

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
October 6, 2025
7:00 P.M.

Secretary: Janelle Rodrigues, Director of Human Resources
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
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MEETING MINUTES

- I. Call to Order 7:01 pm
- Roll Call 7:01 pm
- Members Present: Darryl Bartlow
Robert Dixon (Vice Chair)
Mary Kay Lacey
Nic O’Loughlin (Chair)
Jenny Wenk
- Members Absent: Aviva Gilbert
Maya Karpinski
- Staff Present: Tanya Bustamante (Deputy Director of Health, Housing & Community Services)
Lam Inthavong (Hazardous Material Manager)
Scott Ferris (Director of Parks, Recreation and Waterfront)
Joy Brown (Public Works Operations Manager)
Janelle Rodrigues (Director of Human Resources)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)
- Public Attendance: None
- Public Comments: None

ACTION ITEMS:

II. Approval of Minutes of Meeting on September 8, 2025

Action: MSC (Dixon, Wenk) to approve the minutes of meeting on September 8, 2025 with corrections to the October 6th agenda to change “Interim Director of Human Resources” to “Director of Human Resources” under section XI of the agenda.

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

III. Recommendation to Amend Job Class Specifications—Service Technician, Equipment Parts Technician, Mechanic and Mechanic Supervisor

Action: MSC (Dixon, Wenk) to approve recommendation to Amend Job Class Specifications—Service Technician, Equipment Parts Technician, Mechanic and Mechanic Supervisor with corrections to staff report section, *Recognized Employee Organization*, to add “SEIU agreed to the revisions”, other grammatical and typographical errors will be corrected

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

IV. Recommendation to Amend Job Class Specification—Hazardous Materials Specialist I and Hazardous Materials Specialist II

Action: MSC (Lacey, O’Loughlin) to approve recommendation to Amend Job Class Specification—Hazardous Materials Specialist I and Hazardous Materials Specialist II with corrections under *Tools & Equipment* section of Job Class Specification to include “use of” at the beginning of the list of tools and equipment for each classification

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

V. Recommendation to Amend Job Class Specification—Youth Enrollment Intern

Action: MSC (Lacey, Dixon) to approve recommendation to Amend Job Class Specification—Youth Enrollment Intern

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

VI. Recommendation to Amend Job Class Specification—Public Safety Dispatcher I and Public Safety Dispatcher II

Action: MSC (O’Loughlin, Wenk) to approve recommendation to Amend Job Class Specification—Public Safety Dispatcher I and Public Safety Dispatcher II

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

VII. Recommendation to Amend Job Class Specification—Mail and Materials Services Aide

Action: MSC (Lacey, Wenk) to approve recommendation to Amend Job Class Specification—Mail and Materials Services Aide

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

VIII. Recommendation to Extend Temporary Appointment—Community Services Specialist III Yesenia Lopez

Action: MSC (Wenk, O'Loughlin) to approve recommendation to Extend Job Class Specification—Community Services Specialist III Yesenia Lopez

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

IX. Recommendation to Extend Temporary Appointment—Senior Health Services Program Supervisor Rebecca Catlett

Action: MSC (Wenk, Dixon) to approve recommendation to Amend Job Class Specification—Senior Health Services Program Supervisor

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

INFORMATION ITEMS:

- I. Report by Director of Human Resources – Discussion Only
- II. Copy of Berkeley Matters – Discussion Only
- III. Adjournment – 8:14 pm