

**CITY OF BERKELEY  
MEETING OF THE PERSONNEL BOARD  
DATE: March 1, 2021            TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department  
2180 Milvia Street, First Floor, Berkeley, CA 94704  
(510) 981-6800 E-mail: [LBellow@cityofberkeley.info](mailto:LBellow@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/81350420999?pwd=cUwrNkMxZSt5VFdzMmo1MmJ2QzA1Zz09>. 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: 813 5042 0999, Passcode: 738373.  
To submit an e-mail comment during the meeting to be read aloud during public comment, email [ddangelo@cityofberkeley.info](mailto:ddangelo@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 February 1, 2021
- V. Recommendation to Increase the Salary Schedule for Accountant II for Internal Alignment

**INFORMATION ITEMS:**

- VI. Director's Report – Updates from HR Director – Discussion Only
- VII. Copies of Berkeley Matters – Discussion Only
- VIII. Adjournment

**If you are unable to attend a meeting please call 510-981-6824**

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do 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  
PERSONNEL BOARD MINUTES  
DATE: February 1, 2021    TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department  
2180 Milvia Street, First Floor, Berkeley, CA 94704  
(510) 981-6800    E-mail: [LBellow@cityofberkeley.info](mailto:LBellow@cityofberkeley.info)**

I. Call to Order                    7:02 P.M.

II. Roll Call

Members Present: none (Chair), Mary Kay Lacey (Vice Chair), Robert Dixon, Aviva Gilbert, Maya Karpinski, Jenny Wenk, Darryl Bartlow (late)

Members Absent: Sam Frankel

Staff Present: LaTanya Bellow (Director of Human Resources); Dana d'Angelo (Human Resources)

Public Attendance: None

III. Public Comments        None

**ACTION ITEMS:**

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

**Action:** MSC: (Gilbert /Dixon) to approve the minutes of the meeting on January 20, 2021.

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

V. Election of Chair Motion to nominate Mary Kay Lacey as Chair

**Action:** MSC: (Dixon /Wenk) to approve Mary Kay Lacey as Chair

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

Election of Vice Chair, Motion to nominate Bob Dixon as Vice-Chair

**Action:** MSC: (Lacey /Wenk) to approve Bob Dixon as Vice-Chair.

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

**INFORMATION ITEMS:**

- VI. Update Regarding City of Berkeley Training Program – Discussion Only
- VII. Director’s Report – Updates from HR Director – Discussion Only
- VIII. Copies of Berkeley Matters - Discussion Only
- IX. Adjournment

**Action:** MSC: (Wenk/ Bartlow) to adjourn the meeting at 7:30 P.M.

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



Human Resources Dept.

March 1, 2020

To: Members of the Personnel Board

From: LaTanya Bellows, Director Human Resources

Subject: Recommendation to Increase the Salary Schedule for Accountant II for Internal Alignment

## **BACKGROUND AND CLASSIFICATION**

Henry Oyekanmi, the Director of Finance, has requested that the City amend the salary structure for the Accountant II classification. Employees in the Accountant II classification raised concerns over the years to Mr. Oyekanmi that the Accountant II salary range had previously aligned closely with the Auditor II, Associate Management Analyst, and Community Service Specialist II classification, but now the monthly salary difference is several hundred dollars.

Human Resources met with SEIU CSU leadership and the Accountant II employees to understand the background and the reason the classifications were no longer in alignment. The Union's presentation (Attachment A), show that in 1996 the monthly difference between identified classifications was \$35 that grew to \$602 by 2020. The Union was unsure why the gap grew but wanted to bring back internal alignment within the classifications.

Human Resources conducted extensive research and by reviewing existing MOUs from 1996 to 2020 and Council Reports determined the gap was due to the MOUs throughout the years provided greater equity increases for the other classifications than the Accountant II.

In a subsequent meeting with the Union, Human Resources described their findings. The Union said they were most interested in keeping the classifications aligned and retaining their current employees and not requesting back pay.

In order to bring internal equity back to this classification group and to retain the current Accountant II employees, Mr. Oyekanmi and Ms. Bellow made a recommendation to Dee Williams-Ridley, City Manager, to increase the Accountant II salary range 6.8% to the level of Auditor II, Associate Management Analyst and Community Service Specialist II. Ms. Williams-Ridley is in agreement.

**RECOMMENDATION**

The Personnel Board is requested to approve to increase the salary range for the Accountant II classification 6.8%. The new hourly salary range would be:

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Accountant II	45.6375	47.6297	49.7830	51.9198	54.1916

**COST**

The cost of the increase would impact 3 employees and cost \$18,713.14 over a one year period.

Attachments:

- A. Union and Employee Presentation
- B. Accountant II Classification showing new salary
- C. Organization Chart

cc: Henry Oyekanmi  
Cecil Lopez, Associate HR Analyst

# Salary Comparison for Accountant II

# Same Minimum Qualifications but Lower Salary

## Accountant II

- Possession of a Bachelor's Degree from a four-year college/university in accounting

## Auditor II

- Equivalent to graduation from a four-year college/university with a bachelor's degree in public policy, accounting, business, finance, economics, or closely related field

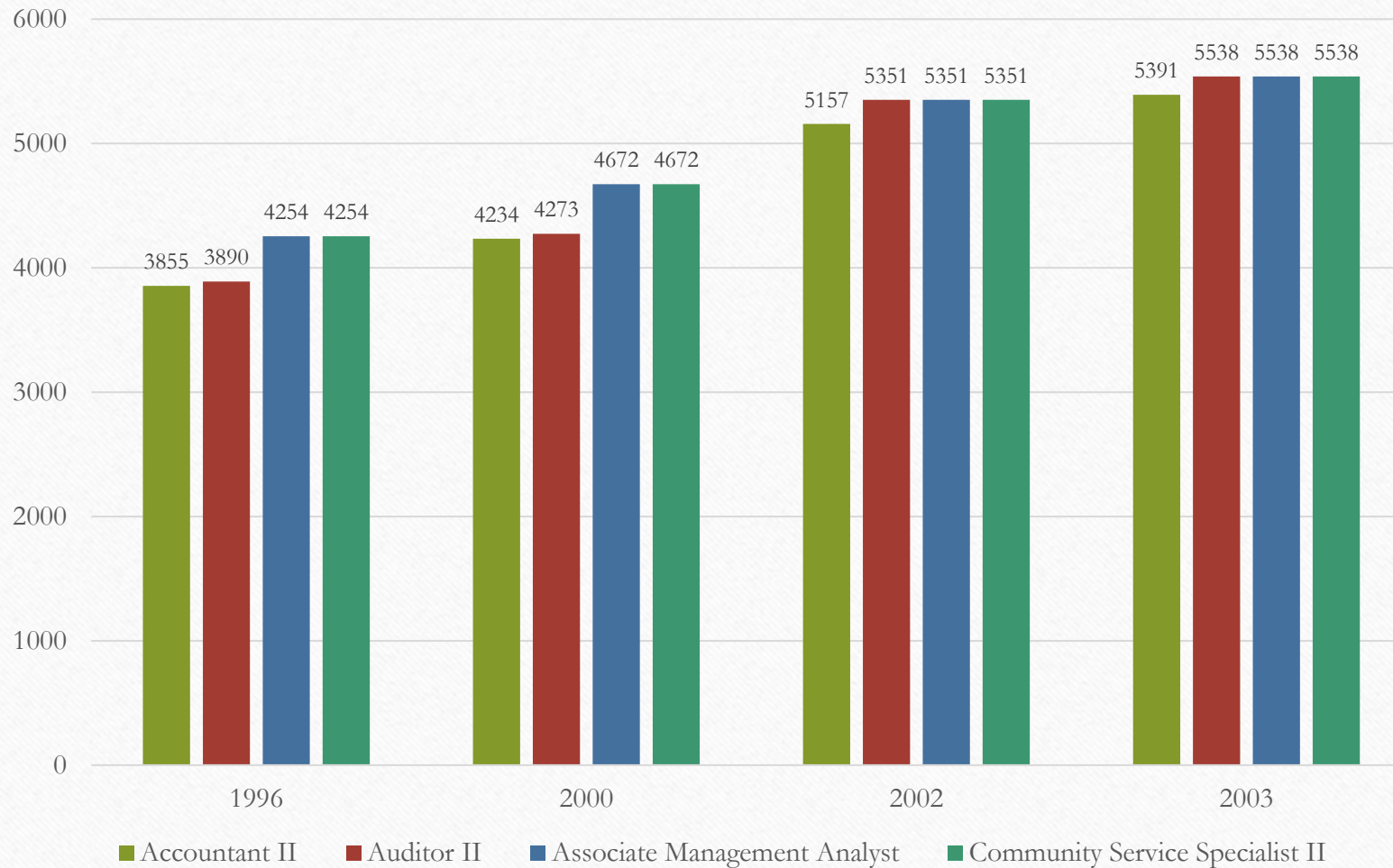
## Associate Management Analyst

- Equivalent to graduation from a four-year college with major coursework in business or public administration or a closely related field
- Work experience may be substituted for the education on a year-for-year basis

## Community Service Specialist II

- Equivalent to graduation from a four-year college or university with major coursework in sociology or a related field
- Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis

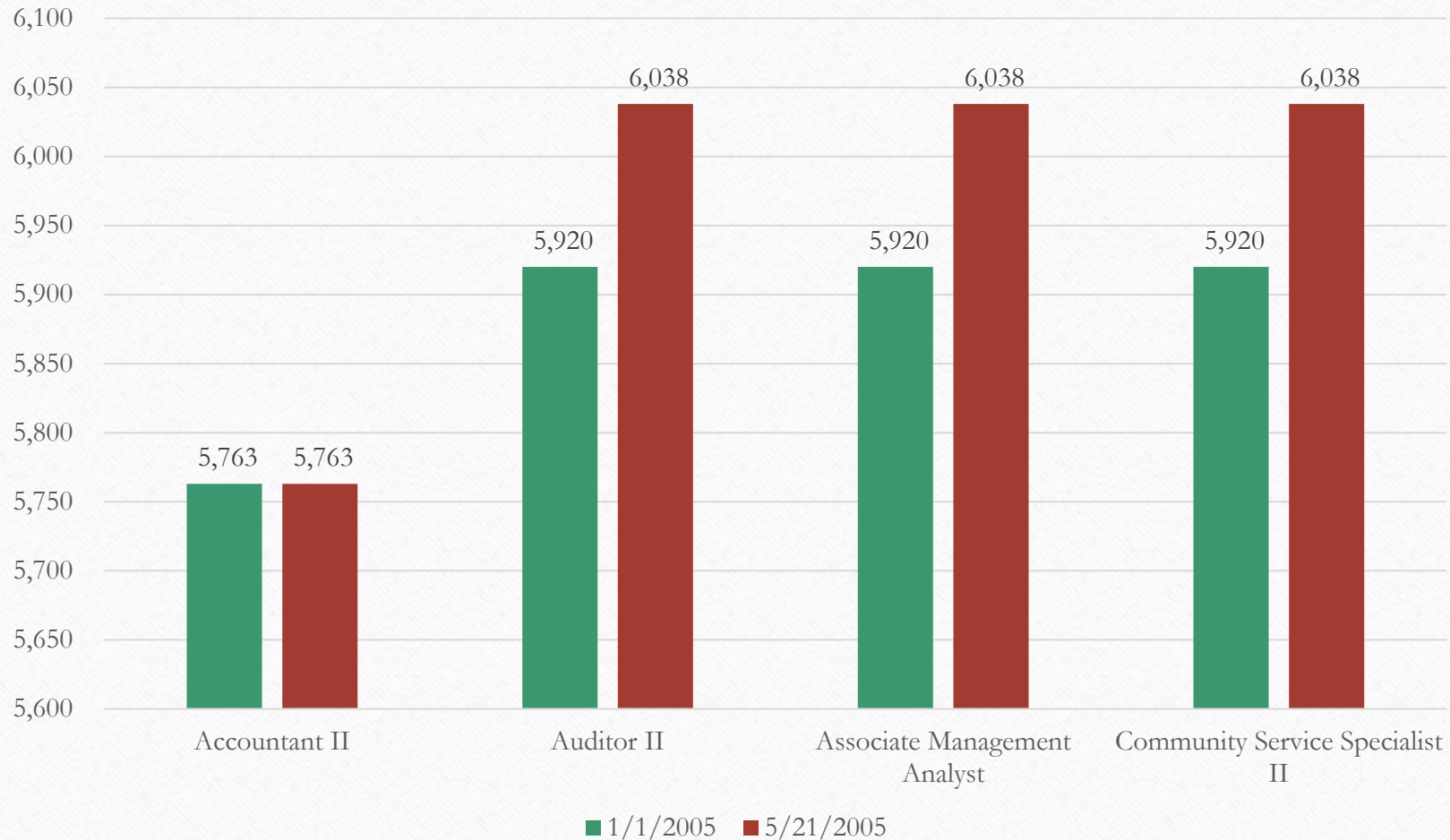
# Salary Comparison from 1996 - 2003



- Accountant II's salary in line with Auditor II in 1996.
- Auditor II's salary begin to match with others in the same classification in 2002 while Accountant II got left behind.

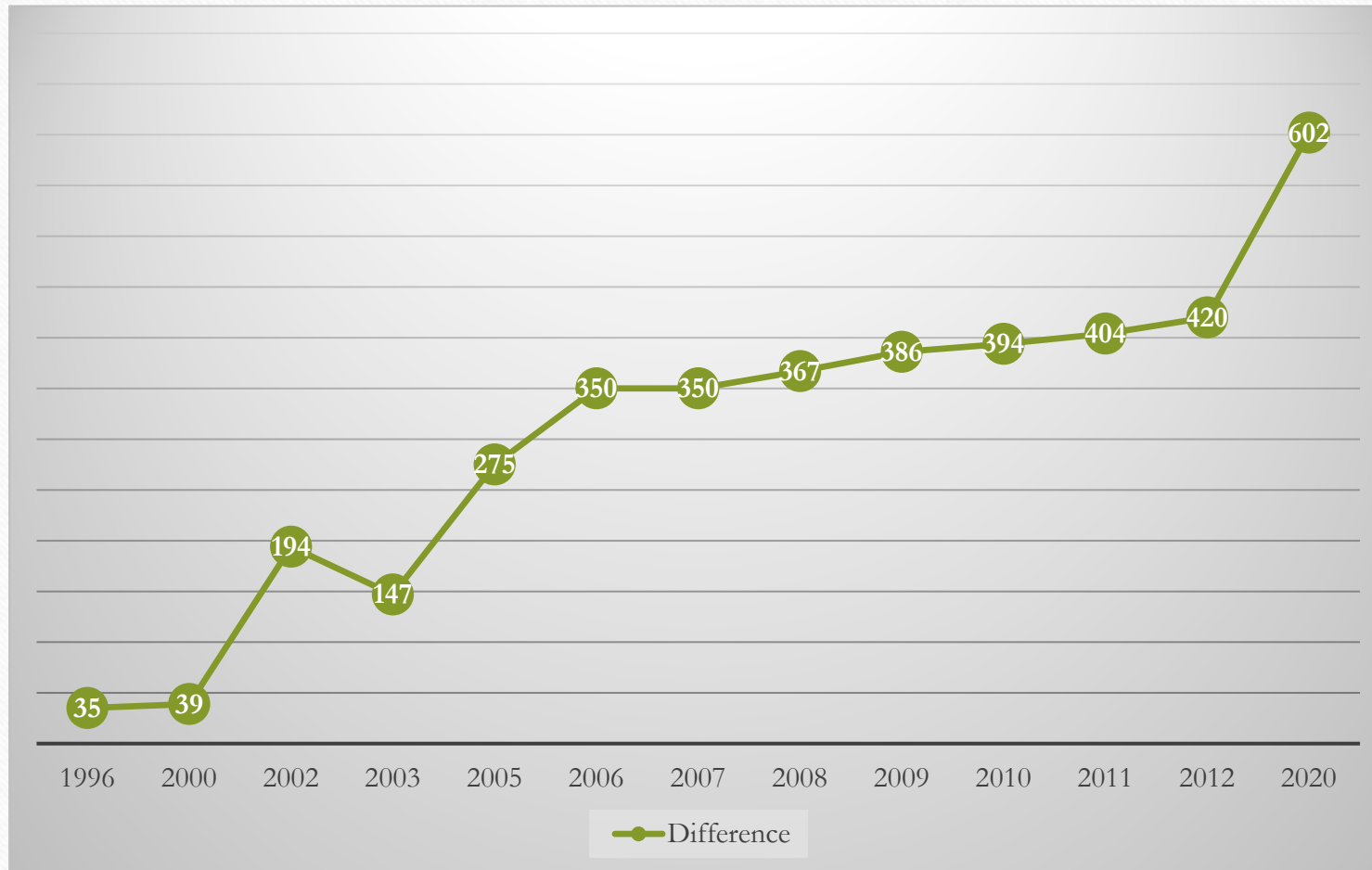


# Salary Comparison in 2005



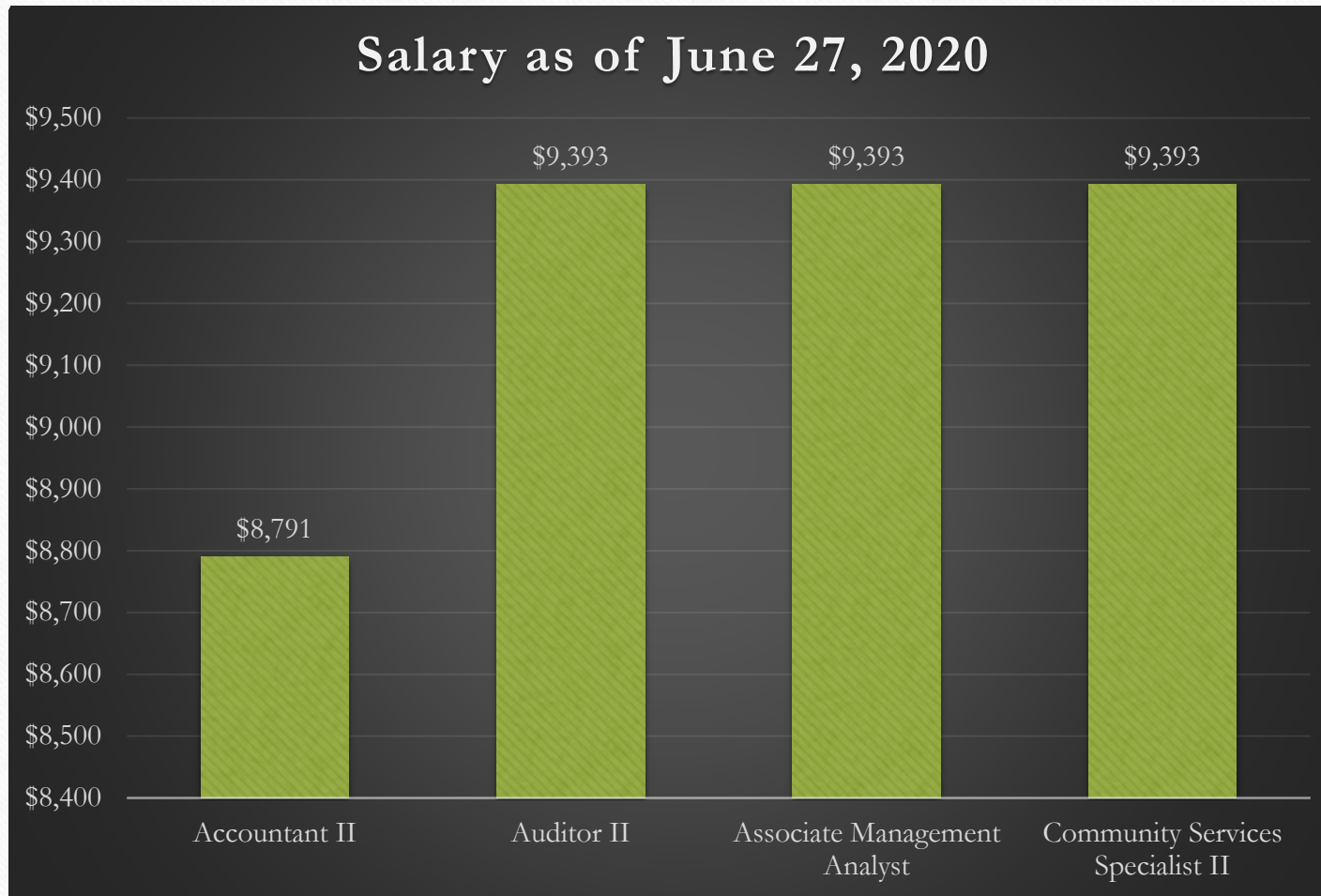
- Effective 5/21/2005, positions in the same classification receive salary increase **EXCEPT** Accountant II.
- The salary gap between Accountant II and Auditor II had become larger. The gap was \$39 in 1996, it increased to \$275 by 2005.

# Salary Gap at a Glance



- This is a summary trend of the salary gap between Accountant II and Auditor II since 1996.
- In 1996, the difference between Accountant II and Auditor II was \$35.
- In 2020, Auditor II salary is \$602 higher than Accountant II.

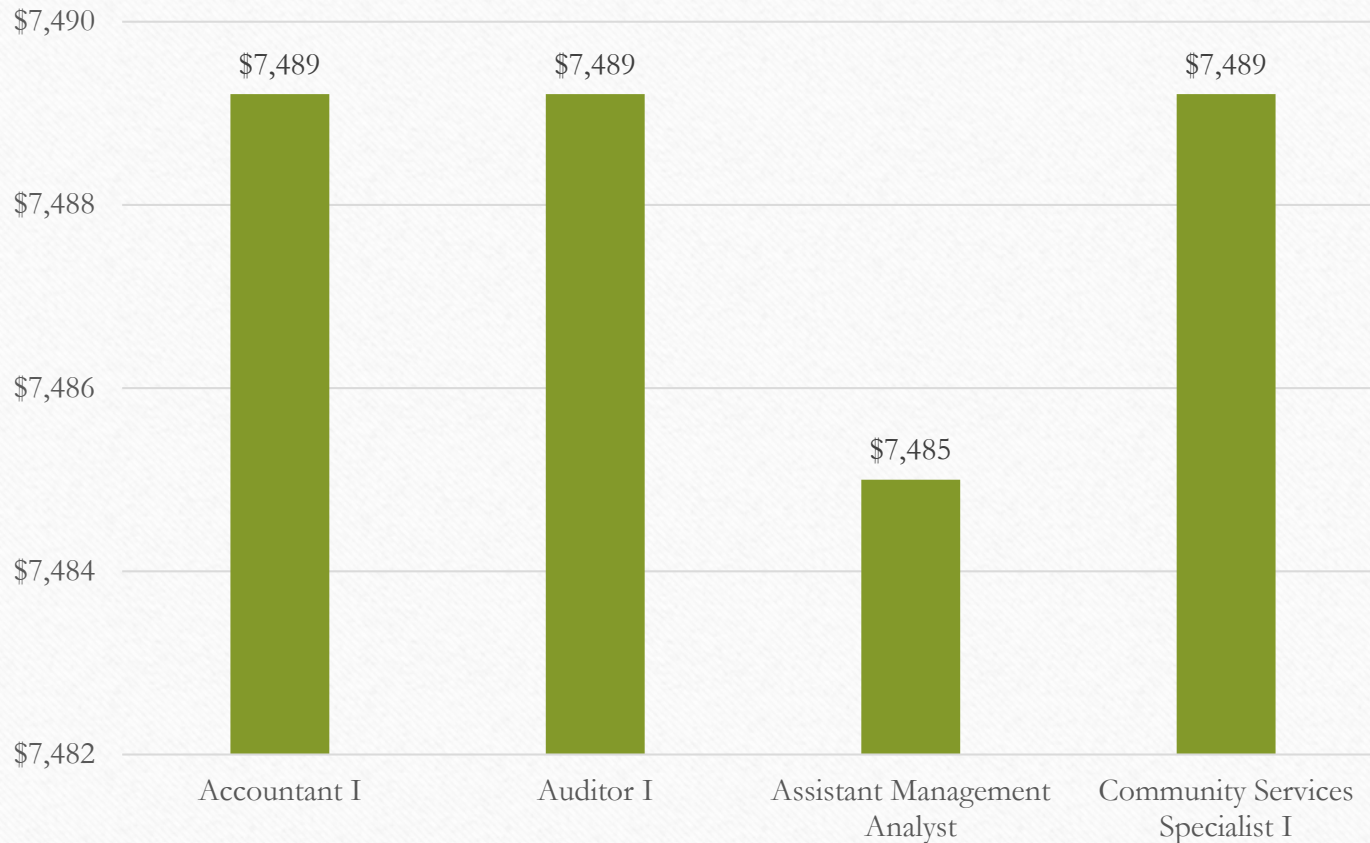
# The II Series Salary Comparison in 2020



- In 2020, the salary gap between Accountant II and the other positions in the same classification is now \$602.45 as salary continue to increase by percentage of base salary.

# The I Series Salary Comparison in 2020

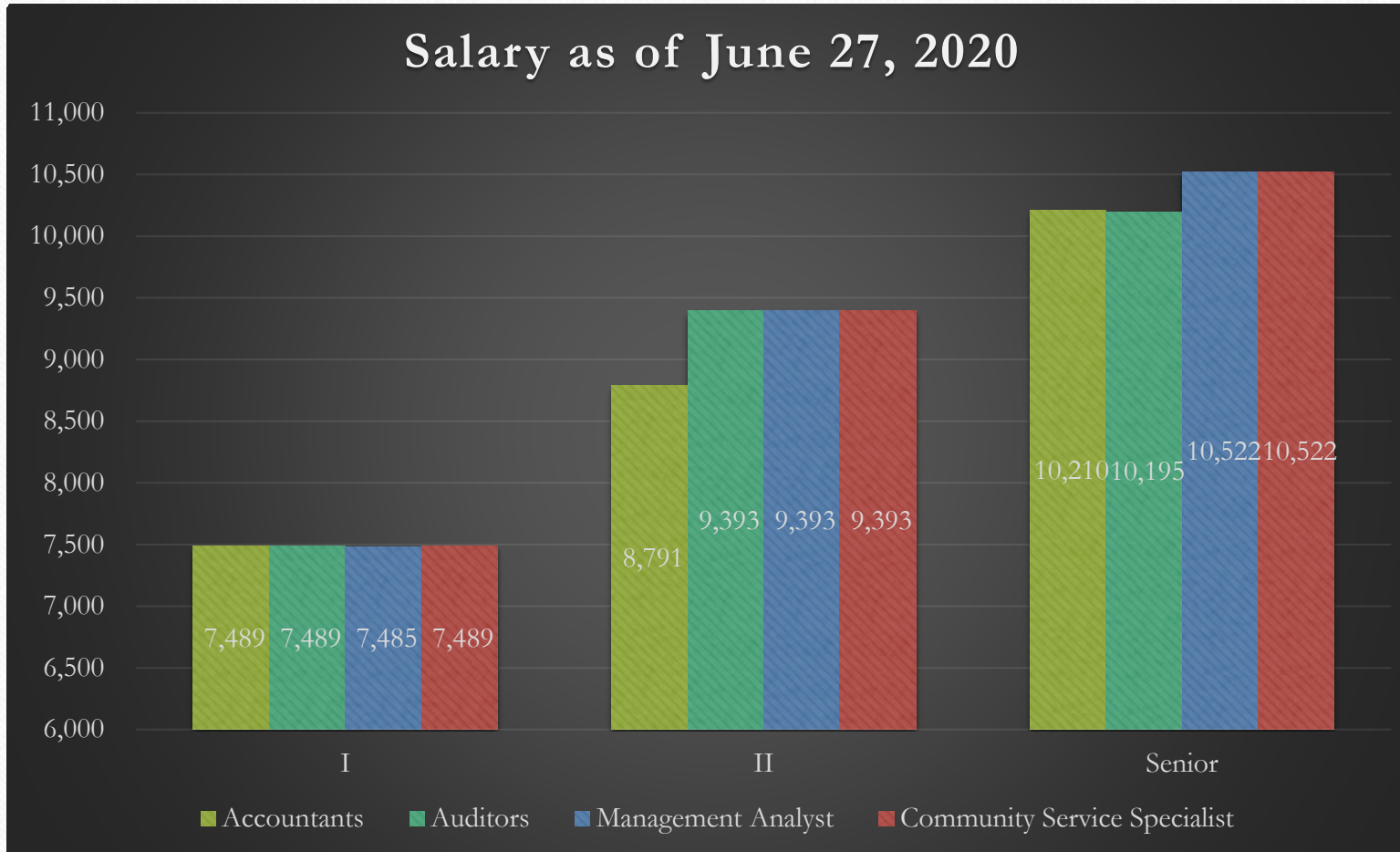
Salary as of June 27, 2020



- Salary for Accountant I is the same compared to others in the same classification.
- Why did Accountant II's salary does not match others?

# Salary Comparison between series in 2020

Salary as of June 27, 2020



- The salary remains consistent across the I series.
- However, Accountant II has significantly lower salary than other positions in the same classification.



Class Code:  
21170

## Accountant II

Bargaining Unit: Service Employees International  
Union, Local 1021 (Comm Svcs & PT Rec Leaders)

CITY OF BERKELEY  
Established Date: Oct 1, 2004  
Revision Date: ~~Oct 9, 2008~~ [March 1, 2021](#)

### SALARY RANGE

~~\$42,8045.64~~ - ~~\$50,7254.19~~ Hourly  
~~\$3,424.34~~ ~~3,651.20~~ - ~~\$4,057.27~~ ~~4,335.20~~ Biweekly  
~~\$7,419.39~~ ~~7,910.93~~ - ~~\$8,790.76~~ ~~9,392.93~~ Monthly  
~~\$89,032.74~~ ~~94,931.20~~ - ~~\$105,489.07~~ ~~112,715.20~~ Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision, performs professional accounting and other technical financial analysis at a medium level of complexity in the Accounting Division of the Finance Department or in another department; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is the journey level class in the professional accountant series. Positions in this class are expected to independently perform the full range of accounting duties and may have direct responsibility for performing one or more of the following activities: bank reconciliation; general accounting monthly closings; general accounting data entry; preparation of city-wide indirect cost allocation plans; accounting for the City's investment transactions; coordination of the preparation of schedules and work papers for the City's external auditors; preparation of the various required State Controller's Office reports; preparation of quarterly payroll and sales tax returns; coordination of the timely remittance of debt service payments to the fiscal agent (s) or lessor(s); maintenance of the books of accounts for the Berkeley Redevelopment Agency (BRA); maintenance of accounting chart of accounts; preparation or review of the year-end grants and other receivable entries; reconciliation of the general ledger control accounts to the subsidiary ledgers; and assist in the preparation of the City's Comprehensive Annual Financial Report (CAFR).

Employees perform the full range of duties as assigned, and have a thorough knowledge of governmental accounting principles and practices. Incumbents at this level typically receive only

occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating policies and procedures of the work unit. This class is distinguished from Senior Accountant, which has supervisory responsibilities for staff and activities, more in depth accounting experience, a more thorough knowledge of governmental accounting principles and practices, and is assigned the more complex accounting projects.

#### 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. Assists in coordinating citywide grant billing, recording, and reporting activities;
2. May review and supervise the work of Accountant I's and support staff assigned to the activity, in relation to the tasks reflected in the annual work plan, in order to meet the division objectives;
3. Assists in the evaluation, training and development of Accountant I's and support staff;
4. Assists in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) Statements;
5. Performs the monthly closing of each accounting period and distributes revenue and expenditure budget worksheets to managers and financial decision makers throughout the City;
6. Maintains the general ledger, and prepares annual and periodic financial statements, for the Berkeley Redevelopment Agency;
7. Assists in the preparation of the City's Comprehensive Annual Financial Report (CAFR);
8. Reviews accounting documents to ensure accuracy of information and calculations and may make correcting entries;
9. Prepares or assists in preparing financial statements, financial reports, and financial analysis; and maintains or assists in maintaining general and subsidiary ledgers and supporting schedules for a variety of accounts;
10. Prepares the reconciliation of the City's bank accounts to the general ledger control account balances;
11. Updates and maintains the City's long-term debt payment schedules, and ensures debt service payments are made on a timely basis;
12. Prepares the City's annual indirect cost allocation plan in compliance with federal regulations, and for internal costing or charging purposes;

13. Prepares or reviews the quarterly sales and payroll tax returns accurately and in a timely manner;
14. Prepares accurate calculations of the budget-basis fund balance (i.e., available cash balance) for every City fund;
15. Attends conferences and seminars to receive updated information on new governmental accounting statements and other regulations;
16. Maintains an up-to-date chart of accounts, which includes all changes in funds, division/activities, function/service code, and element/object code;
17. Prepares annual financial reports as required by the State Controller's Office;
18. Prepares timely monthly billings to the Berkeley Housing Authority, the Redevelopment Agency, and other funds for reimbursement to the City's General Fund;
19. Assists in the installation of new accounting systems and procedures, and instructs others in their use;
20. Perform revenue audits and compliance reviews and assists in developing standards for cash handling and fraud prevention procedures;
21. Performs cost and rate studies and performs other analyses as requested; and
22. Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Generally accepted accounting principles and practices for municipal governments;
2. Cost accounting;
3. Budgeting principles and practices and the differences between budget-basis accounting (when the budget is not based on GAAP), and accounting based on generally accepted accounting principles (GAAP);
4. Principles and practices of business data processing and the applications to accounting and financial management;



5. Laws regulating public finance and fiscal operations;
6. Budgeting principles and practices;
7. Modern office procedures, practices, methods and equipment including use of standard personal computer software programs such as Microsoft Word and Microsoft Excel and basic automated data base applications; and
8. How to perform revenue audits and compliance reviews/audits.

Skill in and ability to:

1. Review and interpret financial statements, reports, transactions, and records;
2. Verify the accuracy of accounting and financial data;
3. Ensure proper authorization and documentation for disbursements and other transactions;
4. Analyze, post, balance and reconcile financial data ledgers and accounts;
5. Make accurate basic financial calculations;
6. Direct and review the work of lower-level accounting personnel in specified work areas;
7. Make sound independent judgments within established guidelines;
8. Prepare clear, concise and complete financial reports and statements; and
9. Establish and maintain effective working relations with those contacted in the course of work.

#### MINIMUM QUALIFICATIONS:

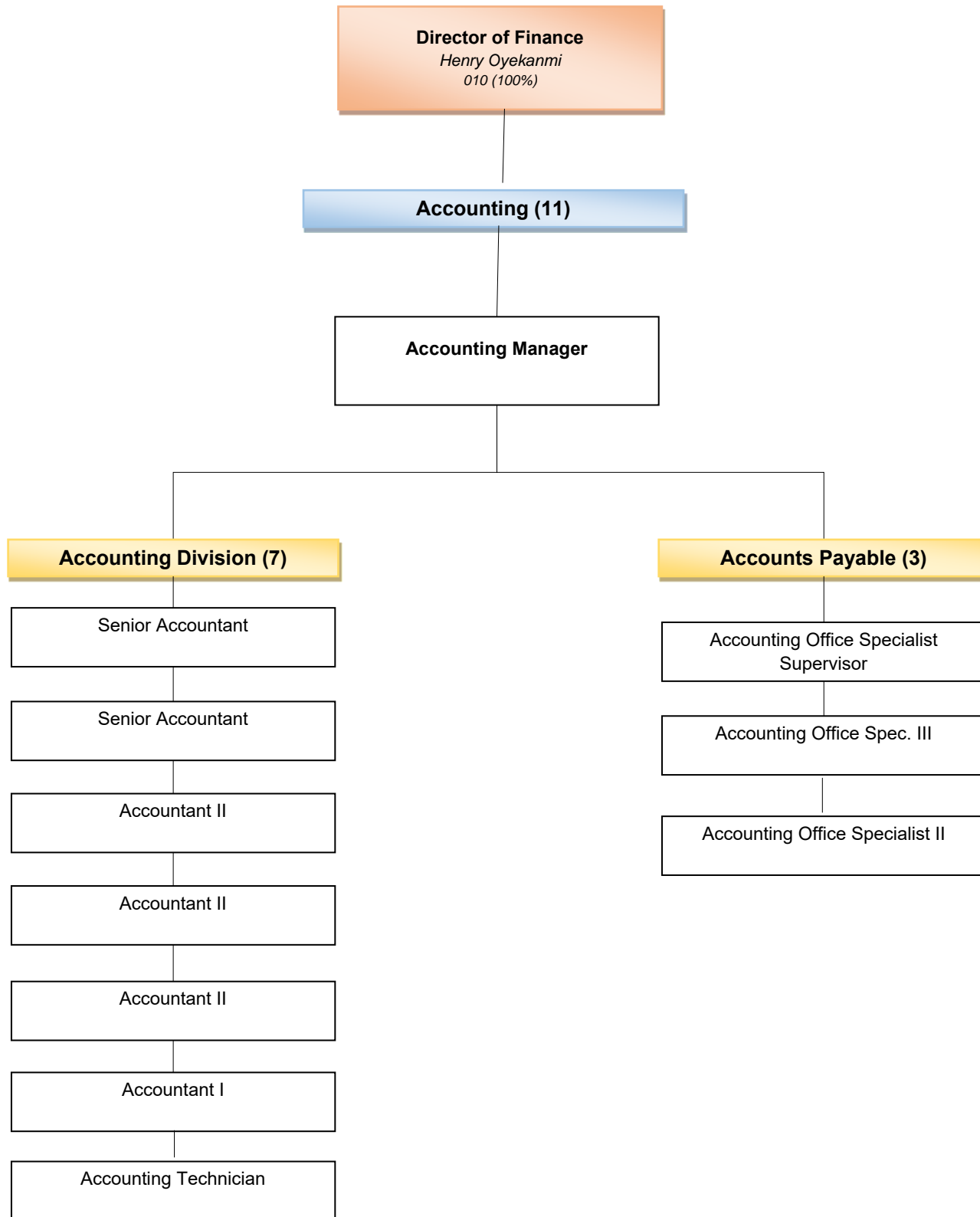
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:  
Possession of a Bachelor's Degree from a four-year college or university in accounting, or a closely related field, which included at least 24 units total consisting of intermediate advanced governmental and cost accounting, and two (2) years of professional accounting experience, preferably in a governmental or public agency.

#### CLASSIFICATION HISTORY:

Established: 11/88

Revised: [9/043/2](#)

### Finance Accounting Division Organization Chart





**FROM THE HUMAN RESOURCES DEPT**

## **Labor Relations Coordinating Committee (LRCC)**

### **LRCC is Still In Session Every Thursday**

The LRCC is a management resource that reviews and provides advice on all areas of employee relations. The customer of the LRCC include all department heads, managers, and supervisors.

- Virtual meetings are held Thursday's 10:00 AM to Noon. A Skype Invite will be sent.
- LRCC appointments must be booked by noon on the Tuesday prior to the desired LRCC date with Dana d'Angelo at [DDangelo@cityofberkeley.info](mailto:DDangelo@cityofberkeley.info)
- Relevant materials must be emailed to Alicia Platt at [APlatt@cityofberkeley.info](mailto:APlatt@cityofberkeley.info) by Wednesday to provide staff time to review materials.

**For questions please contact the**

**Human Resources Department at (510) 981-6800**

**BERKELEY MATTERS ● FEBRUARY 10, 2021**

## PAYDATES and DEADLINES • 2021

#	Pay Period		PA Entry Deadline	HR Output Post Date	Payday
1	12/27/20	THRU 01/09/21	12/24/20	12/27/20	01/15/21
2	01/10/21	THRU 01/23/21	01/06/21	01/10/21	01/29/21
3	01/24/21	THRU 02/06/21	01/20/21	01/24/21	02-10-21 (Wed)
4	02/07/21	THRU 02/20/21	02/03/21	02/07/21	02/26/21 (Thu)
5	02/21/21	THRU 03/06/21	02/17/20	02/21/21	03/11/21 (Thu)
6	03/07/21	THRU 03/20/21	03/03/21	03/07/21	03/26/21
7	03/21/21	THRU 04/03/21	03/17/21	03/21/21	04/08/21 (Thu)
8	04/04/21	THRU 04/17/21	03/31/21	04/04/21	04/23/21
9	04/18/21	THRU 05/01/21	04/14/21	04/18/21	05/07/21
10	05/02/21	THRU 05/15/21	04/28/21	05/02/21	05-20-21 (Thu)
11	05/16/21	THRU 05/29/21	05/12/21	05/16/21	06/04/21
12	05/30/21	THRU 06/12/21	05/26/21	05/30/21	06/18/21
13	06/13/21	THRU 06/26/21	06/09/21	06/13/21	07/02/21
14	06/27/21	THRU 07/10/21	06/23/21	06/27/21	07/16/21
15	07/11/21	THRU 07/24/21	07/07/21	07/11/21	07/30/21
16	07/25/21	THRU 08/07/21	07/21/21	07/25/21	08/13/21 *
17	08/08/21	THRU 08/21/21	08/04/21	08/08/21	08/27/21
18	08/22/21	THRU 09/04/21	08/18/21	08/22/21	09/10/21 *
19	09/05/21	THRU 09/18/21	09/01/21	09/05/21	09/24/21
20	09/19/21	THRU 10/02/21	09/15/21	09/19/21	10/08/21 *
21	10/03/21	THRU 10/16/21	09/29/21	10/03/21	10/22/21
22	10/17/21	THRU 10/30/21	10/13/21	10/17/21	11/05/21
23	10/31/21	THRU 11/13/21	10/27/21	10/31/21	11/19/21
24	11/14/21	THRU 11/27/21	11/10/21	11/14/21	12/03/21
25	11/28/21	THRU 12/11/21	11/24/21	11/28/21	12/17/21
26	12/12/21	THRU 12/25/21	12/08/21	12/12/21	12/31/21

VTO days for the second half of the year have not yet been determined.  
 When a payday falls on a VTO day or a holiday, checks will be issued a day early.

*\*These paydays are subject to be moved earlier depending on establishment of VTO days for FY 2022.*



## COMING CHANGES to COMMUTE BENEFITS

### COMING SOON!

BENEFIT RESOURCE, INC.—CITY OF BERKELEY'S NEW COMMUTE BENEFITS  
THIRD-PARTY ADMINISTRATOR STARTING APRIL 2021

- WHO ►** In response to a September 2020 Request for Proposals, the City of Berkeley is pleased to announce it will be partnering with ***Benefit Resource, Inc.*** for third-party administration of the City's Commute Benefits program.
- WHAT ►** Benefited employees will continue to be able to ***deduct pre-tax dollars from each paycheck*** in any amount up to a monthly maximum of \$270 (\$250 if employees receive the \$20 City of Berkeley subsidy), as allowed by the Internal Revenue Code Section 132(f).3. As an alternative, employees may instead opt to receive a \$20 monthly post-tax bicycle benefit. Employees may not opt to receive the transit subsidy and the bicycle subsidy simultaneously in any month.
- WHEN ►** ***Starting in April 2021***, BRI shall begin providing third-party administrator services for the City of Berkeley's Employee Commute Benefit Program. The program's transition plan allows sufficient time for employees to be introduced to BRI's new digital platforms and program features.
- Employees will be able to sign in to their new BRI accounts to see their balances, and will be able to make changes to their account information and preferences. All balances held by the current third-party administrator will be transferred onto a new BRI debit card.
- All timelines, deadlines, information and instructions will be broadcast clearly to employees before any changes take place.** BRI and City staff will work diligently with employees before, during and after the transition to ensure seamless customer service and program operations.
- WHERE ►** All program administration ***activities will continue to be conducted online***. After employees register themselves on the new digital platform, they will have account access
- Online
  - By using BRI's app from any mobile device
  - By calling BRI's customer service line Monday through Friday 5AM to PM Pacific Standard Time
- WHY ►** ***BRI proved the most responsive and responsible proposer*** to the City's September 2020 Request for Proposals for a Third-Party Administrator for Commute Benefits. The City of Berkeley's Employee Commute Benefit Program was established in 1993. The contract with the City's current TPA, Edenred Commuter Benefit Solutions (a subsidiary of Edenred USA) expired December 31, 2020 and has been extended until the transition to BRI is complete.

**STAY TUNED FOR MORE INFORMATION!**

**CHECK OUT BRI'S WEBSITE HERE**

<https://www.benefitresource.com/participants/commuter-benefit-plan-cbp>

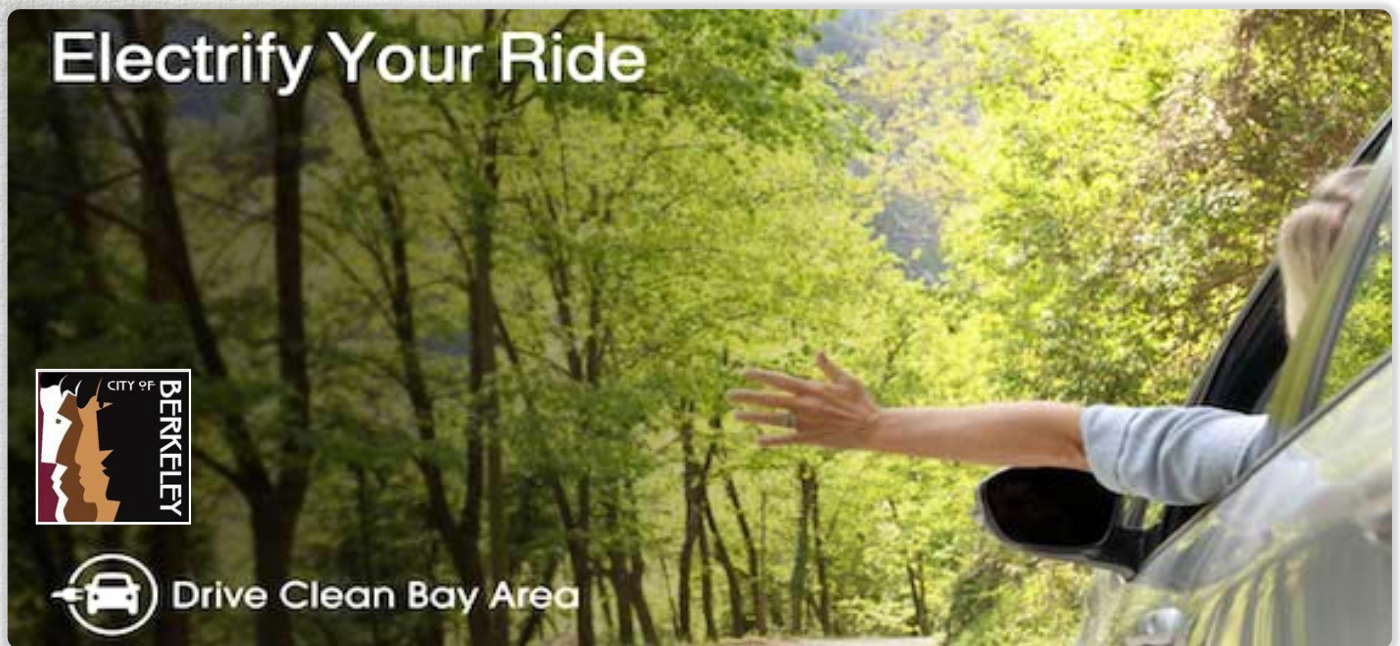
ELECTRIC VEHICLES

# ELECTRIC VEHICLES 101 & 102

*New Year, New Ride!*

Weekly online workshops for exploring and new plug-in drivers

Register: <https://drivecleanbayarea.org/events>



- **EV 101** explores the wide variety of available vehicles, driving range, charging, rebates, incentives, and special programs for income qualified drivers.
- **EV 102** helps new EV owners navigate charging, claiming incentives and switching to a money-saving EV electricity rate.

**Bring your questions!**

***Find the right electric car for your lifestyle!***

Presented by the Office of Energy & Sustainable Development



## UPCOMING CLASSES

### 2021 New Employee Orientation Schedule

#### New Employee Orientation

#### 8 hours

The goals of the New Employee Orientation are to educate the new employee about the governmental structure of this organization, the different departments and their functions, the general history and culture of Berkeley, important personnel policies, and the employee's role as a disaster worker. All new employees are required to attend a New Employee Orientation.

#### DATES

MARCH 4 8-5

APRIL 8<sup>TH</sup> 8-5

JUNE 3<sup>RD</sup> 8-5

OCT 7<sup>TH</sup> 8-5

DEC 2<sup>ND</sup> 8-5

#### NEW EMPLOYEE ORIENTATION: ZOOM LINKS

8:00 a - 5:00 p

Mar 4, 2021 08:00 AM Pacific Time (US and Canada)

[https://us02web.zoom.us/j/85734475262?](https://us02web.zoom.us/j/85734475262?pwd=N0cvNEpVRmh5bU9xZEg4UTl6TjEyQT09)

[pwd=N0cvNEpVRmh5bU9xZEg4UTl6TjEyQT09](https://us02web.zoom.us/j/85734475262?pwd=N0cvNEpVRmh5bU9xZEg4UTl6TjEyQT09)

Meeting ID: 857 3447 5262

Passcode: 885016

Join by Skype for Business

<https://us02web.zoom.us/skype/85734475262>

#### Topic: NEW EMPLOYEE ORIENTATION

When: Apr 8, 2021 08:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/](https://us02web.zoom.us/meeting/register/tZwvdemprD8oH9TTqfajuSS9OMYUrXJTK_Oh)

[tZwvdemprD8oH9TTqfajuSS9OMYUrXJTK\\_Oh](https://us02web.zoom.us/meeting/register/tZwvdemprD8oH9TTqfajuSS9OMYUrXJTK_Oh)

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

#### Topic: NEW EMPLOYEE ORIENTATION

Time: Jun 3, 2021 08:00 AM Pacific Time (US and

#### Canada)

Join Zoom Meeting: [https://us02web.zoom.us/j/81622921419?](https://us02web.zoom.us/j/81622921419?pwd=RXJDU2Q0MHZyYjN5NGN4YXdHK2UwZz09)

[pwd=RXJDU2Q0MHZyYjN5NGN4YXdHK2UwZz09](https://us02web.zoom.us/j/81622921419?pwd=RXJDU2Q0MHZyYjN5NGN4YXdHK2UwZz09)

Meeting ID: 816 2292 1419

Passcode: 169108

Meeting ID: 816 2292 1419

Passcode: 169108

Join by Skype for Business

<https://us02web.zoom.us/skype/81622921419>

#### Topic: NEW EMPLOYEE ORIENTATION

When: Oct 7, 2022 08:00 AM Pacific Time (US and Canada)

You are invited to a Zoom meeting.

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/](https://us02web.zoom.us/meeting/register/tZ0qdu2opj4tHtaLtgzLkcmb3s6pQ7u9krz)

[tZ0qdu2opj4tHtaLtgzLkcmb3s6pQ7u9krz](https://us02web.zoom.us/meeting/register/tZ0qdu2opj4tHtaLtgzLkcmb3s6pQ7u9krz)

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

#### Topic: NEW EMPLOYEE ORIENTATION

Time: Dec 2, 2021 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/82332990630?](https://us02web.zoom.us/j/82332990630?pwd=MUxYZmRGZldxNE5TY0ZnNQ01MZNzdz09)

[pwd=MUxYZmRGZldxNE5TY0ZnNQ01MZNzdz09](https://us02web.zoom.us/j/82332990630?pwd=MUxYZmRGZldxNE5TY0ZnNQ01MZNzdz09)

Join by Skype for Business

<https://us02web.zoom.us/skype/82332990630>

### New Manager/Supervisor Orientation

#### 2 days

"New Supervisor Training" explores the transition from coworker to supervisor and presents the basics of supervision. New supervisors who have recently been promoted from line to supervisory staff are required to take "New Supervisor Training." This training is also a requirement for all new supervisors to the city of Berkeley.



## UPCOMING CLASSES (CONT'D)

### NEW SUPERVISOR ORIENTATION (2021 SCHEDULE)

#### DATES

- February 24<sup>th</sup> and 25<sup>th</sup>
  - 8:30 am- 5 (both days)
- April 21 and 22
  - 8:30 am- 5 (both days)
- June 23 and 24
  - 8:30 am- 5 (both days)
- August 25<sup>th</sup> and 26<sup>th</sup>
  - 8:30 am- 5 (both days)
- Oct 20<sup>th</sup> and 21<sup>st</sup>
  - 8:30 am- 5 (both days)
- December 21<sup>st</sup> and 22<sup>nd</sup>
  - 8:30 am- 5 (both days)

Every day, 2 occurrence(s)

Jun 23, 2021 08:30 AM

Jun 24, 2021 08:30 AM

<https://us02web.zoom.us/j/85403840816?pwd=ZHpsS3ZqM1lrOGltTDVJUK5CeW91QT09>

Meeting ID: 854 0384 0816

Passcode: 899843

Find your local number: <https://us02web.zoom.us/u/kcd8SBfmNJ>

Join by Skype for Business

<https://us02web.zoom.us/skype/85403840816>

#### **Topic: New Supervisor Orientation**

**When: Aug 25 & 26, 2021 08:30 AM Pacific Time (US and Canada)**

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZEsdqggT4pHdAK6KUEqCrmms2rvpUXjJAD>

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

#### **Topic: New Supervisor Orientation**

**When: Oct 20 and 21, 2021 08:30 AM Pacific Time (US and Canada)**

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/tZctduivrDMqGtIbo\\_MhGHI3CuClxc2aF--n](https://us02web.zoom.us/meeting/register/tZctduivrDMqGtIbo_MhGHI3CuClxc2aF--n)

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

#### **Topic: New Supervisor Orientation**

**When: Dec 21 and 22, 2021 08:30 AM Pacific Time (US and Canada)**

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/tZErceysqjsoHdVD\\_y7u1p3C9DUnxh2iGcdr](https://us02web.zoom.us/meeting/register/tZErceysqjsoHdVD_y7u1p3C9DUnxh2iGcdr)

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

### ZOOM LINKS (NEW SUPERVISOR ORIENTATION)

**When: Feb 24 & 25, 2021 08:30 AM Pacific Time (US and Canada)**

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZUrfmgqTgoGdTxrncn8y5GHYD4iMp3GCK1>

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

### NEW SUPERVISOR ORIENTATION

**When: Apr 21 & 22, 2021 08:30 AM Pacific Time (US and Canada)**

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZ0qdOmgpi4rGNHPJJSFZ6CAuRuXgQgmLmuw>

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

#### **Topic: New Supervisor Orientation**

**Time: Jun 23, 2021 08:30 AM Pacific Time (US and Canada)**



## COVID-19 PROCEDURES and GUIDELINES

Your Human Resources Department is here to support as we work through this difficult time. As a city, we are unique and offer many services and departments are set up to meet their mission in serving the Berkeley residents. We care about your safety and have provided some overarching guidelines for the work environment to keep you safe. If you have specific questions regarding your cubicle area, kitchen area, front desk etc., please speak with your supervisor immediately.

The procedures are based on current information and guidance we have regarding COVID-19 workplace practices and are subject to change, as our understanding of the disease and best practices for protecting the City's employees evolves. While we welcome the return of some sense of normalcy to City buildings and offices, we all must still be mindful of best practices to maintain a healthy and safe work environment for all of us.

### 1) FOLLOWING THE GUIDANCE OF THE HEALTH OFFICERS

The City's Health Officer, Dr. Lisa Hernandez, and the six Bay Area Public Health Officers advise that employees engage in proper hygiene practices, including cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough into your elbow. Employees should follow this protocol even when wearing masks.

- **Avoid Touching Face Protocol:** Avoid touching eyes, nose, and mouth with your hands.
- **Hand Washing Protocol:** Employees should wash hands frequently, particularly after touching your face, going outside, visiting another department, eating, or using the restroom. Employees should wash hands for at least twenty seconds using soap and water and should dry hands completely using a disposable paper towel or air dryer. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Each department shall provide personal protective equipment (PPE) when requiring employees to use them.
- **Self-Cleaning Protocol:** To avoid the spread of germs, clean up after yourself. Do not make others responsible for moving, unpacking and packing up your personal belongings. *If you or a family member is feeling ill, stay home.* Face covering, hygiene measures, and social distancing must be practiced by all employees in order to reduce the spread of illnesses within the workplace.



- **Responding To Questions & Temperature Checks Protocol:** Employees may be asked about their symptoms or have a temperature check prior to entering City buildings.
- **Appearance Of Symptoms:** Employees who appear to a supervisor or manager to have symptoms of COVID-19 (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home to preserve the health and safety of the workplace. A doctor's note or medical documentation (including testing) may be required for the employee to return to work.

### 2) MAINTAINING SOCIAL DISTANCE

Please maintain a social distance separation of at least six (6) feet between one another, including during breaks and at lunch. Avoid face-to-face meetings—critical situations requiring in-person discussion must follow social distancing.

- **Staggered Shifts With Continued Teleworking:** Department Heads must also make best efforts to minimize the number of employees in an office space to facilitate social distancing by continuing teleworking practices where operationally feasible and/or implementing rotating shifts—e.g., M/W/F in office and Tu/Th teleworking.
- **Teleconferencing Protocol for Meetings:** Employees should conduct meetings via conference calls, Skype or Zoom as the first and preferred option.
- **Use Of Available Alternatives Protocol:** Employees who need to discuss a project or other business matter with a coworker should avoid in-person meetings and whenever possible use cell phones, texting, web meeting sites, teleconference and videoconference calls.
- **In-Person Meetings Protocol:** Do not convene meetings of more than 5 people. *When face to face meetings are necessary, conduct them outdoors or in conference rooms while adhering to social distancing practices, including wiping down and/or sanitizing meeting rooms at the conclusion of the meeting.*
- **Social Distancing:** All employees, including construction and maintenance crews, must keep a minimum of six (6) feet apart at all times to minimize the potential of infection.
- **Provision of PPE (Personal Protection Equipment):** Employees will be provided all safety equipment necessary

## COVID-19 PROCEDURES and GUIDELINES (CONT'D)

to do their job. Please direct all relevant questions to your direct supervisor

- **Appropriate signage at entrances indicating how to proceed:** City offices and divisions are expected to prominently post messaging regarding utilization of Social distancing expectations appropriate for each area.

### 3) WEARING FACE COVERINGS, USE OF WATER BOTTLES & BRINGING FOOD

Masks and/or face coverings are now an essential and required component of mitigating the spread of the virus. Face coverings are required in all City Buildings. [ See [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) ]

- **Masks At All Times Protocol:** Face coverings are required to be worn at all times while at work, except that an employee may remove mask if employee is alone in their office or located in a cubicle more than 6 feet away from another. If you are speaking with someone face to face you must wear a face covering. Per the Berkeley Public Health Officer's Order, your mask should be comfortable and allow you to breathe normally through your nose. Make sure it fits well - you should avoid touching your face or adjusting your mask once you've put it on. Wash face coverings after each use.
- **Water Bottle & Bringing Food Protocol:** Be sure to use your own water bottle, and do not share food. To avoid external contamination, we recommend everyone bring food from home.
- **Non-Use of Co-worker Equipment Protocol:** Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

### 4) SANITIZATION PRACTICES & INTERACTIONS WITH MEMBERS OF THE PUBLIC

Please be advised that janitorial staff will be conducting regular sanitizing with disinfectants and germicidal cleansers. Staff are still encouraged to regularly sanitize all surfaces, including file cabinets, keyboards, mice, printers, desktops, etc. The City may limit access to public buildings to employees only or employees and essential visitors. Additionally, departments may limit access to office floors or environments to employees only or employees and essential visitors.

### 5) WHAT DEPARTMENTS NEED TO DO IF AN EMPLOYEE TESTS POSITIVE

- [Dept Response if Employee Tests Positive for COVID-19](#)

These procedures ([click here](#)) apply to non-emergency City of Berkeley Departments when there is a positive test result of an employee for COVID-19. (NOTE: emergency response personnel will follow their own department's exposure control procedures that are specific to their operations.)

The City has created Administrative Rules and guidelines for COVID-19 related leaves. Please see the attached links:

[www.cityofberkeley.info/hr/COVID19Info](http://www.cityofberkeley.info/hr/COVID19Info)

#### COVID-19 PROCEDURES and PROTOCOLS

- [Manager/Supervisor Response Packet](#)
- [COVID-19 Prevention Manual](#)
- [Workplace Prevention Guidelines Form](#)
- [Sanitization Vendors and Contacts](#)
- [Dept Response if Employee Tests Positive](#)
- [Protocols if Employee Exposed to COVID-19](#)
- [Hiring Freeze - City-wide FY21](#)

#### GENERAL UPDATES FROM MANAGEMENT

- [Employee Infections Count](#)
- [Update from City Manager's Office](#) (presentation)
- [Updates from HR \(Mar 2020\)](#)
- [Updates from HR \(Apr 2020\)](#)

#### NEW / UPDATED ADMINISTRATIVE REGULATIONS

- [2.23 - Teleworking Policy](#)
- [2.4 - Family Care Leave](#)
- [2.22 - Emergency Paid Sick Leave under FFCRA Act](#) ( [FAQs on FFCRA](#) )

#### WORKPLACE GUIDANCE

- [OSHA Workplace Guidance](#)
- [Workshop on Best Workplace Practices \(Mar 2020\)](#)

#### RESOURCES

- [COVID-19 Testing Locations and Information](#)
- [Resource Guide for Parents with Schoolchildren](#)

For questions related to use of leave or to complete forms please contact [hr@cityofberkeley.info](mailto:hr@cityofberkeley.info)

# CURRENT RECRUITMENTS

FEB 10, 2021 • PG 9

Application materials for these recruitments are available on-line ([www.cityofberkeley.info/jobs](http://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)	OPENS	CLOSES
<b>Accounting Manager</b> (General Fund #010 at 100%) (req# 2018-00319)	Retirement	Competitive	\$59.06 to \$71.77	<i>Continuous</i>	
<b>Associate Transportation Engineer</b> (Formerly Associate Traffic Engineer)	Vacancy	Competitive	\$56.96 to \$68.83	<i>Continuous</i>	
<b>Director of Planning</b>  (Permit Service Center Fund #833 at 72%, General Fund #010 at 28%) (req# 2021-00010E) <a href="https://thehawkinscompany.com/wp-content/uploads/2021/01/berkeley_planningdir_v5.pdf">https://thehawkinscompany.com/wp-content/uploads/2021/01/berkeley_planningdir_v5.pdf</a>	Vacancy	Competitive	\$78.01 to \$107.24	Jan 18, 2021	Feb 12, 2021
Submit a letter of interest and resume electronically to: <a href="mailto:berkeley.planning@thehawkinscompany.com">berkeley.planning@thehawkinscompany.com</a>				To apply contact:: THE HAWKINS COMPANY Brett Byers at 323-403-8279   <a href="mailto:brett@thehawkinscompany.com">brett@thehawkinscompany.com</a>	
<b>Epidemiologist</b> (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy	Competitive	\$39.31 to \$47.78	<i>Continuous</i>	
<b>Fire Marshal</b> (General Fund #010 at 70%, Permit Service Center #833 at 30%) (req# 2020-00141E)	Vacancy	Promotional	\$85.20 to \$93.74	Feb 15, 2021	Mar 8, 2021
<b>Firefighter / Paramedic</b>	Vacancy	Competitive	\$30.64 to \$38.59	<i>Continuous</i>	
<b>Firefighter / Paramedic (lateral)</b>	Vacancy	Competitive	\$30.64 to \$38.59	<i>Continuous</i>	
<b>Human Resources Manager</b> (General Fund #010 at 100%) (req# 2019-00339E)	Vacancy	Competitive	\$60.41 to \$78.50	Feb 1, 2021	<i>Continuous</i>

# CURRENT RECRUITMENTS (CONT'D)

FEB 10, 2021 • PG 10

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENS	CLOSES
<b>Mid-Level Practitioner</b> (General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (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	Competitive	\$54.71 to \$60.66	<i>Continuous</i>	
<b>Police Aide</b> (General Fund #010) (req# 2019-00443E)	Vacancy	Competitive	\$16.85 to \$27.40	Feb 15, 2021	Mar 8, 2021
<b>Police Officer (lateral)</b> (General Fund #010)	Vacancy	Competitive	\$49.74 to \$61.90	<i>Continuous</i>	
<b>Psychiatrist</b> (Health (Short/Doyle) Fund #065 at 100%)	Vacancy	Competitive	\$85.32 to \$126.06	<i>Continuous</i>	
<b>Public Health Nurse</b>	Vacancy	Competitive	\$50.29 to \$58.67	<i>Continuous</i>	
<b>Public Safety Dispatcher II</b> (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy	Competitive	\$42.93 to \$46.59	<i>Continuous</i>	
<b>Public Works Operations Manager (Corp Yard)</b> (Equipment Maint Fund #865 at 30%, Zero Waste #820 at 20%, Sanitary Sewer Operation #830 at 20%, Bldg Maint #866 at 15%, Parking Meter Fund #840 at 5%, Bldg Purchases and Mgmt #850 at 5%, Equipment Replacement #860 at 5%) (req# 2020-00054E)	Retirement	Competitive	\$60.78 to \$74.62	Feb 15, 2021	
<b>Public Works Operations Mgr (Zero Waste Div)</b> (Zero Waste Fund #820 at 100%) (req# 2020-00259E)	Retirement	Competitive	\$60.78 to \$74.62	Feb 15, 2021	
<b>Registered Nurse</b>	Vacancy	Competitive	\$48.72 to \$54.00	<i>Continuous</i>	
<b>Senior Drafting Technician</b> (Sanitary Sewer Operation Fund #830 at 60%, Capital Improvement #610 at 40%) (req# 2020-00089E)	Vacancy	Competitive	\$38.72 to \$46.50	Jan 4, 2021	Feb 16, 2021
<b>Senior Landscape Gardener</b> (Parks Tax Fund #450at 100%) (req# 2020-00199E)	Vacancy	Promotional	\$36.15 to \$38.42	Feb 1, 2021	Feb 15, 2021
<b>Skilled Laborer (x2)</b> (Sanitary Sewer Operation Fund #830 at 100%) (req# 2021-00023E)(req# 2021-00025E)	Vacancy	Promotional	\$32.51 to \$34.56	Feb 15, 2021	Mar 8, 2021
<b>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$60.90 to \$71.51	<i>Continuous</i>	

# VACANCIES

FEB 10, 2021 • PG 11

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](http://www.cityofberkeley.info/jobs)

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
<b>Accounting Office Specialist III</b> (Permit Service Center Fund #833 at 72%, General Fund #010 at 13%, Unified Program (CUPA) #845 at 10%, Rental Housing Safety Program #375 at 5%) (req# 2021-00028E)	Vacancy	Planning	Jordan Klein @ 981-7534 or <a href="mailto:JKlein@cityofberkeley.info">JKlein@cityofberkeley.info</a>
<b>Community Services Specialist II</b> (General Fund #010 at 28%, Shelter + Care HUD #805 at 72%) (req# 2021-00005E)	Retirement	Health	Amy Davidson @ 981-5406 or <a href="mailto:ADavidson@cityofberkeley.info">ADavidson@cityofberkeley.info</a>
<b>Engineering Inspector</b> (Permit Svc Center Fund #833 at 100%) (req# 2020-00260E)	Vacancy	Planning	David Lopez @ 981-7441 or <a href="mailto:DLopez@cityofberkeley.info">DLopez@cityofberkeley.info</a>
<b>Engineering Inspector (x2)</b> (Sanitary Sewer Operation Fund #830 at 50%, Measure B— Local St & Road #391 at 50%) (Special Gas Tax Improvement Fund #369 at 50%, Building Maintenance #866 at 50%) (req# 2020-00264E) (req# 2020-00241E)	Promotion	Public Wks	Andrew Brozyna @ 981-6396 or <a href="mailto:ABrozyna@cityofberkeley.info">ABrozyna@cityofberkeley.info</a>
<b>Mental Health Clinical Supervisor (x2)</b> (Mental Health Service Act Fund #063 at 80%, Health (Short/ Doyle) #065 at 10%, EPSDT Expansion Proposal #066 at 10%) (General Fund #010 at 60%, Target Case Mgmt/Linkages #056 at 40%) (req# 2021-00006E)(req# 2021-00007E)	Vacancy	Health	Ann Song @ 981-5399 or <a href="mailto:ASong@cityofberkeley.info">ASong@cityofberkeley.info</a>
<b>Senior Service Assistant</b> (General Fund #010 at 58%, Target Case Management/ Linkages #056 at 42%) (req# 2020-00210E)	Vacancy	Health	Tanya Bustamante @ 981-5178 or <a href="mailto:TBustamante@cityofberkeley.info">TBustamante@cityofberkeley.info</a>
<b>Social Services Specialist</b> (Target Case Management/Linkages Fund #056 at 100%) (req# 2020-00216E)	Vacancy	Health	Kristen S. Lee @ 981-5427 or <a href="mailto:KSlee@cityofberkeley.info">KSlee@cityofberkeley.info</a>
<b>Social Services Specialist</b> (General Fund #010 at 100%) (req# 2021-00043E)	Vacancy	City Mgr	Darrin Rafferty @ 981-7017 or <a href="mailto:DRafferty@cityofberkeley.info">DRafferty@cityofberkeley.info</a>
<b>Solid Waste Truck Driver (x2)</b> (Zero Waste Fund #820 at 100%) (Zero Waste Fund #820 at 100%) (req# 2021-00446E)(req# 2021-0048E)	Vacancy	Public Wks	Dan Granzella @ 981- 6377 or <a href="mailto:DGranzella@cityofberkeley.info">DGranzella@cityofberkeley.info</a>
<b>Weighmaster</b> (Zero Waste Fund #820 at 100%) (req# 2021-00047E)	Vacancy	Public Wks	Rogelio Marquina @ 981- 6355 or <a href="mailto:RMarquina@cityofberkeley.info">RMarquina@cityofberkeley.info</a>

PLEASE NOTE: THE JOB INFORMATION PROVIDED HERE IS FOR THE BENEFIT OF CITY EMPLOYEES ONLY!

## 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 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](http://www.cityofberkeley.info/jobs)

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
<b>Accounting Office Specialist III</b> (General Fund #010 at 100%) (req# 2021-00012E)	Vacancy	Finance	Rajesh Kewal @ 981-7302 or <a href="mailto:RKewal@cityofberkeley.info">RKewal@cityofberkeley.info</a>	NTE 2 yrs
<b>Janitor</b> (Bdg Maint Fund #866 at 100%) (req# 2021-00018E)	Vacancy	Public Wks	Aaron Baker @ 981-6452 or <a href="mailto:ABaker@cityofberkeley.info">ABaker@cityofberkeley.info</a>	NTE 6 mos
<b>Senior Management Analyst</b> (General Fund #010 at 100%) (req# 2021-00053E)	Vacancy	City Mgr	David White @ 981-7012 or <a href="mailto:DWhite@cityofberkeley.info">DWhite@cityofberkeley.info</a>	NTE 6 mos
<b>Senior Service Aide</b> (General Fund #010 at 100%) (req# 2020-00101E)	Vacancy	Health	Tanya Bustamante @ 981-5178 or <a href="mailto:TBustamante@cityofberkeley.info">TBustamante@cityofberkeley.info</a>	NTE 6 mos

## TEMPORARY VACANCIES WITHOUT an ELIGIBLE LIST

CLASSIFICATION TITLE	DEPT	CONTACT	DURATION	OPENING DATE
<b>Police Aide</b> (City Opt. Pub Safety Trust Fund #961 at 100%) (req# 2019-00443E)	Police	Rosie Jung @ 981- 5975 or <a href="mailto:RJung@cityofberkeley.info">RJung@cityofberkeley.info</a>	NTE 19 hrs/ wk	Feb 15, 2021

TYPE	NAME	CLASSIFICATION TITLE	DEPT
Appointment	██████████	Police Officer	Police
Appointment	██████████	Solid Waste Worker	Public Wks
Resignation	██████████	Assistant Civil Engineer	Parks
Retirement	██████████	Deputy Director of HHCS	Health



## STAFF COMMENDATIONS

### STAFF COMMENDATIONS

Mr. Hart called and left voice message to thank the **street sweeper** for 3300 block of King Street, between 62nd and 63rd. The customer explained the condition of his street due to the leaves from the high winds and subsequent rain, and that the leaves were in the street "like a lot of tree debris caked on the street." Mr. Hart shared how the street sweeper took pride in his work, and went and really cleaned their street. He said he watched him sweep, back up safely, and move on, to really clean the street. He wanted to express his and his neighbor's "most sincere gratitude for really taking pride in their work."



This is a heartfelt THANK YOU to the City of Berkeley employees who all contributed to the Bulky Waste Pickup at my house this morning (12/2/2020) at 2737 Acton Street. From **the person who took my request, to the men who picked up the Bulky Waste**, that was excellent customer service, performed well, and efficiently. Good job all around! I wanted to acknowledge when the City of Berkeley did something right and they DID! Thank you, employees, for the excellent work you do daily.

- Berkeley Resident