

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: March 7, 2022 TIME: 7:00 P.M.**

**Secretary: Donald E. Ellison, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: DEllison@cityofberkeley.info**

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE
AND TELECONFERENCE**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Personnel Board will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/88374176663?pwd=c3VyTkFGVURTWENVNmJHZm1CajZ5UT09>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

To join by phone: Dial 1-669-900-9128 and enter Meeting ID: 875 8489 2793, Passcode: 152599.
To submit an e-mail comment during the meeting to be read aloud during public comment, email kcabrera@cityofberkeley.info 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. Call to Order
- II. Roll Call
- III. Public Comments

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on December 20, 2021
- V. Approval of Minutes of Meeting on February 7, 2022
- VI. Approval of 2022 Personnel Board Meeting Schedule
- VII. Recommendation to Rename and Revise the Police Review Commission Investigator Classification

INFORMATION ITEMS:

- VIII. Director's Report – Updates from HR Director – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

If you are unable to attend a meeting please call 510-981-6812

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Public

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 CA.

CITY OF BERKELEY
SPECIAL MEETING OF THE PERSONNEL BOARD MINUTES
DATE: December 20, 2021 TIME: 7:00 P.M.

Secretary: Donald E. Ellison, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: DEllison@cityofberkeley.info

MEETING AGENDA

I. Call to Order 7:03 P.M.

II. Roll Call

Members Present: Mary Kay Lacey (Chair), Robert Dixon (Vice Chair), Darryl Bartlow, Jenny Wenk

Members Absent: Maya Karpinski, Aviva Gilbert, Leah Wilson

Staff Present: Donald Ellison (Interim Director of Human Resources); Lynette Hart (Human Resources Manager); Cecil Lopez, Katherine Cabrera (Human Resources); Henry Oyekanmi (Director of Finance); Andrew Brozyna (Deputy Director of Public Works); Ronald Nevels (Public Works); David Sprague (Deputy Fire Chief)

Public Attendance: None

III. Public Comments

Cordell Hindler said the Personnel Board should consider a retreat to discuss ideas for 2022 and he is in full support of the Deputy Director of Finance.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on September 7, 2021

Action: MSC: (Wenk/Dixon) to approve the minutes of the meeting on September 7, 2021.

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

V. Recommendation to Revise the Classification and Salary Range of Deputy Finance Director

Action: MSC: (Wenk/Dixon) to approve the Recommendation to Revise the Classification and Salary Range of Deputy Finance Director.

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

VI. Recommendation to Re-establish the Classification and Salary Range of Senior Engineering Inspector

Action: MSC: (Lacey/Wenk) to approve the Recommendation to Re-establish the Classification and Salary Range of Senior Engineering Inspector.

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

VII. Recommendation to Revise the Minimum Qualifications for Mechanic

Action: MSC: (Dixon/Wenk) to approve the Recommendation to Revise the Minimum Qualifications for Mechanic.

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

VIII. Recommendation to Establish the Classifications Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and Revise the Classification of EMS Advisor

Action: MSC: (Dixon/Wenk) to approve the Recommendation to Establish the Classifications Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and Revise the Classification of EMS Advisor.

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

IX. Recommendation to Revise the Classification of Assistant Fire Chief

Action: MSC: (Lacey/Bartlow) to approve the Recommendation to Revise the Classification of Assistant Fire Chief.

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

INFORMATION ITEMS:

X. Upcoming Election of Chair and Vice Chair – Discussion Only

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

XII. Copy of Berkeley Matters – Discussion Only

XIII. Adjournment

Action: MSC: (Dixon/Wenk) to adjourn the meeting at 8:15 PM with best wishes for the holidays.

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

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

Secretary: Donald E. Ellison, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: DEllison@cityofberkeley.info

MEETING AGENDA

I. Call to Order 7:04 P.M.

II. Roll Call

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

Members Absent: Aviva Gilbert

Staff Present: Donald Ellison (Interim Director of Human Resources); Lynette Hart (Human Resources Manager); Katherine Cabrera (Human Resources); Scott Ferris (Director of Parks, Recreation, and Waterfront); Christina Erickson (Deputy Director of Parks, Recreation, and Waterfront); Denise Brown (Parks, Recreation and Waterfront); Jenny Seay (SEIU President - Clerical Chapter, HHCS); Danny Walker (SEIU President - Maintenance Chapter, Public Works); Rebecca Webb (SEIU, Information Technology); Yolanda Gorman (SEIU, Finance); Tamika Griffin-Singh (SEIU, Public Works);

Public Attendance: None

III. Public Comments

Cordell Hindler said for a future agenda item, the Personnel Board should consider a retreat to discuss ideas for 2022 and he is in full support of the Deputy Director of Finance.

Jenny Seay said SEIU is not in support of item VI.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on December 20, 2021.

Action: MSC: (Lacey/Dixon) to table the approval of the minutes of the meeting on December 20, 2021 until the next meeting.

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

V. Election of Chair and Vice Chair

Action: MSC: (Wenk/Dixon) to nominate Mary Kay Lacey for Chair.

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

Action: MSC: (Lacey/Wenk) to nominate Robert Dixon for Vice Chair.

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

VI. Request for Extension of Temporary Office Specialist II in Parks, Recreation, and Waterfront Department

Action: MSC: (Dixon/Wenk) to approve the Request for Extension of Temporary Office Specialist II in Parks, Recreation, and Waterfront Department

Vote: Ayes: Dixon, Lacey, Wenk
Noes: Bartlow
Abstains: Karpinski
Absent: Gilbert

INFORMATION ITEMS:

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

VIII. Copy of Berkeley Matters – Discussion Only

IX. Adjournment

Action: MSC: (Dixon/Wenk) to adjourn the meeting at 8:10 PM with best wishes on Valentine's Day.

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

If you are unable to attend a meeting please call 510-981-6812

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Human Resources Dept.

March 3, 2022

To: Members of the Personnel Board

From: Donald Ellison, Interim Director of Human Resources

Subject: 2022 Personnel Board Meeting Schedule

Personnel Board meetings are regularly scheduled for the first Monday of each month, except when the date conflicts with a holiday, and then the meeting is held on the following Monday. Meetings for this Commission will be held virtually to conduct time-sensitive, legally-mandated business for the duration of the City of Berkeley Health Officer's shelter in place order. Below are the dates proposed for the 2022 Personnel Board meetings:

Personnel Board Meeting Dates – 2022		
Month	Meeting Day & Date	Time
January	Monday, 1/3/22	7:00 p.m.
February	Monday, 2/7/22	7:00 p.m.
March	Monday, 3/7/22	7:00 p.m.
April	Monday, 4/4/22	7:00 p.m.
May	Monday, 5/9/22 (Eid al-Fitr 5/2-5/3)	7:00 p.m.
June	Monday, 6/13/22 (Shavuot 6/4-6/6)	7:00 p.m.
July	Recess	7:00 p.m.
August	Recess	7:00 p.m.
September	Monday, 9/12/22 (Labor Day 9/5)	7:00 p.m.
October	Monday, 10/3/22	7:00 p.m.
November	Monday, 11/7/22	7:00 p.m.
December	Monday, 12/5/22	7:00 p.m.



HUMAN RESOURCES DEPT.

February 28, 2022

To: Members of the Personnel Board
From: Donald Ellison, Interim Human Resources Director
Subject: Recommendation to Rename and Revise the Police Review
Commission Investigator Classification

BACKGROUND AND CLASSIFICATION

Katherine Lee, Interim Director of Police Accountability, has requested that the City change the title of the Police Review Commission Investigator classification to Police Accountability Investigator and make other, minor revisions to reflect the organizational restructuring of the body conducting oversight of the Police Department.

The Office of the Director of Police Accountability (ODPA) and the Police Accountability Board (Board) were created by Measure II, passed by Berkeley voters in November 2020, which amended the City Charter by adding Article XVIII, Section 125. The ODPA and the Board replace the Police Review Commission staff and the appointed Police Review Commission. PRC staff were a division of the City Manager's Office, whereas now, the Director of Police Accountability is appointed by, and reports to, the Mayor and City Council. The Director is responsible for hiring subordinate staff. The transfer of responsibilities occurred as of July 1, 2021, in accordance with Resolution No. 69,531-N.S.

The Charter amendment provides that Police Review Commission (PRC) staff serve as interim staff of the ODPA until a permanent Director is appointed by the City Council. The Council appointed Katherine Lee, the former PRC Officer, as Interim Director for a six-month term beginning July 1, 2021, which term was extended for another six months as of January 1, 2022. The other two PRC staff, who are now interim staff of the ODPA, are the PRC Investigator and an Office Specialist III.

The PRC Investigator classification should be retitled Police Accountability Investigator, and other changes should be made to the job description to reflect the organizational restructuring. The core job functions of investigating complaints of alleged misconduct and managing hearings following the investigation, as well

as researching policy complaints, remain essentially the same under the ODPA as with the PRC. One difference is that, under the PRC, upon completion of an investigation, a complaint was brought to a Board of Inquiry – a panel of three PRC commissioners – for a hearing. In contrast, the Charter amendment calls for a preliminary step in which the Director brings investigative findings and disciplinary recommendations to the full Police Accountability Board; the Board then determines whether a hearing is warranted. The DPA-PAB's Interim Regulations for Handling Complaints Against Sworn Officers provides that a 3-member panel of Board members conduct the hearing.

RECOMMENDATION

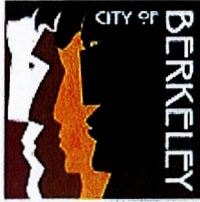
The Personnel Board is requested to approve the following:

1. Change the title to Police Accountability Investigator
2. Revise the classification to reflect the reorganization of the oversight agency.

Attachments:

- A. Police Accountability Investigator
- B. Organizational Chart

cc: Katherine Lee, Interim Director of Police Accountability



Police Review Commission Accountability Investigator

Class Code:
2149

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 10, 2008
Revision Date: ~~Oct 10, 2008~~
March 7, 2022

SALARY RANGE

\$48.68 - \$58.66 Hourly
\$3,894.40 - \$4,692.80 Biweekly
\$8,437.87 - \$10,167.73 Monthly
\$101,254.40 - \$122,012.80 Annually

DESCRIPTION:

DEFINITION

Under general supervision, investigates complaints against police personnel or regarding police policy or practices; performs related work as assigned.

CLASS CHARACTERISTICS

The responsibilities of this class involve serving as an independent investigator of citizen-civilian complaints against members of the Police Department or against police policy or practices and managing/staffing the Board of Inquiry (Hearing) Panel process. This class is distinguished from other analytical or investigative classes throughout the City in that the duties relate specifically to the functions of the Office of the Director of Police Review-Commission Accountability (ODPA) and require the training to complete analysis of applicable laws and statutes. It is further distinguished from the Director of Police Review-Commission-Officer Accountability in that the latter is the supervisory class of the series, and also provides staff support to the Commission Police Accountability Board (Board).

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. Investigates complaints regarding individual staff activities or departmental policy concerning the City's Police Department; notifies or confers with the complainant regarding review of policies, procedures and potential outcomes; listens to communication tapes, views body-worn camera video, interviews principals and witnesses and obtains information from associated agencies, City departments and legal staff;

2. Maintains liaison with police command staff and Internal Affairs Bureau staff;
3. Compiles information and prepares detailed analytical report including analysis of police procedures and legal analysis of conduct under applicable statutes, for submission to the full Board and, if needed to a Board of Inquiry Hearing Panel of the Commission Board;
4. Attends Commission Board meetings as required, providing additional information, policy and legal-related advice as required;
5. Following completed investigations, helps Mmanages and staffs all presentations of findings and recommendations to the full Board, and Board of Inquiry Hearing Panels of completed investigations, and serves as a resource to the Commissioners Board members and all parties for procedural, analytical, and legal questions.
6. Sends copies of findings and recommendations of the full Board and of Boards of Inquiry Hearing Panels to interested parties;
7. May be asked to maintain Commission ODPa and Board records and reports; maintains statistical records of Commission ODPa and Board work and of complaints made to the Commission ODPa, analyzes trends and makes recommendation for action by the Commission Board;
8. Handles varied requests for information regarding Commission ODPa and Board activities;
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. Principles, laws and regulations regarding criminal law and procedure, and the rights and activities of police staff;
2. Analytical principles and techniques;
3. Basic law enforcement principles and practices;
4. Office administrative principles and practices.

Skill in:

1. Obtaining factual information from members of varied ethnic and socio-economic groups;
2. Analyzing complex problems, evaluating alternatives and reaching sound conclusions within legal and procedural constraints;
3. Understanding, researching, interpreting and explaining complex constitutional principles, laws, ordinances and regulations;
4. Maintaining accurate records and files;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;
6. Preparing clear, concise and effective written reports, correspondence, Council action items and other written materials.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year college with major course work in law or public administration or a closely related field and two (2) years of analytical, investigative and/or legal-related experience in a public agency or similar setting. Experience which will have provided a familiarity with law enforcement procedures and a skill in dealing with members of various ethnic and socio-economic groups is desirable. Some legal education and/or training, sufficient to perform the requirements of this classification, is required. Progressively responsible related experience may be substituted for the college course work on a year-for-year basis.

SPECIAL STATUS

This classification is excluded from the competitive service and the incumbent employed will be employed as an "AT-WILL" employee.

OTHER REQUIREMENTS

Must be willing to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and a satisfactory driving record is required. Must be willing to conduct off-hours interviews and attend off-hours meetings.

Office of the Director of Police Accountability



Note: The Director position was added to existing PRC staff. The PRC Officer position is a vacant position to be rethought when the permanent Director is hired.



CELEBRATING, CONNECTING, CARING

This February, Celebrating, Connecting & Caring: **ONE CITY, ONE TEAM**

Winning Image from City of Berkeley "One City Team" appreciation Event Oct 2015 - Submitted by Fire Department under the auspices of LDP fellow Captain David McPartland (2016 cohort)



February is a month packed with meaningful observances including days devoted to emotional health, physical activities, and wellness challenges—all of which provide opportunities to expand understanding while having fun learning.



This year, the 2022 Black History Month's theme is Black Health and Wellness. In the last edition of Berkeley Matters, we highlighted Black History Month. Black History Month is an annual observance originating in the United States, where it is also known as African-American History Month.

Want to learn more about Black History RIGHT HERE in our very own Beautiful Berkeley? Check out these opportunities at your friendly public library- North Berkeley Branch

[Black History Month | Berkeley Public Library](#)



If you are someone who prefers to march to the beat of your own drum join Onye Onyemaechi

Village Rhythms Drumming

February 26, 2022 - 11:00am-12:00pm

[North Branch](#)

In celebration of Black History Month, join **Onye Onyemaechi of Village Rhythms** on the lawn at North Branch for African drumming, songs, dancing.

Onye Onyemaechi—

[Village Rhythms Drumming @ North Berkeley Public Library](#)



In this edition, we highlight and acknowledge [Lunar New Year: Welcoming the Year of the Tiger \(msn.com\)](#)

This year, Chinese Lunar New Year 2022 – the Year of the Tiger



Chinese New Year 2022 fell on Tuesday, February 1st, 2022, and celebrations culminate with the [Lantern Festival](#) on **February 15th, 2022**. This year, the theme is the **Year of the Tiger**. Each Lunar year is represented by a cycle of 12 zodiac animals. This year is the Year of the Tiger, the first since 2010. [Lunar New Year 2022: What to know about the Year of the Tiger \(usatoday.com\)](#) The tiger is commonly associated with bravery, courage and strength, all attributes CRITICAL as we navigate through the changing global and local landscape. The [Chinese New Year](#), or Spring Festival, has more than 4,000 years of history and is the longest holiday of the year. Lunar

New Year is purported to be the most important of all Chinese festivals, celebrated in Chinese and other East Asian communities worldwide and can be marked by a variety of activities including making offerings to household deities, wearing new clothes, particularly in red, hosting a large banquet for family and friends, taking part in lion and dragon dances, as well as festive parades featuring acrobatic demonstrations, beating gongs, and clashing symbols. A tradition includes giving children- “lucky money” in red envelopes, and household doors are open to let good luck enter. Lunar New Year may also include a **lantern festival**, where people hang decorated lanterns in temples and carry lanterns to an evening parade.



Want to learn more and participate in a Lantern festival in our very own Berkeley?

Visit the **Lantern Festival Gala Evening** hosted by CPU Berkeley at
International House
2299 Piedmont Avenue
Berkeley, CA 94720
Sat, February 12, 2022
6:00 PM – 9:00 PM PST

For more information, visit:

[CPU Lantern Festival 2022 Tickets, Sat, Feb 12, 2022 at 6:00 PM | Eventbrite](#)



Our Beloved Berkeley is a diverse and thriving environment featuring a variety of exciting opportunities to learn more about the Year of the Tiger- Lunar New Year Celebration.

This weekend, check out and learn more by visiting a Berkeley business-
[Eastwind Books of Berkeley - Home \(asiabookcenter.com\)](#)

Eastwind Books
YEAR OF THE TIGER
In-store Book Signing with Oliver Chin,
Children's Activity and Lunar New Year sale
Saturday Feb. 12, 2022
1-3pm PST
available now!
www.AsiaBookCenter.com
RSVP AT
TIGERYEAR.EVENTBRITE.COM

In addition to these HEADLINE events, **February** is a month filled with hearts, thanks to **Valentine's Day** on February 14th, which is celebrated world-wide.

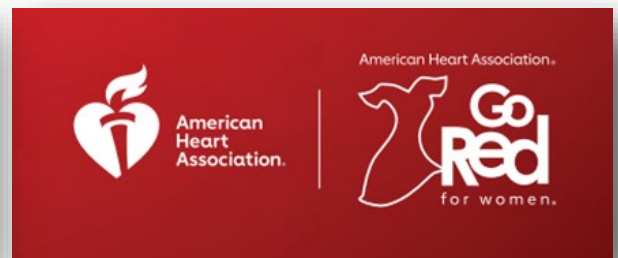
[Valentine's Day | Definition, History, & Traditions | Britannica](#)

February 14th is Valentine's Day
How will you encourage and celebrate your loved ones to live and love in healthy ways?



February is also the month we recognize the **beating hearts** that work hard every day to keep us all alive.

February is American Heart Month



American Heart Month is designed to raise awareness about heart disease and promote heart-healthy lifestyles.

Many people have felt the effects of heart disease all their lives. Heart disease is a leading cause of death in the United States, claiming the lives of more than 650,000 people each year. During American Heart Month, we raise awareness of the risks of heart disease, remember those we have lost, and highlight steps we can all take to save the lives of countless loved ones and address the unequal burden of heart disease in high-risk communities.

What concrete actions will you take?

[Heart Healthy Actions In 2022 - Bing News](#)

Colleagues; in this month of FEBRUARY:

1. During YOUR celebrations of Black History Month; aptly themed **Black Health and Wellness**, which (this year) focuses on celebrating the contributions and breakthroughs of Black professionals as well as speaking to the cultural richness of those “non-traditional” health and wellness practitioners (e.g., doulas, midwives, etc.);



2. As you celebrate with the candy laden treats and sweetness of Valentine’s day;



3. If you are blessed to participate in feasting on the cornucopia of delicious delicacies during observances of Chinese Lunar New Year;



Remember the HEART of connection and unity with community. Do your part to promote a culture of health, wellness, inclusion and wellbeing for all in practical, actionable ways.

For suggestions and ideas, visit [American Heart Month Toolkits 2022 | cdc.gov](https://www.cdc.gov/heartmonth/toolkits/)



WHAT ELSE will you do? There’s a whole HOST of fun activities and thoughtful events this month. Did you know that **February** includes events such as: *National Send a Card to a Friend Day, Rose Day, National Fettuccine Alfredo Day, National Bubble Gum Day* (first Friday), Give Kids a Smile Day* (first Friday)?*

Which activities and events resonate for you? Learn more here.

[February Holidays and Observances \(thespruce.com\)](https://www.thespruce.com/february-holidays-and-observances)

Share the wealth!

Bridging Our Safety with Service:

Employee Town Hall is Thursday February 24th from 2:30pm-4:00pm

Mark your calendar for a [Zoom webinar](#) Employee Town Hall. All employees are welcome to attend, with prior supervisor approval. This is an opportunity for staff to learn how our organization has evolved throughout the pandemic, review a summary from the survey conducted on employee experiences during the pandemic; participate in the discussion about next steps, and engage in an interactive Q&A discussion. In order to support the Q & A discussion, the survey results will be made available on Monday February 21, 2022.



EMPLOYEE TOWN HALL

BRIDGING OUR SAFETY WITH SERVICE

PANELISTS: (CLOCKWISE FROM TOP LEFT) DEE WILLIAMS-RIDLEY, LATANYA BELLOW,
LISA WARHUUS, TASHA TERVALON, MICHAEL SINOR, AND TESS MAYER

THURSDAY 2/24 | 2:30-4 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82078770171?>

[pwd=cUxVd0U0N3YxdURDN25KZERqd2xWdz09](#)

Webinar ID: 820 7877 0171 Passcode: 130145

One tap mobile:US: +16699009128,,82078770171# +13462487799,,82078770171#
Or Telephone:US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782

COMPASSION IN THE WORKPLACE

VIRTUAL SEMINAR

Date: 2/22/22

Time: 12:00 PM



Compassion at work helps us interact and collaborate more effectively. During this virtual seminar, we will review the benefits and strategies of compassionate acts (like perceptive engagement) to enhance individual and group performance.

Registration Details

When: Feb 22, 2022 12:00 PM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZAudO2ppzwsG9TGvbHLWENxNi2eJPYd7LXE>

After registering, you will receive a confirmation email containing information about joining the meeting.

Please sign up by Friday, 2/18/22

Contact wparker@cityofberkeley.info with any questions



COB EQUITY COMMITTEE NEEDS NEW MEMBERS APPLY BY FRIDAY FEBRUARY 18TH, 2022

Mission Statement: *The City of Berkeley Equity Committee champions fair and equitable treatment of all by ensuring City of Berkeley internal processes, practices, policies, and procedures are equitable for all City employees, vendors and contractors across all divisions and departments.*

The City of Berkeley's Equity Committee is a volunteer task force of diverse staff members

responsible for doing important work to help bring about the changes necessary to create a more just, fair, and accessible City. Although we are proud to be a diverse workplace, for the past two years the Committee has been tasked with examining identified inequities in certain business and employment areas to recommend action items to City Management. The City of Berkeley seeks to justly, fairly and impartially allocate public resources, and serve the public good by providing more equitable access to citizens, employees, vendors and volunteers.

We seek employees with a wide range of experience and expertise – field staff, laborers, professionals, clerical & administrative support staff, and senior leadership - from every City of Berkeley department and agency. A working understanding of Diversity, Equity and Inclusion work is encouraged, but not required. The more diverse our Equity Committee is, the more viewpoints, opinions and solutions we will have to address the structural disparities that exist in the City's internal processes, practices, policies, and procedures.

Upcoming Equity Committee Project:

We will partner with other City departments and agencies to help create lasting solutions to address the race and gender disparities identified in City of Berkeley contracting in the **November 2021 Mason-Tillman Disparity Study**.

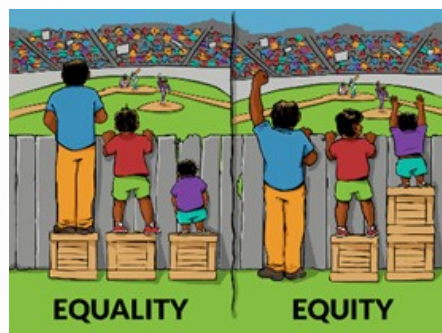
Become a Member

If you are interested in joining the Equity Committee, please send your name and contact information to the following staff by February 18th, 2022.

Thanh Thai - TThai@cityofberkeley.info

Leisl Griffith Redmond - LRedmond@cityofberkeley.info

Come join us!





The City Manager has approved the continued use of existing **COVID-19 Paid Supplemental Sick Leave** time that employees still have available. This extension of time does not provide additional leave. This time was set to expire on December 31, 2021 and will now be **extended for use until June 30, 2022** or until the state and local emergency has been lifted, whichever comes first.

In accordance with [Administrative Regulation 2.24](#), the leave hours are intended to provide paid time off for those employees who need to take leave from work due to one of seven qualifying COVID-19 related reasons listed in the Administrative Regulation:

- (1) The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health (“CDPH”), the federal Centers for Disease Control and Prevention (“CDC”), or a local health officer who has jurisdiction over the workplace; or
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
- (4) The employee is caring for a family member who is subject to a quarantine or isolation order as described in subparagraph (1), or has been advised to quarantine as described in subparagraph (2); or
- (5) The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises; or
- (6) The employee is attending an appointment to receive a vaccine for protection against COVID-19; or
- (7) The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.

The attached policy will be updated to reflect the extended expiration date.



Live Webinar: The Sandwich Generation

Learn how you can maintain balance while juggling the financial needs of your kids, your parents, and yourself, plus how to prepare financially for retirement.

Register for a live session below

February 15, 2022

[12 noon ET](#)

[3 p.m. ET](#)

February 17, 2022

[1 p.m. ET](#)

[4 p.m. ET](#)

[6 p.m. ET](#)

One-on-One counseling

Interested in a personal, virtual coaching session? Visit www.prudential.com/virtualcoach

Account questions?

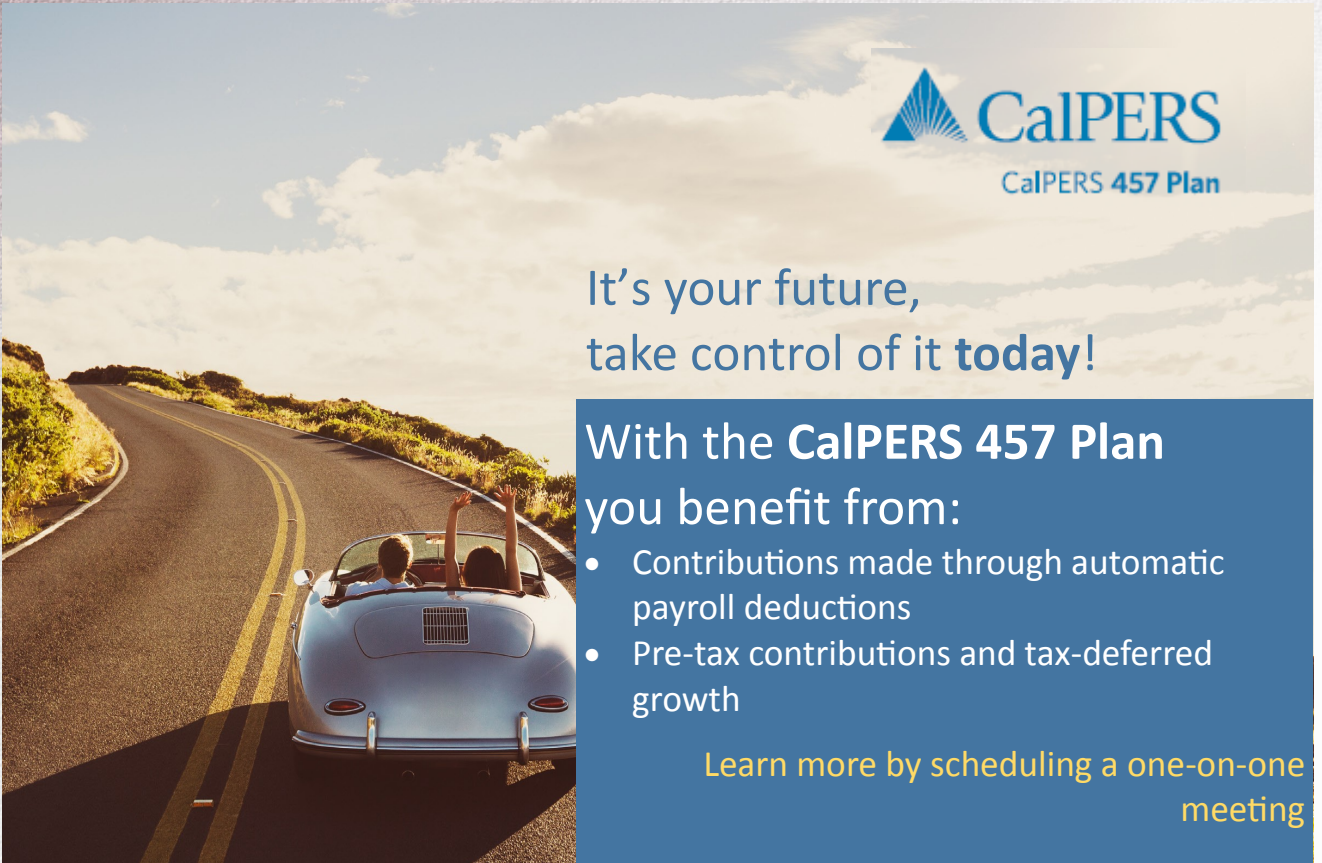
Call Prudential at **877-PRU-2100**

Participant service representatives are available weekdays, from 8 a.m. to 9 p.m. ET.

We'll send a confirmation email with a calendar invite. We'll also send reminders to help you remember to attend your session.

To attend your selected session:

Up to 10 mins before it starts, click the link in the invite you received when you registered.



It's your future,
take control of it **today!**

With the **CalPERS 457 Plan**
you benefit from:

- Contributions made through automatic payroll deductions
- Pre-tax contributions and tax-deferred growth

Learn more by scheduling a one-on-one meeting

Your CalPERS Account Manager will be here on:



Wednesday, March 9, 2022
*** Phone Appointments ***

- Enroll!
- Review investment elections
- Explore roll-over options
- Discuss retirement goals

To schedule an appointment:



<https://hso8vkeybn.timetap.com/>

**Appointments will
be held:**

City of Berkeley
To schedule a phone appointment online, go
to: <https://hso8vkeybn.timetap.com/>
or email Nancy.Garrity@Voya.com
or call 888-713-8244 x 2



New year's resolutions and finances

Please join our workshop for tips and tools on setting money-related goals for the new year.

In this workshop we'll cover:

- Making a budget
- Saving more
- Paying down debt
- Checking your credit report



Wednesday, February 16, 2022
12:00—1:00 pm PST

Join on your computer or mobile app
[Click here to join the meeting](#)

Join with a video conferencing device
wf@m.webex.com

Video Conference ID: 114 620 559 6
[Alternate VTC instructions](#)

Or call in (audio only)
[+1 323-553-2605,607463309#](#) United States, Los Angeles

Phone Conference ID: 607 463 309#
[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)



Mandatory COVID-19 Employee Vaccination Policy

As we all know, COVID-19 continues to pose a serious health risk. Vaccinations and testing as well as other COVID prevention measures remain necessary to protect employees and limit COVID-19 illnesses in the workplace and the community.

The City of Berkeley remains sincerely engaged in providing a safe and healthy workplace for employees, contractors, and visitors that are consistent with COVID-19 health standards, guidance, and legal requirements.

In order to maintain a healthy workplace, a vaccination verification and testing policy has been adopted and presented in [Administrative Regulation 2.25: Mandatory COVID-19 Employee Vaccination Policy](#). The policy was made effective on September 15, 2021, and is applicable to all City employees, interns, and volunteers.

A.R 2.25 requires verification of vaccination status of all COB employees and establishes diagnostic screening testing for employees that are unvaccinated or incompletely vaccinated. **Proof of vaccination status was due for all City of Berkeley employees on October 15, 2021. If you have not already done so, please ensure you submit your vaccination status immediately.** COB employees must, as a condition of employment, report their vaccination status to the City's Human Resources Department by turning in a hardcopy version of the Self-Certification of COVID-19 Vaccine Status form and a copy of vaccination card to the confidential lockbox located in the Human Resources office.

A.R 2.25 has details on exemptions, proof of vaccination and secure reporting methods as well as other helpful information on the vaccination policy.

Please follow this link for [COVID-19 Vaccination Policy& Face Covering FAQs](#).



UPCOMING CLASSES

VTA TRAINING CALENDAR DOWN UNTIL FURTHER NOTICE: please refer to Berkeley Matters or contact wparker@cityofberkeley.info for any questions regarding upcoming training

To accommodate as we flex to recalibrate during the COVID-19 crisis, please note that the VTA training calendar will not be utilized. All Training announcements will be included in Berkeley Matters, and where possible, included in an Everyone Email. For questions, please contact wparker@cityofberkeley.info or your supervisor.

For staff who do not telework, and where possible, trainings will be recorded and/or structures put in place to accommodate appropriately. Please contact wparker@cityofberkeley.info to define.

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

Are you a new employee with the City of Berkeley? And/or have you recently been promoted into a Supervisory role? If so, please sign up for the relevant orientation session(s)

Please be mindful of time frames for relevant groups:

February 28, 2022	
Who?	When?
New Employees to the City	8:00 am - Noon
New Employees who are also New Supervisors to the City ¹	8:00 am - 5:00 pm
Existing city employees recently promoted into a managerial/ supervisory role ²	1:00 pm—5:00 pm

March 1, 2022	
Who?	When?
New Employees to the City	8:00 am - Noon
New Employees who are also New Supervisors to the City ¹	8:00 am - 5:00 pm
Existing city employees recently promoted into a managerial/ supervisory role ²	1:00 pm—5:00 pm

Please register using the link below. **This same zoom link will be used for all sessions for that specific day/date.**

When: Feb 28, 2022 08:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:
<https://us02web.zoom.us/j/84451234567>

Please register using the link below. **This same zoom link will be used for all sessions for that specific day/date.**

When: Mar 1, 2022 08:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:
<https://us02web.zoom.us/j/98765432109>

After registering, you will receive a confirmation email containing information about joining the meeting.

Subsequent dates for 2022 following the above session(s) will be published (Sessions will typically be scheduled on the first Tuesday of each month unless on a holiday)

Please contact wparker@cityofberkeley.info with any questions

¹ Pre-work will be assigned to enhance your learning experience

² Pre-work will be assigned to enhance your learning experience

CURRENT RECRUITMENTS

FEB 10, 2022 • PG 15

Application materials for these recruitments are available on-line (www.cityofberkeley.info/jobs). **Applications must be submitted no later than 5pm on the closing date.** It is the applicant's responsibility to ensure that all the required materials are submitted by the closing deadline as stated on the announcement. Applications that are received after that deadline will not be accepted regardless of postmark or reason for being late. Applicants should keep a copy of all application materials submitted as the Human Resources Department does not provide copies.

During the recruitment filing period, employees requesting continuous eligibility are **required to submit an updated application**, including credentials, i.e. licensure, certificate etc. and indicate they wish to have continuous eligibility in the agency-wide questions portion of the application.

Personnel Rules and Regulations allow career employees in any

classification (except sworn public safety classifications) to qualify for continuous eligibility for classifications in which his/her name appears on the eligible list. Employees who qualify for continuous eligibility will remain on the eligible list in their relative standing without being required to compete in subsequent examinations. If the employee, however, wants to improve his/her standing, the employee will be required to compete in the new examination (e.g. employee's standing on the list is in Category III and wants to improve to Categories I or II).

NOTE: If testing standards or the qualifications for the classification should change, employees will be notified that they will be required to participate in a new examination in order to re-establish eligibility.

For answers to frequently asked questions regarding recruitments please visit: www.cityofberkeley.info/Human_Resources/Home/Frequently_Asked_Questions.aspx

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	COMPETITIVE	\$60.83 to \$73.93	Continuous	
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II (Funded by Ment Hlth State Aid Real Fund #960 at 57%, B.U.S.D Grant #134 at 24%, EPSDT Expansion Proposal #066 at 18%) (Funded by Mental Health Service Act Fund #063 at 100%) (Funded by Target Case Management/Linkages #056 at 56%, General Fund #010 at 44%) (req# 2021-00051E) (req# 2021-00099E)	Vacancy		\$44.43 to \$51.89	Continuous	
Camp Manager (Funded by Playground Camp Fund #330 at 100%) (req# 2021-00325E)	Vacancy		\$36.02 to \$43.78	Feb 7, 2022	Feb 28, 2022
Community Health Worker Specialist (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00305E)	Resignation		\$31.70 to 36.83	Jan 24, 2022	Feb 14, 2022
Deputy City Attorney II/III (Funded by Public Liability #881 at 100%) (Funded by General Fund #010 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Feb 14, 2022	Mar 7, 2022
Electrician (Funded by Street Light Assessment District #470 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #825 at 50%, Special Gas Tax Improvement #369 at 25%, Measure B—Local St & Road #391 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	

CURRENT RECRUITMENTS (CONT'D)

FEB 10, 2022 • PG 16

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Emergency Services Coordinator (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00431E)	Vacancy	^ ----- COMPETITIVE ----- v	\$47.00 to \$55.82	Jan 31, 2022	Apr 4, 2022
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Health Services Supervisor (Funded by Health State Aide Real Trust #958 at 100%) (req# 2021-00359E)	Vacancy		\$57.09 to \$66.98	Jan 24, 2022	Mar 7, 2022 (Extended)
Housing Inspector I (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00467E)	Vacancy		\$43.02 to \$51.04	Feb 21, 2022	Mar 14, 2022
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Police Officer Recruit	To Establish a List		\$41.92	Feb 7, 2022	Mar 7, 2022
Police Review Commission Investigator	To Establish a List		\$48.67 to \$58.66	Jan 31, 2022	Feb 22, 2022
Program Manager II (Funded by General Fund #010 at 50%, Permit Service Center #833 at 50%) (req #2021-00368E)	Vacancy		\$62.38 to \$75.49	Jan 3, 2022	Feb 14, 2022 (Extended)

CURRENT RECRUITMENTS (CONT'D)

FEB 10, 2022 • PG 17

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy	^ - COMPETITIVE - v	\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #165 at 51.5%, Health (General) #055 at 42.5%, General Fund #010 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher II (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Senior Housing Inspector (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00462E)	Vacancy		\$49.22 to \$58.39	Feb 21, 2022	Mar 14, 2022
Senior Solid Waste Supervisor	To Establish a List		\$46.14 to \$55.55	Feb 14, 2022	Mar 7, 2022
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Assistant Human Resources Analyst	To Establish a List	v - PROMOTIONAL - v	\$39.49 to \$48.05	Feb 14, 2022	Feb 28, 2022
Battalion Chief	To Establish a List		\$55.25 to \$63.95	Jan 31, 2022	Mar 7, 2022 (Extended)



To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call the department contact person within one week of the job posting if you **meet one** of the **above criteria**. To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
Associate Civil Engineer (Funded by Parks Tax #450 at 50%, Measure T1 - Infra & Facilities #607 at 50%) (req# 2022-00472E)	Promotion	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info
Community Development Project Coordinator (Funded by General Fund #010 at 100%) (req# 2021-00341E)	Promotion	HHCS	Jenny Wyant @ 981-5228 or JWyant@cityofberkeley.info
Solid Waste Truck Driver (x4) (Funded by Zero Waste #820 at 100%) (req# 2021-00352E) (req# 2021-00405E) (req# 2021-00406E) (req# 2021-00448E)	Vacancy	Public Works	Greg Apa @ 981-6359 or GApa@cityofberkeley.info
Fire Apparatus Operator (Funded by General Fund #010 at 100%) (req# 2022-00500E)	Promotion	Fire	Abraham Roman @ 981-5500 or ARoman@cityofberkeley.info
Mechanic (x3) (Funded by Equipment Maintenance #865 at 100%) (req# 2021-00388E) (req# 2021-00403E) (req# 2021-00407E)	Retirement	Public Works	Joy Brown @ 981-6629 or EJBrown@cityofberkeley.info
Office Specialist II (x2) (Funded by General Fund #010 at 100%) (req# 2021-00419E) (Funded by Health (Short/Doyle) #065 at 27%, Mental Health Service Act #063 at 33%, Mental Health State Aide Realignment #960 at 40%) (req# 2021-00452E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Public Safety Dispatcher (x4) (Funded by General Fund #010 at 100%) (req# 2020-00140E) (req# 2020-00215E) (req# 2021-00251E) (req# 2021-00280E)	Vacancy	Police	Michael Durbin @ 981-5970 or MDurbin@cityofberkeley.info
Senior Health Services Program Specialist (Funded by General Fund #010 at 94%, Alameda County Grants #165 at 6%) (req# 2022-00476E)	Retirement	HHCS	Lisa Hernandez @ 981-5308 or LiHernandez@cityofberkeley.info



TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
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- 3) Have their name on a "Reinstatement List"

Please call or email the dept contact person within one week of the job posting if you **meet one of the above criteria**.

To have your name placed on the "Transfer List" please apply online: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
Community Development Project Coordinator (Funded by General Fund #010 at 6%, HUD #040 at 14%, CDBG Fund #370 at 80%) (req# 2021-00342E)	Vacancy	HHCS	Jenny Wyant @ 981-5228 or jwyant@cityofberkeley.info	NTE 6 Mos

TEMPORARY VACANCIES WITHOUT an ELIGIBLE LIST

If you would like to be considered for one of these vacancies, [click here to download and email the employment application](#).

If you have a career appointment in the specific classification listed apply to be on the "Transfer List" **AND** call or email the department contact person within one week of the job posting.

CLASSIFICATION TITLE (Funding source and requisition/s)	DEPT	CONTACT	DURATION	OPENING DATE
Police Aide	Police	Roselyn Jung @ 981-5975 or RJung@cityofberkeley.info	LIMITED 19 Hours/ Week	Feb 7, 2022

HELLO's & GOODBYE's



TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Community Service Officer</i>	Police
	[REDACTED]	<i>Permit Specialist</i>	Planning
	[REDACTED]	<i>Public Health Nurse</i>	HHCS
	[REDACTED]	<i>Solid Waste Worker</i>	Public Works
	[REDACTED]	<i>Laborer</i>	Public Works
	[REDACTED]	<i>Community Service Officer</i>	Police
PROMOTIONS	[REDACTED]	<i>Sr. Health Services Program Specialist</i>	HHCS
	[REDACTED]	<i>Fire Apparatus Operator</i>	Fire
	[REDACTED]	<i>Senior Management Analyst</i>	HHCS
	[REDACTED]	<i>Senior Public Works Supervisor</i>	Public Works
RESIGNATION	[REDACTED]	<i>Deputy City Attorney III</i>	City Attorney
	[REDACTED]	<i>Registered Nurse</i>	HHCS
	[REDACTED]	<i>Associate Planner</i>	Planning
	[REDACTED]	<i>Senior Service Assistant</i>	HHCS

CALPERS PEPRA RAMPDOWN

In order to effectuate the ramp down for unrepresented PEPRA employees, as they do not have an MOU like employees represented by a union, it required a CalPERS cost sharing contract amendment. CalPERS only allows for one contract amendment per year so the ramp down for all PEPRA employees must have the same effective date. The timeline below illustrates the steps staff has taken, past and future effective dates of Council action to implement the PEPRA Ramp Down per CalPERS contract amendment requirements, effective date of the amendment, and prospective date of the request for the 2nd-year ramp down submission to CalPERS.



BERKELEY MATTERS ● FEBRUARY 25, 2022

	First Year Ramp Down Process	Date
1.	SEIU M&C MOU and Unrepresented Manual Approved	July 20, 2021
2.	SEIU CSU and Local 1 MOU Approved	July 29, 2021
3.	Council on Summer Recess	July 30, 2021 – September 13, 2021
4.	No Roadmap to Effectuate PEPRA Ramp Down – Developing process Unrepresented Ramp Down Requires CalPERS Contract Amendment One CalPERS Contract Amendment per year.	August 2021 & September 2021
5.	Resolution to Request CalPERS Contract Amendment Approved	October 26, 2021
6.	Revised Resolution to Request CalPERS Contract Amendment Approves	December 14, 2021
7.	Council adopted resolution to start request CalPERS Cost Share Ramp down	December 14, 2021
8.	Unrepresented Ramp Down Vote – Simple majority required	December 14, 2021 - January 4, 2022
9.	Request for CalPERS Cost Share Amendment sent to CalPERS	January 5, 2022
10.	Required contract amendment documents, including the Resolution of Intention uploaded on to MyCalPERS	February 1, 2022
11.	Council to Adopt Resolution of Intention (Twenty days must lapse)	February 22, 2022
12.	Final Ordinance Adoption	March 22, 2022
*13.	Effective Date of Ordinance/Resolution	March 24, 2022
*14.	Effective Pay period start date of Ramp Down	April 3, 2022
	Second Year Ramp Down Process	Date
1.	Send Request for Employee Cost Share Contract Amendment	April 4, 2022
2.	CalPERS will contact the requesting agency to establish anticipated schedule of agency actions and upload required documentation	

*This is assuming Council Adopts and Emergency Ordinance/Resolution – Ordinance/Resolution must read “Emergency”

The **SEIU CSU & PTLRA MOU** provision to increase the **Commuter Check benefit Subsidy** was implemented.

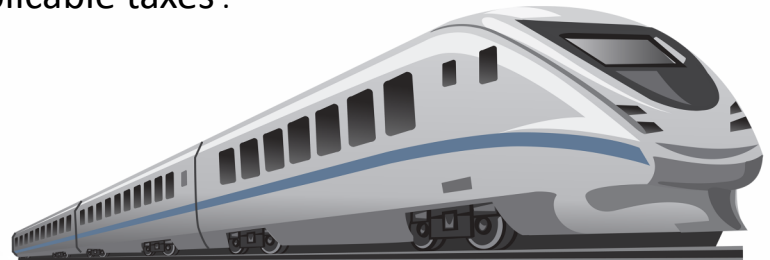


Beginning in March 2022, the Commuter Subsidy will no longer be administered through Benefit Resource Inc. (BRI), so employees wanting to request the Subsidy will not need to register with BRI or need to claim their Subsidy through BRI.

Employees will just need to complete the **“[Commuter Subsidy Benefit Request Form](#)”** (link) and e-mail **CommuteBenefits@cityofberkeley.info**. *Employees currently receiving the benefit do not have to complete the form.*



The benefit will be included in the participating employees’ bi-weekly pay check beginning **March 10, 2022**. The \$20 benefit will be \$9.24 per check and \$80 benefit is \$36.93 per check, minus applicable taxes.



If you have any questions, please email **CommuteBenefits@cityofberkeley.info**



Mandatory COVID-19 Employee Vaccination Policy

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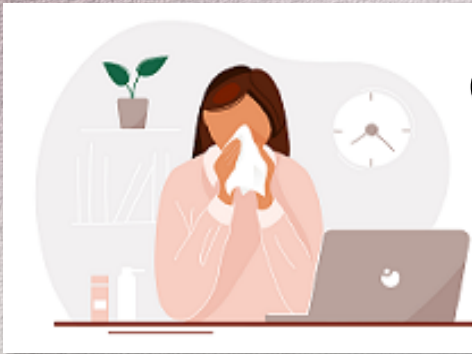
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A.R 2.25 has details on exemptions, proof of vaccination and secure reporting methods as well as other helpful information on the vaccination policy.

Please follow this link for [COVID-19 Vaccination Policy& Face Covering FAQs](#).



CITY COVID-19 SUPPLEMENTAL PAID SICK LEAVE DEADLINE EXTENDED TO **JUNE 30, 2022**

The City Manager has approved the continued use of existing **COVID-19 Paid Supplemental Sick Leave** time that employees still have available. This extension of time does not provide additional leave. This time was set to expire on December 31, 2021 and will now be **extended for use until June 30, 2022** or until the state and local emergency has been lifted, whichever comes first.

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- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
- (4) The employee is caring for a family member who is subject to a quarantine or isolation order as described in subparagraph (1), or has been advised to quarantine as described in subparagraph (2); or
- (5) The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises; or
- (6) The employee is attending an appointment to receive a vaccine for protection against COVID-19; or
- (7) The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.

The attached policy will be updated to reflect the extended expiration date.



Retirement's about knowing what you want —
and taking the right steps to get there.

Your journey to retirement begins with you.

Now is a great time to start. Taking the first step today by enrolling in the CalPERS 457 Plan will make it easier for you to build up and replace your paycheck in retirement.

It starts with your savings rate. Saving pre-tax into the CalPERS 457 Plan impacts your paycheck by less than you think, plus it helps you lower your current taxable income. For example:



* Assumes savings are made in a pre-tax account at a 28% tax rate.

You can also consider consolidating accounts.

Do you have retirement accounts from former employers? Great! Did you know that those accounts may be eligible to be moved to your CalPERS 457 Plan? Keeping your retirement assets in the same account makes tracking your retirement journey easier and ensures your asset allocations are aligned with your goals. After you've enrolled, call us to discuss your options to roll over outside retirement accounts into your CalPERS 457 Plan.



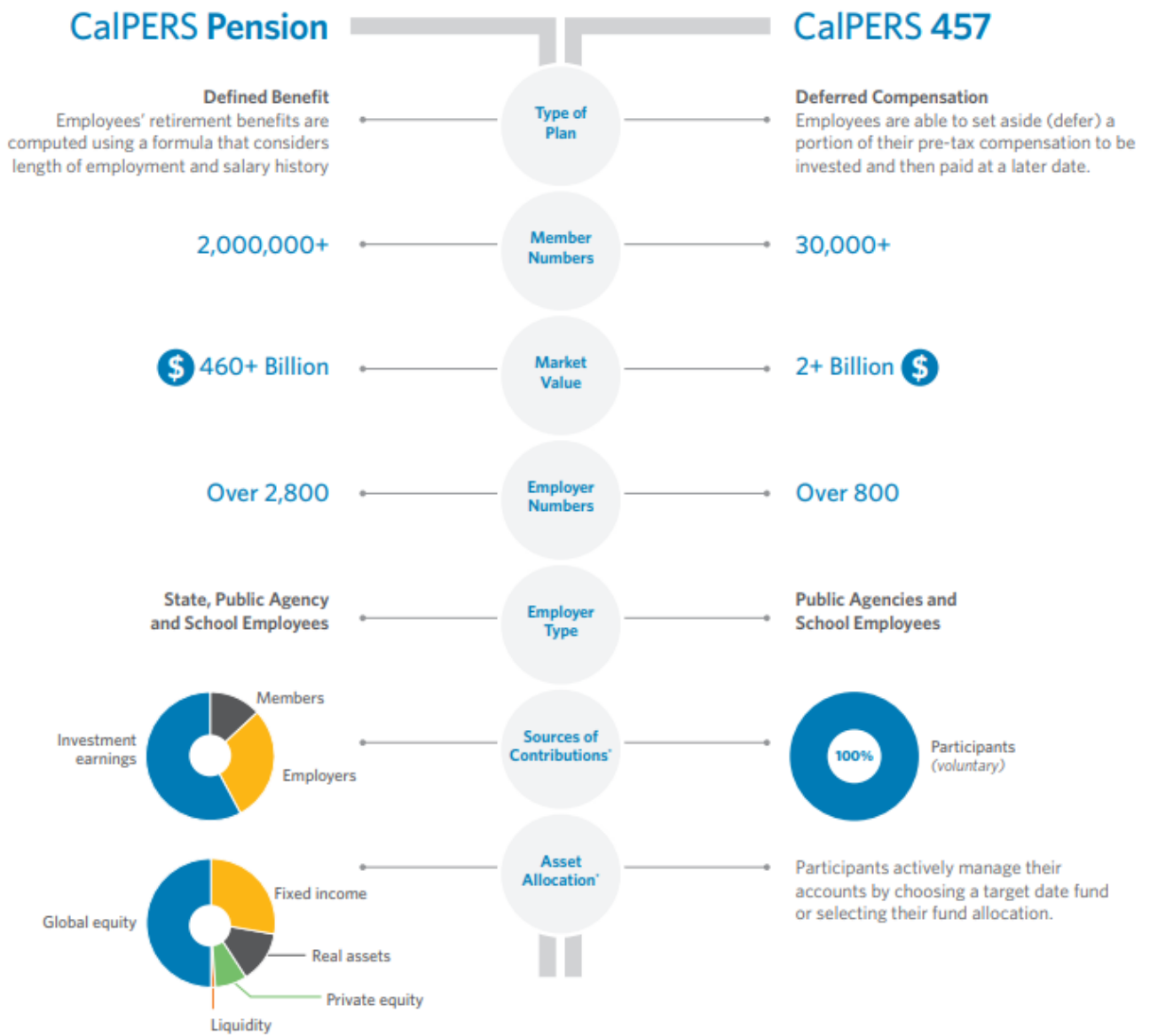
Get going today.

Visit calpers457.com and go to Get to know your plan > Eligibility to confirm that your agency offers the Plan, then download the Participant Enrollment Kit to begin the enrollment process. You'll be saving into the CalPERS 457 Plan within a few pay periods from there! Please call 888-713-8244 with any questions or visit <https://hso8vkeybn.timetap.com/> to Schedule an appointment to discuss your options with a dedicated Account Manager.

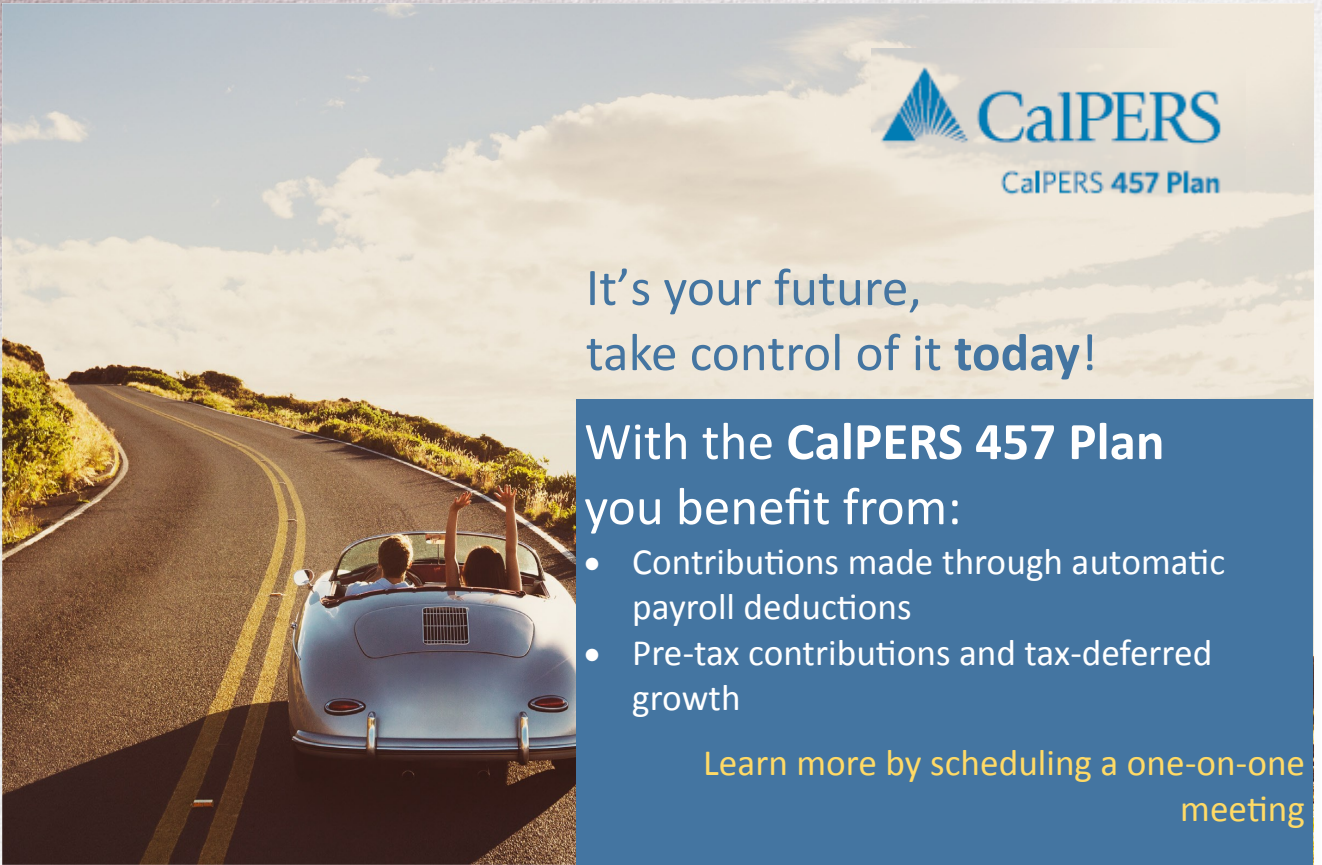
Comparing the Plans

The CalPERS pension and 457 deferred compensation (DC) plans are great ways to save for your retirement goals.

You're eligible to join a plan that leverages CalPERS' experience and clout as the largest public pension fund in the U.S. CalPERS offers a competitive and diverse DC plan that others cannot. Though both are provided by CalPERS, the pension plan and 457 Plan separately have very significant differences that make utilizing them together a choice that you can be confident in making:



* Percentage allocations fluctuate and are shown for illustrative purposes only.



It's your future,
take control of it **today!**

With the **CalPERS 457 Plan**
you benefit from:

- Contributions made through automatic payroll deductions
- Pre-tax contributions and tax-deferred growth

Learn more by scheduling a one-on-one meeting

Your CalPERS Account Manager will be here on:



Wednesday, March 9, 2022
*** Phone Appointments ***

- Enroll!
- Review investment elections
- Explore roll-over options
- Discuss retirement goals

To schedule an appointment:



<https://hso8vkeybn.timetap.com/>

**Appointments will
be held:**

City of Berkeley
To schedule a phone appointment online, go
to: <https://hso8vkeybn.timetap.com/>
or email Nancy.Garrity@Voya.com
or call 888-713-8244 x 2



UPCOMING CLASSES

VTA TRAINING CALENDAR DOWN UNTIL FURTHER NOTICE: please refer to Berkeley Matters or contact wparker@cityofberkeley.info for any questions regarding upcoming training

To accommodate as we flex to recalibrate during the COVID-19 crisis, please note that the VTA training calendar will not be utilized. All Training announcements will be included in Berkeley Matters, and where possible, included in an Everyone Email. For questions, please contact wparker@cityofberkeley.info or your supervisor.

For staff who do not telework, and where possible, trainings will be recorded and/or structures put in place to accommodate appropriately. Please contact wparker@cityofberkeley.info to define.

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

Are you a new employee with the City of Berkeley? And/or have you recently been promoted into a Supervisory role? If so, please sign up for the relevant orientation session.

Please be mindful of time frames for relevant groups:

February 28, 2022	
Who?	When?
New Employees to the City	8:00 am - Noon
New Employees who are also New Supervisors to the City ¹	8:00 am - 5:00 pm
Existing city employees recently promoted into a managerial/supervisory role ²	1:00 pm—5:00 pm

Please register using the link below.

This same zoom link will be used for all sessions for that specific day/date.

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZYsdOCvqz4vGdlttA5zYi4FKES1qPhxk95g>

After registering, you will receive a confirmation email containing information about joining the meeting.

**Subsequent dates for 2022 following the above session(s) will be published
(Sessions will typically be scheduled on the first Tuesday of each month unless on a holiday)**

Please contact wparker@cityofberkeley.info with any questions

¹ Pre-work will be assigned to enhance your learning experience

² Pre-work will be assigned to enhance your learning experience

CURRENT RECRUITMENTS

FEB 25, 2022 • PG 9

Application materials for these recruitments are available on-line (www.cityofberkeley.info/jobs). **Applications must be submitted no later than 5pm on the closing date.** It is the applicant's responsibility to ensure that all the required materials are submitted by the closing deadline as stated on the announcement. Applications that are received after that deadline will not be accepted regardless of postmark or reason for being late. Applicants should keep a copy of all application materials submitted as the Human Resources Department does not provide copies.

During the recruitment filing period, employees requesting continuous eligibility are **required to submit an updated application**, including credentials, i.e. licensure, certificate etc. and indicate they wish to have continuous eligibility in the agency-wide questions portion of the application.

Personnel Rules and Regulations allow career employees in any

classification (except sworn public safety classifications) to qualify for continuous eligibility for classifications in which his/her name appears on the eligible list. Employees who qualify for continuous eligibility will remain on the eligible list in their relative standing without being required to compete in subsequent examinations. If the employee, however, wants to improve his/her standing, the employee will be required to compete in the new examination (e.g. employee's standing on the list is in Category III and wants to improve to Categories I or II).

NOTE: If testing standards or the qualifications for the classification should change, employees will be notified that they will be required to participate in a new examination in order to re-establish eligibility.

For answers to frequently asked questions regarding recruitments please visit: [www.cityofberkeley.info/Human Resources/Home/Frequently Asked Questions.aspx](http://www.cityofberkeley.info/Human_Resources/Home/Frequently_Asked_Questions.aspx)

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II (Funded by Ment Hlth State Aid Real Fund #960 at 57%, B.U.S.D Grant #134 at 24%, EPSDT Expansion Proposal #066 at 18%) (Funded by Mental Health Service Act Fund #063 at 100%) (Funded by Target Case Management/Linkages #056 at 56%, General Fund #010 at 44%) (req# 2021-00051E) (req# 2021-00099E)	Vacancy		\$44.43 to \$51.89	Continuous	
Camp Manager (Funded by Playground Camp Fund #330 at 100%) (req# 2021-00325E)	Vacancy		\$36.02 to \$43.78	Feb 7, 2022	Mar 7, 2022 (Extended)
Deputy City Attorney II/III (Funded by Public Liability #881 at 100%) (Funded by General Fund #010 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Feb 14, 2022	Mar 7, 2022
Deputy Finance Director Click here for recruitment details: Deputy Finance Director	To Establish a List		\$84.67 to \$93.00	Feb 23, 2022	Apr 1, 2022
Electrician (Funded by Street Light Assessment District #470 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #825 at 50%, Special Gas Tax Improvement #369 at 25%, Measure B—Local St & Road #391 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	

CURRENT RECRUITMENTS (CONT'D)

FEB 25, 2022 • PG 10

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Emergency Services Coordinator (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00431E)	Vacancy	COMPETITIVE	\$47.00 to \$55.82	Jan 31, 2022	Apr 4, 2022
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Housing Inspector I (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00467E)	Vacancy		\$43.02 to \$51.04	Feb 21, 2022	Mar 14, 2022
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Police Officer Recruit	To Establish a List		\$41.92	Feb 7, 2022	Mar 7, 2022
Program Manager II (Funded by General Fund #010 at 50%, Permit Service Center #833 at 50%) (req #2021-00368E)	Vacancy		\$62.38 to \$75.49	Jan 3, 2022	Mar 7, 2022 (Extended)
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #165 at 51.5%, Health (General) #055 at 42.5%, General Fund #010 at 6%) (req# 2021-00096E)	Vacancy	\$51.80 to \$60.43	Continuous		

CURRENT RECRUITMENTS (CONT'D)

FEB 25, 2022 • PG 11

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Public Safety Dispatcher II (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy	^ --- COMPETITIVE --- v	\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Senior Housing Inspector (Funded by Rental Housing Safety Program #375 at 100%) (req# 2021-00462E)	Vacancy		\$49.22 to \$58.39	Feb 21, 2022	Mar 14, 2022
Senior Solid Waste Supervisor	To Establish a List		\$46.14 to \$55.55	Feb 14, 2022	Mar 7, 2022
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Assistant Human Resources Analyst	To Establish a List	^ --- PROMOTIONAL --- v	\$39.49 to \$48.05	Feb 14, 2022	Feb 28, 2022
Battalion Chief	To Establish a List		\$55.25 to \$63.95	Jan 31, 2022	Mar 7, 2022 (Extended)
Paramedic Supervisor I (Funded by Paramedic Tax #160 at 100%) (req# 2021-00318E) (Funded by General Fund #010 at 100%) (req# 2020-00196E) (req# 2021-00377E)	Promotion		\$45.83 to \$50.51	Jan 31, 2022	Mar , 2022 (Extended)



To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call the department contact person within one week of the job posting if you **meet one** of the **above criteria**. To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
Assistant Planner (Funded by Sanitary Sewer Operation #830 at 45%, Zero Waste #820 at 20%, Clean Storm Water #831 at 20%, Special Gas Tax Improvement #369 at 15%) (req# 2022-00490E)	Resignation	Public Works	Joe Enke @ 981-6411 or JEnke@cityofberkeley.info
Associate Management Analyst (Funded by General Fund #010 at 100%) (req# 2022-00475E)	Promotion	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Community Development Project Coordinator (Funded by General Fun #010 at 100%) (req# 2021-00439E)	Promotion	CMO	Eleanor Hollander @ 981-7536 or EHollander@cityofberkeley.info
Deputy Director of Planning (Funded by Permit Service Center #833 at 72%, General Fund #010 at 28%) (req# 2021-00442E)	Vacancy	Planning	Jordan Klein @ 981-7534 or JKlein@cityofberkeley.info
Information Systems Support Technician (x2) (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00375E) (req# 2022-00474E)	Resignation	Information Technology	Thomas Ray @ 981-6542 or TRay@cityofberkeley.info
Mechanic (Funded by Equipment Maintenance #865 at 100%) (req# 2022-00491E)	Retirement	Public Works	Joy Brown @ 981-6629 or JBrown@cityofberkeley.info



TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

To be considered for the vacancies listed below, employees must:

- 1) Have a career appointment in the specific classification listed **AND** be on the "Transfer List" **OR**
- 2) Have their name on an active "Eligible List" **OR**
- 3) Have their name on a "Reinstatement List"

Please call or email the dept contact person within one week of the job posting if you **meet one of the above criteria**.

To have your name placed on the "Transfer List" please apply online: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
Senior Community Health Specialist (Funded by Health (General) #055 at 100%) (req# 2021-00321E)	Vacancy	HHCS	Suzanne Ridel @ 981-7714 or SRidel@cityofberkeley.info	NTE 6 Mos

TEMPORARY VACANCIES WITHOUT an ELIGIBLE LIST

If you would like to be considered for one of these vacancies, [click here to download and email the employment application](#).

If you have a career appointment in the specific classification listed apply to be on the "Transfer List" **AND** call or email the department contact person within one week of the job posting.

CLASSIFICATION TITLE (Funding source and requisition/s)	DEPT	CONTACT	DURATION	OPENING DATE
Police Aide	Police	Roselyn Jung @ 981-5975 or RJung@cityofberkeley.info	LIMITED 19 Hours/ Week	Feb 7, 2022
School Crossing Guard Click here > description . To apply for this position, click here to download > employment application . You may email your completed application to: RJung@cityofberkeley.info	Police	Roselyn Jung @ 981-5975 or RJung@cityofberkeley.info	NTE 19 Hours/ Week	Feb 28, 2022

HELLO's & GOODBYE's



TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	Firefighter	Fire
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
	[REDACTED]	Firefighter	
PROMOTIONS	[REDACTED]	Solid Waste Worker	Public Works
	[REDACTED]	Social Services Specialist	HHCS
	[REDACTED]	Hazardous Materials Specialist I	Planning
	[REDACTED]	Crime Analyst	Police
	[REDACTED]	Solid Waste Truck Driver	Public Works
[REDACTED]	Solid Waste Truck Driver		
[REDACTED]	Solid Waste Truck Driver		
[REDACTED]	Solid Waste Truck Driver		
RESIGNATION	[REDACTED]	Senior Behavioral Health Clinician	HHCS
	[REDACTED]	Firefighter	Fire
RETIREMENT	[REDACTED]	Senior Solid Waste Supervisor	Public Works
	[REDACTED]	Laborer	Public Works