

**CITY OF BERKELEY  
MEETING OF THE PERSONNEL BOARD  
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)**

**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/89022550128?pwd=Z1VYQzZlUS9UN3ZSb3VhUXB5STFaZz09>. 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: 890 2255 0128, Passcode: 960287. 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 Special Meeting on January 20, 2021
- V. Election of Chair and Vice Chair

**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: January 20, 2021    TIME: 6:00 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                      6:04 P.M.

II. Roll Call

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

Members Absent: Jenny Wenk

Staff Present: LaTanya Bellow (Director of Human Resources); Dana d'Angelo (Human Resources); Kevin Sledge (Human Resources); Liam Garland (Director of Public Works); Farid Javandel (Public Works)

Public Attendance: Sharon Kidd

III. Public Comments        None. Welcomed Ms. Karpinski. Brief introductions. Ms. Lacey introduced self; Mr. Dixon said he had 12 years or more in service to Berkeley; Mr. Frankel said he is a retired school teacher and Commissioner for one year; Mr. Bartlow introduced himself; Ms. Gilbert said she has been a Commissioner for 2 years and is an attorney; Ms. Kidd introduced herself as a prior Commissioner; Ms. Karpinski introduced herself and is a real estate agent. Ms Bellow read Section 3 regarding 'no physical location for meeting' in compliance with City of Berkeley Health Order.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on September 8, 2020

**Action:** MSC: (Dixon /Gilbert) to approve the minutes of the meeting on September 8, 2020.

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

V. Approval of 2021 Personnel Board Meeting Schedule

**Action:** MSC: (Lacey /Frankel) to approve the 2021 Personnel Board Meeting Schedule.

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

Ms. Bellow said the Personnel Board will meet in February and March, then as necessary for urgent items.

VI. Recommendation to Revise the Assistant Traffic Engineer and Associate Traffic Engineer Classification and to Rename to Assistant Transportation Engineer and Associate Transportation Engineer

**Action:** MSC: (Dixon / Frankel) to approve Revised Assistant Traffic Engineer and Associate Traffic Engineer Classification and to Rename to Assistant Transportation Engineer and Associate Transportation Engineer.

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

VII. Recommendation to Revise the Traffic Maintenance Worker I, Traffic Maintenance Worker II, and Parking Meter Maintenance Worker Classifications

**Action:** MSC: (Frankel /Gilbert) to approve revised the Traffic Maintenance Worker I, Traffic Maintenance Worker II, and Parking Meter Maintenance Worker Classifications.

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

**INFORMATION ITEMS:**

VIII. Personnel Board Elections of Chair and Vice Chair – Discussion Only – Ms. Bellow explained there is a Board Election on the February 2021 Agenda. The Chair passes as soon as the vote is made.

IX. Director’s Report – Updates from HR Director – Discussion Only – Ms. Bellow said the City has been operating under COVID19 guidelines with limited resources. She said the City has been conducting work to continue to support City operations during the COVID 19 event and has put measures in place to keep the staff infection numbers very low.

X. Copies of Berkeley Matters - Discussion Only

XI. Adjournment

**Action:** MSC: (Dixon /Bartlow) to adjourn the meeting at 6:51 P.M.

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



**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 • JANUARY 29, 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.*

## EMPLOYEE WELLNESS

**CLAREMONT**  
IBH

*Helping you be your best.*



## 5 Skills We Need for the Year Ahead



**Humility-** In 2020, we were humbled by the coronavirus. Humility makes us question our assumptions and opens us up to other people's ideas. It is a first step in self-compassion; when we have a modest view of ourselves, we see our flaws more easily and can judge ourselves less harshly. This can be helpful in dealing with personal setbacks. Gratitude and a greater sense of connection with others can follow.



**Compassion-** Around the world, COVID-19 brought tremendous suffering, and we felt the pull of compassion: a sense of empathy and desire to take action. We were inspired by essential workers and first responders moving toward danger to help. To feel compassion, one must witness the suffering of others—and that simple acknowledgement is a humanizing act. In 2021, we can rely on compassion as a source of inspiration and energy to move forward.



**Awe-** Awe is the feeling we get in the presence of something vast or beautiful that challenges our understanding of the world. In 2020, those special vacations didn't happen, contributing to the sadness many of us experienced. Awe makes us feel more alive, more humble, more generous, and less self-centered. Awe can be cultivated simply by walking slowly and looking more carefully at the surroundings for wonder and beauty. An "awe walk" in nature can generate positive emotions and greater sense of social connection.



**Purpose-** Purpose is an intention to achieve a long-term goal that is personally meaningful and makes a positive mark on the world. In 2020, many of us found purpose in teaching our kids or caring for neighbors or in political and social activism. Living with purpose requires stating our purpose. When the purposeful work we do becomes routine, we can fail to appreciate it. We all need reminders of why we do what we do, and what larger values it serves. If the pandemic has given you a deeper sense of what's important, now is a good time to think about how you can serve those interests moving forward.



**Love-** One of the few bright sides of 2020 was the greater sense of shared humanity that many of us developed—and, a deeper concern for others and awareness of our need for connection. We can advocate for what we now know—that an open-hearted, connected world is a healthier one. Love as defined by researcher Barbara Fredrickson is a moment-to-moment experience of warm, mutual caring that we feel with any person—even strangers—in everyday interactions. According to her research, our brains are wired to look for this love and if we have this mindset, we can see the world as a source of expanding connectedness and well-being.

Source: **Dr. Leif Haas** of the [Greater Good Science Center](#)





## DEFERRED COMPENSATION (457 PLAN) INDIVIDUAL APPOINTMENTS

The City Deferred Compensation Plan is a great way to save for your retirement. In addition to the CalPERS and SRIP retirement plans which the City pays into for you, the Deferred Compensation Plan allows you to deduct a portion of your salary (pre-tax) from your paycheck for you to invest in mutual funds and/or a fixed income account. The City has three providers to choose from: Mass Mutual, CalPERS 457 Plan and Prudential Investments. You can enroll with any of the three companies or any combination of them.

Want to open a Deferred Compensation account? Representatives are available to answer questions.

### CalPERS (457)

Nancy Garrity  
(888) 713-8244 (x2)

[Nancy.Garrity@voya.com](mailto:Nancy.Garrity@voya.com)

*[Click here to schedule online](#)*

### Mass Mutual (457)

Richard Luerra  
(408) 318-1071

[RLuerra32@massmutual.com](mailto:RLuerra32@massmutual.com)

### Prudential (457)

Bruce Stuart  
(415) 693-6016

[Bruce.Stuart@morganstanley.com](mailto:Bruce.Stuart@morganstanley.com)

*[Click for flyer with more info](#)*

▲ *Call or email the relevant representative above to schedule an appointment* ▲



## HUMAN RESOURCES DEPT ► WHO DO I CALL?

We are committed to delivering excellent customer service, responding to and facilitating staff access to needed resources and tools.

	FUNCTIONAL AREA	CONTACT
	<ul style="list-style-type: none"> <li>• DEPARTMENT HEAD</li> </ul>	LaTanya Bellow
	<ul style="list-style-type: none"> <li>• EMPLOYEE RELATIONS</li> <li>• PERSONNEL TRANSACTIONS</li> <li>• LRCC</li> </ul>	Alicia Platt <a href="mailto:APlatt@cityofberkeley.info">APlatt@cityofberkeley.info</a> 510-981-6822
	<ul style="list-style-type: none"> <li>• BENEFITS</li> </ul>	Samah Rahman <a href="mailto:SRahman@cityofberkeley.info">SRahman@cityofberkeley.info</a> 510-981-6815
	<ul style="list-style-type: none"> <li>• RECRUITMENTS</li> <li>• EXAMS / TESTS</li> </ul>	Kevin Sledge <a href="mailto:KSledge@cityofberkeley.info">KSledge@cityofberkeley.info</a> 510-981-6820
	<ul style="list-style-type: none"> <li>• SAFETY</li> <li>• ERGONOMICS</li> <li>• CAL/OSHA</li> </ul>	Kevin Walker <a href="mailto:KWalker@cityofberkeley.info">KWalker@cityofberkeley.info</a> 510-981-6825  Teo Dumlao <a href="mailto:TDumlao@cityofberkeley.info">TDumlao@cityofberkeley.info</a> 510-981-6819
	<ul style="list-style-type: none"> <li>• CITYWIDE TRAINING</li> </ul>	Wilhelmina Parker <a href="mailto:WParker@cityofberkeley.info">WParker@cityofberkeley.info</a> 510-981-6823
	<ul style="list-style-type: none"> <li>• WORKERS' COMP</li> <li>• LEAVES OF ABSENCE</li> <li>• ADA</li> </ul>	July Cole ( workers' comp ) <a href="mailto:JCole@cityofberkeley.info">JCole@cityofberkeley.info</a> 510-981-6816  Samah Rahman ( leaves of absence ) <a href="mailto:SRahman@cityofberkeley.info">SRahman@cityofberkeley.info</a> 510-981-6815
	<ul style="list-style-type: none"> <li>• EEO MATTERS</li> </ul>	Ravi Rangi <a href="mailto:RRangi@cityofberkeley.info">RRangi@cityofberkeley.info</a> 510-981-6811



## 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](#)
- [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

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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>Accounting Office Specialist II</b> (Zero Waste Fund #820 at 100%) (req# 2020-00271E)	Vacancy	Competitive	\$30.62 to \$33.35	Jan 18, 2021	Feb 8, 2021
<b>Applications Programmer / Analyst II</b> (FUND\$ Replacement Fund #609 at 50%, IT Cost Allocation Fund #891 at 50%) (Funded by IT Cost Allocation Fund #891 at 100%) (req# 2020-00058E) (2020-00075E)	Resignation / Retirement	Competitive	\$48.43 to \$57.73	Jan 18, 2021	Feb 8, 2021
<b>Associate Traffic Engineer</b> (Permit Service Center Fund #833 at 100%) (req# 2020-00204E)	Vacancy	Competitive	\$56.96 to \$68.83	Jan 18, 2021	Feb 8, 2021
<b>Director of Planning</b>	Vacancy	Competitive	\$78.01 to \$107.24	Jan 18, 2021	Feb 12, 2021

[https://thehawkinscompany.com/wp-content/uploads/2021/01/berkeley\\_planningdir\\_v5.pdf](https://thehawkinscompany.com/wp-content/uploads/2021/01/berkeley_planningdir_v5.pdf)

To apply contact: THE HAWKINS COMPANY  
Brett Byers at 323-403-8279  
[brett@thehawkinscompany.com](mailto:brett@thehawkinscompany.com)

Submit a letter of interest and resume electronically to: [berkeley.planning@thehawkinscompany.com](mailto:berkeley.planning@thehawkinscompany.com)

<b>Engineering Inspector</b> (Funded by Measure B—Local St & Road #391 at 50%, Sanitary Sewer Operation #830 at 50%); (Funded by Special Gas Tax Improvement #369 at 50%, Building Maintenance #866 at 50%); (Funded by Permit Service Center #833) (req# 2020-00240E) (req# 2020-00241E) (req# 2020-00260E)	Promotion / Vacancy	Competitive	\$42.49 to \$51.14	Dec 21, 2020	Feb 1, 2021 <i>(extended)</i>
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# CURRENT RECRUITMENTS (CONT'D)

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RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENS	CLOSES
<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>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>
<b>Mid-Level Practitioner</b> (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	Competitive	\$54.71 to \$60.66		<i>Continuous</i>
<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>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>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$60.90 to \$71.51		<i>Continuous</i>

# VACANCIES

JAN 29, 2021 • PG 10

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"

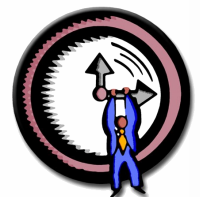
Please call the department contact person within one week of the job posting if you **meet one** of the **above criteria**.

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>Building Maintenance Mechanic</b> (Building Maintenance Fund #866 at 80%, Bldg Purchases and Mgmt @850 at 20%) (req# 2020-00006E)	Promotion	Public Wks	Daryl Witbeck @ 981-6451 or <a href="mailto:DWitbeck@cityofberkeley.info">DWitbeck@cityofberkeley.info</a>
<b>Community Services Specialist III</b> (General Fund #010 at 100%) (req# 2020-00056E)	Retirement	Health	Ann Song @ 981-5399 <a href="mailto:ASong@cityofberkeley.info">ASong@cityofberkeley.info</a>
<b>Field Representative x2</b> (Zero Waste Fund #820 at 100%) (req# 2019-00247E) (2020-00097E)	Vacancy / Promotion	Public Wks	Heidi Obermeit @ 981-6357 or <a href="mailto:HObermeit@cityofberkeley.info">HObermeit@cityofberkeley.info</a>
<b>Public Safety Dispatcher I</b> (General Fund #010 at 100%) (req# 2017-00452)	Vacancy	Police	Rosie Jung @ 981-5975 or <a href="mailto:RJung@cityofberkeley.info">RJung@cityofberkeley.info</a>

# HELLO's & GOODBYE's

TYPE	NAME	CLASSIFICATION TITLE	DEPT
Appointment	Myette Anderson	Community Svcs Specialist II	Health
Appointment	Angelica Alvarez	Public Health Nurse	Health
Appointment	Jocelyn Tsai	Intern	Planning
Promotion	Ted De Gros	Senior Forestry Climber	Parks
Promotion	Franziska Gehrman	Social Services Specialist	Health



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