

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD**  
1301 Shattuck Avenue  
Live Oak Community Center, Fireside Room  
Berkeley, CA 94704  
June 3, 2024  
7:00 P.M.

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

**MEETING MINUTES**

I. Call to Order 7:00 pm

II. Roll Call 7:00 pm

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources)  
Monica Walker (Human Resources Manager)  
Benita Torres (Assistant Management Analyst)  
Hansel Aguilar (Director of Police Accountability)  
Wahid Amiri (Deputy Director of Public Works)  
Hamid Mostowfi (Transportation Manager)  
Sarah Lana (Program Manager II)  
Keith May (Deputy Fire Chief)

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

III. Public Comments None

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on May 6, 2024

**Action:** MSC (Gilbert, Wenk) to approve the minutes of the meeting on May 6, 2024.

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

V. Recommendation to Revise Job Class Specification - Communications Specialist

**Action:** MSC (Wenk, Lacey) to approve recommendation to Revise Job Class Specification-Communications Specialist with a 5% Differential when assigned to the City Manager's Office

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

VI. Recommendation to Revise Job Classifications - Associate Transportation Engineer and Supervising Traffic Engineer

**Action:** MSC (O'Loughlin, Bartlow) to approve recommendation to Revise Job Classifications-Associate Transportation Engineer and Supervising Traffic

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

VII. Recommendation to Establish Job Class Specification and Salary-Community Emergency Response Team (CERT) Instructor

**Action:** MSC (Wenk, Gilbert) to approve recommendation to Establish Job Class Specification and Salary-Community Response Team (CERT) Instructor with "ability to communicate in languages that are reflective of the community served" added in the Job Class Specification

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

**INFORMATION ITEMS:**

- VIII. Report by Director of Human Resources – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment 8:10 PM