Safety Dispatcher I: Changes include focusing its primary duties to reflect Call Taking and Records Management; removing its designation as a "trainee" classification; and making it a stand-alone career classification with a probationary period based solely upon completing the Call Taking and Records Management training and successfully demonstrating competency in those areas.

Public Safety Dispatcher II: Changes include clarifying the scope of duties to include the duties of Police Dispatch and Fire Dispatch, as well as all duties of Public Safety Dispatcher I (Call Taking and Records Management).

Although the "trainee" designation is being removed, Public Safety Dispatcher I employees will still have the opportunity to take the remaining training components, "Police Dispatch" and "Fire Dispatch" in order to qualify for the promotional opportunity to become a Public Safety Dispatcher II.

Due to this delineation between the classifications, and the change in the scope and time for training, the City and Union have agreed to amend the current language of the MOU to reduce the probation period 12 months each (reduced from 15 months each), subject to authorization by City Council. This amendment will align the probationary period with neighboring municipalities such as City of Oakland and clarify existing language to specifically delineate the probationary periods for the two classifications.

BACKGROUND

Currently, the classification of Public Safety Dispatcher I has been used as a training position for entry-level employees to promote into the journey-level Public Safety Dispatcher II. New Public Safety

Dispatcher I employees need to successfully complete all four training components (Call Taking, Records Management, Police Dispatch, and Fire Dispatch) within 15 months in order to successfully complete probation. Many employees were able to successfully complete the first two training components (Call Taking and Records Management) but faced challenges completing the last two components (Police Dispatch and Fire Dispatch). This resulted in a large number of probationary releases and a high vacancy rate. There are currently 18 vacancies out of the 36 budgeted positions, resulting in mandatory overtime while the City continually seeks to onboard new dispatchers through running continuous recruitments, continuous screening, bi-monthly testing, and rigorous onboarding and training.

To address the challenges, a team consisting of Police, Fire, Human Resources, and the City Manager's Office has been assembled. One of the first ideas and solutions was to separate call taking and records management as stand-alone functions. This led to delineating the Public Safety Dispatcher I and II functions, with the Public Safety Dispatcher I classification acting as first-line triage to field non-Police and non-Fire dispatch calls, which will provide relief and allow Public Safety Dispatcher II employees to focus on Police and Fire dispatching.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The City seeks to revise the job class specifications for Public Safety Dispatcher I and Public Safety Dispatcher II to focus its functions on Call Taking and Records Management, remove its designation as a "trainee" classification and make it a stand-alone career classification with a probationary period based solely upon completing the Call Taking and Records Management training and successfully demonstrating competency in those areas.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Job Class Specification – Public Safety Dispatcher I
2. Job Class Specification – Public Safety Dispatcher II

**City of Berkeley
Public Safety Dispatcher I**

CLASS CODE

7016

SALARY

\$35.49 - \$38.78 Hourly

\$2,838.83 - \$3,102.37 Biweekly

\$6,150.80 - \$6,721.80 Monthly

\$73,809.63 - \$80,661.57 Annually

REVISION DATE

~~June 05, 2023~~ June 2, 2025

Description

DEFINITION

Under close supervision, ~~learns to receive~~ 911 system emergency and non-emergency calls; ~~dispatches assignments according to police and fire procedures~~; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher I is the entry-level ~~trainee~~ class in the professional public safety dispatching series. Under close supervision, incumbents are trained in providing technical communications support and computer information processing for police, fire, animal control, parking enforcement, and public works functions in a limited capacity. In addition to ~~learning dispatch and~~ call screening, ~~incumbents are trained to perform~~ and varied various record-keeping and information retrieval in support of public safety activities. This class is distinguished from the Public Safety Dispatcher II in that the latter is the journey-level classification in the series and dispatches police and/or fire resources via two-way radio and/or telephone. The Public Safety Dispatcher I and the Public Safety Dispatcher II report directly to the Supervising Public Safety Dispatcher.

Public Safety Dispatcher I incumbents ~~are expected to~~ gain knowledge and experience through on-the-job training and have the opportunity to demonstrate proficiency to promote to Public Safety Dispatcher II upon successful completion of the Public Safety Dispatcher Training Program through a non-competitive personnel action.

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines;
2. Obtains essential information from reporting parties about the nature of the emergency;
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information;
4. Assesses all incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher;

- ~~5. Assesses pending calls for service; determines available and appropriate police and/or fire resources; dispatches police and/or fire resources via two-way radio and/or telephone, and updates information related to the incident in the Computer Aided Dispatch system;~~
- ~~6.5.~~ Monitors and controls all some public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel;
- ~~7.6.~~ Prepares broadcasts of critical police emergency calls and general information bulletins via radio;
- ~~8.7.~~ Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event;
- ~~9.8.~~ Enters all calls for service;
- ~~10.9.~~ Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service;
- ~~11.10.~~ Dispatches assignments for other City resources;
- ~~12.11.~~ Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested;
- ~~13.12.~~ May refer non-emergency calls to other resources including other City departments, and governmental and private agencies;
- ~~14.13.~~ May issue case numbers to citizens who report incidents;
- ~~15.14.~~ May be required to manually process calls for service using applicable dispatch procedures; and
- ~~16.15.~~ 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:

- General public safety radio and telephone communications systems;
- Police and fire emergency procedures; and
- Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Ability to:

- Remain calm and make rapid and sound independent judgments in emergency situations;
- Communicate tactfully and effectively with the public and public safety personnel; obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand;
- Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety;
- Operate complex radio, telephone, and various computer systems with proficiency;
- View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals;
- Maintain appropriate documentation of events, details, and conversations;
- Follow oral and written instructions;
- Perform work with a high standard of customer service, professional conduct, and civic responsibility;
- Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships;
- Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required; stand or sit for extended periods of time;
- Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information;

- Read and interpret street maps;
- Establish and maintain effective working relationships 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; and
- Perform routine clerical and record-keeping duties.

Minimum Qualifications

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

Equivalent to graduation from high school.

OTHER REQUIREMENTS

Possession of a typing certificate verifying the ability to accurately type a minimum of 35 net words per minute (wpm). Certification may be from an online typing test or a recognized business school, an employment or temporary agency, and must be dated within the past twelve (12) months from the application final filing date. Candidates may be required to take an on-site typing test as part of the selection process. Must be able to pass a medical and psychiatric evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

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.

Classification History

Title: Public Safety Dispatcher I

Classification Code: 7224

Established: 6/1998

Revised (code changed from 9014): 7/2002

Revised (code changed from 82240): 7/2014

Revised: 7/2016

Revised: 06/2023

Revised: 06/2025 (Remove trainee designation and fire/police dispatch duties)

FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: J

Probationary Period: ~~15~~-12 months (pending City Council approval)

Workers' Comp Code: 8810

**City of Berkeley
Public Safety Dispatcher II**

CLASS CODE

7018

SALARY

\$49.23 - \$53.43 Hourly

\$3,938.24 - \$4,274.02 Biweekly

\$8,532.85 - \$9,260.37 Monthly

\$102,394.24 - \$111,124.42 Annually

REVISION DATE

~~June 05, 2023~~ June 2, 2025

Description

DEFINITION

Under general supervision, performs professional public safety dispatching work; receives 911 system emergency and non-emergency calls; dispatches assignments according to police and fire procedures; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher II is the journey-level class in the professional public safety dispatching series, a specialized public safety civilian class, providing technical communications support and computer information processing for police, fire, animal control, parking enforcement and public works functions in a limited capacity. In addition to dispatching and call screening, incumbents perform varied record keeping, information retrieval and similar work in support of public safety activities. The work requires exercise of considerable independence and judgement. This class is distinguished from the Supervising Public Safety Dispatcher in that the latter provides work assignment and direction, and is responsible for the more difficult and complex assignments.

Public Safety Dispatchers in the Berkeley Communications Center typically operate in four distinct positions. Public Safety Dispatcher I possesses the skills and responsibility for two positions (Call Taker and Records), while Public Safety Dispatcher II possesses the skills and responsibility for all four positions.

1. Call Taker (i.e. handle phone calls, service requests, operate secondary radio channel)
2. Records (i.e. handle phone calls, database entries/removals/inquires, operate records radio channel)
3. Fire Dispatcher (i.e. dispatch and monitor fire/medical resources, operate fire channels)
4. Police Dispatcher (i.e. dispatch and monitor police resources, operate police channel)

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines;
2. Obtains essential information from reporting parties about the nature of the emergency;
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information;

4. Assesses incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher;
5. Assesses pending calls for service; determines available and appropriate police and/or fire resources; dispatches police and/or fire resources via two-way radio and/or telephone, and updates information related to the incident in the Computer Aided Dispatch system;
6. Monitors and controls all public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel;
7. Prepares broadcasts of critical police emergency calls and general information bulletins via radio;
8. Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event;
9. Enters all calls for service;
10. Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service;
11. Dispatches assignments for other City resources;
12. Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested;
13. May refer non-emergency calls to other resources including other City departments, and governmental and private agencies;
14. May issue case numbers to citizens who report incidents;
15. May be required to manually process calls for service using applicable dispatch procedures; and
16. 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:

- Terminology used in police, fire, and related emergency radio, and telephone communications;
- Operation of computer and communication equipment including telephone, radio, paging, and related systems;
- Police and fire emergency procedures; and
- Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Ability to:

- Remain calm and make rapid and sound independent judgments in emergency situations;
- Obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand;
- Communicate tactfully and effectively with the public, and public safety personnel;
- Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety;
- Operate complex radio, telephone, and various computer systems, and use correct telephone answering techniques, and policies and procedures;
- View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals;
- Maintain appropriate documentation of events, details, and conversations;
- Follow oral and written instructions;

- Perform work with a high standard of customer service, professional conduct, and civic responsibility;
- Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships;
- Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required, and to stand or sit for extended periods of time;
- Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information;
- Read and interpret street maps;
- Establish and maintain effective working relationships 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; and
- Perform routine clerical and record-keeping duties.

Minimum Qualifications

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

Equivalent to graduation from high school and successful completion of the City's Public Safety Dispatcher Training Program;

OR

The equivalent of two (2) years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a consolidated public safety agency (dispatching police and fire);

OR

The equivalent of three (3) years full-time experience working independently in emergency services or communications with computer use and/or two-way ratio operations with a non-consolidated public safety agency, and possession of a Peace Officer Standards and Training (P.O.S.T.) Dispatch certificate.

OTHER REQUIREMENTS:

Possession of a typing certificate verifying the ability to accurately type a minimum of 35 net words per minute (wpm). Certification may be from an online typing test or a recognized business school, an employment or temporary agency, and must be dated within the past twelve (12) months from the application final filing date. Candidates may be required to take an on-site typing test as part of the selection process. Must be able to pass a medical and psychiatric evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

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.

Classification History

Title: Public Safety Dispatcher II

Classification Code: 7223

Established: 12/1988

Revised: 10/1992

Revised: 06/1994

Revised: 11/1997

Revised: 06/1998

Revised (code changed from 9015): 07/2002

Revised (code changed from 82230): 07/2014

Revised: 07/2016

Revised: 06/2023

Revised: 06/2025 Added distinguishing characteristics of PSDII responsibilities

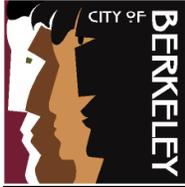
FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: J

Probationary Period: ~~15~~-12 months (pending City Council approval)

Workers' Comp Code: 8810



PERSONNEL BOARD

June 2, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources

Subject: Recommendation to Revise Job Class Specification – Assistant City Attorney

RECOMMENDATION

Revise the job class specification of Assistant City Attorney as outlined.

FISCAL IMPACTS OF RECOMMENDATION

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

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department and City Attorney's Office seek to revise the job class specification for Assistant City Attorney to broaden the pool of applicants who may have legal experience at the lead level, with supervisory experience and knowledge.

BACKGROUND

Currently, the minimum qualifications include, "Equivalent to graduation from a college or university with an appropriate law degree and five (5) years of experience in the active practice of law which included assignments at the lead level or above and courses on the principles and techniques of effective supervision."

Staff recommends the removal of "courses on the principles and techniques of effective supervision." Knowledge of supervisory principles and methods, which include program development and implementation, work assignment, and employee selection training, work evaluation, and discipline are already outlined in the "Knowledge and Abilities" section, and this is evaluated during the exam and selection process. However, requiring actual courses may eliminate candidates who have supervisory knowledge and experience, as well as the requisite legal experience at a lead level, but may not have taken formal courses in supervision.

A survey of neighboring agencies emphasize education, legal experience in a lead or supervisory capacity, but do not require actual courses to be completed in these areas.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Revising the job class specification requiring actual courses may eliminate candidates who have supervisory knowledge and experience, as well as the requisite legal experience at a lead level, but may not have taken formal courses in supervision.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Job Class Specification – Assistant City Attorney

City of Berkeley

Assistant City Attorney

CLASS CODE

1012

SALARY

\$102.81 - \$137.56 Hourly

\$8,225.11 - \$11,004.62 Biweekly

\$17,821.08 - \$23,843.33 Monthly

\$213,852.91 - \$286,120.02 Annually

ESTABLISHED DATE

October 06, 2008

REVISION DATE

~~October 06, 2008~~ [June 2, 2025](#)

Description

DEFINITION

Under the direction of the City Attorney, assists in administering all phases of city legal work, including the supervision of assigned staff; performs specialized and complex legal work in connection with more significant legal problems or a critical specialty area; performs related work as assigned.

CLASS CHARACTERISTICS

In addition to supervising legal work performed by attorneys in lower classes, this class directs day-to-day activities of specified program areas of the [City Attorney's Office Legal Department](#) and may serve as the department head in the absence of the City Attorney. Responsibilities include acting as senior counsel in handling serious, controversial, and complex legal matters and providing advice and counsel to boards and commissions in areas of legal specialty. This class is distinguished from City Attorney in that the latter has overall responsibility for all city legal matters.

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. Organizes, supervises, and trains subordinate professional staff at the request of the City

- Attorney; participates in employee selection and performance evaluation of staff;
2. Assigns legal work to staff and reviews for technical accuracy and completeness;
 3. Confers and advises city departments concerning their respective duties, powers, functions, and obligations;
 4. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits, and other legal documents;
 5. Represents the city in court cases encompassing a wide variety of complex legal issues, including all phases of pretrial, trial, and appellate work in state and federal courts;
 6. Represents the city in administrative hearings before city boards and commissions, and state and federal agencies;
 7. Attends city council meetings in the absence of the City Attorney; acts in the absence of the City Attorney;
 8. Monitors developments, including proposed legislation and court decisions related to municipal law and activities, and evaluates their impact on city operations;
 9. 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. Supervisory principles and methods, which include program development and implementation, work assignment, and employee selection, training, work evaluation, and discipline.
2. Civil and administrative procedure;
3. Pleadings, practices, and effective techniques in the presentation of court cases;
4. Judicial procedures and rules of evidence;
5. Responsibilities and obligations of public officials and administrative agencies;
6. Municipal government organization, structure, and functional responsibilities.
- ~~6. Supervisory principles and methods, which include program development and implementation, work assignment, and employee selection, training, work evaluation, and discipline.~~

Skill in:

1. Planning, organizing, supervising, reviewing, and evaluating varied legal activities and functions;
2. Selecting, training, motivating, and evaluating assigned staff;
3. Assisting in developing and implementing goals, objectives, policies, procedures, and work standards;
4. Performing complex legal research, analyzing complex problems, evaluating alternatives, and making sound recommendations;
5. Exercising independent judgment within general policy guidelines and legal parameters;
6. Establishing and maintaining effective working relationships with those contacted in the course of the work;
7. Representing the city effectively in meetings with others;
8. Preparing clear, concise, competent reports, correspondence, and other written materials.

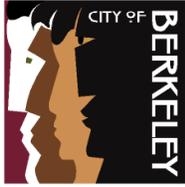
Minimum Qualifications

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

| Equivalent to graduation from a college or university with an appropriate law degree and five (5) years of experience in the active practice of law which included assignments at the lead level or above ~~and courses on the principles and techniques of effective supervision.~~ Experience in a municipal setting, in the area(s) of law to which assigned, and in extensive litigation are desirable.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing to attend evening meetings.



HUMAN RESOURCES and
CITY ATTORNEY'S OFFICE

PERSONNEL BOARD

June 2, 2025

To: Members of the Personnel Board

From: Monica Walker, Interim Director of Human Resources
Farimah Faiz Brown, City Attorney

Subject: At-Will Designation: Assistant City Attorney

RECOMMENDATION

Designate the unrepresented classification of Assistant City Attorney as at-will and recommend to City Council the necessary revisions to the Berkeley Municipal Code, the Unrepresented Employee Manual, and other policy documents to effectuate the change.

FISCAL IMPACTS

There is no fiscal impact as at this time.

CURRENT SITUATION AND ITS EFFECTS

The classification of Assistant City Attorney is designated as career, even though the job responsibilities revolve around legal work under the City Attorney in a manner aligned with their work priorities and strategic plan.

BACKGROUND

The classification of Assistant City Attorney was designed to mirror that of the Assistant City Manager, which is an at-will position; however, at a time of high vacancies in the Human Resources Department, the class was established without the exemption from career status. The City Attorney's Office is currently budgeted for one position in this classification, and it is currently vacant.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The nature of the Assistant City Attorney classification warrants their designation as at-will, given how aligned their work must be with the policies and strategies of the City Attorney they perform legal work under.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Monica Walker, Interim Director of Human Resources, (510) 981-6818
Farimah Faiz Brown, City Attorney, (510) 981-6985

ATTACHMENTS

1. Berkeley Municipal Code 4.04.120 Exemption from Career Service (At-Will Employees)

MUNICIPAL CODE

4.04.120 Exemption from career service (At-will employees).



The provisions of this chapter shall apply to all positions in the service of the City except:

- A. The City Manager, Assistant City Manager, Deputy City Manager, Assistant to the City Manager, Assistant to the City Attorney, Police Review Commission Officer, Police Review Commission Investigator, Budget Manager, Assistant to the Mayor, Capital Improvement Programs Manager, Economic Development Manager, and Legislative Aide, and Employee Relations Manager;
- B. Assistant, Associate and Senior Management Analyst when appointed to the City Manager's Department or to the budget unit of the Management and Administrative Services Agency; and Secretary to the Mayor, Administrative Secretary and Secretary when appointed to the Mayor's office;
- C. All department heads, health officer, and supervising psychiatrist;
- D. Persons employed seasonally in the summer camps;
- E. Persons employed as reserve or emergency employees during the period of national emergency as provided in the ordinance creating such employment;
- F. All persons who are paid at an hourly rate with the exception of library aides. Persons appointed as hourly library aides shall be part of the career service with the exception of those hired to fill temporary positions of six months or less. Persons appointed to these positions which are exempt from the career service shall serve at the pleasure of the appointing authority and may be demoted, suspended, or otherwise rejected at any time without cause and without right of appeal or hearing in any manner. Except that, any employee in the career service promoted or transferred to a position not included in the career service and made exempt from the career service shall be reinstated to their career appointment from which they were promoted or transferred if within six months of appointment to a position not included in the career service, action is taken to dismiss them, unless charges are filed and the employee is discharged in accordance with this chapter and the rules established hereunder for positions in the career service. All employments designated in this section shall be entitled to only those benefits provided for at-will employees in the personnel rules and regulations or in applicable memoranda agreements. (Ord. 7904-NS § 1, 2024; Ord. 7896-NS § 1, 2024; Ord. 6492-NS § 1, 1999; Ord. 6480-NS § 1, 1999; Ord. 6370-NS § 1, 1997; Ord. 6343-NS § 1, 1996; Ord. 6280-NS § 2 (part), 1995)

The Berkeley Municipal Code is current through Ordinance 7952-NS, passed December 10, 2024.

Disclaimer: The City Clerk's Office has the official version of the Berkeley Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: www.berkeleyca.gov

[Hosted by General Code.](#)

[Privacy Policy](#) | [Terms of Use](#) | [Cookie Preferences](#)

Cookies

This website uses cookies to function properly, to let you customize it, and to help us understand how it is used.

[More choices](#)

OK



PERSONNEL BOARD--
INFORMATIONAL REPORT
June 2, 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) *(H.A.)*
Subject: Informational Update re: Establish Classification and Salary Range – Chief Investigator and Deputy Director of Police Accountability

PURPOSE

This memorandum provides an informational update to the Personnel Board regarding the proposed classifications of Chief Investigator and Deputy Director of Police Accountability. It follows the May 5, 2025 submission and clarifies the next steps. The memo also outlines the specific actions taken by the Office of the Director of Police Accountability (ODPA) to responsibly formulate and advance these classifications within the broader organizational and legal context of the City of Berkeley.

FORMULATION PROCESS AND TIMELINE OF ACTIONS

Although Berkeley Municipal Code Section 4.04.110(f) and Charter Section 125(14)(i) grant the Director of Police Accountability the authority to bring classification recommendations directly to the Personnel Board, the ODPa undertook a rigorous and collaborative process to ensure due diligence and internal alignment. Key steps and dates include:

- February 2, 2025: Met with the Director of Human Resources to discuss the need for a Chief Investigator classification and overall structural alignment with Charter duties.
- March 14, 2025: Submitted the draft Chief Investigator classification to Human Resources for initial feedback.
- March 18, 2025: Submitted a draft Deputy Director of Police Accountability classification, using the Land Use Planning Manager as a salary benchmark.
- April 17, 2025: Sent follow-up correspondence to Human Resources emphasizing the urgency of establishing classifications before the FY 2026 budget cycle.

- April 22, 2025: Convened a meeting with Human Resources and Budget Office representatives to review fiscal implications and organizational rationale.
- April 26, 2025: Submitted finalized drafts of both classifications to Human Resources for documentation and tracking.
- May 1, 2025: Submitted a formal resolution and memorandum to the Personnel Board recommending the establishment of both classifications, pursuant to Charter authority.

These steps reflect a deliberate and collaborative effort to ensure the proposed classifications are legally sound, operationally necessary, and fiscally informed.

ABSENCE FROM MAY MEETING AND STATUS UPDATE

As noted in my May 2025 correspondence to the Personnel Board (see attached), I was unable to attend the May meeting where the classification items were discussed. I appreciate the Board's consideration of the submitted materials in my absence.

Following that meeting, and in light of the City's May 20th, 2025 appointment of Janelle Rodrigues¹ as the new Director of Human Resources, I have elected to temporarily withhold advancement of the classification resolutions. This pause will provide the new HR Director with an opportunity to review the proposals and ensure alignment with broader citywide classification and organizational practices.

LEGAL AND ORGANIZATIONAL CONTEXT

As outlined in ODPa's May 1, 2025 memo and subsequent Council memoranda dated May 21, 2025 (see attached), the Office currently faces structural and legal constraints that directly affect its ability to meet Charter-mandated obligations:

- Investigative Timelines: Charter Sections 125(18)(e) and 125(18)(d) impose strict deadlines of 120 and 240 days for completing investigations and full disciplinary reviews, respectively.
- Labor Restrictions: Existing Memoranda of Understanding prevent reassignment of investigative duties across classifications without proper authorization and compensation.
- Dual Role Conflict: ODPa continues to function as both an investigative agency and administrative support body for the Police Accountability Board, despite

¹ City Council May 20, 2025 Consent Item- Appointment of Director of Human Resources
<https://berkeleyca.gov/sites/default/files/documents/2025-05-20%20Item%2005%20Appointment%20of%20Director%20of%20Human%20Resources.pdf>

Charter language suggesting separation. This dual responsibility strains available resources and limits capacity.

The proposed classifications of Chief Investigator and Deputy Director are designed to address these constraints and reinforce the Office's ability to fulfill its oversight function in accordance with the Charter.

NEXT STEPS

The ODPa will continue collaborating with the new Director of Human Resources and other relevant City stakeholders to finalize the review of the proposed classifications. A revised proposal will be resubmitted to the Personnel Board once internal consultation is complete and readiness for formal action is confirmed.

CONCLUSION

The ODPa remains committed to maintaining structural integrity, legal compliance, and interdepartmental coordination in support of its Charter-mandated responsibilities. This memorandum is provided for informational purposes only and no Personnel Board action is requested at this time. A revised proposal of the classifications will be resubmitted following internal review and consultation with the Human Resources Department.

CONTACT PERSON

Hansel A. Aguilar, Director of Police Accountability
haquilar@berkeleyca.gov
(510) 981-4950

ATTACHMENTS:

Email Correspondence with the Personnel Board- *Absence from Personnel Board Meeting*

May 21st, 2025 Memorandum to City Council- *Legal, Structural, and Operational Implications of Extending a Hiring Freeze to the Office of the Director of Police Accountability (ODPA) and the Police Accountability Board (PAB)*

Email Correspondence with the
Personnel Board-
Absence from Personnel Board
Meeting



Re: Absence from Personnel Board Meeting

From Nic O'Loughlin <nic.oloughlin@gmail.com>

Date Wed 5/14/2025 4:05 PM

To Aguilar, Hansel <HAguilar@berkeleyca.gov>

Cc Walker, Monica <MWalker@berkeleyca.gov>; Bob Dixon <ggobob@gmail.com>; Darryl Bartlow <dblow1965@gmail.com>; Maya Karpinski <mayakarpinski@gmail.com>; Mary Kay Lacey <mklacey@henrylacey.com>; Jenny Wenk <jwenk69@gmail.com>; Aviva Gilbert <aviva.gilbert@gmail.com>

Dear Director Aguilar,

Thank you for the time you took in detailing the above. I must note that the Personnel Board strictly adheres to the Brown Act. For that reason, we will require all of the information provided be formally introduced at a noticed meeting that will be recorded and open to the public.

Best,

Commissioner O'Loughlin, Board Chair

On Mon, May 12, 2025 at 3:50 PM Aguilar, Hansel <HAguilar@berkeleyca.gov> wrote:

Dear Chair O' Loughlin,

Thank you for your understanding and kind wishes. I am now back in Berkeley and feeling much more like myself. I also want to express my appreciation for the thoughtful guidance the Board has provided—not only to our office as we work through this classification process, but also to me personally in recommending continued collaboration with Human Resources.

Since my last appearance before the Board in March, I have engaged in several meetings and communications with HR, the City Attorney's Office, and the City Manager's Office regarding this matter. Specifically, I have taken the following steps:

- On March 14th, I met with Interim HR Director Monica Walker and Analyst Jeneen Miller to discuss the proposed positions.
- At my request, I received the Personnel Board's classification report template from Interim Director Walker on March 25th.
- Subsequently, on March 27th, I participated in a meeting with Interim Director Walker, the Deputy City Manager, the City Attorney, and a Deputy City Attorney to further review the proposal and collaboratively map out a plan to bring it before the Board in April or May.
- On March 28th, I submitted the completed report and proposed classifications using the Personnel Board template.
- On April 28th, I received a request from Interim Director Walker seeking clarity on the comparator agencies used in formulating the proposal. I responded that same day with a detailed spreadsheet outlining the comparator agencies and explaining how they align with oversight functions similar to those of our office.
- Then, during a follow-up check-in with HR on April 30th, I was advised to adjust the salary for the proposed Chief Investigator role, which I did.
- I submitted the revised report on May 1st.

While I continue to welcome and follow HR's procedural guidance, I wanted to ensure the Personnel Board is aware of the steps I've taken to advance this work collaboratively. I am fully open to taking any additional steps needed, and my intent remains to respect and support HR's subject matter expertise in general personnel matters.

That said, I also feel it important to respectfully note that, to my knowledge, HR currently lacks subject matter expertise in the specialized field of civilian police accountability. While I understand that the department previously had a manager with experience in this area, I believe I am currently the City's only subject matter expert in this niche field. This has presented some challenges, such as an existing position description for my own role that does not align with the Charter and contains duties that may be problematic from a police labor relations standpoint—duties which I have intentionally not exercised.

Thank you again for your time and service, and for the opportunity to continue working through this important process.

Warm regards,

Hansel Alejandro Aguilar
Director of Police Accountability
Office of the Director of Police Accountability
1900 Addison Street. – 3rdfloor
Berkeley, CA 94704
O: 510-981-4960
M: 510-926-1103
haguilar@berkeleyca.gov

CONFIDENTIALITY NOTICE: *This message, including any attachments, is intended solely for the use of the intended recipient(s) and may contain confidential information. If you are not the intended recipient or an authorized agent thereof, you are hereby notified that any dissemination, disclosure, or copying of this message, or any attachment, is strictly prohibited. If you have received this message in error, please immediately notify the sender by reply email and delete the message from your files.*

From: Nic O'Loughlin
Sent: Wednesday, May 7, 2025 7:35 PM
To: Aguilar, Hansel
Cc: Walker, Monica; Bob Dixon; Darryl Bartlow; Maya Karpinski; Mary Kay Lacey; Jenny Wenk; Aviva Gilbert
Subject: Re: Absence from Personnel Board Meeting

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Dear Director Aguilar,

Thank you for your message. I'm very sorry to hear of your illness on Monday. I hope that you are feeling better now and enjoying your east coast travel. You are correct that we decided it was prudent to delay action on your item until it could be fully presented and discussed.

As my predecessor Board Chair wrote to you, the City Attorney has advised that you may legally submit classifications directly to the Board. The Board strongly recommends, however, that you/your office use the HR department's established process to evaluate and determine the appropriate classifications for your needs, even if that takes extra time, it will be time well spent. The Personnel Board heavily relies on the HR department's expertise in classifications, to ensure consistency across all proposals the Board reviews. It will most likely mean a much smoother path before the Board if you follow that process, particularly given that future ODPa employees will be City employees.

Best,
Commissioner O'Loughlin, Board Chair

On Tue, May 6, 2025 at 5:39 AM Aguilar, Hansel <HAguilar@berkeleyca.gov> wrote:

Dear Chair O'Loughlin and Monica:

My sincere apologies for missing the Personnel Board Meeting yesterday. I had pre-planned travel to attend a conference in the East Coast. While I have done cross-country travel before, unfortunately, yesterday I experienced some travel fatigue and fell under the weather. I was unable to recover in time for the meeting.

I appreciate Monica attempting to contact me during the meeting time, but I was resting at the time. I did not anticipate missing the meeting, otherwise, I would have alerted ahead of time. I assume no action was taken on the item, but I will touch base with [@Walker, Monica](#) to discuss next steps.

Thank you for your understanding.

Best,

Hansel Alejandro Aguilar
Director of Police Accountability
Office of the Director of Police Accountability
1900 Addison Street. – 3rdfloor
Berkeley, CA 94704
O: 510-981-4960
M: 510-926-1103
haguilar@berkeleyca.gov

CONFIDENTIALITY NOTICE: *This message, including any attachments, is intended solely for the use of the intended recipient(s) and may contain confidential information. If you are not the intended recipient or an authorized agent thereof, you are hereby notified that any dissemination, disclosure, or copying of this message, or any attachment, is strictly prohibited. If you have received this message in error, please immediately notify the sender by reply email and delete the message from your files.*

May 21st, 2025 Memorandum to City Council-

Legal, Structural, and Operational Implications of Extending a Hiring Freeze to the Office of the Director of Police Accountability (ODPA) and the Police Accountability Board (PAB)



MEMORANDUM

Date: May 21, 2025

To: Honorable Mayor Ishii and Members of the Council
Farmiah Brown, City Attorney
Paul Buddenhagen, City Manager
David White, Deputy City Manager
Joshua Cayetano, Police Accountability Board Chair

From: Hansel Aguilar, Director of Police Accountability (DPA) 

Subject: Legal, Structural, and Operational Implications of Extending a Hiring Freeze to the Office of the Director of Police Accountability (ODPA) and the Police Accountability Board (PAB)

I. Executive Summary

This memorandum outlines the legal, structural, and operational consequences of extending the City's hiring freeze to the Office of the Director of Police Accountability (ODPA), including its role supporting the Police Accountability Board (PAB). Given the Charter-mandated duties of the Director and the limitations imposed by both labor law and operational realities, applying a hiring freeze would impair the City's ability to meet its legal obligations under Measure II and the Berkeley City Charter.

II. Charter Duties and Compressed Timelines

The ODPA is legally bound by compressed and binding investigative timelines that are stricter than those established under state law. While Government Code § 3304(d) (POBR)¹ provides a one-year statute of limitations for the imposition of discipline, the Berkeley City Charter and the Memorandum of Understanding (MOU) with the Berkeley Police Association (BPA)² require that administrative investigations be completed on a much tighter schedule.

¹ Source: https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=3304.

² Source: <https://berkeleyca.gov/sites/default/files/documents/Memorandum%20of%20Understanding%20between%20City%20of%20Berkeley%20and%20Berkeley%20Police%20Association.pdf>

Under Charter Section 125(18)(e)³:

Investigation of all complaints filed with the Director of Police Accountability shall begin immediately and proceed as expeditiously as possible. The time limit for completion of an investigation shall be one hundred and twenty (120) days of the City's discovery by a person authorized to initiate an investigation of an alleged act, omission, or other misconduct, unless a Government Code section 3304(d) exception applies.

In addition, Charter Section 125(18)(d)⁴ provides that:

The time limit for investigations and notification of discipline shall be two hundred and forty (240) days from the date of the City's discovery by a person authorized to initiate an investigation of an alleged act, omission, or other misconduct, unless a Government Code section 3304(d) exception applies.

Together, these provisions create a tiered deadline structure:

- A 120-day limit for completing investigations, and
- A 240-day maximum limit for completing the full disciplinary process—including the investigation, presentation to the PAB, Chief's findings, and any City Manager appeal.

The MOU between the City and the Berkeley Police Association reflects the 240-day outer limit but does not replicate the 120-day investigative deadline. That narrower timeline originates solely from the Charter and carries binding legal weight.

Because both of the ODPAs' two permanent Investigator positions are currently vacant, the office is operating with no full-time investigative staff, making it categorically impossible to meet the required investigative timeline. This incapacity creates urgent and compounding risks:

- The City may be barred from imposing discipline even in cases of confirmed misconduct if the 120-day investigative deadline is missed.
- Investigations may be dismissed or procedurally invalidated, exposing the City to grievances, legal liability, and public criticism.
- The failure to complete investigations within the Charter and MOU deadlines violates the procedural safeguards afforded to both complainants and subject officers.
- The office can no longer function as a parallel, independent mechanism alongside BPD's Internal Affairs Bureau, reversing the parity that City Council explicitly supported last fiscal year by funding these two Investigator positions.

This is not a matter of staffing preference—it is a matter of legal structure. A freeze that prohibits hiring into both vacant Investigator positions would result in structural noncompliance with Measure II, the Charter, and the collectively bargained MOU.

³ Source: [https://berkeley.municipal.codes/Charter/125\(18\)\(e\)](https://berkeley.municipal.codes/Charter/125(18)(e))

⁴ Source: [https://berkeley.municipal.codes/Charter/125\(18\)\(d\)](https://berkeley.municipal.codes/Charter/125(18)(d))

III. Human Resources Delays Beyond ODPa Control

In February 2025, the ODPa notified the Human Resources Department of the need to fill one of its vacant Investigator positions. HR subsequently determined that the eligibility list for the classification had expired. Per City policy⁵, no permanent selection could proceed until a new eligibility list was created—a process still underway at the time of this memo.

In April 2025, the ODPa submitted a second request to initiate the process for filling the other vacant Investigator position. Thus, within a two-month period, the office was actively seeking to fill both of its permanent investigative roles, and in both cases, was dependent on the HR process to move forward.

Given the urgency and Charter significance of the roles, the ODPa pursued multiple temporary pathways to ensure investigative work could continue. Specifically:

- In April 2025, the office engaged with AppleOne to temporarily fill the Investigator functions.
- One temporary contractor has been successfully onboarded and is actively working on case assignments.
- A second temporary contractor is currently undergoing screening, and selection is expected imminently.
- In parallel, ODPa worked with the Human Resources Department to post and finalize a temporary recruitment for an Investigator (NTE six months), payrolled directly through the City of Berkeley, while the permanent eligibility list is being redeveloped by HR.

While these efforts have enabled limited continuity of operations, they are stopgap measures. Temporary staffing cannot fully meet the volume, complexity, and consistency required under the Charter. The delays in permanent hiring, while not caused by ODPa, have already strained compliance with investigative mandates. A hiring freeze applied at this stage would compound these constraints and effectively penalize the office for systemic delays beyond its control.

IV. Labor Constraints and Classification Boundaries

⁵ CITY OF BERKELEY PERSONNEL RULES and REGULATIONS has the following provisions regarding eligibility lists:

7.01 ELIGIBLE LISTS

As soon as possible after the completion of an examination, the Director of Human Resources shall prepare and maintain an eligible list consisting of the names of candidates who qualified in the examination for a class in the career service.

7.02 EFFECTIVE DATES OF LISTS

Eligible lists shall become effective upon the announcement thereof by the Director of Human Resources.

7.03 DURATION OF ELIGIBLE LISTS

Eligible lists shall remain in effect for one year unless exhausted or abolished earlier or extended later than the one year period by the City Manager within his or her discretion.

Source: <https://berkeleyca.gov/sites/default/files/2022-02/PersonnelRulesAndRegulationsManual.pdf>

The ODPAs's remaining two permanent staff are non-exempt, union-represented employees covered under the SEIU Local 1021 Community Services & PTRLA MOU⁶. The redistribution of investigative duties to analysts is both infeasible—due to lack of cross-training—and potentially in violation of classification protections and MOU provisions.

Under Section 10.7 of the MOU, “*The Department Heads will work all employees within their career classification.*” While temporary assignments to higher classifications are permitted under specific criteria, such assignments must be made in writing, approved in advance by the City Manager if exceeding one week, and require the employee to meet all minimum qualifications of the higher classification and perform those duties in full. Moreover, these assignments must include a salary adjustment of at least 5% above the employee's base rate.

Further, if employees are deemed to be working out of classification without proper authorization, they may be entitled to back pay upon review through the desk audit process (MOU §10.11). Given these requirements and the specialized nature of investigative duties, there is no feasible path to legally or operationally reassign investigations to non-investigative classifications.

In addition, mandatory overtime may only be assigned at the discretion of the Department Head and must be compensated at one-and-a-half times the employee's regular rate under MOU §13.2.1. Even with this authority, extended overtime obligations may erode morale, retention, and productivity, and would not represent a sustainable or lawful staffing solution.

Without authority to redistribute work, reduce workload, or exceed classification boundaries, a hiring freeze would functionally mandate a workload freeze—something the City Charter does not permit.

In short:

- The ODPAs **cannot** redistribute investigative duties without violating classification protections;
- It **cannot** pause or suspend investigative work without violating Charter Section 125(18)(e) and (18)(d);
- It **cannot** impose extended overtime without risking legal exposure and operational breakdown.

This makes the hiring freeze not only impractical but incompatible with both the City Charter and the labor agreement governing ODPAs's current workforce.

V. Charter Structure and PAB Staffing Misalignment

Charter Section 125(4)(a) states:

⁶ Source:

Memorandum of Understanding: SEIU Local 1021 CSU/PTRLA
<https://berkeleyca.gov/sites/default/files/documents/2024-12-03%20Special%20Item%2001%20Memorandum%20of%20Understanding.pdf>

Notwithstanding Article VII of the Charter, and except as provided in section 14(b), 14(i) or 14(k), the Police Accountability Board, its staff and the Director of Police Accountability shall be independent of the City Manager.

This language references the PAB, its staff, and the Director as three distinct entities. The phrasing strongly suggests that the Charter contemplated the Board having its own staff, separate from the ODPa.

In practice, however, the ODPa has functioned as the de facto staff to the Board—preparing agendas, staffing public meetings, managing subcommittees, and ensuring compliance with public records, minutes, and noticing requirements. These duties are significant and recurring.

Per Charter Section 125(13)(a):

At the beginning of each calendar year, the Board shall establish a regular meeting schedule consisting of at least eighteen (18) meetings.

According to the 2025 Commissioners' & Board Members' Manual⁷, the number of meetings for other commissions is set by the City Council on a body-by-body basis. Most commissions operate under Council-imposed meeting limits⁸, while the PAB is legally required under the Charter to meet at least 18 times annually, making it one of the most active public bodies in the City.

This mandatory meeting frequency, along with standing and ad hoc subcommittee activity, requires sustained staff capacity and continuous logistical support. As a result, the ODPa's investigative and administrative resources are routinely divided between independent complaint investigations and administrative support for Board operations.

This dual-role structure—in which ODPa must serve both as the investigative agency and the administrative arm of the PAB—was not explicitly contemplated in the Charter and may be inconsistent with its structural intent, particularly given the legal mandates and compressed timelines imposed by Charter Section 125(18).

VI. Hiring Freeze Assessment and Alignment with City Manager Exemption Criteria

⁷ COMMISSIONERS' & BOARD MEMBERS' MANUAL 2025 Edition
BACKGROUND INFORMATION RULES AND PROCEDURES
AMENDED AND OFFICIALLY ADOPTED BY Resolution No. 71,677-N.S.
Source:

https://berkeleyca.gov/sites/default/files/documents/Commissioners%27%20%26%20Board%20Members%27%20Manual%202025%20Edition_WCAG.pdf

⁸ Most commissions are limited to 10 meetings per year. set by Resolution No. 68,258-N.S

Sources: Ibid pg. 52;
<https://records.cityofberkeley.info/PublicAccess/api/Document/AT6ySQUIRtznSXCf7O1j4WW5956w74PoUUdb3fxT5fq8wgVsZK3zIS77OfFVsTuyHahnROIW7QyKeC6htBUgw8%3D/>

The Citywide hiring freeze was first communicated directly to me by City Manager Paul Buddenhagen on April 17, 2025. Following this initial notification, the ODPa immediately began assessing the implications of a freeze on its Charter-mandated operations and staffing structure.

On April 18, 2025, upon review of the formal Hiring Freeze Guidelines issued by the City Manager's Office, the ODPa evaluated whether its vacant positions would qualify for exemption—should Council direct the office to adopt the framework or apply it more broadly across Charter offices.

The City Manager's guidelines state that to qualify for exemption, the request must demonstrate that the position fills essential functions. Factors may include:

1. The position is necessary to protect public health and safety
2. The position performs a mandated function or essential municipal service
3. The position is the only classification that performs a particular function and there is no other way to perform the function
4. The position generates revenue and has no negative financial impact
5. The position can be supported by an alternative funding source (i.e., grant)
6. Requirements within a Memorandum of Understanding

Based on this framework, the ODPa has concluded that each of the three current vacancies meet multiple exemption factors:

• Permanent Investigator Positions (2 Vacancies)

- These positions are the only classification in the office trained and qualified to conduct independent investigations into complaints against sworn personnel.
- They perform a mandated function under the Berkeley City Charter (Sections 125(18)(d) and (e)), which imposes strict investigative and disciplinary deadlines.
- Investigative responsibilities also fall under the City's Memorandum of Understanding with the Berkeley Police Association, which reinforces procedural timelines and disciplinary rights.
- No other staff in the office is classified, trained, or authorized to absorb these responsibilities.

• Administrative Analyst Position (1 Vacancy)

- This position supports essential municipal functions, including policy analysis, records coordination, budget tracking, and legislative support for the Police Accountability Board.
- The Board is required by Charter Section 125(13)(a) to meet at least 18 times per year, significantly more than most commissions whose meeting frequency is set and capped by Council.
- This classification is the only one within ODPa currently structured to perform these administrative functions. Its absence affects both core operations and Charter-mandated obligations.

- While the position has been temporarily supported by a contractor, and the office has initiated a not-to-exceed six-month recruitment for internal backfill, a permanent solution is essential to operational continuity.

Each of these positions is already authorized and budgeted, and no alternative staff can legally or operationally perform the associated functions. The risk of non-compliance with the Charter, collective bargaining obligations, or investigative timelines is both imminent and material.

Additionally, these positions clearly satisfy the exemption criterion related to public health and safety. The Charter's stated purpose for both the PAB and the ODPa confirms this link:

The purpose of the Police Accountability Board is to promote public trust through independent, objective, civilian oversight of the Berkeley Police Department, provide community participation in setting and reviewing Police Department policies, practices, and procedures, and to provide a means for prompt, impartial and fair investigation of complaints brought by members of the public against sworn employees of the Berkeley Police Department.

— Charter §125(1)

The purpose of the Director of Police Accountability is to investigate complaints filed against sworn employees of the Berkeley Police Department, to reach an independent finding as to the facts and recommend corrective action where warranted.

— Charter §125(1)

These oversight functions are not purely administrative; they are a fundamental part of the City's public safety system. Independent investigations, community-based policy review, and transparent accountability mechanisms contribute directly to lawful, effective, and trusted policing. As such, the ODPa and PAB form an integral part of the City's public safety infrastructure, as defined by its own governing document.

Accordingly, the ODPa respectfully submits that, under the City Manager's framework, all three positions meet the exemption criteria—including those tied to essential municipal functions, labor agreements, singular classification responsibilities, and public safety imperatives.

VII. Recommendation

Based on the foregoing assessment, the Office of the Director of Police Accountability recommends that the office be fully exempted from the hiring freeze. The functions performed by the office are mandated by the City Charter, subject to strict investigative and disciplinary timelines, and integral to the City's public safety infrastructure. Applying a freeze to the ODPa would not only be operationally disruptive but may also constitute an impermissible constraint on a legally required municipal function.

As of the date of this memorandum, the office is actively managing at least 17 open personnel cases and conducting 13 policy reviews—each of which is tied to Charter-imposed duties and

public expectations of transparency, accountability, and timely resolution. Without sufficient investigative and analytical staffing, the office cannot sustain the current caseload or respond to future incidents and inquiries in a timely or legally compliant manner.

However, should the Council determine that the hiring freeze framework should be formally adopted or extended to all Charter offices, the ODPa respectfully requests that the three current vacancies—two permanent Investigator positions and one permanent Administrative Analyst position—be approved as exempt under the City Manager’s April 18, 2025 hiring freeze exemption criteria. This would allow the office to continue its live recruitment efforts and finalize time-sensitive hiring actions necessary to fulfill its Charter mandates and ongoing operational responsibilities.

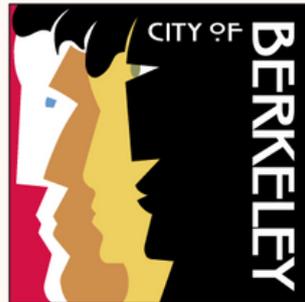
VIII. Conclusion

The ODPa and Police Accountability Board were created by Berkeley voters through Measure II to ensure transparent, independent, and timely oversight of law enforcement. As this memo has demonstrated, the inability to staff essential positions due to a hiring freeze would render the office unable to meet the legal obligations established by the Charter and reinforced through collective bargaining agreements.

A hiring freeze, without exemptions for the ODPa’s critical roles, would jeopardize compliance, delay investigations, compromise procedural protections for both community members and officers, and erode the public trust that this oversight system was designed to promote. The ODPa appreciates the Council’s attention to these issues and stands ready to support any further discussion or clarification regarding the essential nature of its work.

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

RECRUITMENTS.....	PAGE 4
VACANCIES.....	PAGE 6
TRAININGS & WEBINARS.....	PAGE 7
MANDATORY TRAININGS.....	PAGE 8

Beyond Blue: Understanding Mental Illness

Wednesday, May 28th
12:00pm - 1:00pm

See [page 9](#) for details



SCAN TO
REGISTER



HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

HR@berkeleyca.gov
510-981-6800

ADMINISTRATION

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

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

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

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

BENEFITS, RETIREMENT

HRBenefits@berkeleyca.gov

Sophea Shephard
Ext. 6815 | SShephard@berkeleyca.gov

Rochelle Roldan
Ext. 6892 | RRoldan@berkeleyca.gov

CITYWIDE TRAINING

Training@berkeleyca.gov

Alejandra Alonso
Ext. 6801 | AAlonso@berkeleyca.gov

EEO MATTERS

EEO@berkeleyca.gov

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

EMPLOYEE AND LABOR RELATIONS

Charles Ayers
Ext. 6818 | CAyers@berkeleyca.gov

Casandra Huff
Ext. 6894 | CHuff@berkeleyca.gov

RECRUITMENT, EXAMS AND SELECTION

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

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

Anna Cooler
Ext. 6820 | ACooler@berkeleyca.gov

Michelle Yoo
Ext. 6802 | MYoo@berkeleyca.gov

Tiana Dickson
Ext. 6814 | TDickson@berkeleyca.gov

SAFETY, ERGONOMICS, CAL/OSHA

Kevin Walker
Ext. 6825 | KWalker@berkeleyca.gov

Venus Thomas
Ext. 6819 | VThomas@berkeleyca.gov

TRANSACTIONS

Velma Wallace
Ext. 6808 | VWallace@berkeleyca.gov

Feuy Saephan
Ext. 6822 | FSaephan@berkeleyca.gov

Kannalin Chailertchom
Ext. 6803 | KChailertchom@berkeleyca.gov

Natini Phosy
Ext. 6804 | NPhosy@berkeleyca.gov

WORKERS' COMP, ADA, LEAVES

HRWorkersComp@berkeleyca.gov
HRLeaveRequest@berkeleyca.gov

Cari McDonald
Ext. 6816 | CMcDonald@berkeleyca.gov

Laura Zurita
Ext. 6812 | LZurita@berkeleyca.gov

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
Accounting Office Specialist Supervisor	May 5, 2025	May 19, 2025
Accounting Technician	May 5, 2025	May 19, 2025

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

Open Competitive Recruitments:



CLICK OR SCAN

Classification	Opening Date	Closing Date
Advanced Practice Provider	Continuous	Continuous
Assistant Civil Engineer	Continuous	Continuous
Associate Civil Engineer	Continuous	Continuous
Behavioral Health Clinician I	Continuous	Continuous
Behavioral Health Clinician II	Continuous	Continuous
General Services Manager	April 28, 2025	May 19, 2025
Housing Inspector I (Certified)	Continuous	Continuous
Housing Inspector II (Certified)	Continuous	Continuous

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

Open Competitive Recruitments Continued

Classification	Opening Date	Closing Date
Information Systems Specialist	April 28, 2025	May 19, 2025
Legislative Aide	Continuous	Continuous
Mental Health Clinical Supervisor	Continuous	Continuous
Mental Health Nurse	Continuous	Continuous
Police Officer Lateral	Continuous	Continuous
Police Officer Recruit	Continuous	Continuous
 Principal Program Manager	May 19, 2025	May 26, 2025
Psychiatrist	Continuous	Continuous
Public Health Nurse	Continuous	Continuous
Public Safety Dispatcher I	Continuous	Continuous
Public Safety Dispatcher II	Continuous	Continuous
Supervising Public Health Nurse	Continuous	Continuous
Supervising Transportation Engineer	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:



Career vacancies

Classification	Department	Contact	Email by
Library Aide Req#2025-02689	Library - Claremont Branch	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	5/30/2025
Library Aide Req#2025-02690	Library - North Branch	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	5/30/2025
Library Specialist II Req#2025-02661	Library - Children's Services	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	5/30/2025
Library Specialist II Req#2025-02668	Library - Reference	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	5/30/2025
Planning Technician Req#2025-02664	Planning	Anne Hersch AHersch@berkeleyca.gov	5/30/2025

Non-Career vacancies

Classification	Department	Duration	Contact	Email by
Community Service Officer Supervisor Req#2025-02644	Police	NTE 6 months	Melanie Turner MTurner@berkeleyca.gov	5/23/2025

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

Citywide Training Page on SharePoint:

[CLICK HERE](#)

UPCOMING CLASSES

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

Topic	Date	Registration
Contract Training A comprehensive guide for all staff involved in the contract process	May 28, 2025 1pm - 4pm	Email to register: SBlain@berkeleyca.gov
Public Communication: Branding Tips and tools for professional, on-brand City communication materials	June 4, 2025 11am - 12pm	bit.ly/branding-training
You're a Supervisor, Now What?	June 11, 2025 1:30pm - 4:30pm	Email to register: training@berkeleyca.gov

WELLNESS WEBINARS

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

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Parent Coaching and Support Sessions <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	Zoom
Finding Calm in the Chaos: Skills for Everyday Life <i>Kaiser Permanente</i>	May 19, 2025 12pm - 1pm	Online
Breathe Easy! The Basics of Managing Asthma <i>Sutter Health</i>	May 28, 2025 12pm - 1pm	Online
No Pressure! The Basics of Managing Blood Pressure at Home <i>Sutter Health</i>	June 11, 2025 12pm - 1pm	Online
Building Healthy Habits <i>Sutter Health</i>	June 11, 2025 5pm - 6pm	Online



MANDATORY TRAININGS MUST BE COMPLETED BY JUNE 30!

- ✓ Harassment Prevention ✓ Ethical Decision Making in the Workplace
- ✓ Workplace Violence Prevention ✓ Workplace Safety - Active Shooter

As of May 15, the following departments have met or exceeded 60% completion:

Department	Percent Completed
City Clerk’s Office	100%
Human Resources	100%
PRW**	89%
Office of Dir. of Police Accountability	81%
Police	80%
Library	77%
City Manager’s Office	71%
Finance	66%
Fire	62%
HHCS	61%
City Auditor’s Office	60%



**excludes seasonal and Youthworks staff

Complete your mandatory training online with NEOGOV Learn:





2025 EMPLOYEE ENRICHMENT WEBINARS

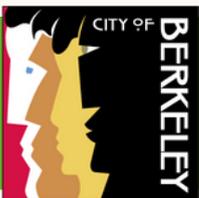


BEYOND BLUE: UNDERSTANDING MENTAL ILLNESS

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!

Name	Classification	Department
August Jean	Behavioral Health Clinician I	HHCS
Tiffany Simpson-Crumpley	Sr Health Services Program Specialist	HHCS
Joel Hernandez	Office Specialist II	Planning
Veronica Jefferson	Assistant Management Analyst	Planning
Travis Hamada	Police Officer	Police
Chadwick Olson	Police Officer	Police
Jeffrey Valles	Police Officer	Police
Scott Artis	Parking Services Manager	Public Works

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



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

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

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

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

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

How's your financial wellness stacking up?

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



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

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

OR EMAIL JOSE.ANAYA@EMPOWER.COM

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

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

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

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



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			

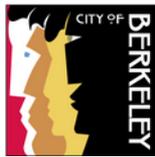
CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

- 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 in any other state for 2024 or more employees in any other state for 2024 or more employees in any other state for 2024...

EMPLOYEES:
- An employer may not prohibit or interfere with an employee's use of paid sick leave for any reason, including but not limited to the following:
- An employee's use of paid sick leave for the purpose of the employee's own or a family member's health care needs...

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 as a pregnant employee.
- It covers topics such as:
- Your right to be free from discrimination based on pregnancy, childbirth, or related medical conditions.
- Your right to reasonable accommodations.
- Your right to be free from retaliation.
- Your right to be free from harassment.
- Your right to be free from discrimination based on genetic information.

Family Care & Medical Leave & Pregnancy Disability Leave

Family Care & Medical Leave & Pregnancy Disability Leave
- This notice explains your rights and obligations as an employee regarding family care and medical leave.
- It covers topics such as:
- Your right to take family care leave.
- Your right to take medical leave.
- Your right to take pregnancy disability leave.
- Your right to be free from discrimination based on family care or medical leave.

Your Employee Rights Under the Family and Medical Leave Act

Your Employee Rights Under the Family and Medical Leave Act (FMLA)
- This notice explains your rights and obligations as an employee regarding family and medical leave.
- It covers topics such as:
- Your right to take family and medical leave.
- Your right to be free from discrimination based on family and medical leave.
- Your right to be free from retaliation.
- Your right to be free from harassment.

Notice to Employees-Injuries Caused By Work

Notice to Employees-Injuries Caused By Work
- This notice explains your rights and obligations as an employee regarding work-related injuries.
- It covers topics such as:
- Your right to be free from discrimination based on work-related injuries.
- Your right to be free from retaliation.
- Your right to be free from harassment.
- Your right to be free from discrimination based on genetic information.

Time Off to Vote

Time Off to Vote
- This notice explains your rights and obligations as an employee regarding time off to vote.
- It covers topics such as:
- Your right to take time off to vote.
- Your right to be free from discrimination based on time off to vote.
- Your right to be free from retaliation.
- Your right to be free from harassment.

Private Payroll Tax Your New Tax Information Designation Order Official Notice

California Minimum Wage 2025

Table showing California Minimum Wage 2025 for various employee categories, including hourly and salaried employees, and those with and without overtime.

Effective January 1, 2025 Minimum Wage: \$15.00 per hour
- This notice explains the new minimum wage rates for 2025.
- It covers topics such as:
- The new minimum wage rates for different employee categories.
- The effective date of the new rates.
- The consequences of non-compliance.

Federal Rights Under the Fair Labor Standards Act

Federal Rights Under the Fair Labor Standards Act
- This notice explains your rights and obligations as an employee regarding federal labor standards.
- It covers topics such as:
- Your right to be free from discrimination based on federal labor standards.
- Your right to be free from retaliation.
- Your right to be free from harassment.

California Law Prohibits Workplace Discrimination & Harassment

California Law Prohibits Workplace Discrimination & Harassment
- This notice explains your rights and obligations as an employee regarding workplace discrimination and harassment.
- It covers topics such as:
- Your right to be free from discrimination based on race, gender, and other protected characteristics.
- Your right to be free from harassment.
- Your right to be free from retaliation.

Your Rights Under USERRA

Your Rights Under USERRA
- This notice explains your rights and obligations as an employee regarding the Uniformed Services Uniformed Services Employment and Reemployment Rights Act (USERRA).
- It covers topics such as:
- Your right to be free from discrimination based on military service.
- Your right to be free from retaliation.
- Your right to be free from harassment.

Notice to Employees

Notice to Employees
- This notice explains your rights and obligations as an employee regarding various employment issues.
- It covers topics such as:
- Your right to be free from discrimination based on various protected characteristics.
- Your right to be free from retaliation.
- Your right to be free from harassment.

Employee Rights Employee Polygraph Protection Act

Employee Rights Employee Polygraph Protection Act
- This notice explains your rights and obligations as an employee regarding the Employee Polygraph Protection Act (EPPA).
- It covers topics such as:
- Your right to be free from discrimination based on polygraph testing.
- Your right to be free from retaliation.
- Your right to be free from harassment.

All Employees Your rights as an employee are protected by federal and state laws and regulations. To make sure you are aware of your rights, your employer is displaying these notices in compliance with these laws and regulations.

Payday Notice

Table showing Payday Notice for various employee categories, including hourly and salaried employees, and those with and without overtime.

Whistleblowers Are Protected

Whistleblowers Are Protected
- This notice explains your rights and obligations as a whistleblower.
- It covers topics such as:
- Your right to be free from discrimination based on whistleblowing.
- Your right to be free from retaliation.
- Your right to be free from harassment.

Know Your Rights: Workplace Discrimination is Illegal

Know Your Rights: Workplace Discrimination is Illegal
- This notice explains your rights and obligations as an employee regarding workplace discrimination.
- It covers topics such as:
- Your right to be free from discrimination based on race, gender, and other protected characteristics.
- Your right to be free from harassment.
- Your right to be free from retaliation.

The Rights of Employees Who are Transgender or Gender Nonconforming

The Rights of Employees Who are Transgender or Gender Nonconforming
- This notice explains your rights and obligations as a transgender or gender nonconforming employee.
- It covers topics such as:
- Your right to be free from discrimination based on gender identity or expression.
- Your right to be free from harassment.
- Your right to be free from retaliation.

Safety and Health Protection on the Job

Safety and Health Protection on the Job
- This notice explains your rights and obligations as an employee regarding safety and health protection.
- It covers topics such as:
- Your right to be free from discrimination based on safety and health concerns.
- Your right to be free from harassment.
- Your right to be free from retaliation.

Notice to Employees

Notice to Employees
- This notice explains your rights and obligations as an employee regarding various employment issues.
- It covers topics such as:
- Your right to be free from discrimination based on various protected characteristics.
- Your right to be free from retaliation.
- Your right to be free from harassment.