

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD MINUTES
DATE: September 6, 2022 TIME: 7:00 P.M.

Secretary: Donald E. Ellison, Human Resources Department
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MEETING MINUTES

I. Call to Order 7:05 P.M.

II. Roll Call

Members Present: Mary Kay Lacey (Chair), Robert Dixon, Darryl Bartlow,
Aviva Gilbert, Maya Karpinski, Jenny Wenk

Members Absent: None

Staff Present: Donald Ellison (Interim Director of Human Resources); Dawud Brewer
(Employee Relations Manager); Natasha Martinez, Jeneen Miller-
Edenburg, Jessica Lewis, Katherine Cabrera (Human Resources);
LaTanya Bellow (Deputy City Manager); Andrew Brozyna (Deputy Director
of Public Works); Farimah Brown (City Attorney); Brendan Darrow
(Assistant City Attorney); Lisa Warhuus (Director of HHCS);

Public Attendance: 2

III. Public Comments

Kelly: Commissioner Lacey may change her Zoom name or host may change it

Mary: [Comments regarding Disability Services Specialist] Favor experience over
degrees. Must have CASP and W3C Certification certifications; event, outreach, grant
experience. Consider 2 part-time positions to make it accessible to people with hidden
disabilities.

Cordell: The Personnel Board should consider a retreat to go over expectations for
2023. Approves the positions on the agenda.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on May 9, 2022.

Action: MSC: (Wenk/Gilbert) to approve the minutes of the meeting on May 9, 2022.

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

V. Election of Vice Chair

Action: MSC: (Gilbert/Wenk) to nominate Bob Dixon as Vice Chair.

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

VI. Recommendation to Revise the Classification and Salary Range of Disability Services Specialist

Action: MSC: (Dixon/Lacey) to approve the Recommendation to Revise the Classification and Salary Range of Disability Services Specialist with the understanding that the Disability Commission will be advised and their input in the hiring process will be sought.

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

VII. Recommendation to Establish the Classification and Salary Range of Diversity, Equity, and Inclusion Officer

Action: MSC: (Dixon/Wenk) to approve the Recommendation to Establish the Classification and Salary Range of Diversity, Equity, and Inclusion Officer with the correction to make the position exempt.

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

VIII. Recommendation to Establish the Classification and Salary Range of Assistant to the City Attorney

Action: MSC: (Lacey/Wenk) to approve the Recommendation to Establish the Classification and Salary Range of Assistant to the City Attorney.

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

IX. Recommendation to Revise the Deputy City Attorney I-III Classification and Establish Deputy City Attorney IV Classification and Salary Range

Action: MSC: (Dixon/Gilbert) to approve the Recommendation to Revise the Deputy City Attorney I-III Classification and Establish Deputy City Attorney IV Classification and Salary Range.

Vote: Ayes: Bartlow, Dixon, Gilbert, Karpinski, Lacey, Wenk
Noes: None

Abstains: None

Absent: None

X. Recommendation to Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range

Action: MSC: (Wenk/Dixon) to approve the Recommendation to Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range with the correction to make the position exempt.

Vote: Ayes: Bartlow, Dixon, Gilbert, Karpinski, Lacey, Wenk

Noes: None

Abstains: None

Absent: None

INFORMATION ITEMS:

XI. Director's Report – Updates from HR Director – Discussion Only

XII. Copy of Berkeley Matters – Discussion Only

XIII. Adjournment 8:38 PM