

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

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

**MEETING MINUTES**

I. Call to Order 7:01 pm

II. Roll Call 7:01 pm

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

Members Absent: Aviva Gilbert (Vice Chair)

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

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

III. Public Comments: None

**ACTION ITEMS:**

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

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

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

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

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

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

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

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

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

VII. Recommendation to Revise Job Class Specification– Firefighter

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

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

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

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

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

**INFORMATION ITEMS:**

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