

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

**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/85031125164?pwd=SUUwYIBINXZHbUHGblpSRUhcDRQUT09>. 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: 850 3112 5164, Passcode: 648929. 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 September 8, 2020
- V. Approval of 2021 Personnel Board Meeting Schedule
- VI. Recommendation to Revise the Assistant Traffic Engineer and Associate Traffic Engineer Classification and to Rename to Assistant Transportation Engineer and Associate Transportation Engineer
- VII. Recommendation to Revise the Traffic Maintenance Worker I, Traffic Maintenance Worker II, and Parking Meter Maintenance Worker Classifications

**INFORMATION ITEMS:**

- VIII. Personnel Board Elections of Chair and Vice Chair – Discussion Only
- IX. Director's Report – Updates from HR Director – Discussion Only

X. Copy of Berkeley Matters

XI. 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: September 8, 2020 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 7:04 P.M.

II. Roll Call

Members Present: Sharon Kidd (Chair), Darryl Bartlow, Robert Dixon, Sam Frankel, Aviva Gilbert, Jenny Wenk

Members Absent: Mary Kay Lacey (Vice Chair)

Staff Present: Liam Garland (Public Works Director), Scott Ferris (Director of Parks, Recreation and Waterfront), Melanie Popper (Employee Relations Manager); Ravinder Rangi (Equal Employment Opportunity Officer), Dana d'Angelo (Human Resources); Jenny Seay (SEIU President, HHCS)

Public Attendance: None

III. Public Comments Jenny Seay said there has been a change to the Clerical President.

**ACTION ITEMS:**

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

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

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

V. Recommendation to Revise the Minimum Qualifications Construction Equipment Operator

**Action:** MSC: (Kidd/Bartlow) to approve the recommendation to revise the minimum qualifications for Construction Equipment Operator.

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

VI. Recommendation to Revise the Minimum Qualifications for Forestry Technician

**Action:** MSC: (Dixon/Wenk) to approve the recommendation to revise the Minimum Qualifications for Forestry Technician.

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

**INFORMATION ITEMS:**

- VII. Annual EEO Workforce Report – Discussion Only
- VIII. Fiscal Year 2020 Complaint Status Report – Discussion Only
- IX. Director’s Report – Updates from HR Director – Discussion Only
- X. Adjournment

**Action:** MSC: (Wenk/Bartel) to adjourn the meeting at 8:40 P.M.

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



Human Resources Dept.

January 20, 2021

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: 2021 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 first Tuesday. 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 2021 Personnel Board meetings:

<b>Personnel Board Meeting Dates – 2021</b>		
<b>Month</b>	<b>Meeting Day &amp; Date</b>	<b>Time</b>
January	Wednesday, 1/20/21 (Special Meeting)	6:00 p.m.
February	Monday, 2/1/21	7:00 p.m.
March	Monday, 3/1/21	7:00 p.m.
April	Monday, 4/5/21	7:00 p.m.
May	Monday, 5/3/21	7:00 p.m.
June	Monday, 6/7/21	7:00 p.m.
July	Recess	7:00 p.m.
August	Recess	7:00 p.m.
September	Tuesday, 9/7/21	7:00 p.m.
October	Monday, 10/4/21	7:00 p.m.
November	Monday, 11/1/21	7:00 p.m.
December	Monday, 12/6/21	7:00 p.m.



Human Resources Dept.

January 20, 2021

To: Members of the Personnel Board  
From: LaTanya Bellow, Director of Human Resources  
Subject: Recommendation to Revise the Assistant Traffic Engineer and Associate Traffic Engineer Classification and to Rename to Assistant Transportation Engineer and Associate Transportation Engineer

## **BACKGROUND AND CLASSIFICATION**

Liam Garland, Director of Public Works, has requested that the City amend the classification of Assistant Traffic Engineer and Associate Traffic Engineer in the Transportation Division of Public Works and change the title to Assistant Transportation Engineer and Associate Transportation Engineer.

Public Works has had difficulty recruiting and retaining employees in the Assistant Traffic Engineer role. The classification requires a California Registration as a Civil Engineer or a Traffic Engineer. This requirement attracts candidates with higher salary expectations and a higher level of experience than is required for the position. We would like to eliminate the requirement to possess a California Registration as a Civil Engineer or Traffic Engineer.

Public Works has had difficulty recruiting and retaining employees in the Associate Traffic Engineer role. Most recently, we recruited an Associate Traffic Engineer after extending the recruitment period twice, yet the employee left after three months for another position with significantly higher compensation. The Associate Traffic Engineer requires a California Registration as a Traffic Engineer. While that is desirable, an engineer with a Civil Engineer Registration and sufficient traffic engineering experience can equally perform the functions of the position. Including candidates with either a Civil or Traffic Engineering Registration increases the pool of candidates and our ability to fill this position which is tasked with delivery of many traffic safety related projects.

The Human Resources Department contracted with Bryce Consulting Services to conduct a classification survey; and make a recommendation on the minimum qualifications in consideration of the market agencies with comparable classes. Bryce Consulting is a corporate agency that provides a variety of human resource services to private, non-profit and public-

sector clients. They also recommended the titles be changed to Transportation from Traffic if a Traffic Engineering Certificate is not required.

Management met with Local One who provided input and approved the changes on September 30, 2020.

## **RECOMMENDATION**

The Personnel Board is requested to approve the following:

1. Revise the classification of Assistant Traffic Engineer and Associate Traffic Engineer.
2. Change the titles to Assistant Transportation Engineer and Associate Transportation Engineer.
3. Remove the requirement for California Registration as a Traffic Engineer for the Assistant Transportation Engineer position.
4. Include California Civil Engineer Registration as an alternative to Traffic Engineer Registration for the Associate Transportation Engineer position.

### **Attachments:**

- A. Assistant Transportation Engineer
- B. Associate Transportation Engineer
- C. Organizational Chart

cc: Liam Garland, Public Works Director  
Farid Javandel, Transportation Manager  
Cecil Lopez, Associate Human Resources Analyst



CITY OF BERKELEY  
 Established Date: Dec 1, 2007  
 Revision Date: ~~Oct 9, 2008~~

Class Code:  
 20010

## Assistant ~~Traffic~~-Transportation Engineer

Bargaining Unit: Public Employees Union, Local One

### SALARY RANGE

\$50.05 - \$60.32 Hourly  
 \$4,003.96 - \$4,825.81 Biweekly  
 \$8,675.25 - \$10,455.92 Monthly  
 \$104,102.96 - \$125,471.01 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision, performs professional research and analysis in the areas of traffic engineering and transportation; plans and designs traffic control programs; performs related work as assigned.

#### CLASS CHARACTERISTICS

This position provides professional and technical staff assistance in the areas of traffic engineering and transportation, and may sign off on engineering specifications and plans. It is distinguished from the Associate ~~Traffic~~-Transportation Engineer in that the latter functions as a project leader for professional and technical support staff and as technical expert in the ~~transportation~~ engineering field. It is further distinguished from civil engineering classes by its responsibility for specialized traffic and transportation functions.

### 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. Provides advice and technical assistance to City management and staff, commissions, committees, and the public on traffic and transportation matters;
2. Confers with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies;
3. Researches and recommends general traffic/~~transportation~~ administration policies and procedures;
4. Reviews specific policies and operating procedures for conformance to established standards;
5. Ensures Department's compliance with various ordinances, codes and applicable laws;
6. Reviews traffic operating conditions in the field;
7. Issues work orders for new or changed traffic control devices;
8. Responds to public requests for traffic control changes;
9. Prepares necessary correspondence;



10. Reviews traffic and transportation elements of environmental impact reports for compliance with City policies, rules and regulations;
11. Conducts studies and prepares reports on traffic control issues;
12. Investigates contested traffic citations and recommends disposition;
13. Answers interrogatories, and testifies in court relative to traffic violations and vehicle accident and injury claims against the City;
14. Issues street use permits for off-street construction, block parties, parades, football games, etc.;
15. Conducts radar speed studies using a radar speedometer for validating speed limits relative to Police traffic enforcement;
16. Participates in various school safety programs; in conjunction with the Berkeley Unified School District;
17. Applies for and administers traffic or transportation grant funds for studies and construction projects; and
18. Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of traffic and highway engineering, including highway capacity analysis;
2. Methods and techniques of field data collection, tabulation and analysis;
3. Applicable traffic and zoning codes, ordinances, regulations and guidelines;
4. Computer applications relating to traffic engineering analysis; and Business computer applications related to the work such as Microsoft WORD, Excel, Access, PowerPoint; and related programs and systems;
5. Operation and maintenance of traffic control devices and equipment;
6. Principles of grant funding application and administration.

Skill in and ability to:

1. Apply engineering principles and techniques to the solution of traffic/transportation engineering problems;
2. Establish and maintain effective working relationships with those contacted in the course of the work;
3. Prepare clear, concise and accurate reports, records and correspondence;
4. Research and evaluate potential grants and other funding sources;
5. Analyze complex data, evaluate alternatives and reach sound, logical conclusions; and
6. Represent the City effectively in meetings with others.

### **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from a four year college or university with major coursework in civil or traffic engineering and two (2) years of professional traffic/transportation engineering experience. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

OTHER REQUIREMENTS

~~Must possess a valid Certificate of Registration as a Civil Engineer or a Traffic Engineer by the California State Board of Registration for Professional Engineers.~~ Must be able 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, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

## **CLASSIFICATION HISTORY:**

Established: 12/88

Revised: ~~12/07~~10/20

Title Change: 10/20



Class Code:  
22030

## Associate ~~Traffic-Transportation~~ Engineer

Bargaining Unit: Public Employees Union, Local One

CITY OF BERKELEY

Established Date: Sep 1, 1996

Revision Date: ~~Oct 9, 2008~~ October 5, 2020

### SALARY RANGE

\$56.96 - \$68.83 Hourly  
\$4,556.75 - \$5,506.06 Biweekly  
\$9,872.96 - \$11,929.81 Monthly  
\$118,475.55 - \$143,157.66 Annual

### DESCRIPTION:

#### DEFINITION

Under the general direction of the Traffic Engineer, supervises and performs professional work in traffic engineering, conducts technical research and analysis in the field of traffic engineering and transportation; plans and designs traffic control systems; and performs related work as assigned.

#### CLASS CHARACTERISTICS

The Associate ~~Traffic-Transportation~~ Engineer functions as a project leader for professional and technical support staff and as technical expert in the traffic/~~transportation~~ engineering field with responsibility for administrative and technical work in traffic/~~transportation~~ engineering; for planning, design, and specification writing; serves as a project leader with emphasis on field and office engineering design of capital improvement projects, engineering specifications, legal descriptions, cost estimation, and contract compliance within engineering standards and specifications; administers traffic control programs, and provides technical staff support to the Transportation Commission. This class is distinguished from the Traffic Engineer, which is responsible for the administration of the overall traffic engineering function for the City; and from the Associate Civil Engineer by the requirement that the position ~~be a licensed Traffic Engineer~~ has substantial traffic/transportation engineering experience.

### 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. Provides advice and technical assistance to City and Department management and staff, commissions and committees, and the public on traffic and transportation matters;
2. Confers with a variety of public and private officials on traffic engineering issues and may assist the Traffic Engineer as the City's representative to other governmental agencies;
3. Develops traffic administration policies and procedures;
4. Coordinates, assigns, reviews and evaluates the work and performance of assigned staff;
5. Assists in the preparation of budgets for Capital Improvement Projects;
6. Ensures Department's compliance with applicable ordinances, codes and laws; reviews traffic operating conditions in the field;
7. Issues work orders for new or changed traffic control devices; responds to public requests for traffic control

changes; monitors the work of the Corporation Yard staff in installation;

8. Reviews traffic and transportation elements of environmental impact reports and major developments for compliance with City policies, rules, and regulations;

9. Directs or conducts studies and prepares reports and correspondence on traffic control issues for presentation to the City Council;

10. Answers interrogatories, and testifies in court relative to traffic violations and vehicle accident and injury claims against the City;

11. Issues street use permits for off-street construction, block parties, parades, football games; investigates contested traffic citations;

12. Applies for and administers traffic or transportation grant funds for studies and construction projects;

13. Performs engineering work on the more complex designs for traffic device and transportation construction projects; coordinates, reviews, and evaluates the activities of staff performing traffic design specifications, calculations, and inspection activities for assigned traffic construction projects;

14. Monitors developments in the traffic control field and recommends and implements policy and procedure improvements; and

15. Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

1. Principles and practices of traffic and highway engineering, including highway capacity analysis;

2. Methods and techniques of field data collection, tabulation, and analysis;

3. Applicable traffic and zoning codes, ordinances, regulations, and guidelines;

4. Principles of Traffic Impact Analysis, Parking Requirements, and Transportation Demand Management

45. Computer applications relating to traffic engineering analysis;

56. Operation and maintenance of traffic control devices and equipment;

67. Principles of grant funding application and administration;

78. Principles and techniques of effective employee supervision, including selection, training, work evaluation, and discipline; and

89. Principles and practices of budget development and administration.

Skill in:

1. Applying traffic engineering principles and techniques to the solution of complex traffic engineering problems;

2. Analyzing complex traffic control problems, evaluating alternatives and reaching sound conclusions;

3. Scheduling, assigning, reviewing, and evaluating the work of others;

4. Ability to set priorities among competing demands of a diverse traffic control program;

5. Preparing clear, concise, and accurate reports, records, and correspondence;

6. Dealing tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufacturers, and others;

7. Exercising sound independent judgement within established guidelines;

8. Researching and evaluating potential grants and other funding sources;

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from a four-year college or university with major course work in civil or traffic engineering and five years of increasingly responsible traffic engineering experience, three years of which were at a level equivalent to the Assistant ~~Traffic-Transportation~~ Engineer class. Progressively responsible related experience may be substituted for the college course work on a year for year basis.

**OTHER REQUIREMENTS**

Must possess a valid California Registration as a professional Traffic Engineer (preferred) or a professional Civil Engineer. ~~If the latter, then must attain California Registration as a professional Traffic Engineer within one (1) year of hire.~~ Must possess a valid California driver's license and have a satisfactory driving record. Desirable qualifications include ~~either registration as a California Civil Engineer, or~~ a master's degree in Transportation Engineering/Planning or Business Administration a related field.

FY 2020/FY 2021

# PUBLIC WORKS DEPARTMENT Transportation

Assistant Management Analyst  
*Myrna Ortiz*  
131/627/631

Transportation Manager  
*Farid Javandel*  
011/131/501/627/631

Administrative Secretary  
*Alisha Gard*  
131/501/627/631

Administrative Assistant  
*Vilma Garcia*

CIP Project Development  
Associate Civil Engineer  
*Kenneth Jung 127/131/133*  
  
Associate Civil Engineer  
**Vacant**

Parking Services  
Parking Services Manager  
*Danette Perry*  
627/631

Traffic Engineering  
Supervising Traffic Engineer  
*Hamid Mostowfi*  
011

Transportation Planning  
Principal Planner  
*Beth Thomas*  
130/133/501

Pkg Meter Mtc. Collection  
Supv.  
*Samantha Baker 631*

goBerkeley  
Senior Planner  
*Gordon Hansen 627/631*

Associate Traffic Engineer.  
*Peter Chun 621*

Vision Zero  
Senior Planner  
*Eric Anderson*  
*Intern-Jesus Contreras*

Parking Meter Mtc. Worker  
*Dana Fortier 631*  
*Jamar McClain 631*  
*Brian McKenzie 631*

Assistant Mgmt Analyst  
*Vonndria Frost*

Associate Traffic Engineer.  
**Vacant**

Associate Planner  
*Dianne Yee*

*Shakira Upchurch 631*  
*Noel Garay 631*  
*Marlonn Wright*

Accounting Office  
Specialist II  
*LaQuana Patrick 627/631*

Assistant Traffic Engineer  
*Zhong Tan 011*  
*Jesse Peoples 011*

Associate Planner  
*Ryan P. Murray*

Parking Meter Mechanics  
*Michael Fellows 631*  
*Jeremy Hilt 631*  
*Brian Leblanc 631*

Engineering Inspector  
*Juan Guillermo Jaramillo*

Traffic Engineering Assistant  
**Vacant**

Assistant Planner  
*Matthew Cotterill*

*Brandon Mason 631*  
**Vacant 631**

Traffic Maint Supv.  
*Roger Mason 127/130*

Traffic Maint Worker I  
*Aaron Dieken 127/130*  
*Alonzo Burnham 127/130*  
*Marcus Serrao Jr. 127/130*

Traffic Maint Worker II  
*Jamal Cunningham*  
*127/130 Ruben Torres*  
*127/130*

In the Transportation Division,  
but at the Corp. Yard



Human Resources Dept.

January 20, 2021

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: Recommendation to Revise the Traffic Maintenance Worker I, Traffic Maintenance Worker II, and Parking Meter Maintenance Worker Classifications

## **BACKGROUND AND CLASSIFICATION**

SEIU Local 1021 MC has requested that the City review the classifications of Traffic Maintenance Worker I, Traffic Maintenance Worker II, and Parking Meter Maintenance Worker. The City conducted a compensation and classification review as agreed per Section 11.8.2 of the 2018-2020 SEIU 1021 Memorandum of Understanding. The City met with the Union on October 10, 2019 and November 5, 2019 to discuss the changes. The Human Resources Department consulted with Bryce, a Human Resources Consulting company to conduct a classification survey; and make a recommendation on the minimum qualifications in consideration of the market agencies with comparable classes. Bryce Consulting is a corporate agency that provides a variety of human resource services to private, non-profit and public-sector clients.

### Traffic Maintenance Worker I/II

The positions' primary responsibilities consist of sign fabrication, installation and maintenance, painting and maintaining visible traffic legends, cubs, and pavement markings, and performing related duties to street closures for special events. Bryce recommends minor modifications to the job description to more fully represent the duties performed and the changes that have occurred related to the design of signs and safety concerns related to new equipment.

### Parking Meter Maintenance Worker

The positions' primary responsibilities consist of collecting revenues from parking meters and multi-space parking meter devices; performs limited on-site maintenance and repair of electronic parking meters and multi-space parking meter devices and posts; performs coin room operations; and performs related work as assigned. Bryce recommends minor modifications to the job description to more fully represent the duties performed.

## **RECOMMENDATION**

The Personnel Board is requested to approve the following:

1. Revise the classification of Traffic Maintenance Worker I, Service Employees International Union, Local 1021 (Maintenance & Clerical), with a monthly salary range of \$5,302.27 - \$5,630.59
2. Revise the classification of Traffic Maintenance Worker II, Service Employees International Union, Local 1021 (Maintenance & Clerical), with a monthly salary range of \$5,630.59 - \$6,155.93
3. Revise the classification of Parking Meter Maintenance Worker, Service Employees International Union, Local 1021 (Maintenance & Clerical), with a monthly salary range of \$5,126.65 - \$5,438.16

### **Attachments:**

- A. Traffic Maintenance Worker I Classification
- B. Traffic Maintenance Worker II Classification
- C. Parking Meter Maintenance Worker Classification
- D. Organizational Chart

cc: Liam Garland, Director of Public Works  
Farid Javandel, Transportation Manager  
Kevin Sledge, Senior Human Resources Analyst





CITY OF BERKELEY  
 Established Date: Dec 1, 1998  
 Revision Date: Jan. 21, 2021

Class Code:  
 63070

## Traffic Maintenance Worker I

Bargaining Unit: Service Employees  
 International Union, Local 1021 (Maintenance  
 & Clerical)

### SALARY RANGE

\$30.59 - \$32.48 Hourly  
 \$2,447.20 - \$2,598.74 Biweekly  
 \$5,302.27 - \$5,630.59 Monthly  
 \$63,627.20 - \$67,567.14 Annually

### DESCRIPTION:

#### DEFINITION

Under supervision, learns to paint s and install traffic control markings on pavement; design, fabricates, installs, repairs and maintains traffic warning signs, parking signs and other signs; performs related work as assigned.

#### CLASS CHARACTERISTICS

Traffic Maintenance Worker I is the entry level in the series. Incumbents at this level participate in on the job training designed to provide the knowledge, skills and abilities required at the journey level. This class is distinguished from the II level in that trainee the I level incumbents works under closes closer supervision, independently performs less skilled work and/or assist others in completing more difficult assignments, while learning to perform the full scope of the work.

### EXAMPLES OF DUTIES:

The following list of duties describes 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.

1. Under direction, m Measures and lays out center lines, crosswalks and other line marking by using a tape measure and cords;
2. Places painting equipment and safety devices at job site;
3. Under direction operates a painting striper, sign truck or spray gun in painting line markings on pavement and installing signs;
- 3-4. Mixes paints;
- 4-5. Learns to Under direction, stencils painting pedestrian signs, school signs, stop signs and other word traffic markings on pavement;

- ~~5-6.~~ Learns to~~Under direction,~~ paints parking zones and colored curbs to indicate parking restrictions;
- ~~6-7.~~ Learns to~~Under direction,~~ installs traffic warning, speed control, and other signs;
- ~~7-8.~~ Learns to~~Under direction,~~ paints traffic guards, barricades, raised traffic bars on pavement, and installing reflectors and other devices;
- ~~8-9.~~ Installs or repairs signs on standards at the proper designated location, angle, and height according to the standards established by the State of California Division of Highways;
- ~~9-10.~~ Assembles signs on the job site with electric drill and hand wrenches;
- ~~10-11.~~ Sets signs at proper height by measuring distance from ground level to bottom of sign; sets sign standards perpendicular to the ground by using a level or eye-sight;
- ~~11-12.~~ Picks up or removes damaged signs and returns them to the shop for repair or replacement;
- ~~12-13.~~ Learns to fabricate, design, maintain and stock signs to be kept current according to standards as issued;
- ~~13-14.~~ Fabricates~~Learns to fabricate, design, maintain and stock signs to be kept current according to standards issued. or refurbishes signs as necessary and discards non-standard signs;~~
- ~~15.~~ Fabricates or reconfigures signs in accordance with MUTCD standards;
- ~~14-16.~~ Maintains records of signs installed and inventory records related to sign shop operation;
- ~~17.~~ Under direction, reads traffic control plans, and performs traffic control for special events; lays out emergency traffic control plans;
- ~~18.~~ Assembles images, typography, or motion graphics to create designs;
- ~~19.~~ Under direction, develops concepts, designs and layouts graphics for publications, exhibits, or multimedia presentations; creates related artwork; writes, edits, and performs photography;
- ~~20.~~ Photographs sites and/or subject matter for documentation, reproduction and exhibits; maintains a variety of files and slide library;
- ~~15-21.~~ Under direction,~~Learns to~~ safely operates and maintains a variety of hand and power tools including airless spray guns, heat lamps, thermal plastic machine, gas pole pounders, oxy-acetylene burning equipment, grinder, drill press, brushes, line eraser, center line machine, stencils, shovels, hoes, brooms, wrenches, drills, pavement breakers, rivet guns, ladders, saws and hammers;
- ~~22.~~ Under direction, safely and properly operates thermos-plastic machine in the application of road markings; handle thermos-plastic materials and substrate materials;
- ~~16-23.~~ Prepares basic records and reports;
- ~~17-24.~~ May inspect vehicles and reports needed maintenance;
- ~~18-25.~~ Reads and interprets work orders;
- ~~19-26.~~ May estimate necessary materials and supplies to accomplish assigned work;
- ~~20-27.~~ Observes safety precautions necessary to perform work;
- ~~21-28.~~ Places cones and warning devices to ensure safety of work site;
- ~~22-29.~~ Responds to inquiries or complaints from the public;
- ~~23-30.~~ Performs related duties as assigned.

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

NOTE: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. ~~Basic T~~ techniques and materials used in the traffic control, painting and signing operations;
2. ~~Safe methods for the O~~ operation and maintenance of a wide variety of hand and power tools and equipment common to the field;
3. Proper disposal of paint and related hazardous materials;
4. Proper preparation and usage of chemicals on vehicle's surface for application of wraps, decals and stickers;
- ~~3-5.~~ Safe work methods and safety regulations pertaining to the work;
6. ~~Provisions of the California Motor Vehicle Code related to traffic painting and signing operations and the State Uniform Sign Chart.~~

Skill in:

1. ~~Learning to perform T~~ traffic control painting and sign fabrication, installation and maintenance;
2. ~~Safely O~~ operating and maintaining a variety of hand and power tools and equipment used in the work;
3. Understanding and following oral and written instructions;
4. Properly placing cones, barricades and warning devices and directing traffic flow at job sites;
5. ~~Exercising independent judgment and initiative without close supervision;~~ Preparing basic records and reports;
6. ~~Learning to R~~ reading and interpreting maintenance, traffic and construction manuals and specifications;
7. Operating modern computer equipment and software including learning to use graphic latex printing software and production manager software;
- ~~7-8.~~ Establishing and maintaining an effective working relationship with those encountered in the course of the work.

#### **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from twelfth grade and six months of work experience as a laborer in construction or maintenance work.

#### **OTHER REQUIREMENTS:**

Must possess a valid California driver's license and have a satisfactory driving record. Possession of a Level I IMSA Sign and Pavement Markings Certificate within 6 months of hire. Must possess sufficient strength and stamina to lift and carry objects weighing up to 60 pounds and to perform sustained physical labor. Must be willing to work out of doors in all weather conditions and to

work with exposure to heavy traffic. Must be willing to work overtime and off-hours shifts in emergency situations.

**CLASSIFICATION HISTORY:**

Established: 12/88

Revised: 10/09

Revised: 1/21



CITY OF BERKELEY  
 Established Date: Dec. 1, 1988  
 Revision Date: Jan. 21, 2021

Class Code:  
 63080

## Traffic Maintenance Worker II

Bargaining Unit: Service Employees  
 International Union, Local 1021 (Maintenance  
 & Clerical)

### SALARY RANGE

\$32.48 - \$35.52 Hourly  
 \$2,598.74 - \$2,841.20 Biweekly  
 \$5,630.59 - \$6,155.93 Monthly  
 \$67,567.14 - \$73,871.20 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision, independently performs skilled duties involving the painting and installations of traffic control markings on pavement; designs, fabricates, installs, repairs and maintains traffic warning signs, parking signs and other signs; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is the journey level class in this series. Under general supervision, incumbents independently perform the full range of assigned duties. This class is distinguished from Supervising Traffic Maintenance Worker, which is the first-line supervisory level. A Traffic Maintenance Worker II may direct less skilled workers in the field.

### EXAMPLES OF DUTIES:

The following list of duties describes 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.

1. Measures and lays out center lines, crosswalks and other line marking by using a tape measure and cords;
2. Directs placement of painting equipment and safety devices at job site;
3. Operates a painting striper, sign truck or spray gun in painting line markings on pavement and installing signs;
4. Mixes paints;
5. ~~Performs and assists in s~~Stencils painting pedestrian signs, school signs, stop signs and other word traffic markings on pavement;

6. ~~Performs and assists in painting~~ parking zones and colored curbs to indicate parking restrictions;
7. ~~Performs and assists in the installation of~~ traffic warning, speed control, and other signs;
8. ~~Performs and assists in painting~~ traffic guards, barricades, raised traffic bars on pavement, and installing reflectors and other devices;
9. Installs or repairs signs on standards at the proper designated location, angle, and height according to the standards established by the State of California Division of Highways;
10. Assembles signs on the job site with electric drill and hand wrenches.
11. Sets signs at proper height by measuring distance from ground level to bottom of sign; sets sign standards perpendicular to the ground by using a level or eye-sight;
12. Responds to traffic accidents and clears debris and oil;
- ~~12-13.~~ Picks up or removes damaged signs and returns them to the shop for repair or replacement;
- ~~13-14.~~ Designs, fabricates, maintains and stocks signs to be kept current according to standards as issued;
- ~~14-15.~~ Fabricates or ~~refurbishes-reconfigures~~ signs ~~as necessary and discards non-standard signs; in accordance with MUTCD standards;~~
- ~~15-16.~~ Maintains records of signs installed and inventory records related to sign shop operation;
17. Reads traffic control plans and performs traffic control for special events and lays out emergency traffic control plans;
18. Assembles images, typography or motion graphics to create designs;
19. Develops concepts, designs, and layouts graphics for publications, exhibits, or multimedia presentation; creates related artwork; write, edits and performs photography;
20. Photographs sites and/or subject matter for documentation, reproduction and exhibits; maintains a variety of files and slide library;
- ~~16-21.~~ Safely Operates and maintains a variety of hand and power tools including airless spray guns, heat lamps, ~~thermal plastic machine~~, gas pole pounders, oxy-acetylene burning equipment, grinder, drill press, brushes, line eraser, center line machine, stencils, shovels, hoes, brooms, wrenches, drills, pavement breakers, rivet guns, ladders, saws and hammers;
22. Safely and properly operates thermos-plastic machine in the application of road markings; handle thermos-plastic material and substrate materials;
- ~~17-23.~~ Prepares basic records and reports;
- ~~18.~~ ~~Operates a paint or sign truck as assigned;~~
- ~~19-24.~~ Inspects vehicles and reports needed maintenance;
- ~~20-25.~~ Reads and interprets work orders;
- ~~21-26.~~ Estimates necessary materials and supplies to accomplish assigned work;
- ~~22-27.~~ Observes safety precautions necessary to perform work;
- ~~23-28.~~ Places cones and warning devices to ensure safety of work site;
- ~~24-29.~~ Responds to inquiries or complaints from the public;
- ~~25-30.~~ May direct the work of a small crew;
- ~~26-31.~~ May act for the Traffic Maintenance Supervisor in his/her absence;

~~27-32.~~ 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. Techniques and materials used in the traffic control, painting and signing operations;
2. Safe methods for the operation and maintenance of a wide variety of hand and power tools and equipment common to the field;
3. Safe work methods and safety regulations pertaining to the work;
- ~~3-4.~~ Proper disposal of paint and related hazardous materials;
- ~~4-5.~~ Provisions of the California Motor Vehicle Code related to traffic painting and signing operations and the State Uniform Sign Chart.

Skill in:

1. Traffic control painting and sign fabrication, installation and maintenance;
2. Safely operating and maintaining a variety of hand and power tools and equipment used in the work;
3. Understanding and following oral and written instructions;
4. Properly placing cones, barricades and warning devices and directing traffic flow at job sites;
5. Exercising independent judgment and initiative without close supervision;
6. Preparing basic records and reports;
7. Reading and interpreting maintenance, traffic and construction manuals and specifications;
8. Operating modern computer equipment and software including learning to use graphic latex printing software and production manager software;
- ~~8-9.~~ Establishing and maintaining an effective working relationship with those encountered in the course of the work.

## **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from twelfth grade and six months of work experience as a laborer in construction or maintenance work and two years of experience in the traffic painting and signing work at a level equivalent to the City's Traffic Maintenance Worker I class.

## **OTHER REQUIREMENTS:**

Must possess a valid California driver's license and have a satisfactory driving record. Must

[possess a Level I IMSA Sign and Pavement Marking Certificate.](#) Must possess sufficient strength and stamina to lift and carry objects weighing up to 60 pounds and to perform sustained physical labor. Must be willing to work out of doors in all weather conditions and to work with exposure to heavy traffic. Must be willing to work overtime and off-hours shifts in emergency situations.

**CLASSIFICATION HISTORY:**

Established: 12/88

Revised: 10/08

Revised: 1/21



FY 2020/FY 2021

# PUBLIC WORKS DEPARTMENT Transportation

Assistant Management Analyst  
Myrna Ortiz  
131/627/631

Transportation Manager  
Farid Javandel  
011/131/501/627/631

Administrative Secretary  
Alisha Gard  
131/501/627/631

Administrative Assistant  
Vilma Garcia

CIP Project Development  
Associate Civil Engineer  
Kenneth Jung 127/131/133  
  
Associate Civil Engineer  
Vacant

Parking Services  
Parking Services Manager  
Danette Perry  
627/631

Traffic Engineering  
Supervising Traffic Engineer  
Hamid Mostowfi  
011

Transportation Planning  
Principal Planner  
Beth Thomas  
130/133/501

Vision Zero  
Senior Planner  
Eric Anderson  
Intern-Jesus Contreras

Associate Planner  
Dianne Yee

Associate Planner  
Ryan P. Murray

Assistant Planner  
Matthew Cotterill

Pkg Meter Mtc. Collection  
Supv.  
Samantha Baker 631

goBerkeley  
Senior Planner  
Gordon Hansen 627/631  
Intern-Brandon Lee

Associate Traffic Engineer.  
Peter Chun 621

Associate Traffic Engineer.  
Vacant

Assistant Traffic Engineer  
Zhong Tan 011  
Jesse Peoples 011

Traffic Engineering Assistant  
Vacant

Traffic Maint Supv.  
Roger Mason 127/130

Traffic Maint Worker I  
Aaron Dieken 127/130  
Alonzo Burnham 127/130  
Vacant 127/130

Traffic Maint Worker II  
Jamal Cunningham 127/130  
Ruben Torres 127/130

Parking Meter Mtc. Worker  
Dana Fortier 631  
Jamar McClain 631  
Brian McKenzie 631  
Shakira Upchurch 631  
Noel Garay 631  
Marlonn Wright

Assistant Mgmt Analyst  
Vonndria Frost

Accounting Office  
Specialist II  
LaQuana Patrick 627/631

Engineering Inspector  
Juan Guillermo Jaramillo

In the Transportation Division,  
but at the Corp. Yard



# ERMA

## ERMA HR/PAYROLL - WE DID IT!

OMG, we did it! You are receiving your first paycheck from ERMA today. No doubt there will be some bumps in the road this week, but with over 1600 employees and 400 pay codes on a brand new system, that's to be expected.

Still feeling unsure about how to use ERMA? Go to our [training page](#) on SharePoint to unlock tons of videos and cheat sheets.

Want to keep current on ERMA updates? Click 'Follow' in the upper right corner of our ERMA SharePoint site, and check-in weekly to read our [ERMA news and events](#) section.

So many people to thank - the ERMA steering committee; Regi, Sunita and the IT department; Alicia, Amani, and the entire HR Team; Ann, Brian and the Payroll Audit department; all our awesome payroll clerks; Tasha and Shana in the City Managers office, as well as all of our user testers, data inputers, and collaborators. What an effort!

We know we still have work to do. First, we want to work out any kinks and mistakes in payroll processing. We want to make sure everyone is getting paid correctly. That's our number one priority. Second, we'll revisit some of our assumptions and processes we agreed to back in 2019/2020 to see if they still work or need to be changed. Finally, there are other ERMA modules to launch including budgeting, accounts receivable, and time keeping. (All in due time.)

Thank you all for making this happen!

**THANK YOU  
BERKELEY  
THANK YOU**

## 2020 YEAR-END VERIFICATION and 2021 TAX RATES NOTICE TO ALL EMPLOYEES

FROM THE PAYROLL AUDIT DIVISION OF THE AUDITOR'S OFFICE

This is the time of year to double check that your tax information is accurate and current. Please take a few minutes to read the following:

Groupware/Payroll Audit/EMPLOYEE FORMS or you may contact Payroll Audit or your department to obtain blank forms.

Form **W-4** Withholding  
Allowance  
Certificate

### TAX WITHHOLDING STATUS

**FILING STATUS CHANGES:** If your filing status has changed since your last W-4 and/or DE-4 Forms were filed (married/divorced, gained/lost a dependent and/or exemption allowances have changed), this is the time to file amended W-4 (federal) and DE-4 (state) forms. Blank 2021 W-4 and DE-4 forms are available on Groupware/Payroll Audit/EMPLOYEE FORMS or you may contact Payroll Audit or your departmental payroll clerks to obtain blank forms.

Beginning in 2021, all new employees must use the redesigned 2021 W-4 Form. Similarly, any employees hired prior to 2021 who wish to adjust their federal withholding must use the redesigned 2021 W-4 Form.

**EXEMPT STATUS:** If you claimed “**exempt**” status on your W-4 and/or DE-4 form in 2020, please note that your exemption from taxes expires February 15, 2021. If you continue to qualify for exempt status and would like to claim exempt in 2021, you must complete both a new 2021 W-4 Form and a DE-4 Form by February 15, 2021. Without the new W-4 Form, your tax status will automatically be treated as if you had checked the box for Single or Married filing separately in Step 1(c) and made no entries in Step 2, Step 3, or Step 4 of the 2021 Form W-4 and your state tax status will also be changed to “Single-0” effective with the February 26, 2021, payday. Blank W-4 and DE-4 forms are available on

Form **W-2** Wage and Tax  
Statement

### W-2 MAILING VERIFICATION

Your name on your payroll check or direct deposit voucher **MUST** match your Social Security card. In addition, please verify the address on your payroll check or direct deposit voucher. The 2020 W-2 forms will be distributed by January 31, 2021. After you receive your 2020 W-2 form, please verify that your name and social security number printed on the form match your name and social security number printed on your social security card. This ensures the Social Security Administration is able to post your Medicare earnings. If you find a discrepancy, please contact your departmental payroll clerk or Payroll Audit.



### 2020 FLOATING HOLIDAYS & 'ADMIN A' LEAVE ROLLOVER

Unused 2020 floating holidays and administrative leave balances will automatically roll over into vacation balances after the close of the pay period ending December 26, 2020. The additional floating holidays will carryover to 2021; however, they will be forfeited if unused by 6-30-21.

Please notify your departmental payroll clerk if you plan to use administrative leave between 12/27/20 and 12/31/20.

The 2021 floating holidays and admin leave accruals will be available January 1, 2021, and not before.





## ADDITIONAL MEDICARE TAX ON EARNINGS OVER \$200,000

Individuals earning more than \$200,000 will pay an additional 0.9% Medicare tax on all wages over \$200,000. This additional tax only applies to wages above \$200,000. Thus, an employee who earns \$210,000 annually will pay Medicare tax of 1.45% on the first \$200,000, and Medicare tax of 2.35% on the remaining \$10,000.

More information is available at:

[www.paycor.com/cpacare/irs-releases-additional-medicare-tax-guidance](http://www.paycor.com/cpacare/irs-releases-additional-medicare-tax-guidance)

## STATE DISABILITY INSURANCE



Effective January 1, 2021, the State Disability Insurance (SDI) taxable wage limit increases from \$122,909 to \$128,298. The SDI withholding rate for 2021 increases from 1% to 1.20%. The maximum amount withheld from each employee increases from \$1,229.09 to 1,539.58 per calendar year.

## 2021 MILEAGE RATE



The Standard Mileage Rate for Business will decrease to 56 Cents in 2021. For employees who use their personal vehicle for City business, The IRS announced that the business standard mileage rate for transportation expenses paid or incurred beginning Jan 1, 2021, will be 56 cents per mile, down 1.5 cents from 2020.

last three-year catch-up deferral is also unchanged at \$39,000 annually.

Benefited employees who wish to participate in any of the three deferred compensation pre-tax plans should call Mass Mutual at (800) 835-8447, Prudential at (415) 693-6016, and/or CalPERS at 1-888-713-8244 (x6).

Currently enrolled employees may change their contribution amount by completing a change form available on Groupware/Payroll Audit/EMPLOYEE FORMS or at the Payroll Audit Office at 2180 Milvia Street, 2<sup>nd</sup> Floor.

Contribution change forms received by the end of the month, take effect on the first check of the following month. Therefore, forms submitted by 12/31/20 will take effect on the 1/15/2021 paycheck.

If you have any questions about deferred compensation, please contact Heather Willis at 981-6785.



## DEFERRED COMPENSATION UPDATE

The 457 deferred compensation annual contribution maximum is unchanged at \$19,500 for 2021. Participants age 50 and older may contribute an additional \$6,500 above the maximum \$19,500 limit for a total of \$26,000. The

*Have a safe and happy holiday,  
and a joyous New Year!*



## CASH HANDLING 101 & PAYMENT CARD INDUSTRY (PCI) 101 TRAININGS

**DATE:** Wednesday, 1/27/21  
**LOCATION:** Online via Zoom  
**TIME:** 9:30 - 11:00AM (Cash Handling 101)  
11:00AM—12:00PM (PCI 101)



- **Cash handling training** is required for all City staff who handles cash. Staff will learn the proper handling of funds received by the City. Cash handlers, including their supervisors and managers, must be trained at least once a year.
- **The PCI 101 training** is a formal security awareness program to make all City employees aware of the importance of cardholder data security. Staff who process payment cards and/or work with third party service providers (e.g. Passport, PayPal, Ventek, etc.), and their supervisors and managers must annually attend this training.

**To Register** Sign up online through the training calendar  
( please use Internet Explorer browser ):

<http://cobwebv1/helpdesk/traincal.html>

### Questions?

- Cash Handling Questions? Contact Agnes Celis at x7331.
- PCI 101 Questions? Contact Norlinh Stubbs at x7342.



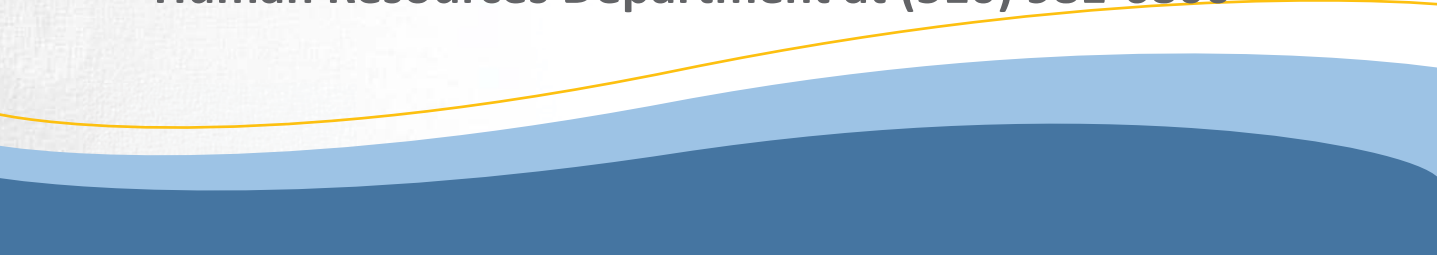
## **Labor Relations Coordinating Committee (LRCC)**

### **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**





## PAY SCHEDULE • 2021



#	< Pay Period >			Payday
1	12/27/2020	THRU	01/09/2021	01/15/2021
2	01/10/2021	THRU	01/23/2021	01/29/2021
3	01/24/2021	THRU	02/06/2021	02/10/2021 (Wed)
4	02/07/2021	THRU	02/20/2021	02/26/2021 (Thu)
5	02/21/2021	THRU	03/06/2021	03/11/2021 (Thu)
6	03/07/2021	THRU	03/20/2021	03/26/2021
7	03/21/2021	THRU	04/03/2021	04/08/2021 (Thu)
8	04/04/2021	THRU	04/17/2021	04/23/2021
9	04/18/2021	THRU	05/01/2021	05/07/2021
10	05/02/2021	THRU	05/15/2021	05/20/2021 (Thu)
11	05/16/2021	THRU	05/29/2021	06/04/2021
12	05/30/2021	THRU	06/12/2021	06/18/2021
13	06/13/2021	THRU	06/26/2021	07/02/2021
14	06/27/2021	THRU	07/10/2021	07/16/2021
15	07/11/2021	THRU	07/24/2021	07/30/2021
16	07/25/2021	THRU	08/07/2021	08/13/2021*
17	08/08/2021	THRU	08/21/2021	08/27/2021
18	08/22/2021	THRU	09/04/2021	09/10/2021*
19	09/05/2021	THRU	09/18/2021	09/24/2021
20	09/19/2021	THRU	10/02/2021	10/08/2021*
21	10/03/2021	THRU	10/16/2021	10/22/2021
22	10/17/2021	THRU	10/30/2021	11/05/2021
23	10/31/2021	THRU	11/13/2021	11/19/2021
24	11/14/2021	THRU	11/27/2021	12/03/2021
25	11/28/2021	THRU	12/11/2021	12/17/2021
26	12/12/2021	THRU	12/25/2021	12/31/2021

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.*

## HOLIDAYS • 2021

< 2021 >

<b>Jan 1<sup>st</sup></b> (Fri)	New Year's Day
<b>Jan 18<sup>th</sup></b> (Mon)	Martin Luther King Jr.'s Birthday
<b>Feb 12<sup>th</sup></b> (Fri)	Lincoln's Birthday
<b>Feb 15<sup>th</sup></b> (Mon)	Washington's Birthday
<b>May 21<sup>st</sup></b> (Fri)	Malcolm X's Birthday (actual May 19 <sup>th</sup> )
<b>May 31<sup>st</sup></b> (Mon)	Memorial Day
<b>July 5<sup>th</sup></b> (Mon)	Independence Day (actual Jul 4 <sup>th</sup> )
<b>Sept 6<sup>th</sup></b> (Mon)	Labor Day
<b>Oct 11<sup>th</sup></b> (Mon)	Indigenous Peoples' Day
<b>Nov 11<sup>th</sup></b> (Thurs)	Veteran's Day
<b>Nov 25<sup>th</sup></b> (Thurs)	Thanksgiving Day
<b>Nov 26<sup>th</sup></b> (Fri)	Day after Thanksgiving Day
<b>Dec 24<sup>th</sup></b> (Fri)	Christmas Day





## COVID-19 PROCEDURES and GUIDELINES

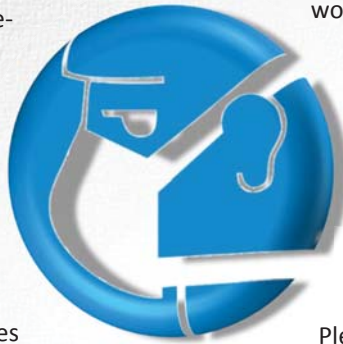
Your Human Resources Department is here to support as we work through this difficult time. As a city, we are unique and offer many services and departments are set up to meet their mission in serving the Berkeley residents. We care about your safety and have provided some overarching guidelines for the 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)

## EMPLOYEE WELLNESS



Brought to you by  
Claremont EAP

### Stay Healthy: Practice Prevention

Medical advances and technology can detect diseases earlier than ever before and save lives, but making prevention a part of your everyday life is just as important.

"Practicing prevention can lower your risk for developing the most deadly chronic diseases: heart disease, diabetes, and cancer," says Tricia Trinité, MSPH, APRN, director of prevention dissemination and implementation for the Agency for Healthcare Research and Quality. "There's nothing mysterious about taking preventive action; it's really just a matter of making healthy choices on a daily basis."

### Eat Nutritiously

Eating healthy foods in the right amounts can help you live a longer, healthier life.

Many illnesses and conditions—such as heart disease, obesity, high blood pressure, and diabetes—can be prevented or controlled by eating a healthy low-calorie and low-fat diet that includes at least five servings of fruits and vegetables every day, says Ms. Trinité.

#### QUICK TIP!

Do you want to kickstart your daily routine by adding healthy habits? You can start improving your overall health today with a variety of easy but impactful habits. ([Read more...](#))



Other dietary recommendations include eating more fiber and lean protein, such as chicken and fish, and less sodium, red meat, and sugar.

For specific information on how to improve your diet, ask your doctor and visit the National Cancer Institute's [website](#), the American Heart Association's [website](#), or the U.S. Department of Agriculture's Dietary Guidelines for Americans [website](#).

### Maintain a Healthy Weight

Being overweight increases your risk for heart disease, diabetes, cancer, and high blood pressure. To stay at a healthy weight, you need to balance the number of calories you eat with the number you burn off in physical activity. You can reach a healthy weight and stay there by eating right and being physically active.

### Exercise Most Days

Physical activity can help prevent heart disease, obesity, high blood pressure, diabetes, some cancers, and mental health problems, such as depression.

"All kinds of physical activity, whether it's moderate or vigorous, will help you stay healthy," say Ms. Trinité. "It's a good idea to aim for at least moderate activity, such as brisk walking, bike riding, housecleaning, or playing with your children for 30 to 60 minutes most days of the week. Generally, the more active you are, the better you'll feel today and the healthier you'll become tomorrow."

If you've been sedentary, smoke, or have a chronic health condition, ask your health care provider how you should get started with an exercise program.

### Stop Smoking

More than 440,000 Americans die each year from smoking and smoking-related causes. Smoking caus-



## EMPLOYEE WELLNESS (CONT'D)

es illnesses such as cancer, heart and lung disease, stroke, and problems during pregnancy.

"Quitting is hard, and most people try several times before they quit for good," says Ms. Trinité. "But when you're ready to quit, ask your doctor for advice on the best way for you."

### Take Medicines Correctly

Always be sure you know important information about a medicine before you take it. This will help you get the full benefit of the drug. It also will help you avoid taking too much or too little, which can be dangerous.

Each prescription medication comes with an information sheet. Be sure to carefully read this sheet. If you have questions or aren't clear about anything on the sheet, check with your health care provider, nurse, or pharmacist.

### Get Your Shots

You can prevent several serious diseases by getting immunized. Check with your health care provider to be sure you've had immunization for measles-mumps-rubella, tetanus-diphtheria, whooping cough, and influenza. If you are at risk for hepatitis A, B, or C, you should be immunized against them. People older than 65 should be immunized against pneumococcal pneumonia. Because of a resurgence of whooping cough (pertussis) in adults, a booster shot (in combination with diphtheria and tetanus) is now available for teens and adults.

### Get Checked and Screened

Checkups and screening tests help find diseases or health problems early, when they're easier to treat and cure.

"Your doctor can help you decide which health screenings you should get and how often," says Ms. Trinité.

If you have a chronic condition, follow your health care provider's recommendations for regular check-ups and screening exams; they are more important if you have a chronic condition.

Ask your health care provider if your screenings are up-to-date for blood pressure; cholesterol; diabetes; osteoporosis; and skin, breast, colorectal, cervical and prostate cancers. You can find a list of the recommended screening tests on the U.S. Preventive Services Task Force's [website](#).

Healthy adults should also see a dentist once or twice a year and an eye doctor every one to three years. Adults with dental disease or chronic conditions, or those at high risk for specific diseases, should get more frequent exams as recommended by their provider.

For the best preventive care, you also should talk with your provider openly regarding your health concerns.

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## This Month's Webinar

### What Stress and Diet Have in Common

*Presented by: Jamie Kistler*

Join us to learn how stress plays a part in your overall health. Stress, inflammation and diet have an interesting relationship. In this session, we will learn how to differentiate between normal and chronic stress. We will also uncover the effects of chronic stress on our hormones (and thus on our body weight). We will look at what nutrients your body needs when you are "stressed out" and, finally, learn some great stress management strategies.

[Log-in](#) any time this month to watch the webinar and ask the expert questions!

# CURRENT RECRUITMENTS

JAN 15, 2021 • PG 12

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> (FUNDS Replacement Fund #609 at 50%, IT Cost Allocation Fund #891 at 50%) (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> (Measure B—Local St & Road Fund#391 at 50%, Sanitary Sewer Operation #830 at 50%); (Special Gas Tax Improvement Fund #369 at 50%, Building Maintenance #866 at 50%); (Permit Service Center Fund #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)

JAN 15, 2021 • PG 13

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>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 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	Jan 21, 2021
<b>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$60.90 to \$71.51		<i>Continuous</i>



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 Supervisor</b> (Funded by General Fund #010 at 72%, Health (Short/Doyle) #065 at 28%) (req# 2020-00036E)	Vacancy	Health	Ann Song @ or 981-5399 or <a href="mailto:ASong@cityofberkeley.info">ASong@cityofberkeley.info</a>
<b>Accounting Office Specialist Supervisor</b> (Funded by General Fund #010 at 77%, Parks Tax #450 at 13%, Marina Operations/Maint #825 at 10%) (req# 2020-00261E)	Promotion	Parks	Christina Erickson @ 981-6703 or <a href="mailto:CErickson@cityofberkeley.info">CErickson@cityofberkeley.info</a>
<b>Accounting Office Specialist Supervisor</b> (Funded by General Fund #010 at 50%, Zero Waste #820 at 50%) (req# 2020-00255E)	Retirement	Finance	Henry Oyekanmi at 981-7326 or <a href="mailto:HOyekanmi@cityofberkeley.info">HOyekanmi@cityofberkeley.info</a>

## TEMPORARY VACANCIES **WITHOUT** an ELIGIBLE LIST

CLASSIFICATION TITLE	DEPT	CONTACT	DURATION	OPENING DATE
<b>Library Services Manager</b> (Funded by Library– Discretionary #301 at 100%) (req# 2021-00002)	Library	Tess Mayer @ 981-6108 or <a href="mailto:TMeyer@cityofberkeley.info">TMeyer@cityofberkeley.info</a>	NTE 6 mos	Jan 18, 2021
<b>Temporary Marina Assistant</b> (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00262E)	Parks	Sean Crothers @ 981-6744 or <a href="mailto:SCrothers@cityofberkeley.info">SCrothers@cityofberkeley.info</a>	NTE 6 mos	Jan 18, 2021

TYPE	NAME	CLASSIFICATION TITLE	DEPT
Appointment	[REDACTED]	Warehouse Operations Spec	Public Wks
Promotion	[REDACTED]	Senior Auditor	Auditor
Promotion	[REDACTED]	Construction Equipment Operator	Public Wks
Promotion	[REDACTED]	Senior Management Analyst	Health
Promotion	[REDACTED]	Senior Management Analyst	Health
Resignation	[REDACTED]	Auditor II	Auditor'
Resignation	[REDACTED]	Police Officer	Police
Resignation	[REDACTED]	Sports Field Monitor	Parks
Retirement	[REDACTED]	Sr Community Health Specialist	Health
Retirement	[REDACTED]	Solid Waste Truck Driver	Public Wks
Retirement	[REDACTED]	Skilled Laborer	Public Wks
Retirement	[REDACTED]	Police Officer	Police
Retirement	[REDACTED]	Public Works Operations Mgr	Public Wks
Retirement	[REDACTED]	Mechanic Supervisor	Public Wks
Retirement	[REDACTED]	Public Health Nurse	Health
Retirement	[REDACTED]	Solid Waste Truck Driver	Public Wks

## STAFF COMMENDATIONS

### STAFF COMMENDATION

Good morning,

Today the granddaughter of Mary Chapman, who resided at 1165 Sterling Avenue, called to close the account for Ms. Chapman, as she has passed away.

The granddaughter wanted me to relay that she was very thankful to the **crew members who serviced her grandmother's containers**. She stated that Ms. Chapman was 102 years old when she passed away, and our crew member would go up a flight of stairs and knock on her door to retrieve her carts. Ms. Chapman's granddaughter was VERY appreciative of this and wanted me to thank the crews on her behalf.

- Relative of Berkeley resident

