

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: February 6, 2023 TIME: 7:00 P.M.**

**Secretary: Aram Kouyoumdjian, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: akouyoumdjian@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 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/85488360271?pwd=SUK3L0JqalFuaUdjSW0zaWxiRCsyUT09> . 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: 854 8836 0271, Passcode: 172741.
To submit an e-mail comment during the meeting to be read aloud during public comment, email jelewis@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 January 9, 2023
- V. Election of Chair and Vice Chair
- VI. Recommendation to Increase Salary Range for Unrepresented Camp Staff Classifications in Unit X1
- VII. Recommendation to Revise the Assistant Aquatics Coordinator Classification

INFORMATION ITEMS:

- VIII. Update – Return to In-Person Meetings – Discussion Only
- IX. Director’s Report – Updates from HR Director – Discussion Only
- X. Copy of Berkeley Matters – Discussion Only
- XI. Adjournment

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

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**

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CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD MINUTES
DATE: January 9, 2023 TIME: 7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:00 P.M.

II. Roll Call

Members Present: Mary Kay Lacey (Chair), Robert Dixon (Vice Chair), Darryl Bartlow, Aviva Gilbert, Jenny Wenk, Nic O'Loughlin

Members Absent: Maya Karpinski

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Rosie Jung (Police Sergeant)

Public Attendance: None

III. Public Comments

Cordell Hindler: For the March agenda, the Personnel Board should consider scheduling a retreat to go over expectations for 2023. I am in support of amending the Police Officer Recruit job class specification.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on December 5, 2022

Action: MSC: (Wenk/Bartlow) to approve the minutes of the meeting on December 5, 2022 with the correction of replacing "Recommendation to Revise the Police Aide Classification" (I, Action) to "Recommendation to Establish the Medical Director Classification."

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

V. Recommendation to Amend the Police Officer Recruit and Police Officer Job Class Specifications

Action: MSC: (Gilbert/Lacey) to approve the Recommendation to Amend the Police Officer Recruit and Police Officer Job Class Specifications with the addition of the word "minimum" and the first half of the sentence is bolded:

*"In addition to the **minimum** requirements above, a typical way of gaining the knowledge and skills outlined above is..."*

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

INFORMATION ITEMS:

- VI. Upcoming Election of Chair and Vice Chair – Discussion Only
- VII. Director's Report – Updates from HR Director – Discussion Only
 - a. The director provided the Board with HR updates, which was followed by a discussion of the Mason-Tillman report.
- VIII. Copy of Workforce Analysis – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment 8:37 PM



HUMAN RESOURCES

February 6, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Increase Salary Range for Unrepresented Camp Staff Classifications in Unit X1

SUMMARY

The Parks, Recreation and Waterfront Department is requesting that the City increase the wage ranges for the following Unrepresented Camp Staff classifications in Unit X1:

- Camp Staff Member
- Camp Staff Leader
- Camp Medical Staff Member
- Camp Staff Supervisor

With the current wage ranges of our Camp Staff Classifications, the City is struggling to recruit and retain Summer staff for Echo Lake and Tuolumne Camps. Our pay rates are lower than our closest two neighboring cities with overnight camps. The re-opening of Berkeley Tuolumne Camp in 2022 has exacerbated this issue as our staffing need has increased to 120 daily rated, seasonal staff.

On January 17, 2023, the City Council adopted Resolution No. 70,667–N.S., which approved a 12% fee increase for selected Camp programs in order to cover an anticipated 20% increase in labor costs for Camp staff.

DISCUSSION

In 2022, Berkeley Tuolumne Camp re-opened for the first time since its closure in 2013 due to the Rim Fire. This created a need for an additional 65 daily rated camp staff, on top of the 50+ staff needed to operate Echo Lake Camp. It was challenging to recruit staff to work at our camps when they could earn significantly more working at neighboring overnight camps. During the recruitment period and throughout the summer, the Department received feedback from staff regarding the low wages of our Camp Staff classifications. We struggled to recruit enough camp staff and had issues retaining staff

Recommendation to Increase Wage Range for Unrepresented Camp Classifications

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to get us through the summer season. On several occasions this past summer, the Department sent full-time career and part-time hourly staff up to camp to fill gaps in operations and programming.

A compensation study of neighboring overnight camps (see Tables 2-4), demonstrated that the City of Berkeley's wage ranges are lower than our neighboring camps: Cazadero Camp from Berkeley, Oakland Feather River Camp out of Oakland, and Camp Mather from San Francisco. Berkeley's rates are comparable to or higher than rates in Concord, San Jose and Sacramento, however, staff from Concord and San Jose have indicated that their municipalities are also in the process of increasing their staff wage rates. The gaps are significant in each position. As an example, last summer, new Berkeley Camp Staff Members were paid at a starting wage of \$61 per day, compared to \$88, \$103, and \$126 per day, respectively, at Cazadero, Oakland, and San Francisco camps.

Table 1 shows the proposed increases for the four Berkeley daily-rated camp positions. These increases raise the wages for Camp Staff Member to \$80 per day; Camp Staff Leaders and Camp Medical Staff Members to \$101 per day; and Camp Staff Supervisors to \$125 per day.

These increases are projected to result in a 20% increase in Camps Fund labor costs. To cover this increase in cost, a 12% increase in camp registration revenue is needed. On [January 17, 2023, Council](#) approved an average fee increase of 12% fee across camp programs, (see Resolution No. 70,667–N.S. and Attachment A.) Additional increases may be possible in the future, but at this time, higher increases risk decreasing occupancy at our camps by pricing them out of the market.

Tables 2, 3 and 4 include comparisons of all four classifications and rates at other camps. The proposed changes bring Berkeley rates closer to the camps owned by Oakland and San Francisco in each classification. This comparison is possible for all but the Camp Medical Staff Member classification. In our review, only Oakland and Berkeley pay their camp medical staff; other camps tend to bring on these positions on a volunteer basis. In Berkeley, the Camp Medical Staff Member rate has been matched to the Camp Staff Leader; and this approach is proposed to continue.

Timeline

This is a time-sensitive issue because recruitment for daily rated camp employees has started and when staff attend various college and job fairs offered by local colleges and organizations over the next several months this information will be important in attracting new employees. Interviews take place in early Spring to ensure staff are on board by early May.

Table 1. Proposed Changes to Camp Staff Daily Rates

Employee Classification	Proposed Wage Range	
	Min	Max
Camp Staff Member	\$80.28	\$96.34
Camp Staff Leader	\$101.16	\$115.61
Camp Medical Staff Member	\$101.16	\$115.61
Camp Staff Supervisor	\$125.72	\$156.07

Table 2. Comparison of resident camp rates equivalent to Camp Staff Member

*Compares entry level camp staff positions, similar to Berkeley's Camp Staff Member classification

Name of Camp and Positions	Name of position equivalent to Berkeley Camp Staff Member	Step 1 Equivalent daily rate	Last Step Equivalent daily rate	Assumptions
Camp Sacramento	Camp Aid	\$38.15	\$46.16	
San Jose Camp	Recreation Counselor- CCI	\$40.00	\$66.00	
Camp Concord	Program Counselor	\$47.76	\$110.55	Range covers all camp positions, not just entry-level.
Berkeley Camps (proposed)	Camp Staff Member	\$80.28	\$96.34	
Oakland Feather River Camp	Program Leaders	\$88.33	\$104.17	530/625 per week
Camp Cazadero	Camp Counselor	\$103.33	\$103.33	620 per week
Camp Mather (San Francisco)	Camp Assistant	\$126.74	\$130.34	19.03/19.57 per hr

Table 3. Comparison of resident camp rates equivalent to Camp Staff Leader

*Compares mid-level camp staff positions, similar to Berkeley's Camp Staff Leader classification

Name of Camp and Positions	Name of position equivalent to Berkeley Camp Staff Leader	Step 1 Equivalent daily rate	Last Step Equivalent daily rate	Assumptions
Camp Sacramento	Recreation Leader	\$43.87	\$53.08	
San Jose Camp	Recreation Counselor- CCII	\$40.00	\$66.00	
Camp Concord	Program Coordinator	\$47.76	\$110.55	Range covers all camp positions, not just entry-level.
Berkeley Camps (proposed)	Camp Staff Leader	\$101.16	\$115.61	
Oakland Feather River Camp	Program Specialist	\$108.33	\$112.50	650/675 per week
Camp Cazadero	Dean	\$119.17	\$119.17	715 per week
Camp Mather (San Francisco)	Recreation Leader	\$137.00	\$210.86	20.57/31.66 per hour

Table 4. Comparison of resident camp rates equivalent to Camp Staff Supervisor

*Compares supervisory level camp staff positions, similar to Berkeley's Camp Staff Supervisor classification

Name of Camp and Positions	Name of position equivalent to Berkeley Camp Staff Supervisor	Step 1 Equivalent daily rate	Last Step Equivalent daily rate	Assumptions
San Jose Camp	Program Director - CCIII	\$66.00	\$98.00	
Camp Concord	Assistant Camp Director	\$47.76	\$110.55	Range covers all camp positions, not just entry-level.
Camp Sacramento	Camp Program Director	\$84.68	\$124.03	
Berkeley Camps (proposed)	Camp Staff Supervisor	\$125.72	\$156.07	
Camp Cazadero	Office Manager, Dining Room Supervisor, Utility Staff	\$128.00	\$136.00	16/17 per hour
Oakland Feather River Camp	Program Manager	\$133.33	\$150.00	800/900 per week
Camp Mather (San Francisco)	Recreation Coordinator	\$218.91	\$266.40	32.87/40 per hour

BACKGROUND

In 2019, Resolution No. 69,078-N.S. was adopted by the City Council, which increased the salaries of the Camp Staff Member, Camp Staff Leader and Camp Medical Staff Member classifications pursuant to the State of California Department of Industrial Relations Wage Order MW-2019.

In 2021, Resolution No. 69,998-N.S. was adopted by the City Council, which approved new salary rates for unrepresented employees. These new rates reflected a 4% increase effective July 25, 2021, a 3% increase effective the first full pay period in July 2022, and a 1% increase effective the first full pay period in July 2023.

Pursuant to [California Labor Code Section 1182.4](#) and [State of California Wage Order MW-2023](#), California law provides organized camps special labor rules allowing wages of camp staffers for each day worked rather than by the hour. Under those same laws, the City may claim a state wage credit for the value of the meals and lodging provided for each staff member to calculate the Current Wage Range (Daily Rate).

Because Berkeley Tuolumne Camp and Berkeley Echo Lake Camp are both located outside of the City of Berkeley, wages are determined by following State of California regulations, including the State of California Wage Order, which is updated periodically. The City of Berkeley periodically updates their Salary Schedule to reflect any minimum wage updates ([Last updated 2019, Resolution No. 69,078-N.S.](#)).

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Increase of Salary Ranges for Unrepresented Camp Staff Classifications in Unit X1

Attachments:

- A. Council Report on Changes to Selected Camp Fees, 1/17/2023
- B. Current Job Descriptions for Camp Staff Classifications in Unit X1
- C. Organizational Chart
- D. Recruitment Materials

cc: Scott Ferris, Director, Parks, Recreation and Waterfront
Christina Erickson, Deputy Director, Parks, Recreation and Waterfront
Denise Brown, Recreation & Youth Services Manager, Parks, Recreation & Waterfront



Office of the City Manager

PUBLIC HEARING
January 17, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Scott Ferris, Director, Parks, Recreation and Waterfront

Subject: Changes to Selected Camps Program Fees

RECOMMENDATION

Conduct a public hearing and upon conclusion, adopt a Resolution approving new fees and increasing current fees for select recreation programs and facility rentals; and rescinding Resolution No. 70,193 N.S. and all amendatory resolutions.

FISCAL IMPACTS OF RECOMMENDATION

The proposed new fees and fee increases will provide additional revenue to the Camps Fund to offset the cost of delivering programs and managing facilities at Berkeley Tuolumne Camp, Echo Lake Camp, Cazadero Camp and Berkeley Day Camp. The proposed changes to fees would raise an estimated \$258,000 in annual revenue to the Camps Fund, of which an estimated \$124,000 would come from Tuolumne fee changes; \$89,000 would come from Echo Lake fee changes; and \$45,000 would come from Berkeley Day Camp changes. These fee increases will help the City offset the costs to operate the camps.

The Camps Fund is a self-supporting fund, with revenues expected to cover expenditures. The Fund has a structural deficit of approx. \$260,000/year, and an additional \$270,000 in costs is expected in FY24 due to projected increases in staff wages. The proposed fee increases will raise an estimated \$258,000 in revenue to offset these costs, (see Table 1). Improvements in program registration and nightly occupancy will be needed to fully offset costs and reduce the structural deficit.

Table 1 - Impact of Fees Increases on the Camps Fund

Camps Fund: FY24	FY24 Budget	FY24 Projected (includes additional cost, but no change to fees)	FY24 Projected (includes additional cost, and change to fees)
Total Revenues	\$3,412,972	\$3,464,972	\$3,722,972**
Total Expenditures	\$3,671,222	\$3,981,222*	\$3,981,222
Net Revenue (Deficit)	(\$258,250)	(\$516,250)	(\$258,250)

*Includes \$270,000 in cost increases for staff wages.

**Includes \$258,000 in new fee revenue.

CURRENT SITUATION AND ITS EFFECTS

Historically, Berkeley Tuolumne Camp revenues offset losses in other camp programs at Echo Lake, Cazadero and Berkeley Day Camp. When Berkeley Tuolumne Camp was destroyed in the 2013 Rim Fire, the City worked to improve cost recovery at the other camps; but a structural

deficit still remains. The current structural deficit is approx. \$260,000/year, with reserves expected to be depleted in FY25.

On January 19, 2022, Council adopted new fees for Berkeley Tuolumne Camp, increased fees for non-residents and rentals at Echo Lake Camp, increased scholarships, and added new subsidized programs focused on diversity, equity and inclusion (DEI) (Resolution No. 70,193-N.S.) On June 28, 2022, with the approval of the FY23-24 budget, Council allocated \$75,000/year to offset the costs of the new DEI subsidized programs. These were further offset by \$13,058 in donations made by campers at the time of registration.

These fees and funding enabled the City to run programs at the new Berkeley Tuolumne Camp (BTC) during the summer of 2022, and to expand that programming to a broader and more diverse group of residents at all our camps. Despite these successes, camp programs did not fully recover costs in 2022 as BTC Family Camp was limited to 7 weeks instead of the more traditional 9 weeks of summer due to ongoing construction; BTC attendance was not as strong as anticipated because of COVID-19 concerns; and a full week of Echo Lake Youth Camp was cancelled due to staff illness. Due to these costs, along with the Camps Fund’s structural deficit and a need to increase staff wages by 20% have led to a need for additional fee raises for the summer of 2023.

Scholarships and DEI Programs

In 2022, the City took several steps to improve diversity, equity and inclusion in recreation camp programs:

- Increased scholarships by expanding income eligibility and aligning City and school district eligibility thresholds.
- Created a Fresh Adventures program at BTC and Echo Lake Camp, targeted to new camper families from historically underserved backgrounds.
- Hosted a Teen Family Weekend at BTC for teens and their families from Berkeley middle schools and high schools.
- Focused staff recruitment efforts on attracting people of color, and increased representation among our camp staff. In 2021 Echo Lake Camp had 10% Black Indigenous People of Color (BIPOC) on staff and this past summer it had 37% BIPOC on staff. Berkeley Tuolumne Camp had 28% BIPOC staff this past summer.
- Increased community outreach efforts with partners including BUSD, Healthy Black Families, Berkeley Jr. Jackets, McGee Baptist Church and Ebenezer Baptist Church to encourage community members to come to camp.
- Made changes to camp programming, songs, and traditions to make them more inclusive.

The total value of scholarships and subsidized Camps Fund programs in 2022 exceeded \$206,000 (see Table 2); compared to \$52,870 in 2021. These programs and scholarships were partially offset by \$88,058 in Council-allocated General Fund for DEI programs and community donations. The remaining \$65,354 was unfunded.

Table 2 – Camps Fund Scholarships and Subsidized Programs, 2022

Subsidized Programs	Total Subsidy
Scholarships at BTC, Echo & Day Camp	(112,718)
Fresh Adventures at BTC & Echo	(51,136)

Teen Family Weekend at BTC	(42,428)
Total	(206,282)

Increased Salaries and Other Costs to Operate Camps

Costs to deliver camp programs are increasing. City of Berkeley daily staff wages have fallen significantly behind other like municipalities and bus transportation costs are expected to increase by \$40,000. Staff pay rates at Berkeley Tuolumne Camp and Echo Lake Camp are below market compared to neighboring jurisdictions, including Oakland, San Jose, and San Francisco.

Proposed Fee Increases

Fee increases averaging 12% are proposed across Berkeley Tuolumne Camp, Echo Lake Camp and Berkeley Day Camp programs. The proposed fee increases and new fees will help to cover the costs of these programs and allow the City to continue to make these programs more accessible to Berkeley Residents.

Fee changes are proposed to go into effect January 18, 2023. The proposed changes are described below, detailed in Attachment 1, and compared with other jurisdictions in Attachment 2.

Berkeley Day Camp

An increase of 12% is proposed for Berkeley Day Camp fees which would increase the resident rate for the 5-day core program (9:00am – 3:30pm) from \$240 to \$269. The increased fees will offset increased costs of staffing, materials, and equipment related to Day Camp operations. Fees for Berkeley Day Camp have not been increased in two years. Even with the proposed 12% increase, Berkeley Day Camp will continue to be one of the most affordable summer day camps in the area, as shown in Attachment 2, Table 3.

Berkeley Echo Lake Camp

The following increases are proposed for Echo Lake Camp fees to offset higher costs, particularly in staffing and bus transportation: a 12% increase in Youth Camp and Counselor-in-Training session fees, a 10% increase in week-long and mid-week Family Camp session fees, and a 14% increase in weekend Family Camp session fees. A 12% fee increase is proposed for 50 & Better Camp. Additional Camper fees will increase by \$15 per day for session-based programs, and we have added Nightly Tent rates for Sunday through Wednesday nights. We are also proposing the elimination of the shoulder season rental fees and propose to keep these fees the same as for regular season rentals. The proposed refundable Damage Deposit for Camp Rentals has been increased to \$2,000. The proposed increases maintain our market rate or below prices as shown in Attachment 2, Tables 1 and 2.

Berkeley Tuolumne Camp

The fee increases proposed for Berkeley Tuolumne Camp will offset higher staffing costs. Family Camp fees are proposed to increase by 14% for weekend sessions and by 10% for mid-week and week-long sessions; Counselor-in-Training fees are proposed to increase by 12%. A 12% fee increase is proposed for 50 & Better Camp. Additional Camper fees will increase by \$15 per day for session-based programs and we have added Nightly Tent rates for Sunday through Wednesday nights. We are also proposing the elimination of the shoulder season rental fees and propose to keep these fees the same as for regular season rentals. The proposed refundable Damage Deposit for Camp Rentals has been increased to \$2,000.

We have added a new program to the BTC schedule called Leader-in-Training (LIT), where incoming 8th and 9th grade youth will develop leadership skills that will help prepare them for work, college, and adulthood. It is priced at the same level as Echo Lake Youth Camp.

The proposed increases maintain our market rate pricing as shown in Attachment 2, Tables 1 and 2.

BACKGROUND

The Camps Fund is comprised of four program areas:

- Berkeley Tuolumne Camp (BTC), offering Family Camp, Counselor-in-Training, and other programs serving all age groups, located near Yosemite National Park; and
- Berkeley Echo Lake Camp, offering Family Camp, Youth Camp, Counselor-in-Training and other programs serving all age groups, located near South Lake Tahoe; and
- Berkeley Day Camp, a 9-week summer day camp program offered in City parks; and
- Berkeley Cazadero Camp, operated by Cazadero Performing Arts Camp and offering music and performing arts programs, located in Sonoma County.

Following the destruction of BTC in the Rim Fire in 2013, the City began a 9-year rebuilding process that included 6 years of negotiations with the US Forest Service, FEMA and insurance, 3 years of planning and design work, 2 years of construction, and 1 year of planning for camp operations. With over 100 structures spread across 30 acres, the BTC Rebuild was one of the largest and most complex construction projects ever undertaken by the City of Berkeley. The total project cost exceeded \$54 million, more than 95% of which was funded by insurance and FEMA.

The Camp's reconstruction lasted two years, starting in May 2020 and was substantially complete in mid-June 2022, in time for a 100-year celebration of the Camp's opening in 1922. City staff worked quickly to prepare camp for operations and welcomed back campers to BTC Family Camp the last week of June.

The Camps Fund is required to be self-supporting and does not receive revenue from the General Fund. Fee increases are required to cover program expenditures.

ENVIRONMENTAL SUSTAINABILITY

The proposed fee increases will support sustainability in these camp programs which provide direct and indirect environmental benefits. Camp programs connect the community with the environment, emphasize the importance of environmental stewardship, and often teach youth and community members about our local environmental resources and how to preserve them.

CONTACT PERSON

Christina Erickson, Deputy Director, 510-981-6703

Denise Brown, Youth and Recreation Services Manager, 510-981-6707

Attachments:

1. Recreation Fees: Current vs. Proposed
2. Fee Comparisons
3. Resolution
 - Exhibit A: Fee Schedule
4. Notice of Public Hearing

ATTACHMENT 1

Recreation Fee Schedule: Current vs. Proposed*

*New fees or changes to existing fees are highlighted in yellow.

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
I. DIRECTOR'S AUTHORITY TO IMPLEMENT NEW FEES					
The Director of Parks Recreation and Waterfront, or his/her designee, reserves the right to establish fees for new Recreation programs based on comparison with other municipalities.					
Various	Various	Up to \$350		Up to \$420	
II. FACILITY RENTAL CHARGES					
1. Room Rentals Regular Hours (1-hour minimum); Non-Regular Hours (2-hour minimum)					
James Kenney (JK), Live Oak (LO) Frances Albrier (FA), Martin Luther King (MLK)					
A. Youth, Senior, Disabled					
Regular Hours	Hour	\$41.00		\$49.00	
Non-Regular Hours	Hour	\$61.00		\$73.00	
B. All Other					
Auditorium (FA), Social Hall (LO)					
Regular Hours	Hour	\$67.00		\$80.00	
Non-Regular Hours	Hour	\$82.00		\$98.00	
Fireside Room (LO), Community Room (JK)					
Regular Hours	Hour	\$52.00		\$62.00	
Non-Regular Hours	Hour	\$67.00		\$80.00	
Game Room (FA, MLK) Arts & Crafts Room (FA, JK, LO) Meeting Room (JK, LO, MLK)					
Regular Hours	Hour	\$46.00		\$55.00	
Non-Regular Hours	Hour	\$62.00		\$74.00	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
C. Multi Room Discount					
2nd room	Rental	25% discount		25% discount	
3rd room, each additional room	Rental	50% discount		50% discount	
D. Gym Rentals (JK, MLK)					
Regular Hours	Hour	\$64.00		\$77.00	
Non-Regular Hours		\$75.00		\$90.00	
E. Filming Fee					
Parks and Facilities	½ Day	\$400.00		\$400.00	
	Full Day	\$800.00		\$800.00	
F. Surcharges					
Table & Chair Set-Up	Rental	\$63.00		\$76.00	
Kitchen Use	Rental	\$86.00		\$103.00	
Small Storage Room	Month	\$21.00		\$25.00	
Large Storage Room	Month	\$31.00		\$37.00	
Stage Use w/Room Rental	Hour	\$26.00		\$31.00	
P/A system & staff operation	Hour	\$42.00		\$50.00	
Cleaning/Damage Deposit All Rentals (Refundable)	Rental	\$200.00		\$200.00	
2. City Athletic Fields					
A. Cedar Rose, Codornices, Glendale-La Loma, Grove, James Kenney, Ohlone, San Pablo, Willard, Rosa Parks, Thousand Oaks					
Youth non-profit leagues	2-Hours	\$36.00		\$43.00	
Adults, for-profits, private schools	2-Hours	\$72.00		\$86.00	
Maintenance Deposit		40% of Fee			
B. Gabe's Fields at Harrison Park, Natural Turf					
Youth non-profit leagues	2-Hours	\$29.00		\$35.00	
Adults, for-profits, private schools	2-Hours	\$72.00		\$86.00	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
C. Gilman Fields, Natural Turf					
Youth non-profit leagues	2-Hours	\$29.00		\$35.00	
Adults, for-profits, private schools	2-Hours	\$72.00		\$96.00	
D. Gilman Fields, Synthetic Turf					
Youth non-profit leagues	2-Hours	\$40.00		\$48.00	
Adults, for-profits, private schools	2-Hours	\$91.00		\$109.00	
E. Sports Field User Fines (Policy Violations: Applicable to All Athletic Fields)					
Playing on Closed Grass Fields	1st Offense	\$250.00		\$250.00	
	2nd Offense	\$500.00		\$500.00	
Running practices in main goal areas	1st Offense within 12 months	\$50.00		\$50.00	
	2nd Offense within 12 months	\$100.00		\$100.00	
	3rd Offense within 12 months	\$200.00		\$200.00	
Dogs, Alcohol, Trash, Wheeled vehicles	Incident	\$100.00		\$100.00	
Field Monitor	Hourly	\$25.00		\$25.00	
F. Additional Rules (Applicable to all athletic fields)					
Weekday slots used before 3:30pm throughout the year are discounted 50%					
Weekday slots 5:30pm-7:00pm are charged as full two-hour slot					
All other slots are pro-rated in 30-minute increments					
3. Skate Park Rental (only available AM hours)					
A. Morning Hours (includes 2 staff members)	Hour	\$250.00		\$300.00	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
B. Birthday Party (includes 2 staff members & lesson)	Hour	\$350.00		\$420.00	
Cleaning/Damage Deposit (refundable)	Rental	\$200.00		\$200.00	
4. Tennis Courts					
A. Day Use (All Courts): Cedar Rose, Grove, James Kenney, Live Oak, Rose Garden, Roy Oakes, San Pablo, Strawberry Creek, Willard					
Adult	Hour	\$7.00		\$8.00	
Youth, Senior, Disabled	Hour	\$5.00		\$6.00	
B. Night Use/Lighted Courts: Cedar Rose, Grove, James Kenney, Live Oak, San Pablo, Strawberry Creek, Willard					
Adult	Hour	\$10.00		\$12.00	
Youth, Senior, Disabled	Hour	\$8.00		\$10.00	
5. Swim Centers (1-hour minimum) King, West Campus					
1-35 people	Hour	\$100.00		\$120.00	
36-70 people	Hour	\$145.00		\$174.00	
71-100 people	Hour	\$177.00		\$212.00	
101-150 people	Hour	\$217.00		\$260.00	
Cleaning/Damage Deposit (refundable)	Rental	\$200.00		\$200.00	
6. Picnic Areas (4-hour minimum)					
A. Aquatic Park	4-hours	\$45.00		\$54.00	
B. Cedar Rose	4-hours	\$30.00		\$36.00	
C. Codornices Park Area 1	4-hours	\$75.00		\$90.00	
D. Codornices Park Area 2	4-hours	\$60.00		\$72.00	
E. Cragmont	4-hours	\$45.00		\$54.00	
F. Grove	4-hours	\$30.00		\$36.00	
G. James Kenney	4-hours	\$45.00		\$54.00	
H. King School	4-hours	\$30.00		\$36.00	
I. Live Oak Park (Areas 1 & 2)	4-hours	\$60.00		\$72.00	
J. Ohlone Park @ McGee	4-hours	\$45.00		\$54.00	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
K. San Pablo Park	4-hours	\$30.00		\$36.00	
L. Strawberry Creek	4-hours	\$30.00		\$36.00	
M. Shorebird Park: Areas 1, 2	4-hours	\$60.00		\$60.00	
N. Shorebird Park: Area 3	4-hours	\$45.00		\$45.00	
O. Cesar Chavez: Area 1	4-hours	\$45.00		\$45.00	
P. Cesar Chavez: Area 2 (large picnic area)	4-hours	\$200.00		\$200.00	
Bounce House Permit	Per Use	\$20.00		\$25.00	
7. Parks & Open Space (not athletic fields)					
A. Special Events					
1-99 Participants	Day	\$180.00		\$350.00	
100-249 Participants	Day	\$270.00		\$500.00	
250-499 Participants	Day	\$350.00		\$700.00	
500+ Participants	Day	\$550.00		\$1,000.00	
Cleaning/Damage Deposit (refundable)	Day	\$700.00		\$700.00	
Special Events – Additional Days					
1-99 Participants	Day	\$170.00		\$340.00	
100-249 Participants	Day	\$230.00		\$460.00	
250-499 Participants	Day	\$250.00		\$600.00	
500+ Participants	Day	\$450.00		\$900.00	
B. John Hinkel Amphitheater	Day	\$120.00		\$144.00	
Cleaning/Damage Deposit (refundable)		\$350.00		\$350.00	
C. Camp Day Use Fee					
1-50 Participants	Day	\$50.00		\$50.00	
51-100 Participants	Day	\$100.00		\$100.00	
101-150 Participants	Day	\$150.00		\$150.00	
D. Small Turf Areas in Parks (Ages 8 yrs & under; Mon-Fri only; Max 3 days per week)					
Ohlone Park, Aquatic Park, James Kenney Park, Live Oak Park	2-Hours	\$25.00		\$30.00	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
8. Weddings & Events (4-hour minimum)					
A. Rose Garden	4-Hours	\$1,000.00		\$1,200.00	
Each Additional Hour (after 4 hours)	Hour	\$170.00		\$204.00	
B. Cragmont, Live Oak Park, & John Hinkel (outside areas)	4-Hours	\$450.00		\$540.00	
Each Additional Hour (after 4 hours)	Hour	\$75.00		\$90.00	
C. Spinnaker Way Vista	4-Hours	\$750.00		\$750.00	
Each Additional Hour (after 4 hours)	Hour	\$170.00		\$170.00	
D. Yacht Club Point	4-Hours	\$750.00		\$750.00	
Each Additional Hour (after 4 hours)	Hour	\$170.00		\$170.00	
Cleaning/Damage Deposit (refundable)	Rental	\$700.00		\$700.00	
III. SWIM CENTER FEES					
1. Admissions (Public & Family Swim, Laps)					
Adult (Drop-in)	Swim	\$6.00		\$6.00	
Adult (10-Swim Card)	10-Swims	\$51.00		\$51.00	
Adult (Monthly)	Month	\$73.00		\$73.00	
Youth, Senior, Disabled (Drop-In)	Swim	\$3.00		\$3.00	
Youth Senior Disabled (10-Swim Card)	10-Swims	\$22.00		\$22.00	
Youth Senior Disabled (Monthly Card)	Month	\$37.00		\$37.00	
2. Red Cross Swim Sessions					
Adult	Session	\$75.00		\$90.00	
Youth, Senior, Disabled	Session	\$72.00		\$84.00	
Organized Youth Groups (Residents only)					
10-15 participants	Session	\$65.00		-	
16-21 participants	Session	\$62.00		-	
22-32 participants	Session	\$54.00		-	
33-43 participants	Session	\$48.00		-	
44-54 participants	Session	\$39.00		-	
55+ participants	Session	\$37.00		-	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
3. Premium Classes					
Continuous & Coached Workouts: water aerobics, parent/tot, stroke technique, Master Swim					
Adult (Drop-in)	Swim	\$7.00		\$7.00	
Adult (10-Swim Card)	10-Swims	\$66.00		\$66.00	
Adult (Monthly)	Month	\$82.00		\$82.00	
Youth, Senior, Disabled (Drop-In)	Swim	\$5.00		\$5.00	
Youth Senior Disabled (10-Swim Card)	10-Swims	\$40.00		\$40.00	
Youth Senior Disabled (Monthly Card)	Session	\$57.00		\$57.00	
4. Private Swim Lessons (1/2 hour session)					
Individual (One-on-One)	Lesson	\$30.00		\$36.00	
Semi-Private Lesson (2 or more Participants)	Lesson	\$50.00		\$60.00	
IV. RECREATION PROGRAMS					
1. Sports					
A. Adult Softball League					
4 Game Season	Team	\$320.00		\$384.00	
8 Game Season	Team	\$640.00		\$715.00	
10 Game Season	Team	\$800.00		\$875.00	
B. Adult Basketball League					
8 Game Season	Team	\$560.00		\$635.00	
10 Game Season	Team	\$700.00		\$775.00	
C. Adult Volleyball League					
8 Game Season	Team	\$320.00		\$384.00	
10 Game Season	Team	\$400.00		\$475.00	
2 Game Season	Team	\$480.00		\$555.00	
15 Game Season	Team	\$600.00		\$675.00	
D. Open Gym Volleyball	Drop-In	\$5.00		\$5.00	
E. Youth Baseball					
Individual	Session	\$51.00		\$61.00	
F. Youth Hoops League					
Individual	Session	\$30.00		\$36.00	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
G. Youth Twilight Basketball					
Individual	Session	\$27.00		\$32.00	
H. Youth Flag Football League					
Individual	Session	\$30.00		\$36.00	
I. Tennis Lessons					
Youth	Session	\$73.00		\$88.00	
Adult	Session	\$107.00		\$128.00	
J. Skate Park Lessons & Classes					
Full Day	Session	\$258.00		\$310.00	
1/2 Day Camp	Session	\$195.00		\$234.00	
Park Introduction	Session	\$11.00		\$13.00	
Trick Clinic	Session	\$11.00		\$13.00	
Private Lessons	Hour	\$43.00		\$52.00	
Group Lessons	Session	\$108.00		\$130.00	
2. Programs at Centers					
A. After School Program Registration Fee (Frances Albrier, James Kenney)					
Individual	Week	\$25.00		\$30.00	
B. Community Center Camp Programs (Winter, Spring, Summer)					
Core	30 hours	\$101.00		\$121.00	
AM Extended Care	5 hours	\$10.00		\$12.00	
PM Extended Care	15 hours	\$30.00		\$36.00	
3. Camp Programs					
A. Berkeley Day Camp					
Youth Core Program	5-Days	\$240.00	\$269.00	\$288.00	\$323.00
AM Extended Care	5-Days	\$51.00	\$57.00	\$61.00	\$68.00
PM Extended Care	5-Days	\$79.00	\$88.00	\$95.00	\$106.00
Counselor-In-Training	10-Days	\$194.00	\$217.00	\$232.00	\$260.00
Cancelled Reservation	Session	25% of reservation not to exceed \$150		25% of reservation not to exceed \$150	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
B. Echo Lake Camp					
50 & Better Camp					
50 & Better Camp Tent (up to 2 campers)	5-Day	\$730.00	\$818.00	\$876.00	\$981.00
50 & Better Camp Tent (up to 2 campers)	4-Day	\$580.00	\$650.00	\$696.00	\$780.00
50 & Better Camp Tent (up to 2 campers)	Weekend	\$460.00	\$515.00	\$552.00	\$618.00
50 & Better Camp Additional Camper	1-Day	\$40.00	\$55.00	\$48.00	\$66.00
Counselor-In-Training					
Counselor-In-Training	2-Week	\$400.00	\$448.00	\$480.00	\$538.00
Counselor-In-Training	1-Week	\$275.00	\$308.00	\$330.00	\$370.00
Family Camp Sessions					
Full-Week Standard Tent (up to 3 campers)	7-Day	\$1,675.00	\$1,843.00	\$2,010.00	\$2,212.00
Full-Week Low-Occupancy Tent	7-Day	\$1,450.00	\$1,595.00	\$1,740.00	\$1,914.00
Nightly Rate: Sun, Mon, Tues, or Wed	1-Night	N/A	\$450.00	N/A	\$540.00
5-Day Session - Standard Tent (up to 3 campers)	5-Day	\$1,375.00	Eliminated	\$1,650.00	Eliminated
5-Day Session - Low Occupancy tent	5-Day	\$1,206.25	Eliminated	\$1,447.50	Eliminated
Weekend Standard Tent (up to 3 campers)	4-Day	\$1,225.00	\$1,397.00	\$1,470.00	\$1,676.00
Weekend Low-Occupancy Tent	4-Day	\$1,075.00	\$1,226.00	\$1,290.00	\$1,471.00
Mid-Week Standard Tent (up to 3 campers)	4-Day	\$1,100.00	\$1,210.00	\$1,320.00	\$1,452.00
Mid-Week Low-Occupancy Tent	4-Day	\$965.00	\$1,062.00	\$1,158.00	\$1,274.00
Additional Camper Fee (1-Day)	1-Day	\$65.00	\$90.00	\$78.00	\$108.00
Additional Camper Session-Based Daily Rate	1-Day	N/A	\$80.00	N/A	\$96.00
Day Use Fees					
Adult (15+) Day Use	1-Day	\$108.00		\$129.60	
Youth (7-14) Day Use	1-Day	\$72.00		\$86.40	
Child (3-6) Day Use	1-Day	\$54.00		\$64.80	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
Group Rental Rates					
Adult (15+)	1-Day	\$85.00		\$102.00	
Youth (7-14)	1-Day	\$71.50		\$85.80	
Child (3-6)	1-Day	\$52.80		\$63.36	
Infant (0-3)	1-Day	\$0.00		\$0.00	
New Camper Welcome Weekend	Weekend	\$195.00		\$234.00	
School Outdoor Education					
Teachers & Adult Chaperones	1-Day	\$60.00		\$72.00	
Youth Participants	1-Day	\$45.00		\$54.00	
Shoulder Season Rentals					
Shoulder Season Tent Rental (no meals, up to 3 campers)	1-Night	\$97.75	Eliminated	\$117.30	Eliminated
Shoulder Season Tent Rental (with meals, up to 3 campers)	1-Night	\$195.50	Eliminated	\$234.60	Eliminated
Work Weekend	Weekend	\$0.00		\$0.00	
Youth Camp					
5-Day Program	5-Days	\$600.00	\$672.00	\$720.00	\$806.00
6-Day Program	6-Days	\$720.00	\$806.00	\$864.00	\$967.00
7-Day Program	7-Days	\$840.00	\$941.00	\$1,008.00	\$1,129.00
Per Day Fee	1-Day	\$120.00	\$134.00	\$144.00	\$161.00
Wedding Rental					
Wedding Rental	4-Hours	\$750.00		\$900.00	
Wedding Rental - Each Additional Hour (after 4 hours)	Hour	\$125.00		\$150.00	
C. Tuolumne Camp					
50 & Better Camp					
50 & Better Camp Tent (up to 2 campers)	5-Day	\$900.00	\$1,008.00	\$1,080.00	\$1,210.00
50 & Better Camp Tent (up to 2 campers)	4-Day	\$720.00	\$806.00	\$864.00	\$967.00
50 & Better Camp Tent (up to 2 campers)	Weekend	\$540.00	\$605.00	\$648.00	\$726.00
50 & Better Camp Additional Camper per day	1-Day	\$45.00	\$60.00	\$54.00	\$72.00
Leaders in Training (LIT)	1-Week	N/A	\$941.00	N/A	\$1,129.00
Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)

Counselor-In-Training					
Counselor-In-Training	2-Week	\$415.00	\$465.00	\$498.00	\$558.00
Counselor-In-Training	1-Week	\$275.00	\$308.00	\$330.00	\$370.00
Family Camp					
Full-Week Standard Tent (up to 3 campers)	1-Week	\$1,995.00	\$2,195.00	\$2,394.00	\$2633.00
Full-Week Low-Occupancy Tent	1-Week	\$1,715.00	\$1887.00	\$2,058.00	\$2,264.00
Weekend Standard Tent (up to 3 campers)	4-Day	\$1,460.00	\$1,664.00	\$1,752.00	\$1,997.00
Weekend Low-Occupancy Tent	4-Day	\$1,280.00	\$1459.00	\$1,536.00	\$1,751.00
Mid-Week Standard Tent (up to 3 campers)	4-Day	\$1,300.00	\$1,430.00	\$1,560.00	\$1,716.00
Mid-Week Low Occupancy Tent	4-Day	\$1,100.00	\$1,210.00	\$1,320.00	\$1452.00
Nightly Rate: Sun, Mon, Tues, or Wed	1-Day	N/A	\$525.00	N/A	\$630.00
Family Camp Day Use Fees					
Adult (15+) Day Use	1-Day	\$135.00		\$162.00	
Youth (7-14) Day Use	1-Day	\$90.00		\$108.00	
Child (3-6) Day Use	1-Day	\$68.00		\$81.60	
Additional Camper Fee (1-Day)	1-Day	\$75.00	\$100.00	\$90.00	\$120.00
Additional Camper Session-Based Daily Rate	1-Day	N/A	\$90.00	N/A	\$108.00
Group Rental Rates					
Adult (15+)	1-Day	\$110.00		\$132.00	
Youth (7-14)	1-Day	\$93.00		\$111.60	
Child (3-6)	1-Day	\$78.00		\$93.60	
Infant (0-3)	1-Day	\$0.00		\$0.00	
New Camper Welcome Weekend	Weekend	\$195.00		\$234.00	
School Outdoor Education					
Adult Chaperones	1-Day	\$75.00		\$90.00	
Youth Participants	1-Day	\$56.00		\$67.20	
Shoulder Season Rentals					
Shoulder Season Tent Rental (no meals)	1-Night	\$115.00	Eliminated	\$138.00	Eliminated
Shoulder Season Tent Rental (with meals)	1-Night	\$230.00	Eliminated	\$276.00	Eliminated
Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)

Work Weekend	Weekend	\$0.00		\$0.00	
Youth Camp					
5-Day Program	5-Days	\$750.00	\$840.00	\$900.00	\$1,008.00
6-Day Program	6-Days	N/A	\$1,008.00	N/A	\$1,210.00
7-Day Program	7-Days	\$1,050.00	\$1,176.00	\$1,260.00	\$1,411.00
Per Day Fee	1-Day	\$150.00	\$168.00	\$180.00	\$202.00
Wedding Rental					
Wedding Rental	4-Hours	\$1,000.00		\$1,200.00	
Wedding Rental - Each Additional Hour (after 4 hours)	Hour	\$150.00		\$180.00	
D. Resident Camp Surcharges					
Family Camp Program Deposit Payment		\$500 per registration		\$500 per registration	
Late Fee	\$75 if balance is not paid by dates specified				
Cleaning / Damage Deposit	Rental	\$300.00	\$2,000.00	\$300.00	\$2,000.00
Changes to Reservation resulting in reduction in length of stay (30 days or more before arrival)	Reservation	\$100.00		\$100.00	
Cancel Reservation (30 days or more before arrival)	25% of reservation not to exceed \$150				
Cancel Reservation (due to emergency or illness, with Dr's excuse)	Reservation	No Charge		No Charge	

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
4. Waterfront Programs					
A. Adventure Playground					
Individual Admission (anyone over 1 year old)	Day	\$1.00		\$1.00	
Group size 5-10	2-hours	\$75.00		\$75.00	
Group size 11-20	2-hours	\$105.00		\$105.00	
Group size 21-30	2-hours	\$150.00		\$150.00	
Group size 31-40	2-hours	\$180.00		\$180.00	
B. Education Programs					
Animal	Session	\$200.00		\$200.00	
Low Tide	Session	\$200.00		\$200.00	
Research Boat Trip	Session	\$225.00		\$225.00	
Sail Boat Trip	Session	\$255.00		\$255.00	
Docent Training	Session	\$65.00		\$65.00	
Special Program Request	Hour	\$65.00		\$65.00	
Marine Biology	4-Days	\$75.00		\$75.00	
Marine Biology	8-Days	\$150.00		\$150.00	
Boating	4-Days	\$150.00		\$150.00	
Canoeing	3-Days	\$55.00		\$55.00	

ATTACHMENT 2

Table 1: Family Camp Program Fees – Per Session Fee Comparison

Note: This analysis compares the total combined fee for a Family Camp stay during primary program periods for a 7-day stay for a family of three Berkeley Residents. Other Camp programs have fee models that differ from the City of Berkeley's, which may include different levels of program offerings, separate meal plans, capital improvement recovery surcharges, and fees for electricity or other special accommodations. This analysis assumes base program accommodations with meal plan for length of stay. Session fees are pro-rated or extended where applicable.

Agency	Fee
Berkeley Echo Lake Family Camp	\$1,843
San Jose Family Camp at Yosemite	\$1,860
Camp Mather	\$2,100
Berkeley Tuolumne Camp	\$2,195
Lair of the Bear (UC Berkeley)	\$2,900

Table 2: Youth Camp Program Fees – Per Session Comparison

Note: This analysis compares the per camper rate for a Youth Camp Enrollment during primary program periods for a 6-day session. Other camps have varied schedule models and fees have been adapted for comparative purposes. Where camps include additional surcharges or operational fees in addition to the base rate, such rates have been calculated for comparison. Session fees are pro-rated or extended where applicable.

Agency	Fee
Berkeley Echo Lake Camp (proposed)	\$806
Camp Concord	\$825
Berkeley Tuolumne Camp (proposed)	\$1,008
Camp Winnarainbow	\$1,250
Camp Tawonga	\$1,695
Camp Trinity at Bar 717 Ranch	\$2,000

Table 3: Day Camp Program Fees- Per Session Comparison

Note: This analysis compares the per camper rate for a Day Camp Enrollment during primary program periods for a 5-day session. Other camps have varied schedule models and fees have been adapted for comparative purposes. Session fees are pro-rated or extended where applicable.

Agency	Fee
Albany YMCA	\$183* Does not include required membership fee
Berkeley Day Camp (proposed)	\$269
UC Berkeley Youth Recreation Summer Camp	\$480
Kids for the Bay	\$485
Trackers Bay	\$575

ATTACHMENT 3

RESOLUTION NO. ##,###-N.S.

NEW FEES AND INCREASING CURRENT FEES FOR SELECT RECREATION PROGRAMS AND FACILITY RENTALS; AND RESCINDING RESOLUTION NO. 70,193 N.S. AND ALL AMENDATORY RESOLUTIONS

WHEREAS, on January 19, 2022, Council adopted the new Fee Schedule for Recreation Division programs (Resolution No. 70,193-N.S.); and

WHEREAS, the proposed Echo Lake Camp, Tuolumne Camp, and Berkeley Day Camp new fees and fee increases will provide additional revenue to the Camps Fund which will help cover the cost of delivering programs; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the rates and charges set forth in Exhibit A are hereby fixed and established for the Parks and Recreation programs and shall be effective January 18, 2023, unless otherwise noted in Exhibit A.

BE IT FURTHER RESOLVED that Resolution No. 70,193 N.S. and all amendatory resolutions are hereby rescinded effective January 18, 2023.

Exhibit A: Fee Schedule

ATTACHMENT 3

Exhibit A:**Recreation Fee Schedule***Effective January 18, 2023 (unless otherwise noted below)*

Program Area	Unit of Measure	Resident	Non- Resident
I. DIRECTOR'S AUTHORITY TO IMPLEMENT NEW FEES			
The Director of Parks Recreation and Waterfront, or his/her designee, reserves the right to establish fees for new Recreation programs based on comparison with other municipalities.			
Various	Various	Up to \$350	Up To \$420
II. FACILITY RENTAL CHARGES			
1. Room Rentals - Regular Hours (1 hour minimum); Non-Regular Hours (2 hour minimum)			
James Kenney (JK) Live Oak (LO) Frances Albrier (FA), Martin Luther King (MLK)			
A. Youth, Senior, Disabled			
Regular Hours	Hour	\$41.00	\$49.00
Non-Regular Hours	Hour	\$61.00	\$73.00
B. All Other			
Auditorium (FA) & Social Hall (LO)			
Regular Hours	Hour	\$67.00	\$80.00
Non-Regular Hours	Hour	\$82.00	\$98.00
Fireside Room (LO), Community Room (JK)			
Regular Hours	Hour	\$52.00	\$62.00
Non-Regular Hours	Hour	\$67.00	\$80.00
Game Room (FA, MLK) Arts & Crafts Room (FA, JK, LO) Meeting Room (JK, LO, MLK)			
Regular Hours	Hour	\$46.00	\$55.00
Non-Regular Hours	Hour	\$62.00	\$74.00
C. Multi Room Discount			
2nd room	Rental	25% discount	25% discount
3rd room, each additional room	Rental	50% discount	50% discount

Program Area	Unit of Measure	Resident	Non- Resident
D. Gym Rentals (JK, MLK)			
Regular Hours	Hour	\$64.00	\$77.00
Non-Regular Hours		\$75.00	\$90.00
E. Filming Fee			
Parks and Facilities	½ Day	\$400.00	\$400.00
	Full Day	\$800.00	\$800.00
F. Surcharges			
Table & Chair Set-Up	Rental	\$63.00	\$76.00
Kitchen Use	Rental	\$86.00	\$103.00
Small Storage Room	Month	\$21.00	\$25.00
Large Storage Room	Month	\$31.00	\$37.00
Stage Use w/Room Rental	Hour	\$26.00	\$31.00
P/A system & staff operation	Hour	\$42.00	\$50.00
Cleaning/Damage Deposit All Rentals (Refundable)	Rental	\$200.00	\$200.00
2. City Athletic Fields			
Cedar Rose, Codornices, Glendale - La Loma, Grove, James Kenney, Ohlone, San Pablo, Willard, Rosa Parks, Thousand Oaks			
Youth non-profit leagues	2-Hours	\$36.00	\$43.00
Adults, for-profits, private schools	2-Hours	\$72.00	\$86.00
Maintenance Deposit		40% of fee	40% of fee
Gabe's Fields at Harrison Park, Natural Turf			
Youth non-profit leagues	2-Hours	\$29.00	\$35.00
Adults, for-profits, private schools	2-Hours	\$72.00	\$86.00
Gilman Fields, Natural Turf			
Youth non-profit leagues	2-Hours	\$29.00	\$35.00
Adults, for-profits, private schools	2-Hours	\$72.00	\$96.00
Gilman Fields, Synthetic Turf			
Youth non-profit leagues	2-Hours	\$40.00	\$48.00
Adults, for-profits, private schools	2-Hours	\$91.00	\$109.00
Sports Field User Fines (Policy Violations: Applicable to All Athletic Fields)			
Playing on Closed Grass Fields	1st Offense	\$250.00	\$250.00
	2nd Offense	\$500.00	\$500.00

Program Area	Unit of Measure	Resident	Non- Resident
Running practices in main goal areas	1st Offense within 12 months	\$50.00	\$50.00
	2nd Offense within 12 mo	\$100.00	\$100.00
	3rd Offense within 12 mo	\$200.00	\$200.00
Dogs, Alcohol, Trash, Wheeled vehicles	Incident	\$100.00	\$100.00
Field Monitor	Hourly	\$25.00	\$25.00
Additional Rules (Applicable to all athletic fields)			
Weekday slots used before 3:30pm throughout the year are discounted 50%			
Weekday slots 5:30pm-7:00pm are charged as full two-hour slot			
All other slots are pro-rated in 30 minute increments			
3. Skate Park Rental (only available AM hours)			
A. Morning Hours (includes 2 staff members)	Hour	\$250.00	\$300.00
B. Birthday Party (includes 2 staff members & lesson)	Hour	\$350.00	\$420.00
Cleaning/Damage Deposit (refundable)	Rental	\$200.00	\$200.00
4. Tennis Courts			
A. Day Use (All Courts): Cedar Rose, Grove, James Kenney, Live Oak, Rose Garden, Roy Oakes, San Pablo, Strawberry Creek, Willard			
Adult	Hour	\$7.00	\$8.00
Youth, Senior, Disabled	Hour	\$5.00	\$6.00
B. Night Use/Lighted Courts: Cedar Rose, Grove, James Kenney, Live Oak, San Pablo, Strawberry Creek, Willard			
Adult	Hour	\$10.00	\$12.00
Youth, Senior, Disabled	Hour	\$8.00	\$10.00

Program Area	Unit of Measure	Resident	Non- Resident
5. Swim Centers (1-hour minimum) King, West Campus			
1-35 people	Hour	\$100.00	\$120.00
36-70 people	Hour	\$145.00	\$174.00
71-100 people	Hour	\$177.00	\$212.00
101-150 people	Hour	\$217.00	\$260.00
Cleaning/Damage Deposit (refundable)	Rental	\$200.00	\$200.00
6. Picnic Areas (4-hour minimum)			
A. Aquatic Park	4-hours	\$45.00	\$54.00
B. Cedar Rose	4-hours	\$30.00	\$36.00
C. Codornices Park Area 1	4-hours	\$75.00	\$90.00
D. Codornices Park Area 2	4-hours	\$60.00	\$72.00
E. Cragmont	4-hours	\$45.00	\$54.00
F. Grove	4-hours	\$30.00	\$36.00
G. James Kenney	4-hours	\$45.00	\$54.00
H. King School	4-hours	\$30.00	\$36.00
I. Live Oak Park (Areas 1 & 2)	4-hours	\$60.00	\$72.00
J. Ohlone Park @ McGee	4-hours	\$45.00	\$54.00
K. San Pablo Park	4-hours	\$30.00	\$36.00
L. Strawberry Creek	4-hours	\$30.00	\$36.00
M. Shorebird Park: Areas 1, 2	4-hours	\$60.00	\$60.00
N. Shorebird Park: Area 3	4-hours	\$45.00	\$45.00
O. Cesar Chavez: Area 1	4-hours	\$45.00	\$45.00
P. Cesar Chavez: Area 2 (large picnic area)	4-hours	\$200.00	\$200.00
Bounce House Permit	Per Use	\$20.00	\$25.00
7. Parks & Open Space (not athletic fields)			
A. Special Events			
1-99 Participants	Day	\$180.00	\$350.00
100-249 Participants	Day	\$270.00	\$500.00
250-499 Participants	Day	\$350.00	\$700.00
500+ Participants	Day	\$550.00	\$1,000.00
Cleaning/Damage Deposit (refundable)	Day	\$700.00	\$700.00

Program Area	Unit of Measure	Resident	Non- Resident
Special Events – Additional Days			
1-99 Participants	Day	\$170.00	\$340.00
100-249 Participants	Day	\$230.00	\$460.00
250-499 Participants	Day	\$250.00	\$600.00
500+ Participants	Day	\$450.00	\$900.00
B. John Hinkel Amphitheater	Day	\$120.00	\$144.00
Cleaning/Damage Deposit (refundable)		\$350.00	\$350.00
Camp Day Use Fee			
1-50 Participants	Day	\$50.00	\$50.00
51-100 Participants	Day	\$100.00	\$100.00
101-150 Participants	Day	\$150.00	\$150.00
Small Turf Areas in Parks (Ages 8 yrs & under; Mon-Fri only; Max 3 days per week)			
Ohlone Park, Aquatic Park, James Kenney Park, Live Oak Park	2-Hours	\$25.00	\$30.00
8. Weddings (4-hour minimum)			
A. Rose Garden	4-Hours	\$1,000.00	\$1,200.00
Each Additional Hour (after 4 hours)	Hour	\$170.00	\$204.00
B. Cragmont, Live Oak Park, & John Hinkel (outside areas)	4-Hours	\$450.00	\$540.00
Each Additional Hour (after 4 hours)	Hour	\$75.00	\$90.00
C. Spinnaker Way Vista	4-Hours	\$750.00	\$750.00
Each Additional Hour (after 4 hours)	Hour	\$170.00	\$170.00
D. Yacht Club Point	4-Hours	\$750.00	\$750.00
Each Additional Hour (after 4 hours)	Hour	\$170.00	\$170.00
Cleaning/Damage Deposit (refundable)	Rental	\$700.00	\$700.00
III. SWIM CENTER FEES			
1. Admissions (Public & Family Swim, Laps)			
Adult (Drop-in)	Swim	\$6.00	\$6.00
Adult (10-Swim Card)	10-Swims	\$51.00	\$51.00
Adult (Monthly)	Month	\$73.00	\$73.00
Youth, Senior, Disabled (Drop-In)	Swim	\$3.00	\$3.00

Program Area	Unit of Measure	Resident	Non- Resident
Youth Senior Disabled (10-Swim Card)	10-Swims	\$22.00	\$22.00
Youth Senior Disabled (Monthly Card)	Month	\$37.00	\$37.00
2. Red Cross Swim Sessions			
Adult	Session	\$75.00	\$90.00
Youth, Senior, Disabled	Session	\$72.00	\$84.00
Organized Youth Groups (Residents only)			
10-15 participants	Session	\$65.00	-
16-21 participants	Session	\$62.00	-
22-32 participants	Session	\$54.00	-
33-43 participants	Session	\$48.00	-
44-54 participants	Session	\$39.00	-
55+ participants	Session	\$37.00	-
3. Premium Classes			
Continuous & Coached Workouts: water aerobics, parent/tot, stroke technique, Master Swim			
Adult (Drop-in)	Swim	\$7.00	\$7.00
Adult (10-Swim Card)	10-Swims	\$66.00	\$66.00
Adult (Monthly)	Month	\$82.00	\$82.00
Youth, Senior, Disabled (Drop-In)	Swim	\$5.00	\$5.00
Youth Senior Disabled (10-Swim Card)	10-Swims	\$40.00	\$40.00
Youth Senior Disabled (Monthly Card)	Session	\$57.00	\$57.00
4. Private Swim Lessons (1/2 hour session)			
Individual (One-on-One)	Lesson	\$30.00	\$36.00
Semi-Private Lesson (2 or more Participants)	Lesson	\$50.00	\$60.00
IV. RECREATION PROGRAMS			
1. Sports			
A. Adult Softball League			
4 Game Season	Team	\$320.00	\$384.00
8 Game Season	Team	\$640.00	\$715.00
10 Game Season	Team	\$800.00	\$875.00

Program Area	Unit of Measure	Resident	Non- Resident
B. Adult Basketball League			
8 Game Season	Team	\$560.00	\$635.00
10 Game Season	Team	\$700.00	\$775.00
C. Adult Volleyball League			
8 Game Season	Team	\$320.00	\$384.00
10 Game Season	Team	\$400.00	\$475.00
12 Game Season	Team	\$480.00	\$555.00
15 Game Season	Team	\$600.00	\$675.00
D. Open Gym Volleyball	Drop-In	\$5.00	\$5.00
E. Youth Baseball			
Individual	Session	\$51.00	\$61.00
F. Youth Hoops League			
Individual	Session	\$30.00	\$36.00
G. Youth Twilight Basketball			
Individual	Session	\$27.00	\$32.00
H. Youth Flag Football League			
Individual	Session	\$30.00	\$36.00
I. Tennis Lessons			
Youth	Session	\$73.00	\$88.00
Adult	Session	\$107.00	\$128.00
J. Skate Park Lessons & Classes			
Full Day	Session	\$258.00	\$310.00
1/2 Day Camp	Session	\$195.00	\$234.00
Park Introduction	Session	\$11.00	\$13.00
Trick Clinic	Session	\$11.00	\$13.00
Private Lessons	Hour	\$43.00	\$52.00
Group Lessons	Session	\$108.00	\$130.00
2. Programs at Centers			
A. After School Program Registration Fee (Frances Albrier, James Kenney)			
Individual	Week	\$25.00	\$30.00
B. Community Center Camp Programs (Winter, Spring, Summer)			
Core	30 hours	\$101.00	\$121.00

Program Area	Unit of Measure	Resident	Non- Resident
AM Extended Care	5 hours	\$10.00	\$12.00
PM Extended Care	15 hours	\$30.00	\$36.00
3. Camp Programs			
A. Berkeley Day Camp			
Youth Core Program	5-Days	\$269.00	\$323.00
AM Extended Care	5-Days	\$57.00	\$68.00
PM Extended Care	5-Days	\$88.00	\$106.00
Counselor-In-Training	10-Days	\$217.00	\$260.00
Cancelled Reservation	Session	25% of reservation not to exceed \$150	25% of reservation not to exceed \$150
B. Echo Lake Camp			
50 & Better Camp			
50 & Better Camp Tent (up to 2 campers)	5-Day	\$818.00	\$981.00
50 & Better Camp Tent (up to 2 campers)	4-Day	\$650.00	\$780.00
50 & Better Camp Tent (up to 2 campers)	Weekend	\$515.00	\$618.00
50 & Better Camp Additional Camper	1-Day	\$55.00	\$66.00
Counselor-In-Training			
Counselor-In-Training	2-Week	\$448.00	\$538.00
Counselor-In-Training	1-Week	\$308.00	\$370.00
Family Camp			
Full-Week Standard Tent (up to 3 campers)	7-Day	\$1,843.00	\$2,212.00
Full-Week Low-Occupancy Tent	7-Day	\$1,595.00	\$1,914.00
Nightly Rate: Sun, Mon, Tues, or Wed	1-Day	\$450.00	\$540.00
Weekend Standard Tent (up to 3 campers)	4-Day	\$1,397.00	\$1,676.00
Weekend Low-Occupancy Tent	4-Day	\$1,226.00	\$1,471.00
Mid-Week Standard Tent (up to 3 campers)	4-Day	\$1,210.00	\$1,452.00
Mid-Week Low-Occupancy Tent	4-Day	\$1,062.00	\$1,274.00
Additional Camper Fee (1-Day)	1-Day	\$90.00	\$108.00
Additional Camper Fee Session-Based Daily Rate	1-Day	\$80.00	\$96.00

Program Area	Unit of Measure	Resident	Non- Resident
Day Use Fees			
Adult (15+) Day Use	1-Day	\$108.00	\$129.60
Youth (7-14) Day Use	1-Day	\$72.00	\$86.40
Child (3-6) Day Use	1-Day	\$54.00	\$64.80
Group Rental Rates			
Adult (15+)	1-Day	\$85.00	\$102.00
Youth (7-14)	1-Day	\$71.50	\$85.80
Child (3-6)	1-Day	\$52.80	\$63.36
Infant (0-3)	1-Day	\$0.00	\$0.00
New Camper Welcome Weekend	Weekend	\$195.00	\$234.00
School Outdoor Education			
Teachers & Adult Chaperones	1-Day	\$60.00	\$72.00
Youth Participants	1-Day	\$45.00	\$54.00
Work Weekend	Weekend	\$0.00	\$0.00
Youth Camp			
5-Day Program	5-Days	\$672.00	\$806.00
6-Day Program	6-Days	\$806.00	\$967.00
7-Day Program	7-Days	\$941.00	\$1,129.00
Per Day Fee	1-Day	\$134.00	\$161.00
Wedding Rental			
Wedding Rental	4-Hours	\$750.00	\$900.00
Wedding Rental - Each Additional Hour (after 4 hours)	Hour	\$125.00	\$150.00
C. Tuolumne Camp			
50 & Better Camp			
50 & Better Camp Tent (up to 2 campers)	5-Day	\$1,008.00	\$1,210.00
50 & Better Camp Tent (up to 2 campers)	4-Day	\$806.00	\$967.00
50 & Better Camp Tent (up to 2 campers)	Weekend	\$605.00	\$726.00
50 & Better Camp Additional Camper per day	1-Day	\$60.00	\$72.00
Leaders in Training (LIT)	1-Week	\$941.00	\$1,129.00
Counselor-In-Training			
Counselor-In-Training	2-Week	\$465.00	\$558.00
Counselor-In-Training	1-Week	\$308.00	\$370.00

Program Area	Unit of Measure	Resident	Non- Resident
Family Camp			
Full-Week Standard Tent (up to 3 campers)	1-Week	\$2,195.00	\$2,633.00
Full-Week Low-Occupancy Tent	1-Week	\$1,887.00	\$2,264.00
Weekend Standard Tent (up to 3 campers)	4-Day	\$1,664.00	\$1,997.00
Weekend Low-Occupancy Tent	4-Day	\$1,459.00	\$1,751.00
Mid-Week Standard Tent (up to 3 campers)	4-Day	\$1,430.00	\$1,716.00
Mid-Week Low Occupancy Tent	4-Day	\$1,210.00	\$1,452.00
Nightly Rate: Sun, Mon, Tues, or Wed	1-Day	\$525.00	\$630.00
Family Camp Day Use Fees			
Adult (15+) Day Use	1-Day	\$135.00	\$162.00
Youth (7-14) Day Use	1-Day	\$90.00	\$108.00
Child (3-6) Day Use	1-Day	\$68.00	\$81.60
Additional Camper Fee (1-Day)	1-Day	\$100.00	\$120.00
Additional Camp Session-Based Daily Rate	1-Day	\$90.00	\$108.00
Group Rental Rates			
Adult (15+)	1-Day	\$110.00	\$132.00
Youth (7-14)	1-Day	\$93.00	\$111.60
Child (3-6)	1-Day	\$78.00	\$93.60
Infant (0-3)	1-Day	\$0.00	\$0.00
New Camper Welcome Weekend	Weekend	\$195.00	\$234.00
School Outdoor Education			
Adult Chaperones	1-Day	\$75.00	\$90.00
Youth Participants	1-Day	\$56.00	\$67.20
Work Weekend	Weekend	\$0.00	\$0.00
Youth Camp			
5-Day Program	5-Days	\$840.00	\$1,008.00
6-Day Program	6-Days	\$1,008.00	\$1,210.00
7-Day Program	7-Days	\$1,176.00	\$1,411.00
Per Day Fee	1-Day	\$168.00	\$202.00
Wedding Rental			
Wedding Rental	4-Hours	\$1,000.00	\$1,200.00
Wedding Rental - Each Additional Hour (after 4 hours)	Hour	\$150.00	\$180.00

Program Area	Unit of Measure	Resident	Non- Resident
D. Resident Camp Surcharges			
Family Camp Program Deposit Payment		\$500 per registration	\$500 per registration
Late Fee	\$75 if balance is not paid by date specified		
Cleaning / Damage Deposit	Rental	\$2,000.00	\$2,000.00
Changes to Reservation resulting in reduction in length of stay (30 days or more before arrival)	Reservation	\$100.00	\$100.00
Cancel Reservation (30 days or more before arrival)	25% of reservation not to exceed \$150		
Cancel Reservation (due to emergency or illness, with Dr's excuse)	Reservation	No Charge	No Charge
4. Waterfront Programs			
A. Adventure Playground			
Individual Admission (anyone over 1 year old)	Day	\$1.00	\$1.00
Group size 5-10	2-hours	\$75.00	\$75.00
Group size 11-20	2-hours	\$105.00	\$105.00
Group size 21-30	2-hours	\$150.00	\$150.00
Group size 31-40	2-hours	\$180.00	\$180.00
B. Education Programs			
Animal	Session	\$200.00	\$200.00
Low Tide	Session	\$200.00	\$200.00
Research Boat Trip	Session	\$225.00	\$225.00
Sail Boat Trip	Session	\$255.00	\$255.00
Docent Training	Session	\$65.00	\$65.00
Special Program Request	Hour	\$65.00	\$65.00
Marine Biology	4-Days	\$75.00	\$75.00
Marine Biology	8-Days	\$150.00	\$150.00
Boating	4-Days	\$150.00	\$150.00
Canoeing	3-Days	\$55.00	\$55.00

NOTICE OF PUBLIC HEARING

**NOTICE OF PUBLIC HEARING
BERKELEY CITY COUNCIL**

Recreation Division Fee Increases

Notice is hereby given by the City Council of the City of Berkeley that a public hearing will be conducted by said City Council of the City of Berkeley at which time and place all persons may attend and be heard upon the following:

The Department of Parks, Recreation & Waterfront is proposing to increase selected fees, as contained in the attached Recreation Fee Schedule and excerpted below:

Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
3. Camp Programs					
A. Berkeley Day Camp					
Youth Core Program	5-Days	\$240.00	\$269.00	\$288.00	\$323.00
AM Extended Care	5-Days	\$51.00	\$57.00	\$61.00	\$68.00
PM Extended Care	5-Days	\$79.00	\$88.00	\$95.00	\$106.00
Counselor-In-Training	10-Days	\$194.00	\$217.00	\$232.00	\$260.00
Cancelled Reservation	Session	25% of reservation not to exceed \$150		25% of reservation not to exceed \$150	
B. Echo Lake Camp					
50 & Better Camp					
50 & Better Camp Tent (up to 2 campers)	5-Day	\$730.00	\$818.00	\$876.00	\$981.00
50 & Better Camp Tent (up to 2 campers)	4-Day	\$580.00	\$650.00	\$696.00	\$780.00
50 & Better Camp Tent (up to 2 campers)	Weekend	\$460.00	\$515.00	\$552.00	\$618.00
50 & Better Camp Additional Camper	1-Day	\$40.00	\$55.00	\$48.00	\$66.00
Counselor-In-Training					
Counselor-In-Training	2-Week	\$400.00	\$448.00	\$480.00	\$538.00
Counselor-In-Training	1-Week	\$275.00	\$308.00	\$330.00	\$370.00
Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
Family Camp					

Full-Week Standard Tent (up to 3 campers)	7-Day	\$1,675.00	\$1,843.00	\$2,010.00	\$2,212.00
Full-Week Low-Occupancy Tent	7-Day	\$1,450.00	\$1,595.00	\$1,740.00	\$1,914.00
Nightly Rate: Sun, Mon, Tues, or Wed	1-Day	N/A	\$450.00	N/A	\$540.00
5-Day Session - Standard Tent (up to 3 campers)	5-Day	\$1,375.00	Eliminated	\$1,650.00	Eliminated
5-Day Session - Low Occupancy tent	5-Day	\$1,206.25	Eliminated	\$1,447.50	Eliminated
Weekend Standard Tent (up to 3 campers)	4-Day	\$1,225.00	\$1,397.00	\$1,470.00	\$1,676.00
Weekend Low-Occupancy Tent	4-Day	\$1,075.00	\$1,226.00	\$1,290.00	\$1,471.00
Mid-Week Standard Tent (up to 3 campers)	4-Day	\$1,100.00	\$1,210.00	\$1,320.00	\$1,452.00
Mid-Week Low-Occupancy Tent	4-Day	\$965.00	\$1,062.00	\$1,158.00	\$1,274.00
Additional Camper 1 Day	1-Day	\$65.00	\$90.00	\$78.00	\$108.00
Additional Camper Session-Based Daily Rate	1-Day	N/A	\$80.00	N/A	\$96.00
Day Use Fees					
Adult (15+) Day Use	1-Day	\$108.00		\$129.60	
Youth (7-14) Day Use	1-Day	\$90.00		\$86.40	
Child (3-6) Day Use	1-Day	\$80.00		\$64.80	
Group Rental Rates					
Adult (15+)	1-Day	\$85.00		\$102.00	
Youth (7-14)	1-Day	\$71.50		\$85.80	
Child (3-6)	1-Day	\$52.80		\$63.36	
Infant (0-3)	1-Day	\$0.00		\$0.00	
New Camper Welcome Weekend	Weekend	\$195.00		\$234.00	
School Outdoor Education					
Teachers & Adult Chaperones	1-Day	\$60.00		\$72.00	
Youth Participants	1-Day	\$45.00		\$54.00	
Shoulder Season Rentals					
Shoulder Season Tent Rental (no meals, up to 3 campers)	1-Night	\$97.75	Eliminated	\$117.30	Eliminated
Shoulder Season Tent Rental (with meals, up to 3 campers)	1-Night	\$195.50	Eliminated	\$234.60	Eliminated
Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
Work Weekend	Weekend	\$0.00		\$0.00	
Youth Camp					
5-Day Program	5-Days	\$600.00	\$672.00	\$720.00	\$806.00
6-Day Program	6-Days	\$720.00	\$806.00	\$864.00	\$967.00

7-Day Program	7-Days	\$840.00	\$941.00	\$1,008.00	\$1,129.00
Per Day Fee	1-Day	\$120.00	\$134.00	\$144.00	\$161.00
Wedding Rental					
Wedding Rental	4-Hours	\$750.00		\$900.00	
Wedding Rental - Each Additional Hour (after 4 hours)	Hour	\$125.00		\$150.00	
C. Tuolumne Camp					
50 & Better Camp					
50 & Better Camp Tent (up to 2 campers)	5-Day	\$900.00	\$1,008.00	\$1,080.00	\$1,210.00
50 & Better Camp Tent (up to 2 campers)	4-Day	\$720.00	\$806.00	\$864.00	\$967.00
50 & Better Camp Tent (up to 2 campers)	Weekend	\$540.00	\$605.00	\$648.00	\$726.00
50 & Better Camp Additional Camper per day	1-Day	\$45.00	\$60.00	\$54.00	\$72.00
Leaders in Training (LIT)	1-Week	N/A	\$941.00	N/A	\$1,129.00
Counselor-In-Training					
Counselor-In-Training	2-Week	\$415.00	\$465.00	\$498.00	\$558.00
Counselor-In-Training	1-Week	\$275.00	\$308.00	\$330.00	\$370.00
Family Camp					
Full-Week Standard Tent (up to 3 campers)	1-Week	\$1,995.00	\$2,195.00	\$2,394.00	\$2,633.00
Full-Week Low-Occupancy Tent	1-Week	\$1,715.00	\$1887.00	\$2,058.00	\$2,264.00
Weekend Standard Tent (up to 3 campers)	4-Day	\$1,460.00	\$1,664.00	\$1,752.00	\$1,997.00
Weekend Low-Occupancy Tent	4-Day	\$1,280.00	\$1459.00	\$1,536.00	\$1,751.00
Mid-Week Standard Tent (up to 3 campers)	4-Day	\$1,300.00	\$1,430.00	\$1,560.00	\$1,716.00
Mid-Week Low Occupancy Tent	4-Day	\$1,100.00	\$1,210.00	\$1,320.00	\$1452.00
Nightly Rate: Sun, Mon, Tues, or Wed	1-Day	N/A	\$525.00	N/A	\$630.00
Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
Family Camp Day Use Fees					
Adult (15+) Day Use	1-Day	\$135.00		\$162.00	
Youth (7-14) Day Use	1-Day	\$90.00		\$108.00	
Child (3-6) Day Use	1-Day	\$68.00		\$81.60	
Additional Camper Fee	1-Day	\$75.00	\$100.00	\$90.00	\$120.00
Additional Camper Session-Based Daily Rate	1-Day	N/A	\$90.00	N/A	\$108.00

Group Rental Rates					
Adult (15+)	1-Day	\$110.00		\$132.00	
Youth (7-14)	1-Day	\$93.00		\$111.60	
Child (3-6)	1-Day	\$78.00		\$93.60	
Infant (0-3)	1-Day	\$0.00		\$0.00	
New Camper Welcome Weekend	Weekend	\$195.00		\$234.00	
School Outdoor Education					
Adult Chaperones	1-Day	\$75.00		\$90.00	
Youth Participants	1-Day	\$56.00		\$67.20	
Shoulder Season Rentals					
Shoulder Season Tent Rental (no meals)	1-Night	\$115.00	Eliminated	\$138.00	Eliminated
Shoulder Season Tent Rental (with meals)	1-Night	\$230.00	Eliminated	\$276.00	Eliminated
Work Weekend	Weekend	\$0.00		\$0.00	
Youth Camp					
5-Day Program	5-Days	\$750.00	\$840.00	\$900.00	\$1,008.00
6-Day Program	6-Day	N/A	\$1,008.00	N/A	\$1,210.00
7-Day Program	7-Days	\$1,050.00	\$1,176.00	\$1,260.00	\$1,411.00
Per Day Fee	1-Day	\$150.00	\$168.00	\$180.00	\$202.00
Wedding Rental					
Wedding Rental	4-Hours	\$1,000.00		\$1,200.00	
Wedding Rental - Each Additional Hour (after 4 hours)	Hour	\$150.00		\$180.00	
D. Resident Camp Surcharges					
Family Camp Program Deposit Payment		\$500 per registration		\$500 per registration	
Program Area	Unit of Measure	Resident	Resident (proposed)	Non-Resident	Non-Resident (proposed)
Late Fee	\$75 if balance is not paid by dates specified				
Cleaning / Damage Deposit	Rental	\$300.00	\$2,000.00	\$300.00	\$2,000.00
Changes to Reservation resulting in reduction in length of stay (30 days or more before arrival)	Reservation	\$100.00		\$100.00	
Cancel Reservation (30 days or more before arrival)	25% of reservation				

	not to exceed \$150				
Cancel Reservation (due to emergency or illness, with Dr's excuse)	Reservation	No Charge		No Charge	

The hearing will be held on January 17, 2023, at 6:00 p.m. in the School District Board Room, 1231 Addison Street.

For further information, please contact **Denise Brown at 510-981-6707**.

A copy of the agenda material for this hearing will be available on the City's website at www.CityofBerkeley.info as of **January 5, 2023**.

Written comments should be mailed or delivered directly to the City Clerk, 2180 Milvia Street, Berkeley, CA 94704, in order to ensure delivery to all Councilmembers and inclusion in the agenda packet.

Communications to the Berkeley City Council 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 the City Council, 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 City Clerk. 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 City Clerk at 981-6900 or clerk@cityofberkeley.info for further information.

If you challenge the above in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Berkeley at, or prior to, the public hearing. Background information concerning this proposal will be available at the City Clerk Department and posted on the City of Berkeley webpage at least 12 days prior to the public hearing.

Published: January XX and January XX, 2023 – The Berkeley Voice
Published pursuant to Government Code 6062a

~~~~~  
 I hereby certify that the Notice for this Public Hearing of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on **January XX, 2023**.

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Mark Numainville, City Clerk



CITY OF BERKELEY  
 Established Date: Oct 13, 2008  
 Revision Date: Oct 13, 2008

# Camp Staff Member

Class Code:  
6014

Bargaining Unit: Unrepresented Classifications

## SALARY RANGE

\$44.04 - \$66.06 Daily

### DESCRIPTION:

**Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.**

#### DEFINITION

Under close supervision and guidance interact with campers daily in the performance of one or more of the functions which are essential to the effective operation of a City Recreational Summer Camp including but not limited to administration, food service, maintenance and recreation; perform related work as required.

#### CLASS CHARACTERISTICS

Most staff members are assigned to a crew, working in an organized group. In addition to fulfilling specific job duties, all staff members interact with campers in the day or evening, serve as role models for younger campers, assist with camp administration, participate in campfire shows and athletic events, serve meals, and assist Camp Staff Leaders on hikes and other outings. This class is provided with room and board while at camp and is distinguished from Camp Staff Leader, which has oversight of a crew responsible for administration, food service, maintenance and recreation.

### 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.

The following list of duties is intended only to describe the various types of work that may be performed, 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 class if the work is consistent with the concept of the classification or is similar or closely related to another duty statement or a logical assignment to the classification.

Administration:

1. Assist with the operation of the camp store; sell items and operate a cash register, balance daily receipts, maintain cleanliness, and display merchandise; may work closely with the Camp Staff Supervisor and/or a Camp Staff Leaders as a store assistant overseeing daily store management, including, but not limited to, inventory management and cash handling;
2. Type, file, and perform the camp's bookkeeping duties;
3. Perform office administrative functions including maintaining camp records, handling mail, receives phone calls, and arranges housing for staff and campers; handle receipts for camp money and operates camp store which includes the ordering of merchandise; and
4. Perform related duties as assigned.

#### Food Service:

1. Assist with the preparation of a variety of food for large quantity service; may assist with food preparations for the following day's meals;
2. Set and clean tables after three family style meals per day in the dining hall; serve as liaison between cooks and campers; prepare side dishes for service; may prepare snacks or lunch bags for hikers and picnics;
3. Receive and store food items and supplies and ensures proper storage and temperature of foods for serving;
4. Clean kitchen utensils and equipment and maintains cooking area in clean and safe condition; sweep and mop kitchen or dining area; and
5. Perform related duties as assigned.

#### Maintenance:

1. Clean and maintain all camp facilities, including bathrooms and dish washing areas; remove and dispose or recycle garbage and other material; move luggage; make miscellaneous camp repairs; ensure overall camp cleanliness; assist with the upkeep of the maintenance shed, maintenance vehicles, tool use and inventory; and
2. Perform related duties as assigned.

#### Recreation:

1. Assist Camp Staff Leaders with day and evening programs;
2. Care for and supervise children of various age groups in arts and crafts such as painting, coloring, storytelling, music, athletics, swimming parties, nature projects, and campfires;
3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; instruct table tennis, softball, volleyball, basketball soccer and other camper team sports; assist with tournaments for all ages, including posting results and awarding trophies; clean and maintain all athletic facilities and surrounding areas, including monitoring equipment needs and making recommendations for replacement of equipment;
4. Assist in the operation and daily supervision of the swim areas; lifeguard and supervise recreational swimming; maintain water safety equipment and pool chairs; give group-swimming lessons, and assist with other water activities;
5. Assist with organizing and leading camper nature hikes and programs in surrounding areas; and

6. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
2. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
3. Techniques and materials used in the maintenance and repair of camp facilities, roadways, drainage systems and related facilities;
4. Operation and maintenance of a wide variety of hand tools and equipment common to the field;
5. Safe work methods and safety regulations pertaining to the work;
6. Sports rules and regulations, basic hiking, outdoor safety awareness, and an appreciation of the environment; and
7. Child care practices.

Skill in and ability to:

1. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices;
2. Perform arithmetic calculations;
3. Follow oral and written instructions, exercise good judgment and state and enforce camp rules;
4. Establish and maintain effective working relationships with those contacted in the course of the work, communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
5. Control small groups of children; and
6. Drive camp vehicles.

## **MINIMUM QUALIFICATIONS:**



## MINIMUM QUALIFICATIONS

Completion of the sophomore year of High School, 16 years of age, plus some organized recreational or educational program related to coaching children. Familiarity with city recreational camp program is desirable.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs.; some positions must have current Senior Lifesaving certification. Previous childcare experience is desirable. Previous life guarding and instruction experience is desirable for some positions in recreation.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



CITY OF BERKELEY  
 Established Date: Oct 13, 2008  
 Revision Date: Oct 13, 2008

# Camp Staff Leader

Class Code:  
6013

Bargaining Unit: Unrepresented Classifications

## SALARY RANGE

\$66.06 - \$99.09 Daily

### DESCRIPTION:

**Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.**

#### DEFINITION

Under supervision interact with campers daily and oversee a small crew in the performance of one or more of the functions which are essential to the effective operation of a City Recreational Summer Camp including but not limited to; food service, maintenance and recreation; perform related work as required.

#### CLASS CHARACTERISTICS

Camp Staff Leaders are responsible for supplies and cleanliness in their areas and programs. In addition to fulfilling specific job duties, all staff members interact with campers in the day or evening, serve as role models for campers, participate in campfire shows and athletic events, serve meals, and lead hikes and other outings. Some staff may oversee a small crew, working in an organized group. This class is provided with room and board while at camp and is distinguished from Camp Staff Supervisor, which has oversight of administration, recreation activities, and food services.

### 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.

#### Food Service

1. Prepare, cook and provide a variety of food for large quantity service; make necessary food preparations for the following day's meals;
2. Assign efficient and equitable kitchen staff schedules; direct the day-to-day work assignments in support of camp program activities;

3. Oversee the timely service of food and serves food portions at mealtimes; and
4. Set and clean tables after three family-style meals per day in the dining hall; serve as liaison between cooks and campers; prepare side dishes for service; maintain inventory of supplies;

Maintenance:

1. Supervise crews in the maintenance of all camp facilities, including bathrooms and dish washing areas; ensure the proper disposal or recycling of garbage and other material;
2. Oversee camp repairs; inspect camp for cleanliness and direct staff to correct problem areas; and
3. Supervise activities in the maintenance shed, maintenance vehicles, tool use and inventory; may serve as backup for the safe operation of the water treatment system;

Recreation:

1. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; instruct table tennis, softball, volleyball, basketball soccer and other camper team sports; assist with tournaments for all ages, including posting results and awarding trophies; clean and maintain all athletic facilities and surrounding areas, including monitoring equipment needs and making recommendations for replacement of equipment; create and oversee childcare or youth-specific activities;
2. Serve as lead to Camp Staff Members in all recreation activities;
3. Care for and supervise children of various age groups in arts and crafts such as painting, coloring, storytelling, music, athletics, swimming parties, nature projects, and campfires;
4. Organize and lead camper nature hikes in surrounding areas;
5. Establish and maintain day and evening programs for campers;
6. Supervise the swim areas and serve as lifeguard and supervise recreational swimming; maintain water safety equipment and pool chairs; may give group-swimming lessons, assist with water-related activities; and
7. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of

1. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
2. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;

3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
4. Techniques and materials used in the maintenance and repair of camp facilities, roadways, drainage systems and related facilities;
5. Operation and maintenance of a wide variety of hand tools and equipment common to the field;
6. Safe work methods and safety regulations pertaining to the work;
7. Sports rules and regulations; hiking, outdoor safety awareness, and an appreciation of the environment; and
8. Child care practices and programs;

Skill in and ability to:

1. Lead a small crew in camp related functions;
2. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
3. Perform arithmetic calculations to determine ingredient portions;
4. Follow oral and written instructions;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles as required; and
10. State and enforce camp rules.

## **MINIMUM QUALIFICATIONS:**

### MINIMUM QUALIFICATIONS

Completion of the junior year of High School, 17 years of age plus experience in an organized recreational or educational program related to coaching children; or experience in general maintenance, food service procedures including basic cooking. Familiarity with city recreational family camp programs is desirable.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs.; some positions must have current Senior Lifesaving certification. Previous life guarding and

instruction experience is desirable for some positions in recreation. Previous childcare experience desirable. Experience in large-scale food preparation and cooking is desirable for some positions in the camp kitchen/dining room.

California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



# Camp Medical Staff Member

Class Code:  
6012

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY  
Established Date: Oct 13, 2008  
Revision Date: Oct 13, 2008

## SALARY RANGE

\$66.06 - \$99.09 Daily

### DESCRIPTION:

**Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.**

#### DEFINITION

Under general supervision, provides medical care to City Recreational Summer Camp staff members and campers; takes appropriate action in medical emergencies; performs related work as assigned.

#### CLASS CHARACTERISTICS

This class provides direct medical services including assessments, examinations, and treatment planning. This class is provided with room and board while at camp and is distinguished from the Public Health Nurse in that the latter has broader responsibilities in the areas of disease prevention, health promotion and the alleviation of conditions adversely affecting the health and safety conditions of individuals, families and the community.

### 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.

The following list of duties is intended only to describe the various types of work that may be performed, 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 class if the work is consistent with the concept of the classification or is similar or closely related to another duty statement or a logical assignment to the classification.

1. Provides first responder medical emergency response at the basic life support level, including initial patient and situation assessment, cardio pulmonary resuscitation, and trauma emergency medical care;

2. Identifies staff and camper health needs; provides appropriate medical treatment for staff and campers with illnesses, injuries or special medical needs;
3. May refer individuals and families to appropriate medical care;
4. Coordinates camp clinic services with private, public and voluntary health services;
5. Follows nursing care plans for camp patients and evaluates the needs of patients;
6. Prepares and maintains daily, detailed documentation of patient visits and referrals; conducts weekly inventory of medical supplies and medications;
7. Initiates preventive and rehabilitative nursing procedures appropriate to the patient's care and safety;
8. Maintains current knowledge of matters affecting patient care and clinic services and recommends policy and procedural improvements to City management; and
9. Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of nursing and paramedical procedures, including medical terminology and clinical routines and equipment;
2. Principles and practices of health maintenance and illness prevention and the effect of physical, social and emotional environments on health;
3. Basic principles and practices of emergency medical care at the basic life support level;
4. Anatomy, physiology, chemistry, pharmacology, growth and development, and nutrition;
5. Principles and techniques of history taking and patient teaching and counseling;
6. Community medical and social agencies and resources;
7. Principles and techniques of drug administration and its affect on patients; and
8. Communicable disease control.

Skill in and ability to:

1. Perform medical assessments, identify medical, social and emotional problems and prepare nursing care plans and/or make appropriate referrals;
2. Perform first aid, give injections, and perform other skilled services;
3. Remain calm; make sound decisions, and respond appropriately in emergency situations;
4. Prepare and maintain organized, detailed and accurate records of camp patient visits and findings;

5. Apply teaching principles and provide patient education and counseling; and
6. Establish and maintain effective working relationships with camp staff, physicians, patients, and families.

## **MINIMUM QUALIFICATIONS:**

### MINIMUM QUALIFICATIONS

Must be either licensed as a Registered Nurse in California or possess current certification in basic life support as an Emergency Medical Technician Level I.

Must be willing to work on-call while camp is in session. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.





# Camp Staff Supervisor

Class Code:  
6015

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY  
Established Date: Oct 13, 2008  
Revision Date: Oct 13, 2008

## SALARY RANGE

\$99.09 - \$143.13 Daily

### DESCRIPTION:

**Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.**

#### DEFINITION

Under general supervision, interact with campers and supervise the daily operation of a department in one or more of the functions that are essential to the effective operation of a City Recreational Summer Camp including but not limited to; administration, food service and recreation; perform related work as required.

#### CLASS CHARACTERISTICS

At this level incumbents typically supervise an administration or food service department. In addition to fulfilling specific job duties, camp supervisors interact with campers and staff in the day or evening and serve as role models for campers. This class is provided with room and board while at camp and is distinguished from the Camp Manager, which has oversight of all camp 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.

#### Administration:

1. Supervise the cashier and accounts for all cash in the operation of the camp store; operate a cash register, balance receipts, maintain cleanliness, and may assist in the display merchandise; work closely with the Camp Manager in the oversight of the store management, including, but not limited to, inventory management and cash handling;
2. Prepare reports, coordinate staff assignments, evaluate staff, order supplies and maintain inventory control; and

3. Coordinate and supervise the camper registration and cabin allocation process.

Food Service:

1. Prepare work schedules for kitchen and dining room staff; direct the work assignments in support of food service program; make orders for food delivery and ensure dining halls are fully supplied; keep records and prepare reports;

2. Plan large-quantity wholesome, well-balanced meals; ensure proper cooking times, approve weekly menus and may serve food portions at mealtimes;

3. Direct and assist in cleaning the kitchen, equipment and food storage facilities; maintain safety and sanitation including daily garbage disposal; may sweep and mop floors;

4. Serve as the chief cook in charge of evaluating and training kitchen and dining room staff; and

5. Perform related duties as assigned.

Recreation:

1. Supervise the development and implementation of the recreational programs, and youth-related activities;

2. Supervise Camp Staff Leaders and Members in all recreation activities;

3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; assist with tournaments for all ages; supervise the maintenance of all athletic fields and surrounding areas, including monitoring equipment and supply levels and ordering replacement equipment and supplies;

4. Establish and maintain day and evening programs for campers;

5. Supervise staff responsible for the swim areas and recreational swimming programs and facilities; and

6. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;

2. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;

3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;

4. Computer applications and software used to track camp usage with standard desktop applications such as Microsoft Word, Microsoft Excel, camp tracking databases, and related software programs and systems; and

5. Safe work methods and safety regulations pertaining to the work.

Skill in and ability to:

1. Supervise, plan, direct and review the work of a support staff;
2. Prepare clear, concise and complete reports and other written materials, and maintain accurate records and files;
3. Exercise sound independent judgment within established guidelines;
4. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles; and
10. State and enforce camp rules.

## **MINIMUM QUALIFICATIONS:**

### MINIMUM QUALIFICATIONS

Completion of High School and two years of experience in 1) commercial, institutional, or related volume food preparation; or 2) supervising organized recreational or educational programs; or 3) an administrative, retail or cash-handling occupation. Familiarity with city recreational camp programs is desirable. Valid food handler's license is required for food service assignments.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs. Previous camp experience is desirable. Experience in large-scale food preparation as a cook is highly desirable for supervisory positions in the camp kitchen.

California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not

hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.

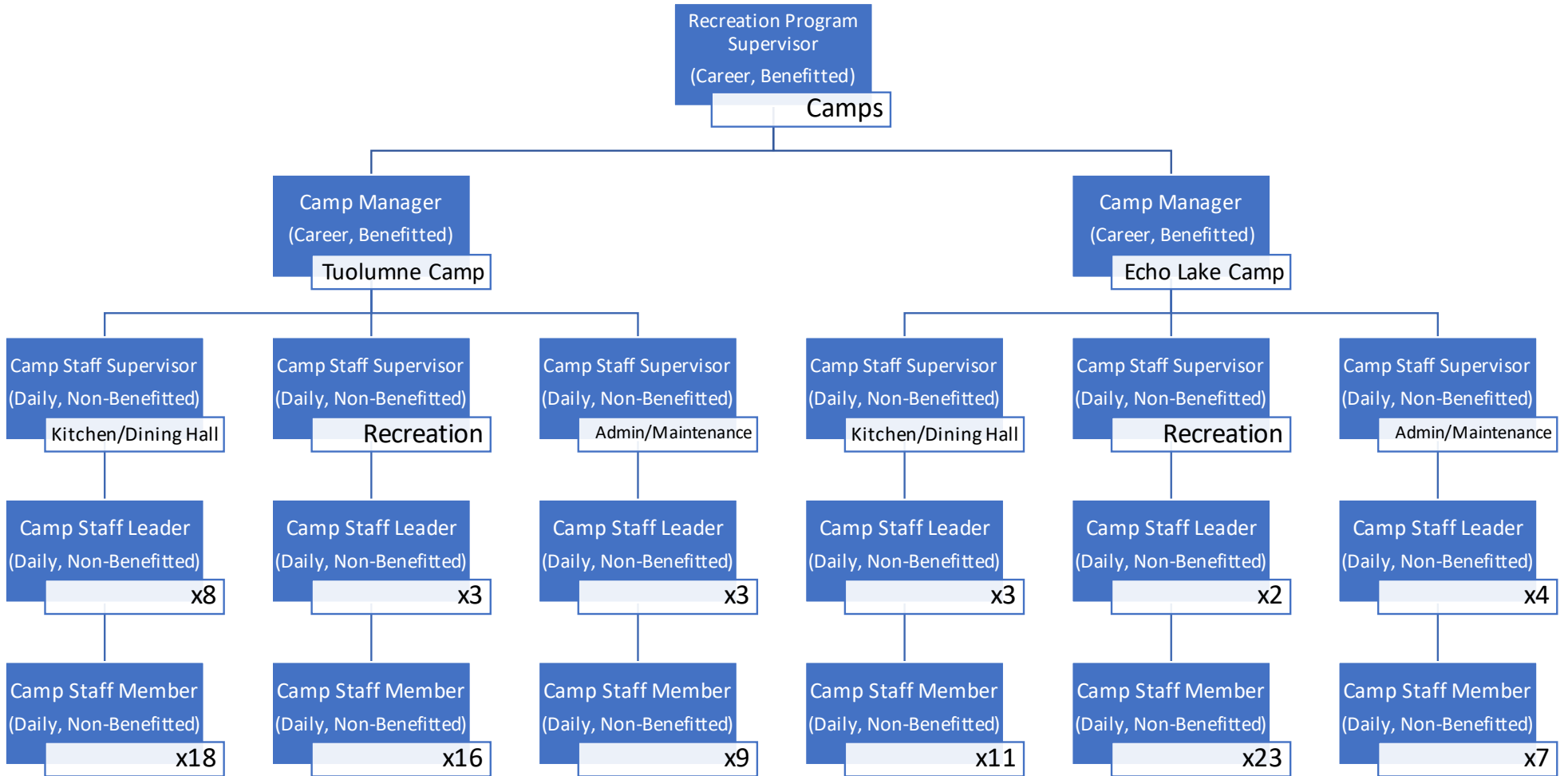


City of Berkeley

Parks, Recreation & Waterfront Department

Recreation Division

# CAMPS PROGRAM ORGANIZATION CHART





# Berkeley Echo Lake Camp Summer 2023



## Now Hiring!

Berkeley Echo Lake Camp is looking for applicants (16+) from a range of social, ethnic, and racial backgrounds where your skills, culture, and presence are essential in creating a valuable and equitable camp experience



See yourself at camp. Find yourself at camp.

Parks  
Make  
Life  
Better!





# Echo Lake Camp

NOW ACCEPTING APPLICANTS FOR FOOD SERVICE,  
RECREATION, ADMINISTRATION, MEDICAL STAFF, AND CABIN  
COUNSELORS (18+)



## Benefits Include...

- A diverse and equitable working and living environment committed to ensuring that camp looks and feels inclusive
- Save Money
  - Room and Board included
  - Delicious food provided all summer
  - Bank what you make
- Long lasting friendships, networks, and community
- Developing job and communication skills
- On the job training - no previous camp experience necessary
- Give back to your community
- Grow Independence



## Contact us!

recreation@cityofberkeley.info  
(510)981-5140

Apply  
Now!



# Berkeley Tuolumne Camp

Summer 2023



## Now Hiring!

Berkeley Tuolumne Camp is looking for applicants (16+) from a range of social, ethnic, and racial backgrounds where your skills, culture, talents, and presence are essential in creating a valuable and equitable camp experience.

See yourself at camp. Find yourself at camp.







# Tuolumne Camp

Now accepting applicants for recreation, food service, administration, and medical staff positions.

## Benefits Include:

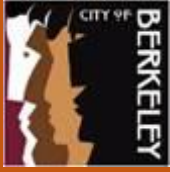
- A diverse and equitable working and living environment committed to ensuring that camp looks and feels inclusive
- Save money
  - Room and Board included
  - Delicious food provided all summer
  - Bank what you make
- Long lasting friendships, networks, and community
- Developing job skills
- On the job training - no prior camp experience necessary
- Give back to your community
- Grow Independence



|                                                                                    |
|------------------------------------------------------------------------------------|
| Contact Us!                                                                        |
| <a href="mailto:recreation@cityofberkeley.info">recreation@cityofberkeley.info</a> |
| (510)981-5140                                                                      |
|                                                                                    |

Apply Here!





# Now Hiring For Summer 2023

## Berkeley Echo Lake and Tuolumne Overnight Camps

See yourself at camp. Find yourself at camp.

Dear Community Partners,

I'm excited to share Berkeley's Overnight Camps 2023 summer employment announcement. I am sending this information to you to ensure that underserved and marginalized youth (ages 16+) and their families in the Bay Area community have the opportunity to take advantage of these resources.

The City of Berkeley is looking to hire applicants from a range of social, ethnic, and racial backgrounds. With your continued partnership, I am hoping that you will get this employment information to your families and youth, especially those of color, in our Bay Area communities.

Please see information below to share with your families!

### **NOW accepting applications for Berkeley's Overnight Summer Camps**

Berkeley Overnight Camps (Berkeley Tuolumne Camp and Berkeley Echo Lake Camp) are looking for applicants (16+) from a range of social, ethnic, and racial backgrounds where your skills, culture, talents, and presence are essential in creating a valuable and equitable camp experience.

We are now accepting applicants for recreation, food service, maintenance, administration, cabin counselors (Echo Lake Camp, must be 18+), and medical service.

Benefits Include:

- A diverse and equitable working and living environment committed to ensuring that camp looks and feels inclusive
- Save money

- Room and Board included
- Delicious food provided all summer
- Bank what you make
- Long lasting friendships, networks, and community
- Developing job skills
- On the job training - no prior camp experience necessary
- Give back to your community
- Grow Independence

**Have a specific interest or skill set? We have a position for you!**

Working for Berkeley Camps is a valuable experience because we understand the importance of providing both our campers and our staff members with a diverse, equitable, and inclusive camp community. Camp has a wide variety of job opportunities: Recreation, environmental education, youth camp cabin counselors, administration, hospitality and customer service, carpentry, maintenance, groundskeeping, sanitization, culinary and food preparation, aquatics and more.

***Don't wait, Apply Today!***

- Visit [Berkeleyca.gov](http://Berkeleyca.gov) (search seasonal recreation jobs)

**Where to Send Applications:**

- Send your Application directly to Berkeley's Camps email: [Camps@cityofberkeley.info](mailto:Camps@cityofberkeley.info)
- Contact DC Pompey ([DPompey@cityofberkeley.info](mailto:DPompey@cityofberkeley.info)) if you have any questions!



and applicants will be notified in April of hiring decisions. Please note that we usually receive more applications from qualified candidates than we have positions to available.

ABOUT

MUSIC CAMP

JUMPSTART

## Summer Job Opportunities

+ [Music Faculty](#)

+ [Music Instructor](#)

+ [Dean](#)

- [Counselor](#)

Under direction of Executive Staff, Counselors provide 24-hour supervision to a counseling unit of approximately 12 children (with the assistance of a Counselor-in-Training). Counselors coach music ensembles and sectionals; perform with camp orchestra, concert band, jazz ensemble, and/or chorus, and may teach or assist with elective classes. Counselors assist in recreational and social activities of camp and give guidance to assigned Counselor-in-Training.

Counselors/CITs make sure that campers get up and arrive at breakfast on time, and supervise unit clean-up after breakfast. Camper units eat all meals together with their Counselor and CIT, who supervise the meal table. After lunch, encourage quiet activities and napping during rest period. When on recreation duty, take part in the activities and be aware of all campers in the assigned area. Interact with the campers rather than socializing with your friends on staff. Both Counselor and CIT, unless one has the day off, should be present, with the camper unit, at the evening activity. Make sure all campers are in bed on time, and enforce quiet after taps.

Must be high school graduate (preference is generally given to college students) and proficient in at least one musical instrument, and must have participated in school performing ensembles. Current American Red Cross Lifeguard Certificate is desirable. Audition required.

- \$620 per week
- June 17 – August 5, 2023

+ [Counselor-in-Training \(CIT\)](#)

# WE'RE HIRING!



Oakland Feather River Camp is thrilled to share that we are now hiring for Summer 2023! Below you will find specific information for each open position, as well as specific information regarding responsibilities, rates of pay, and dates of employment. Please review the information below and reach out to [Jobs@FeatherRiverCamp.com](mailto:Jobs@FeatherRiverCamp.com) if you have any questions.

## **OPEN POSITIONS**

*Last Updated: January 9, 2023*

### **PROGRAMS & ACTIVITIES**

Program Manager  
Assistant Program Manager  
Program Specialist - Waterfront  
Program Specialist - Tot Lot  
Program Specialist - Arts & Crafts  
Program Leader - Lifeguard  
Program Leader Generalist  
On-Call Lifeguard

### **FOOD SERVICE**

Asst. Food Service Manager  
Camp Cook  
Kitchen Helper/Dishwasher

### **ADMINISTRATIVE & SUPPORT**

Camp Health Supervisor  
Store Coordinator  
Office/Store Assistant

### **FACILITIES AND HOUSEKEEPING**

Building and Grounds Assistant  
Housekeeping Assistant

## OUR MISSION

In operation since 1924, Oakland Feather River Camp's mission is to promote and celebrate connections between nature, family and community, creating unique opportunities to advance environmental awareness, cultural diversity, and youth empowerment.

Each year we welcome hundreds of campers of all ages from Oakland and the San Francisco Bay Area to our camp property in the Plumas National Forest. The "Original Working Person's Vacation" OFRC strives to serve the families of Oakland with our signature Family Camp Program. We also partner with the city of Oakland's Parks and Recreation Department to provide two weeks of Youth Camp programs in partnership with the city. Additionally, we partner with several rental groups throughout each summer including nonprofit and corporate retreats, education and recreation programs, and even weddings!

Whether it is a camper's first or fiftieth summer, they all say the same thing: I'm so happy to be back at camp! Join our team this summer and be a part of something truly special.

## OUR HIRING PHILOSOPHY

Oakland Feather River Camp is an equal opportunity employer. *We believe an inclusive and diverse workforce is invaluable.* OFRC encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions

As recent studies have shown, Women and People of Color are less likely to apply for a position unless they match every described function in a job posting. The OFRC team is most interested in finding the best candidate for the job, and we understand that candidate may be someone who comes from a less traditional background. If that is you, we encourage you to apply and tell us more about yourself!

## COVID-19 VACCINATION

We require that our on-site staff be fully vaccinated and undergo regular testing. In addition, in order to provide a safe experience for our campers and staff as well as uninterrupted operations throughout the summer, OFRC strongly recommends all campers be up to date on their COVID-19 vaccinations and boosters. These requirements are subject to change at any time to ensure the health and safety of our campers and staff, and we will provide timely updates to registered campers if any changes are made to our safety plans for Summer 2023.



## PROGRAM & ACTIVITIES POSITIONS

### **PROGRAM MANAGER (21 years or older)**

The Program Manager is Responsible for supervising, scheduling, and coordinating daily and weekly operations for all Program Staff. The Program Manager plays a major role in all camp communication, scheduling of staff and activities, coordination between other camp departments, and program implementation. Responsible for supervising and coaching program staff on a daily and weekly basis. Handles day-to-day issues and customer service. Prior experience in camping, supervision and scheduling is required. Applicants must be adaptable, willing to handle high stress situations and have strong customer service and organizational skills.

Approximate Dates of employment: May 7 – September 9, 2023

Pay Range: \$800-900 weekly

If applying for this position, please email a resume and cover letter to [jobs@featherrivercamp.com](mailto:jobs@featherrivercamp.com).

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### **ASSISTANT PROGRAM MANAGER (18 years or older)**

The Asst. Program Manager is responsible for assisting the Program Manager in supervising, scheduling, and coordinating daily and weekly operations for all Program Staff. The Asst. Program Manager plays a major role in all camp communication, scheduling of staff and activities, coordination between other camp departments, and program implementation. Responsible for supervising and coaching program staff on a daily and weekly basis. Handles day-to-day issues and customer service. Prior experience in camping, supervision and scheduling is required. Applicants must be adaptable, willing to handle high stress situations and have strong customer service and organizational skills.

Approximate Dates of employment: May 14 - September 9, 2023

Starting Pay Range: \$700-750 weekly

If applying for this position, please email a resume and cover letter to [jobs@featherrivercamp.com](mailto:jobs@featherrivercamp.com).

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### **PROGRAM SPECIALISTS (18 years or older)**

Program Specialists are the area coordinators and key leaders of the Program Department, which is responsible for the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. The three Program Specialists will assist the Program leadership with coordination of their specific areas, as well as provide coverage for each other. A good sense of humor, strong customer service skills and a friendly demeanor is a must! The three open positions are:

- **Program Specialist - Waterfront:** Oversees the OFRC swimming hole, lifeguard team and aquatic programming. Candidates should be lifeguard certified.
- **Program Specialist - Tot Lot:** Oversees our morning Tot Lot program, which is designed for our youngest campers (ages 2-5). Candidates should have experience with young children
- **Program Specialist - Arts & Crafts:** Overseeing the Arts and Crafts program, which runs daily. Previous activities have included Tye Dye, Basket Weaving, Friendship Bracelets, and more. Should have experience in arts and crafts facilitation.

Applicants must have experience and interest in facilitating, teaching or leading small groups, working with youth and families, and in customer service. In the afternoon and evening, you will join your fellow Program team in the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. A good sense of humor, strong customer service skills and a friendly demeanor is a must!

Approximate Dates of employment:

Waterfront: May 21- September 9, 2023\*\*

Tot Lot: May 28 - August 5, 2023\*\*

Arts & Crafts: June 11 - August 5, 2023\*\*

Starting Pay Range \$650-675 weekly

\*\*Additional work may be available for some Program staff through September 9, 2023.

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**PROGRAM LEADER - LIFEGUARD (18 years or older)**

Program Leaders are the core of the Program Department, which is responsible for the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. A good sense of humor, strong customer service skills and a friendly demeanor is a must!

In the afternoon Program Leader - Lifeguards head down the Swimming Hole for a shift of guarding during open swim. The Swimming Hole is THE place to be in camp in the afternoons and keeping a safe and fun waterfront is the #1 priority for our lifeguards.

Approximate Dates of employment: May 31 - August 5, 2023\*\*

Starting Pay Range: \$600-625 weekly

*Not lifeguard certified, but willing to get certified? You can still apply for this position! Just indicate your certification level at the appropriate section on your application.*

\*\*Additional work may be available for some Program staff through September 9, 2023.

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**PROGRAM LEADER - GENERALIST (17 years or older\*)**

Program Leaders are the core of the Program Department, which is responsible for the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. A good sense of humor, strong customer service skills and a friendly demeanor is a must! Program generalists are quick on their feet and able to jump between different activity areas.

\*Applicants age 17 are welcome to apply for this position, but we are not able to provide housing onsite for employees under the age of 18.

Approximate Dates of employment: May 31 - August 5, 2023\*\*

Starting Pay Range: \$530-575 weekly

\*\*Additional work may be available for some Program staff through September 9, 2023.



## FOOD SERVICE DEPARTMENT POSITIONS

### **ASSISTANT FOOD SERVICE MANAGER (21 years or older)**

Working directly with the Food Service Manager, the Assistant Food Service Managers (2) coordinate the day to day workings of the OFRC Kitchen and Food Service Team. Serving 150 - 300 campers daily, the Assistant Food Service Managers both supervise and coordinate the kitchen while also participating in the preparation and execution of meals. Interested candidates should have experience both in the kitchen and as a manager or supervisor.

Approximate Dates of Employment: May 7 - August 5, 2023\*\*

Starting Pay Range: \$1,200-1,240 weekly

*Specialty pay may be available for staff with skills, knowledge, experience and/or certification in vegetarian or vegan cooking.*

\*\*Additional work may be available for some Food Service staff through September 9, 2023.

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### **CAMP COOK (18 years or older)**

Under guidance of the Food Service Manager and Assistant Food Service Managers, the Camp Cooks will prepare food to ensure the timely service of quality meals for 150 – 300 campers daily. Previous commercial kitchen experience and knowledge of the health and safety procedures and practices associated with food preparation is a requirement.

Approximate Dates of Employment: May 14 - August 5, 2023\*\*

Starting Pay Range: \$18-20 per hour (\$720-800 weekly for a 40 hour work week)

*Specialty pay may be available for staff with skills, knowledge, experience and/or certification in vegetarian or vegan cooking.*

\*\*Additional work may be available for some Food Service staff through September 9, 2023.

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### **KITCHEN HELPER & DISHWASHER (17 years or older\*)**

Kitchen helpers and dishwashers provide prep support to cooks and oversee the dining hall setup and breakdown and meal service. While no previous kitchen experience is required, a history of working hard and strong references is a must!

\*While we encourage candidates who are 17 years of age to apply, OFRC is unable to provide housing onsite for candidates under the age of 18.

Approximate Dates of Employment: May 14 - August 5, 2023\*\*

Starting Pay Range: \$16.50-17.00 per hour (\$660-680 weekly for a 40 hour work week)

\*\*Additional work may be available for some Food Service staff through September 9, 2023.

## ADMINISTRATIVE & SUPPORT POSITIONS

### **CAMP HEALTH SUPERVISOR (21 years or older)**

The Camp Health Supervisor is responsible for overseeing the health and well-being of all campers and staff. Responsibilities vary depending on the programs being offered, but range from having open hours during Family Camp and addressing minor accidents or injuries. The Camp Health Supervisor must be certified in First Aid and CPR and ideally would have the appropriate qualifications/certifications to administer prescription medication and perform health screenings.

Interested in working as a Health Supervisor but not available for the whole summer? We are potentially able to accommodate smaller windows of employment. Email [jobs@featherrivercamp.com](mailto:jobs@featherrivercamp.com) to inquire.

Approximate Dates of employment: May 21 - August 5, 2023

Starting Pay Range: \$1,200-1240 weekly

\*\*Additional work may be available through September 9, 2023.

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### **STORE COORDINATOR (18 years or older)**

Under guidance and supervision of the Office Manager, the store coordinator is responsible for the day to day operation of the Camp Store, including, including keeping the camp store organized and clean; inventorying of items and material; purchasing needed materials; sales, and accounting of purchases/items. Prior experience in customer service and sales required. Customer service, the ability to multi-task and organizational skills are a must!

Approximate Dates of employment: Wednesday, May 25 - Monday, August 8, 2022

Starting Pay Range: \$17.00-18.00 per hour (\$680-720 weekly for a 40 hour work week)

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### **SUMMER CAMP OFFICE AND STORE ASSISTANT (18 years or older)**

Under guidance and supervision of the Office Manager, office assistants are responsible for general office/clerical work including answering phones, filing paperwork, reconciling payments, and helping families acclimate to camp. In the Camp Store, these individuals will be responsible for day-to-day store operations, including keeping the camp store organized and clean; inventorying of items and material; sales, and accounting of purchases/items. Prior experience in customer service and sales required. Customer service, the ability to multi-task and organizational skills are a must!

Approximate Dates of employment: May 31 - August 5, 2023

Starting Pay Range: \$15.50-16.50 per hour (\$620-660 weekly for a 40 hour work week)

## FACILITIES DEPARTMENT POSITIONS

### **HOUSEKEEPING ASSISTANT (18 years or older)**

Under the guidance of the Housekeeping Coordinator and Facilities Manager, the Housekeeping Assistants are responsible for the day-to-day cleanliness of camp. Trash removal, bathroom cleaning and tent/cabin preparation (including furniture moving) are some of the daily responsibilities and duties. Must be able to lift 50lbs, work independently and be on your feet most of the day.

Approximate Dates of Employment: Late April – Late September, 2023

Starting Pay Range: \$16.50-17.00 per hour (\$660-680 weekly for a 40 hour work week)

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### **BUILDINGS & GROUNDS ASSISTANT (18 years or older)**

Under the guidance of the Facilities Manager, Building & Grounds Assistants are responsible for the upkeep of and repairs to the camp facility. Expertise in construction, plumbing, electrical, mechanical and general repairs required. Must be able to lift 50lbs, work independently and be on your feet most of the day.

Approximate Dates of Employment: Early April – Late September, 2023

Starting Pay Range: \$20.00-20.50 per hour (\$800-820 weekly for a 40 hour work week)

**SF | Careers**[SF.GOV](#) [SF | DHR](#)

## Career Opportunity

# Camp Assistant - Summer Day Camps 2023 (3264)

Recruitment: REF20710L

*Published: January 28, 2023*

### Contact:

**Katherine Dere** - [katherine.dere@sfgov.org](mailto:katherine.dere@sfgov.org)

**Dorothy Young** - [dorothy.s.young@sfgov.org](mailto:dorothy.s.young@sfgov.org)

### Apply Now

Apply using SmartRecruiters, the City and County of San Francisco's application portal [Learn More](#)

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**Department:** Recreation & Park Commission

**Job class:** [3264-Camp Assistant](#)

**Salary range:** \$39,598.00 - \$40,716.00

**Role type:** Temporary Exempt [What does this mean?](#)

**Hours:** Full-time

### About:

**Department:** Recreation & Park Commission

**Job class:** 3264-Camp Assistant

**Salary:** \$19.0375/hour

**Role type:** Temporary Exempt

**Hours:** Part-time

**NOTE A:** Applicants must complete the [supplemental questionnaire](#) found in the Additional Information section of this job announcement in addition to applying. Only applicants who submit **both an application AND supplemental questionnaire** will be considered for participation in the department's selection process.

**NOTE B:** This position is for [San Francisco summer day camps](#), **not** Camp Mather located in the Yosemite Valley. If you are interested in a position at Camp Mather, please search "Camp Mather" on [careers.sf.gov](https://careers.sf.gov).

**Contact:** For questions about this position or how to apply, please contact Dorothy Young ([dorothy.s.young@sfgov.org](mailto:dorothy.s.young@sfgov.org), 415-831-2762) or Katherine Dere ([katherine.dere@sfgov.org](mailto:katherine.dere@sfgov.org), (415) 831-2705).

**Application Opening:** **December 31, 2022.**

**Application Deadline:** Apply before **April 1, 2023**, to get the best chance at assignments. This announcement *may* close at any time, but not before **May 1, 2023, at 4:30 pm.**

**Period of Employment:** Mid/late May to August 12, 2023, COB. Later start dates will depend on camp operations and the number of individuals hired for each assignment. Candidates can request an assignment [via the supplemental application](#), but please note that SF Recreation staff will make the final decision based on operational needs.

**Hourly Rate:** \$19.0375

**Application Status:** This is an ongoing recruitment for a TEX As Needed Civil Service appointment under Charter Category 16. It will never become a permanent City job. This particular announcement may be subject to temporary closure/suspension for screening and hiring purposes.

If you have a minimum of 500 verifiable hours working in the recreation field and you are interested in a Temporary As Needed position as a Recreation Leader in San Francisco, please apply for the 3279 Recreation Leader – San Francisco Summer Day Camps position.

**Appointment Type:** This recruitment is for a Temporary Exempt (TEX), as-needed appointment. This position is exempt from the Civil Service examination process pursuant to the San Francisco Charter Section 10.104 and shall serve at the discretion of the Appointing Officer.

## **About:**

Amid a dynamic and ever-evolving urban landscape, the [San Francisco Recreation and Park Department](#) stewards one of the premier urban park systems in America. San Francisco recently became the first city in the United States for which 100% of its residents live within a ten-minute walk of a park. Considered by San Franciscans to be one of the City's most popular and effective public agencies, our Department manages and maintains more than 225 parks, playgrounds, and open spaces in San Francisco, including two outside of city limits: Sharp Park in Pacifica and Camp Mather in the High Sierras. Our 4,100-acre system includes 24 recreation centers, 9 swimming pools, 5 golf courses and numerous athletic facilities, including sports courts, ball diamonds, soccer fields and gymnasiums. Included in the department's responsibilities are Golden Gate Park, Coit Tower, the Marina Yacht Harbor, the Palace of Fine Arts, and TPC Harding Park golf course.

More than 2,000 talented individuals are part of our team, from gardeners, foresters, and recreation leaders to park rangers, custodians, electricians, painters and more. Our core mission, as it has been throughout our history, is to provide opportunities for San Francisco residents and visitors alike to gather, play, learn, relax, and enjoy nature in the city.

## **Race and Social Equity Statement**

We believe that parks and open space in San Francisco provides the opportunity to model equitable access for all. With this belief, San Francisco became the first city in the United States for which 100% of its residents live within a ten-minute walk of a park. The Recreation and Park Department's goal is to close the gaps and improve equity and access to quality parks and open space, and recreation activities for historically marginalized communities.

We envision a department that proactively infuses racial and social equity in its internal operations. With a multi-disciplinary team of talented individuals - gardeners, recreation leaders, park rangers, custodians, craft shop personnel, park and recreation managers and more, the department is committed to doing its part to provide equitable access to parks and programs for all the communities we serve to enjoy, as well as foster a work environment where our differences are celebrated, and everyone has what they need to thrive regardless of their race, age, ability, gender, sexual orientation, ethnicity, or country of origin.

## **Role description**

### **Role Description**

During an action-packed Summer, Camp Assistants help our Recreation Staff run our Summer Day Camp programming through a wide variety of fun, cultural, educational and leisure/recreational/sports related activities in the City. Come join us, as we are seeking qualified

individuals to become Camp Assistants at our various facilities including Silver Tree (Glen Park) and Pine Lake (Wawona/Sunset). You will become a team member of a group of dedicated recreational professionals who seek to INSPIRE SF kids to Get Out and Play!

The primary job duties of a Camp Assistant are to assist, organize and coordinate check-in/out, set-up/clean/take down all the activities, prepare snacks/oversee lunch time, and help to overall supervise the camp participants. This is a great steppingstone for those seeking a temporary summer job in the world of Recreation.

There are 5 general camp areas for available assignments. Work hours will be approximately 8:00 am to 6:30 pm, depending on the specific camp, and including after-care hours. The period of employment will be primarily from mid/late May to mid-August. The names of some of the anticipated 2023 Day Camps are as follows:

**Community Services:** Mega Camp, Neighborhood Camps, Teen Camp, Early Child Recreations Camps, Everybody Plays (Therapeutic Rec camp for children with disabilities), etc.

**Cultural Arts:** Silver Tree, Pine Lake , Randall Camp, Harvey Milk Arts Camp, etc.

**Aquatics:** Sukahika (Lake Merced outdoor water camp), etc.

**Sports & Athletics:** Kezar Sports Camp, Track & Field, Baseball, Basketball, Girls' Sports, Shred N'Butter Skateboarding Camp, Tasters Choice, TLC Summer Explorers Camp, etc.

**Neighborhood Enrichment:** Herz Summer Camp, YoungBlood Coleman Camps, Garfield Camp, etc.

Note: Operational hours of each camp assignment are subject to change depending on the needs of the specific camp.

More information about all the SF REC Summer Day Camps can be found at SF Rec Online Registration website ([activecommunities.com](https://activecommunities.com)), including registration details.

## How to qualify

### How to Qualify

Anyone with a High School Diploma/GED qualifies. If you are graduating in June 2023, you must be a graduate by June 5, 2023, or by your tentative start date. Qualified candidates will be required to submit a copy of your diploma/GED during the final offer stage. We will also accept written confirmation by your high school counselor that you will meet the graduation requirements by your start work date.

## Desirable Qualifications

- Ability to work with people of varied age groups and backgrounds.
- Ability to communicate effectively in written and verbal form.
- Present a neat, clean appearance at all times
- Ability to relate to the camp participants in a friendly and helpful manner
- Previous experience in working/volunteering with Youth (ages 5-11)
- Previous customer service experience

## Additional Information

**Supplemental Questionnaire REQUIRED:** [Applicants must complete the supplemental questionnaire in addition to submitting an application.](#) Only applicants who submit **both an application AND supplemental questionnaire** will be allowed to participate in the department's selection process.

**Copy and paste the link here:** <https://forms.gle/GZmpzrNEPayW6diw9>

**Selection Procedures:** The selection process will include evaluation of applications in relation to minimum requirements. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. Depending on the number of applicants, the Department may establish and implement additional screening mechanisms to comparatively evaluate the qualifications of candidates. If this becomes necessary, only those applicants whose qualifications most closely meet the needs of the Department will be invited for an interview.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and up to date.

Interviews will likely be in-person in San Francisco, between February 27 and March 20, 2023, with optional remote accommodations if necessary.



**Education Verification:** Applicants are required to verify that they have attained a High School Diploma or GED, and may be required to submit verification of qualifying education at any point during the recruitment and selection process. Please visit the following link for more information: <https://sfdhr.org/how-verify-education-requirements>.

**Notes:** Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

## What else should I know?

All your information will be kept confidential according to EEO guidelines.

### Additional Information Regarding Employment with the City and County of San Francisco

- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

**Apply Now**



HUMAN RESOURCES

February 6, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise the Assistant Aquatics Coordinator Classification

## **BACKGROUND AND CLASSIFICATION**

The Parks, Recreation and Waterfront Department has requested that the City revise the Assistant Aquatics Coordinator job class specification.

Two other career Aquatics classifications, Aquatics Coordinator and Aquatics Facilities Supervisor, were revised in 2019 and the Assistant Aquatics Coordinator job class specification is the last career Aquatics position that needs to be revised and updated.

## **DISCUSSION**

The Parks, Recreation and Waterfront Department maintains the City's parks, playgrounds, pools, camps, community centers, and waterfront facilities; provides diverse recreation programs and special events throughout the year; delivers resident camps opportunities for youth, families, and seniors; operates the largest public marina on the Bay; and plans, designs, and constructs capital improvements to our parks, recreation and waterfront facilities and infrastructure.

The revisions include clarifying edits to the duties, knowledge and abilities so that the language reflects current aquatics programs and duties. In addition, updates were made to the certifications required under minimum qualifications to be both legally compliant and to attract well-qualified candidates. The lifeguard certifications required by Title 22, the first aid training requirements from the California Code of Regulations, were not included in the prior class specification, and have been added here. The lifeguard instructor certification was included to assure that the City can continue to train lifeguards to staff City facilities. In addition, two new "highly desirable" certifications have been added in pool operations and water safety instructor training, along with a requirement for a

California driver's license so that staff can travel between City pools. The changes are detailed in Attachment A.

The Aquatics Coordinator is primarily responsible for overseeing all aspects of the City's aquatics facilities (the actual physical infrastructure), staff and programs, with a focus on administrative duties (registration software, policies, marketing, budget, evaluations, etc.). The Aquatics Coordinator has two direct reports, the Aquatics Facilities Supervisor (AFS) and the Assistant Aquatics Coordinator (AAQ). While the AFS focuses on maintenance and pool infrastructure, the AAQ focuses on programming and staff (creating and supervising aquatics programs and staff training), not facilities. The certifications required for each position are similar because, although the Aquatics Coordinator may not directly run programs and facilities, they must have a thorough knowledge of how these programs and facilities and operate, in order to oversee them effectively.

## **RECOMMENDATION**

The Personnel Board is requested to approve the following:

1. Revise the classification

### Attachments:

- A. Assistant Aquatics Coordinator classification with revisions
- B. Organization Chart

cc: Scott Ferris, Director, Parks, Recreation and Waterfront  
Christina Erickson, Deputy Director, Parks, Recreation and Waterfront  
Denise Brown, Recreation & Youth Services Manager, Parks, Recreation & Waterfront

[Internal](#)

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# Assistant Aquatics Coordinator

Class Code:  
25860

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

CITY OF BERKELEY  
Established Date: Dec 1, 1988  
Revision Date: Oct 9, 2008

## SALARY RANGE

\$29.71 - \$34.55 Hourly  
\$2,376.68 - \$2,763.66 Biweekly  
\$5,149.47 - \$5,987.94 Monthly  
\$61,793.68 - \$71,855.26 Annually

## DESCRIPTION:

### DEFINITION

Under general supervision, assists in the planning, coordination and supervision of City aquatics centers and aquatics programs; performs related work as assigned.

### CLASS CHARACTERISTICS

This class is responsible for assisting with the organization and direction of City aquatics programs. Incumbents assist in planning, directing and implementing City wide water sports and aquatics center activities. Specialized knowledge of advanced swimming techniques and acceptable standards and methods of pool maintenance and water quality control is required. This class is distinguished from Aquatics Coordinator in that the latter has overall supervisory responsibility for City aquatics centers and aquatics programs.

## 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

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an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assists in aquatics center and program planning, organization and implementation;
2. Recommends staffing, coordinates staff assignments and program scheduling and participates in the recruitment, interviewing, testing and training of new staff;
3. ~~Participates in the ongoing training and readiness of the aquatics team for programming and emergency response~~ emergency response and;
3. Completes staff evaluations and organizes training and safety practices sessions;
4. ~~Writes staff~~ Creates staff training materials;
5. Monitors the progress and effectiveness of aquatics programs and recommends necessary improvements;
6. ~~Updates brochures and poster layouts, prepares mailing lists and arranges for publicity in local media~~ Creates and updates maintains various advertising documents, including fliers, brochures, press releases, and other marketing materials;
7. ~~Sets up fund raising events and activities such as swim a thons;~~
8. Organizes trains, and directs volunteers for specialized aquatics programs and events;
9. ~~Provides volunteer training and organizes recognition events;~~
10. Surveys program participants to develop program feedback;
11. Monitors the collection and deposit of program receipts;
12. Handles aquatics section payroll and prepares periodic program reports;
13. Participates in the preparation of program budgets and quarterly reports;
14. Monitors supply needs and requisitions necessary supplies, materials and equipment;
15. Plans, organizes, schedules and staffs aquatics programs and coordinates swim team and program schedules;
16. Enforces safety and operating procedures at Aquatic Facilities; on an assigned basis supervises a City aquatics center and lifeguards as necessary;
17. Sets up aquatics facility rentals;
18. Performs pool and pool area maintenance checks ~~for aquatics centers and observes program and staff activities;~~ Communicates needs for higher level maintenance to the Aquatics Facilities Supervisor or Aquatics Coordinator.

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19. ~~Participates in special maintenance and "clean up" projects. Utilizes technology for various areas of aquatic operations including registration, facility rentals, staff scheduling, facility inspections, and staff training/certification tracking.~~

20. Perform related duties as assigned.

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## 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. Aquatics program activities, including swim instruction classes, swim ~~tournaments-meets~~ and aquatics sports;
2. Water safety and ~~life-saving~~Lifeguarding techniques;
3. ~~Cardio-Pulmonary~~Cardiopulmonary Resuscitation (CPR) and first aid techniques;
4. Modern swimming methods and instruction techniques;
5. Community aquatics program needs for all ages;
6. Basic supervisory principles and practices;
7. Rules and regulations pertaining to pool management and aquatics programs;
8. Basic principles of first aid and ~~eardio-pulmonary~~cardiopulmonary resuscitation (CPR);
9. Team sport scheduling, including selection and coordination of team schedules;
10. Pool maintenance and water chemistry.

Skill in:

1. Motivating and providing encouragement for participation in aquatics programs;
2. Implementing ~~multi-faceted~~multi-faceted aquatics programs;
3. Identifying community aquatics needs and recommending programs to fulfill them;
4. Planning, staffing and scheduling aquatics programs and events;
5. Performing life saving techniques, ~~eardio-pulmonary~~cardiopulmonary resuscitation and basic first aid;

[Internal](#)

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6. Exercising sound independent judgment within general policy guidelines;
7. Preparing clear and complete reports of program activities and other written correspondence;
8. Maintaining organized and accurate records of swim instruction classes and other aquatics programs;
9. Establishing and maintaining effective working relationships with those contacted in the course of the work.

## MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school and four (4) years of increasingly responsible experience in recreation or aquatics program planning, coordination or leadership which included one (1) year of lead experience in the principles and techniques of effective supervision. College level coursework in recreation, physical education or closely related field may be substituted for the experience on a year for year basis.

### OTHER REQUIREMENTS

~~Must possess a valid Water Safety Instruction Card which requires an advanced Life Saving Certificate and successful completion of first aid and Cardio Pulmonary Resuscitation (CPR) training.~~

~~[American Red Cross Lifeguard/First Aid/CPR/AED Certification](#)~~

~~[American Red Cross Title 22 Certification](#)~~

~~[American Red Cross Water Safety Instructor Certification](#)~~

~~[American Red Cross Lifeguard Instructor Certification required within 6 months of employment](#)~~

~~[Ability to obtain Certified Pool Operator Certification is highly desirable within 6 months of employment](#)~~

~~[American Red Cross Water Safety Instructor Trainer Certification is highly desirable](#)~~

~~[Ability to obtain American Red Cross Lifeguard Instructor Certification within 6 months of employment](#)~~

~~[American Red Cross Water Safety Instructor Trainer certification highly desirable](#)~~

~~[Valid California Drivers License](#)~~





# Aquatics Coordinator

Class Code:  
1008

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

CITY OF BERKELEY  
Established Date: Oct 8, 2008  
Revision Date: Feb 5, 2019

## SALARY RANGE

\$37.71 - \$43.78 Hourly  
\$3,016.80 - \$3,502.40 Biweekly  
\$6,536.40 - \$7,588.53 Monthly  
\$78,436.80 - \$91,062.40 Annually

## DESCRIPTION:

### DEFINITION

Under direction, the Aquatics Coordinator plans, organizes and supervises the implementation of the City's aquatics programs; performs related work as assigned.

### CLASS CHARACTERISTICS

This class develops, coordinates and supervises City aquatics programs including water sports, water safety and related aquatics center activities requiring specialized knowledge of advanced swimming techniques, and health and safety regulations. This class is distinguished from Recreation Program Supervisor in that the latter has overall responsibility for City aquatics and recreation centers' programs and activities.

## EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assists in the development and implementation of goals, objectives, policies, procedures, marketing and work standards for the aquatics section;
2. Develop plan, supervise and evaluate all aquatics programs including swim lessons, exercise classes, lap swim, and shower program;
3. Participates in the preparation and administration of the aquatics program budget;
4. Plan, organize, assign, direct, review and evaluate the work of staff, and assures accuracy of timecard submissions;
5. Participate in the selection of personnel and provides for their training and professional development;

6. Evaluate swimming skills and provide in-service training in advanced swimming techniques;
7. Develop and ensure enforcement of water safety standards;
8. Develop emergency procedures and train staff regarding the implementation of such procedures;
9. Assist with coaching and water safety training;
10. Confer with and provide professional assistance to City departments on aquatics programs and related matters;
11. Develop aquatics staff work schedules and directs subordinate staff in the daily activities and operations of City aquatics centers and aquatics programs
12. Develop new activity and program proposals to better meet the needs of the community; recommend fee schedules;
13. Evaluates aquatics programs and aquatics center services and recommends improvements;
14. Formulates and organizes program plans and schedules for seasonal and year-round swimming activities and oversee rental and registration activities;
15. Conduct inspections of aquatics centers and assist with routine maintenance including review of log books, check of water chemistry conduct backwashes, install equipment, cleaning of clogged drains and maintain chemical feeder;
16. Notify the Aquatics Facilities Supervisor of maintenance and repair needs to aquatics facilities;
17. Orders supplies and materials necessary to carry out programmatic activities;
18. Assess and recommend pool facilities capital improvement needs and secure budgetary cost estimates;
19. Work with facilities and Maintenance Staff to develop pool facility maintenance procedures;
20. Maintain contacts with neighborhood groups, schools, volunteers and other community groups and provide necessary coordination for programs and services, and prepares news releases, posters and brochures to publicize aquatics center programs and activities;
21. Ensure accurate collection and recordkeeping for program receipts and oversees rental and registration activities;
22. Prepare a variety of periodic and special reports related to aquatics center and aquatics program activities;
23. Maintain a presence at the pool site and an open work area where the staff and the public can report pool and/or aquatic issues;
24. Plan and participate in special events; and
25. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Philosophy, principles and practices, planning, development, administration, assessment and evaluation of aquatics programs;
2. Pool activities suitable for children, adults, senior citizens, and people with disabilities;
3. Red Cross approved water safety and life-saving techniques;
4. Cardio-Pulmonary Resuscitation (CPR) and first-aid techniques;
5. Modern swimming methods and instruction techniques;
6. Community recreation and swimming needs;
7. Principles and practices of effective employee supervision, including selection, training, evaluation and discipline;
8. Basic budgeting principles and practices;

9. Rules, regulations, codes and ordinances pertaining to the maintenance and operation of aquatics centers and aquatics programs;
10. Pool chemistry including chemicals used to disinfect water and maintain proper PH in a public pool.

Skill in and ability to:

1. Plan, organize, assign, direct, review and evaluate the work of staff;
2. Motivate and evaluate staff and provide for their training and professional development;
3. Implement goals, objectives, policies, procedures, work standards and internal controls;
4. Plan, organize and implement multi-faceted recreation and aquatics programs and activities;
5. Identify community swim program needs and recommend alternatives or enhanced programs;
6. Inspect and performing routine pool maintenance including pool water chemistry checks;
7. Exercise sound, independent judgment within general policy guidelines;
8. Perform life-saving techniques, CPR and basic first-aid;
9. Prepare clear, concise and complete written reports and correspondence and make oral presentations;
10. Maintain current knowledge of industry practices through professional literature and study;
11. Establish and maintain effective working relationships with those contacted in the course of the work;
12. Use computer based applications such as Microsoft Excel, Word, and Outlook, in addition to registration software.

## MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and five (5) years of increasingly responsible experience in recreation program planning and coordination which has included aquatics facility management, life guarding, swimming instruction or coaching, two (2) years of lead level directing. Supervisory or program management experience is desirable. College-level coursework in recreation, physical education or a closely related field may be substituted for the experience outlined above on a year-for-year basis. 30 semester units/45 quarter units will be considered equivalent to one year (2000 hours) of qualifying experience.

### OTHER REQUIREMENTS

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, maintenance of a valid California driver's license and satisfactory driving record is required.

Possession of a current American Red Cross Lifeguard/ First Aid certificate

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate.

Possession of a current American Red Cross Water Safety Instructor (WSI) Certificate or equivalent by date of appointment.

Possession of a current American Red Cross Lifeguard Instructor certificate within six months of appointment.

Must possess or obtain a Certified Pool Operator certificate within six months of appointment.

**CLASSIFICATION HISTORY:**

Established: 1988/11

Revised: 2004/05

Revised: 2019/02



# Aquatics Facilities Supervisor

Class Code:  
6004

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

CITY OF BERKELEY  
Established Date: Oct 7, 2008  
Revision Date: Mar 4, 2019

## SALARY RANGE

\$29.98 - \$36.45 Hourly  
\$2,398.40 - \$2,916.00 Biweekly  
\$5,196.53 - \$6,318.00 Monthly  
\$62,358.40 - \$75,816.00 Annually

## DESCRIPTION:

### DEFINITION

Under general direction, the Aquatics Facilities Supervisor plans, oversees and participates in the safe operation of swimming pools and adjacent facilities; performs related work as assigned.

### CLASS CHARACTERISTICS

This class plans, organizes, directs, supervises, and participates in the operations and maintenance of one or more swimming pools and adjacent facilities. This class assists in planning and implementation of aquatics programs, maintains records, and enforces safe pool practices. The Aquatics Facilities Supervisor is distinguished from the Aquatics Coordinator position in that the latter has overall supervisory responsibility for City aquatics centers and aquatics programs.

## 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. Ensure that City aquatics facilities are in compliance with local, state, and federal health and safety codes and regulatory law;
2. Maintain order and exercise crowd control when warranted;
3. Complete regular pool maintenance: testing of pool water, balancing chemicals in pools, maintaining records, conducting pool deck maintenance, monitoring functioning of equipment such as chemical feed and filtration systems;
4. Identify the need for and coordinate the maintenance, repair or replacement of pool equipment and facilities;

5. Ensure the proper opening and closing of aquatics facilities;
6. Assist in the planning, supervision and evaluation of all aquatics programs, including special events, drop-in programs, shower program, and swim instruction programs;
7. Recruit, train, supervise, and provide constructive feedback for staff and volunteers; coordinate assignments, orient staff on procedures and policies; prepare and conduct in-service training programs;
8. Report critical maintenance issues raised by staff, volunteers, or the public and document any actions taken to resolve the issues;
9. Ensure the accuracy of staff time cards;
10. May serve as a lifeguard, coach, or instructor of any and all aquatics or water-safety programs including assistance with registration, cashiering, and locker room responsibilities;
11. Monitor supply needs and order necessary supplies, materials, and equipment and set up aquatics facility rentals, and
12. Perform related duties as required.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. All subjects covered in the National Recreation and Park Association Class on Aquatic Facilities Operator Class such as, but not limited to, health department considerations, pool circulation, filtration, heating and power, water chemistry, chlorine and chemical types, sanitation water testing pool problems and solutions, safety considerations, and preventative maintenance;
2. Modern, approved techniques of swimming instruction, and life guarding;
3. Basic supervisory principles and practices;
4. Swimming pool and facility maintenance practices;
5. Pertinent rules, laws, and regulations including but not limited to California Occupational Safety and Health Administration (CALOSHA), American with Disabilities Access (ADA) Laws and related state laws, City Ordinances, and Departmental Rules and Regulations;
6. CPR and first aid techniques;
7. Use of cash registers, and cash handling procedures;
8. Basic budgeting practices;

Skill in and ability to:

1. Motivate and lead staff;
2. Proficiently swim;
3. Organize training and safety practice sessions and provide training as required;
4. Maintain order and discipline at an assigned swimming facility;
5. Evaluate emergency situations and respond effectively and quickly;
6. Perform life saving techniques, including CPR;
7. Instruct children and adults in swimming techniques;
8. Inspect and perform routine pool maintenance and cleaning;
9. Prepare routine reports, and maintain pool and facility maintenance logs;
10. Use computer based applications such as Microsoft Excel, Word, and Outlook, in addition to registration software;
11. Establish and maintain effective working relationships with City staff, community groups, and the public.

**MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: High School graduation or equivalent plus a minimum of three (3) summer/seasons or 600 working hours in an organized recreational or educational program related to swimming pool management, swim instruction, lifeguarding, or coaching. Previous staff supervisory experience is desirable. Water Safety Instructor certification is desirable.

**OTHER REQUIREMENTS**

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, maintenance of a valid California driver's license and satisfactory driving record is required. Possession of a current American Red Cross Lifeguard/First Aide certificate. Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate. Possession of a Certified Pool Operator certificate by date of appointment.

**CLASSIFICATION HISTORY:**

Established: 1988/11  
Revised: 2004/05  
Revised: 2019/02



# Recreation Program Supervisor

Class Code:  
1186

Bargaining Unit: Public Employees Union,  
Local One

CITY OF BERKELEY  
Established Date: Oct 6, 2008  
Revision Date: Oct 6, 2008

## SALARY RANGE

\$43.23 - \$52.56 Hourly  
\$3,458.40 - \$4,204.80 Biweekly  
\$7,493.20 - \$9,110.40 Monthly  
\$89,918.40 - \$109,324.80 Annually

## DESCRIPTION:

### DEFINITION

Under direction, plans, supervises, organizes and directs recreation and athletic operations and programs, such as recreation and camp facilities and swimming pools; performs related work as assigned.

### CLASS CHARACTERISTICS

This class is a section head in the recreation division of the Parks Recreation and Waterfront Department responsible for the supervision and planning of the camps, sports and aquatic recreation programs for all age groups including teens. Provides both functional and technical supervision for assigned programs or facilities, uses broad discretion, and makes independent judgments within the overall policy guidelines established by the department. The programs include community sports and recreational events, teen centers, camp facilities, and swimming pools. This class is distinguished from the Recreation and Youth Services Manager, which is responsible for administrative and budgetary management of all City recreation activities and programs as well as for the other division programs.

## EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assists in the development and implementation of goals, objectives, policies, and procedures for the recreation sections;
2. Participates in the development of the section's budgets; provides detailed input into the budget preparation process for assigned programs and facilities;



3. Plans, organizes, assigns, directs, reviews and supervises the work of assigned staff; provides orientation to new staff and monitors staffing schedules; disciplines employees and reports the more difficult personnel issues to higher-level managers;
4. Directs the work of Recreation Coordinators and Aquatics Coordinators at parks and community recreation centers and observes program effectiveness;
5. Assists in the development of the work schedules for career part-time and non-career part-time Recreation and Aquatics Coordinators, Recreation Activity Leaders, and Sports Officials to ensure continuous services;
6. Identifies and analyzes community recreation needs and plans, implements and administers programs and services to fulfill those needs;
7. Develops and coordinates recreational activities and programs with other City departments and outside agencies;
8. Monitors developments related to recreation programs, evaluates their impact on operations, program effectiveness, and recommends or implements policy and procedural improvements, termination or program expansion;
9. Identifies funding sources and prepares grant applications and proposals;
10. Responds to inquiries regarding recreation programs and operations and resolves problems and concerns expressed by citizens and/or organizations;
11. Researches and gathers data for periodic and special reports for management review; justifies and documents recommendations with appropriate background data;
12. Represents the City in meetings with community agencies, boards and commissions and may act as staff or liaison to the City Parks and Recreation and Waterfront Commission; and
13. Performs related duties, as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of effective employee supervision, including selection, training, evaluation and discipline;
2. Principles and practices of recreation program planning, development, implementation and administration;
3. Principles of budgetary administration and control;
4. Principles, practices and methods of needs assessments and program evaluation;
5. Public recreation trends and community needs and resources;
6. Principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation and work standards;

7. Theories, principles, methods and equipment used in recreation operations and maintenance; and

8. Rules, regulations and ordinances pertaining to recreation programs and facilities.

Skill in and ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of assigned staff;
2. Select, motivate, and evaluate staff and provide for training and professional development;
3. Develop and implement goals, objectives, policies, procedures and work standards and internal controls;
4. Plan, organize and implement multi faceted recreation programs and activities;
5. Identify community recreational needs and recommend alternative or enhanced programs;
6. Exercise sound independent judgment within general guidelines;
7. Prepare, clear, concise and complete reports and other written correspondence; and
8. Establish and maintain effective working relationships with those contacted in the course of the work.

## **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 recreation, social science, business or public administration or a related field; and four (4) years of progressively responsible professional recreation administrative experience which has included budget and program development, of which at least two (2) years included supervisory responsibility. Additional experience in administering a recreation program may be substituted for the education on a year-for-year basis.

## **OTHER REQUIREMENTS**

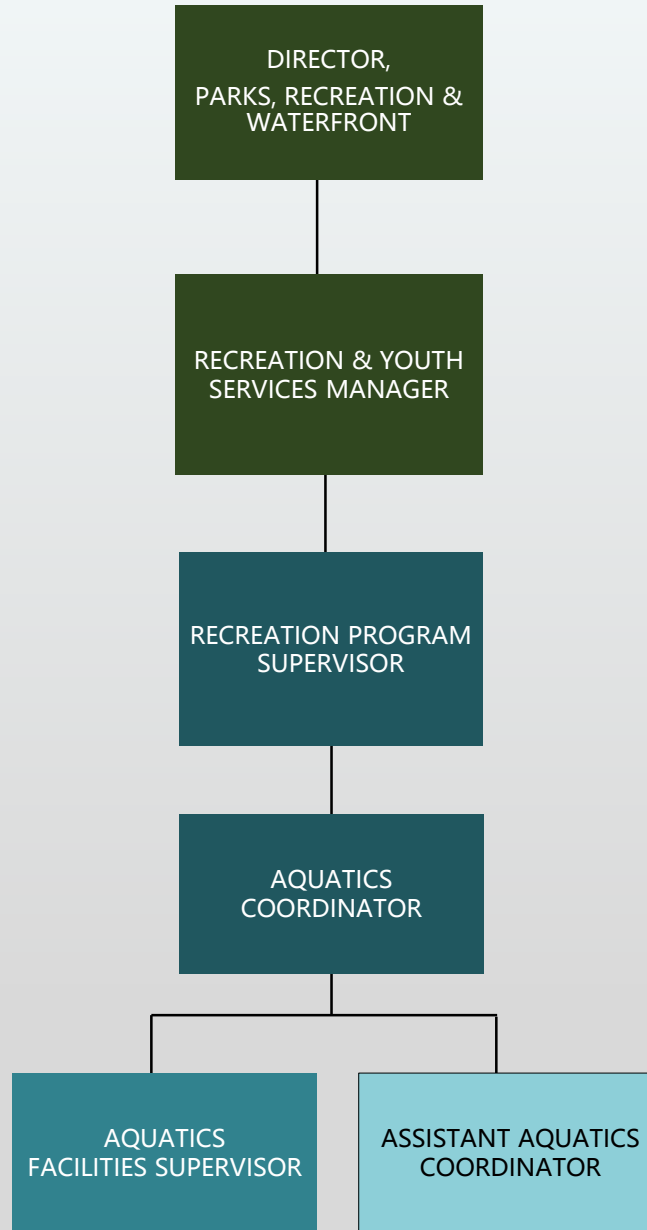
California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.

Must possess a valid California driver's license and have a satisfactory driving record. This classification requires the ability to travel within and outside of the City limits to perform assigned duties and responsibilities. This classification requires an ability to work variable hours including evenings, weekends and holidays as may be required to perform assigned duties and responsibilities.

# Parks, Recreation & Waterfront Department

## *Assistant Aquatics Coordinator*

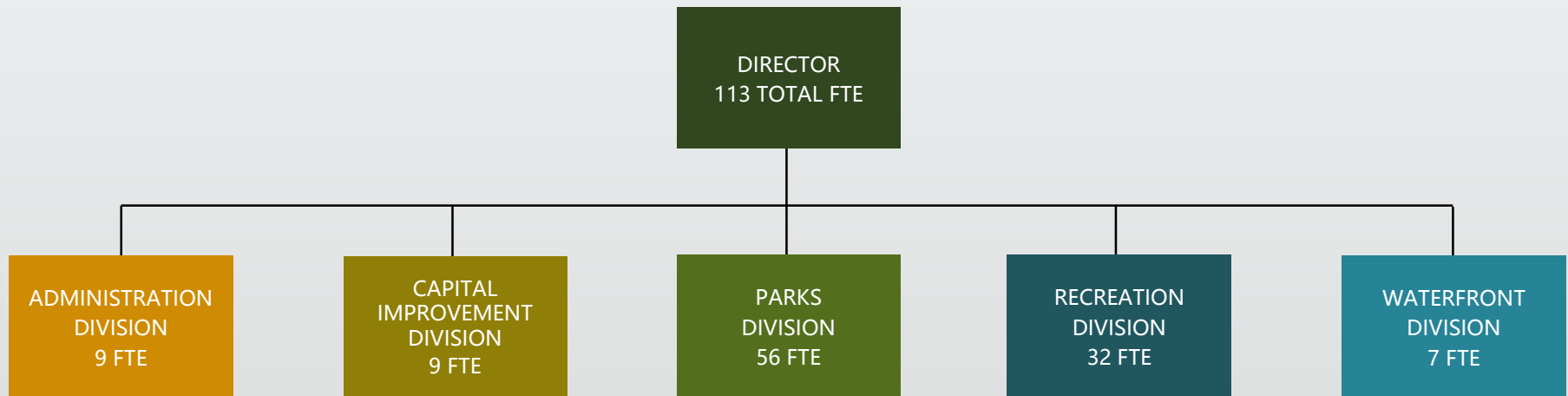
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# Parks, Recreation & Waterfront Department

FY23: TOTAL FTE 113

*Vacancies: 18 FTE, 16%*

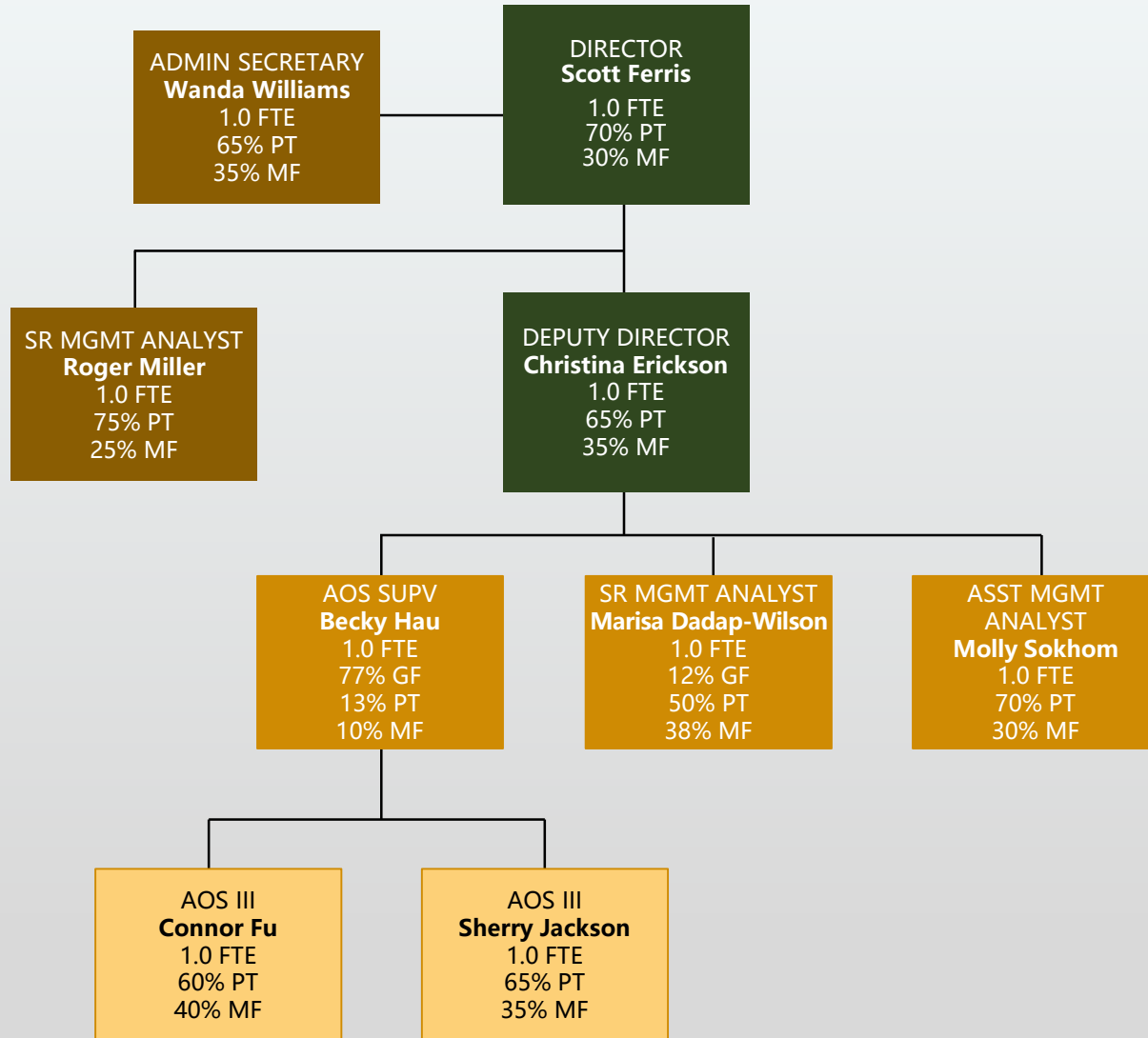


**Note: Total FTE count includes 4 project-based positions in Capital, Parks, and Waterfront.**

# Administration Division

FY23: 9 FTE

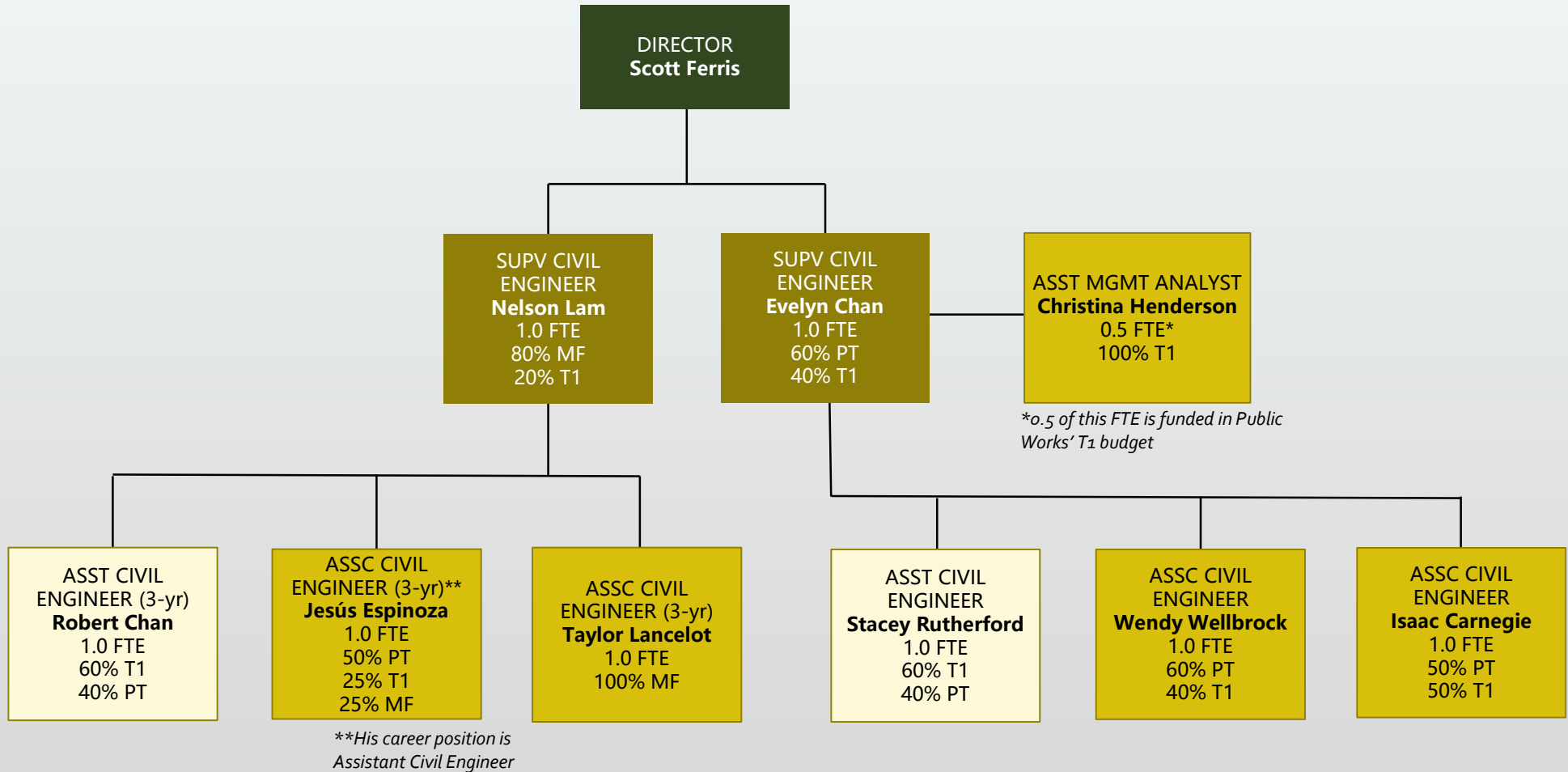
Vacancies: 0 FTE, 0%



# Capital Improvement Division

FY23: 9 FTE

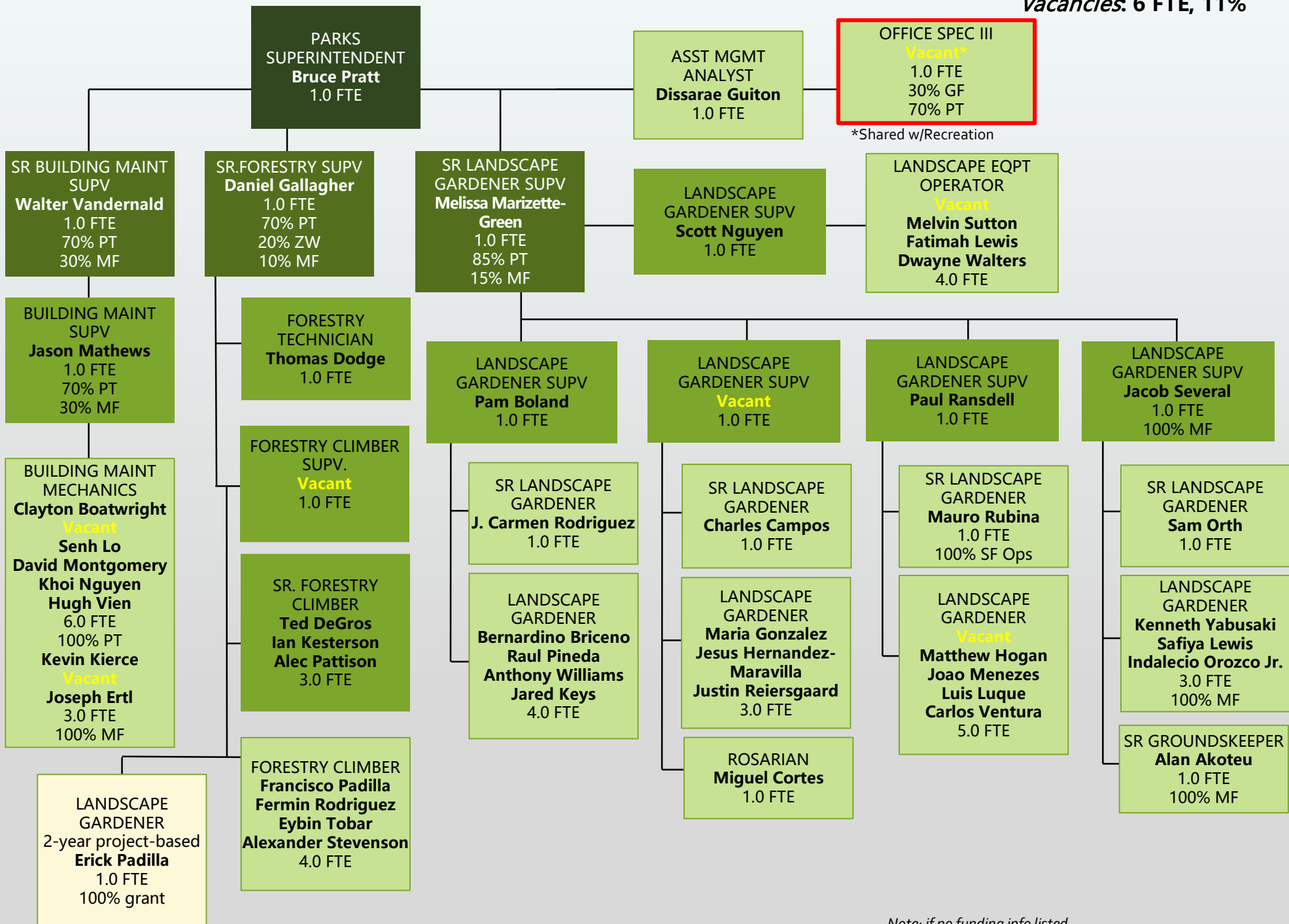
Vacancies: 1 FTE, 11%



# Parks Division

FY23: 56 FTE

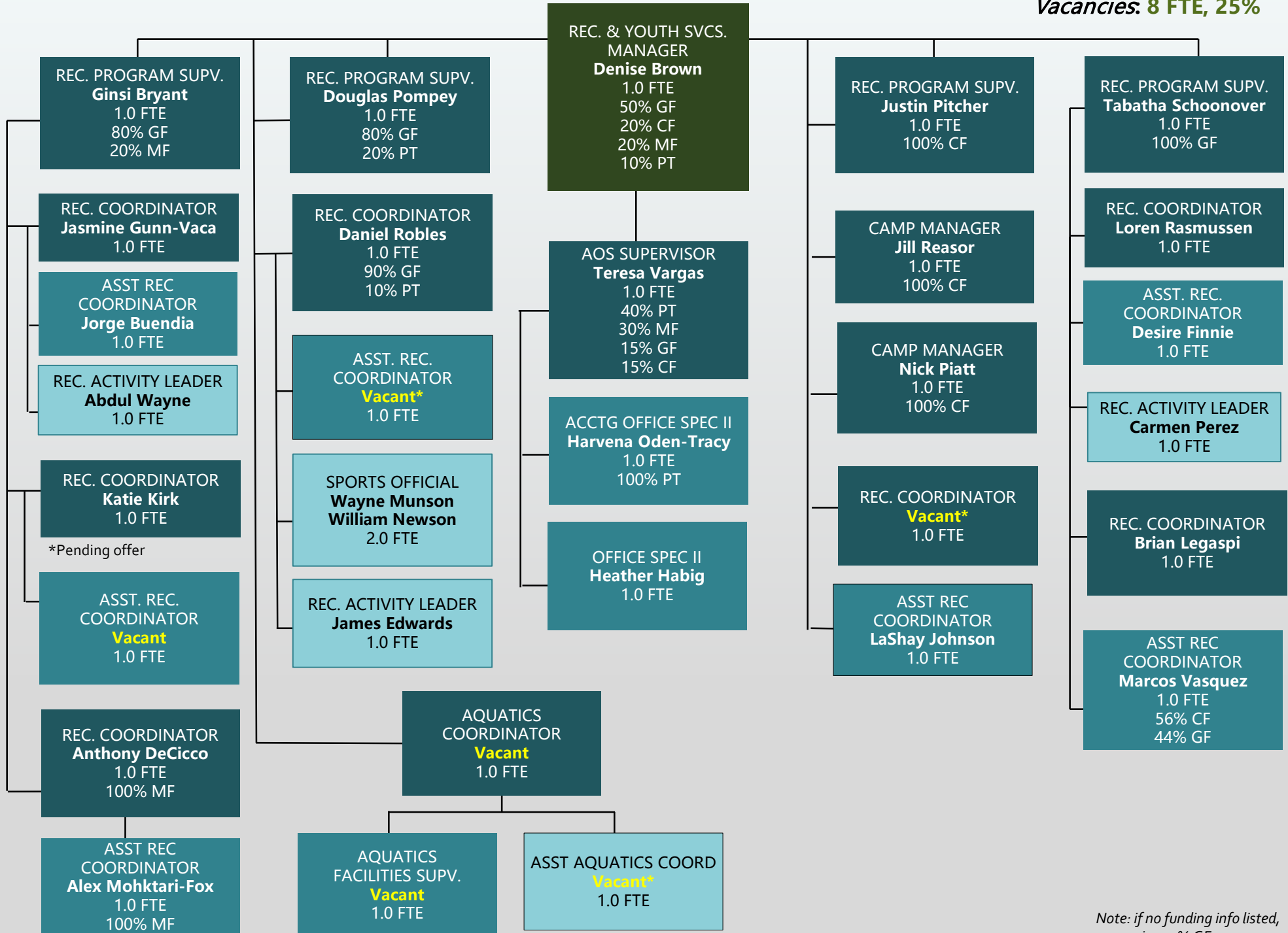
Vacancies: 6 FTE, 11%



# Recreation Division

FY23: 32 FTE

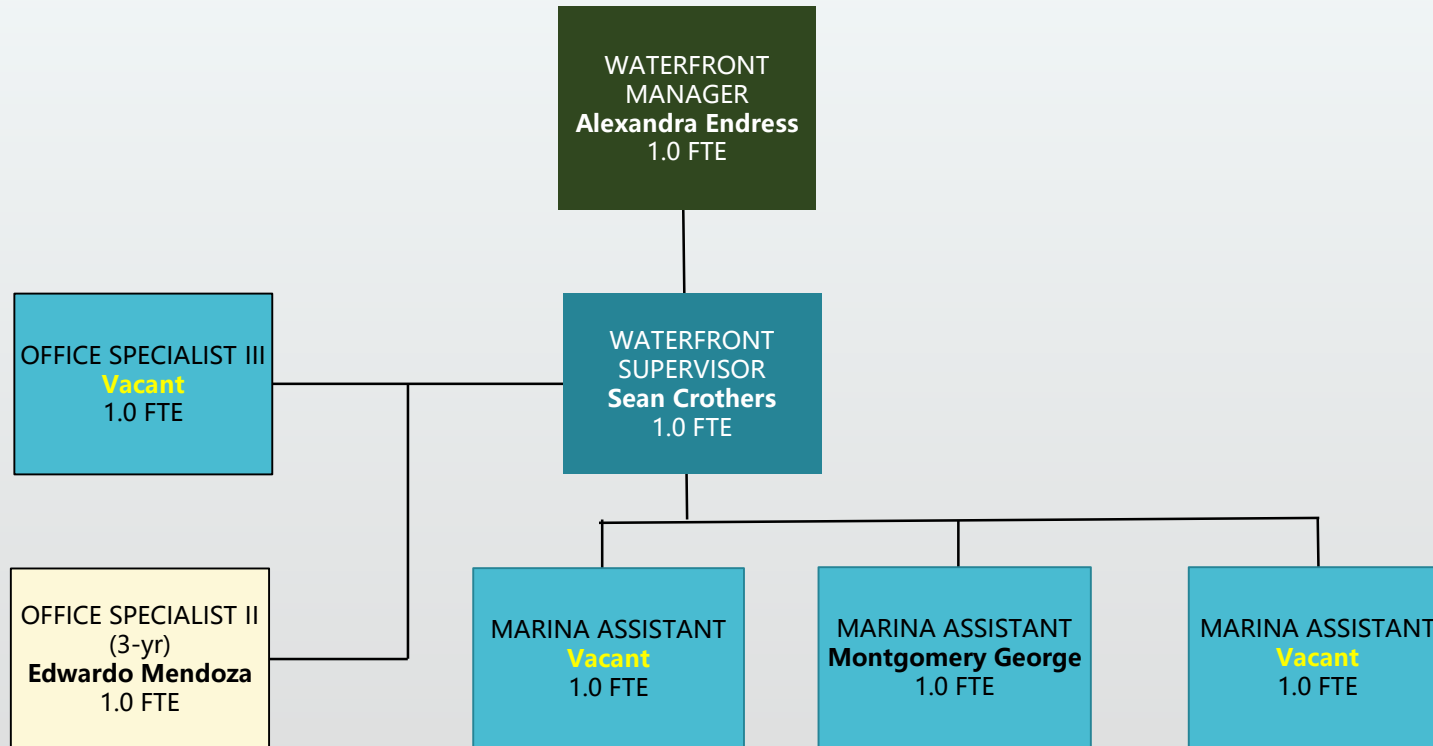
Vacancies: 8 FTE, 25%



Note: if no funding info listed, person is 100% GF



Vacancies: 2 FTE, 29%



Note: if no funding info listed, person is 100% MF



City Clerk Department

January 19, 2023

To: Members of Berkeley Boards & Commissioners  
From: Mark Numainville, City Clerk  
Subject: Update – Return to In-Person Meetings

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This memo provides an update on the return to in-person meetings for City boards and commissions.

The Governor stated that the Declaration of Emergency by the State of California for COVID-19 will end on February 28, 2023. The end of the Declaration of Emergency means that the exemptions to the Brown Act that allowed for virtual-only meetings of legislative bodies will also end. Starting on March 1, 2023, all legislative bodies in the State of California must meet in-person. There is no authority for any local jurisdiction to override or appeal this requirement in state law.

The responses from commissioners in the November 2022 survey regarding in-person meetings have been very helpful in determining the primary concerns of commissioners and what the City may be able to do to accommodate them. There was a range of responses and the City will not be able to accommodate every preference.

At this time, the City does not have the technical capabilities for commissions to meet in a hybrid format. All participation will be in-person at a physical meeting location. Information was provided to all commission secretaries regarding meeting locations that have large rooms in order to facilitate distancing and air flow. Larger meeting spaces was one of the top requests in the commissioner survey. Some commissions will have a new meeting location from where they met pre-pandemic. In addition, the North Berkeley Senior Center is serving as a warming center for unhoused persons through April and is not available for commission meetings until May.

More information will be provided at a later date regarding the recommended health and safety protocols for in-person commission meetings. These protocols will take into

account the responses of the survey, the recommendations of the Public Health Officer, and the protocols that have been used for recent in-person meetings of the City Council.

Ad-hoc subcommittees of City commissions are not considered legislative bodies under the Brown Act. Subcommittees do not have noticing requirements and may continue to meet virtually.

We understand that this is a significant change from the temporary virtual meeting format and procedures for commissioners, many of which may have joined commissions during the pandemic. The City will support your commission and your secretary in any manner possible within the constraints of state law and available resources.

cc: Department Directors  
Commission Secretaries

# *Berkeley Matters*

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



## *What's New*

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[EMPOWER WEBINAR -](#)  
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## 2023 Mileage Rate

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 January 1, 2023, will be 65.5 cents per mile, up 3 cents from 2022.



• **HR ADMINISTRATION**

ARAM KOUYOUMDJIAN, HR DIRECTOR

JESSICA LEWIS (ADMIN SUPPORT)  
JELEWIS@CITYOFBERKELEY.INFO  
510-981-6824

DAWUD BREWER, EMPLOYEE RELATIONS MANAGER  
DBREWER@CITYOFBERKELEY.INFO  
510-981-6821

MONICA WALKER, HUMAN RESOURCES MANAGER  
MWALKER@CITYOFBERKELEY.INFO  
510-981-6818

• **EMPLOYEE RELATIONS**  
• **LRCC**

DAWUD BREWER (EMPLOYEE RELATIONS)  
DBREWER@CITYOFBERKELEY.INFO  
510-981-6821

KISMET TENG  
KTENG@CITYOFBERKELEY.INFO  
510-981-6804

• **WORKERS' COMP**  
• **ADA**  
• **LEAVES**

WORKERS' COMP (SUBMIT CLAIMS)  
HRWORKERSCOMP@CITYOFBERKELEY.INFO

CARI MCDONALD  
CMCDONALD@CITYOFBERKELEY.INFO  
510-981-6816

• **BENEFITS**

SOPHEA SHEPHARD  
SSHEPHARD@CITYOFBERKELEY.INFO  
510-981-6815

• **EEO MATTERS**

TAMELA HOPSON-DUDLEY  
THOPSON-DUDLEY@CITYOFBERKELEY.INFO  
510-981-6811

• **RECRUITMENTS**  
• **EXAMS/TESTS**

NATASHA MARTINEZ  
NMARTINEZ@CITYOFBERKELEY.INFO  
510-981-6820

JENEEN MILLER-EDENBURG  
JEMILLER@CITYOFBERKELEY.INFO  
510-981-6817

MICHELLE YOO  
MYOO@CITYOFBERKELEY.INFO  
510-981-6802

• **SAFETY**  
• **ERGONOMICS**  
• **CAL/OSHA**

KEVIN WALKER  
KWALKER@CITYOFBERKELEY.INFO  
510-981-6825

TRISA "VENUS" THOMAS  
VTHOMAS@CITYOFBERKELEY.INFO  
510-981-6819

• **TRANSACTIONS**

VELMA WALLACE  
VWALLACE@CITYOFBERKELEY.INFO  
510-981-6808

RIO TESS MUSNI  
RMUSNI@CITYOFBERKELEY.INFO  
510-981-6805

TIANA DICKSON  
TDICKSON@CITYOFBERKELEY.INFO  
510-981-6814

• **CITYWIDE TRAINING**

WILHELMINA PARKER  
WPARKER@CITYOFBERKELEY.INFO  
510-981-6823

For more information about what to expect during the hiring process and to apply online:



\*Applications must be submitted no later than 5pm on the closing date.

| <b>Recruitment</b>                                                                 | <b>Reason</b>       | <b>Type</b> | <b>Hourly Rate</b> | <b>Opening Date</b> | <b>Closing Date</b> |
|------------------------------------------------------------------------------------|---------------------|-------------|--------------------|---------------------|---------------------|
| <b>Accounting Manager</b><br>(Req#2023-01041)                                      | Retirement          | Competitive | \$62.65 to \$76.15 | Continuous          | Continuous          |
| <b>Accounting Technician</b>                                                       | Vacancy             | Competitive | \$37.38 to \$45.00 | December 19, 2022   | Continuous          |
| <b>Assistant Civil Engineer</b>                                                    | Vacancy             | Competitive | \$54.86 to \$66.35 | November 11, 2022   | Continuous          |
| <b>Associate Civil Engineer</b>                                                    | Vacancy             | Competitive | \$60.43 to \$73.02 | November 11, 2022   | Continuous          |
| <b>Behavioral Health Clinician I</b>                                               | Vacancy             | Competitive | \$41.55 to \$48.73 | Continuous          | Continuous          |
| <b>Behavioral Health Clinician II</b>                                              | Vacancy             | Competitive | \$45.76 to \$53.45 | Continuous          | Continuous          |
| <b>Community Development Project Coordinator</b><br>(Req#2022-00756E, 2021-00439E) | Promotion           | Competitive | \$50.42 to \$60.96 | August 1, 2022      | Continuous          |
| <b>Deputy City Attorney II/III</b><br>(Req#2022-00485E, 2022-00506E)               | Vacancy             | Competitive | \$67.50 to \$95.43 | Continuous          | Continuous          |
| <b>Electrician</b><br>(Req#2020-00113E, 2021-00095E, 2021-00353E)                  | Vacancy             | Competitive | \$48.29 to \$52.92 | Continuous          | Continuous          |
| <b>Epidemiologist</b>                                                              | Vacancy             | Competitive | \$41.70 to \$50.69 | Continuous          | Continuous          |
| <b>Fire Prevention Inspector (Sworn)</b>                                           | To Establish a List | Competitive | \$60.13 to \$66.29 | Continuous          | Continuous          |
| <b>Firefighter Paramedic</b>                                                       | Vacancy             | Competitive | \$32.18 to \$40.54 | Continuous          | Continuous          |
| <b>Firefighter Paramedic Lateral</b>                                               | Vacancy             | Competitive | \$32.18 to \$40.54 | Continuous          | Continuous          |
| <b>Marina Assistant</b><br>(Req#2020-00066)                                        | Promotion           | Competitive | \$32.96 to \$34.94 | Continuous          | Continuous          |
| <b>Mechanic</b><br>(Req#2021-00022E, 2021-00179E)                                  | Vacancy             | Competitive | \$44.60 to \$47.28 | Continuous          | Continuous          |
| <b>Mental Health Clinical Supervisor</b><br>(Req#2019-00213E)                      | Vacancy             | Competitive | \$50.56 to \$62.08 | July 4, 2022        | Continuous          |
| <b>Mental Health Nurse</b><br>(Req#2020-00083E, 2021-00263E)                       | Vacancy             | Competitive | \$57.22 to \$69.55 | July 20, 2020       | Continuous          |
| <b>Mid-Level Practitioner</b><br>(Req#2018-00129, 2019-00221, 2016-00265)          | Vacancy             | Competitive | \$58.04 to \$64.35 | Continuous          | Continuous          |

| <b>Recruitment</b>                                                                                     | <b>Reason</b>         | <b>Type</b> | <b>Hourly Rate</b>  | <b>Opening Date</b> | <b>Closing Date</b> |
|--------------------------------------------------------------------------------------------------------|-----------------------|-------------|---------------------|---------------------|---------------------|
| <b>Paramedic</b>                                                                                       | Vacancy               | Competitive | \$30.00 to \$45.00  | Continuous          | Continuous          |
| <b>Police Officer Lateral</b>                                                                          | Vacancy               | Competitive | \$52.76 to \$65.67  | Continuous          | Continuous          |
| <b>Police Officer Recruit</b><br>(Req#2021-00233E)                                                     | Resignation           | Competitive | \$43.18             | June 20, 2022       | Continuous          |
| <b>Psychiatrist</b>                                                                                    | Vacancy               | Competitive | \$90.52 to \$133.73 | Continuous          | Continuous          |
| <b>Public Health Nurse</b><br>(Req#2021-00096E)                                                        | Vacancy               | Competitive | \$53.36 to \$62.24  | Continuous          | Continuous          |
| <b>Public Safety Dispatcher I</b><br>(Req#2021-00280E, 2021-00251E)                                    | Vacancy               | Competitive | \$32.18 to \$35.17  | April 25, 2022      | Continuous          |
| <b>Public Safety Dispatcher II</b>                                                                     | Vacancy               | Competitive | \$45.98 to \$49.90  | Continuous          | Continuous          |
| <b>Registered Nurse</b>                                                                                | Vacancy               | Competitive | \$51.68 to \$57.28  | Continuous          | Continuous          |
| <b>Revenue Development Specialist I/II</b><br>(Req#2022-00891E, 2022-00890E, 2022-00889E, 2022-00888E) | Vacancy               | Competitive | \$48.42 to \$57.49  | December 19, 2022   | Continuous          |
| <b>Revenue Development Supervisor</b><br>(Req#2021-00085E)                                             | Resignation           | Competitive | \$51.63 to \$62.41  | December 19, 2022   | Continuous          |
| <b>Senior Behavioral Health Clinician</b>                                                              | Promotion             | Competitive | \$49.95 to \$58.31  | September 26, 2022  | Continuous          |
| <b>Senior Information Systems Specialist</b><br>(Req#2022-00543E)                                      | Retirement            | Competitive | \$48.56 to \$57.87  | Continuous          | Continuous          |
| <b>Senior Systems Analyst</b><br>(Req#2022-00995, 2022-00996)                                          | Vacancy<br>Retirement | Competitive | \$57.98 to \$70.62  | December 27, 2022   | Continuous          |
| <b>Service Technician</b>                                                                              | Vacancy               | Competitive | \$37.44 to \$39.73  | Continuous          | Continuous          |
| <b>Supervising Public Health Nurse</b>                                                                 | Vacancy               | Competitive | \$62.73 to \$73.65  | Continuous          | Continuous          |
| <b>Traffic Engineering Assistant</b><br>(Req#2022-00956E)                                              | Promotion             | Competitive | \$40.04 to \$43.90  | November 21, 2022   | January 31, 2023    |

**For more information about what to expect during the hiring process and to apply online:**



\*Applications must be submitted no later than 5pm on the closing date.

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

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

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

To have your name placed on the transfer list:



| Classification                                                                | Reason      | Department          | Contact                                                       |
|-------------------------------------------------------------------------------|-------------|---------------------|---------------------------------------------------------------|
| <b>Accounting Office Specialist III</b><br>(Req#2023-01082)                   | Promotion   | Finance             | Darryl Sweet @ 981-7329<br>Dsweet@cityofberkeley.info         |
| <b>Accounting Office Specialist Supervisor</b><br>(Req#2022-00652E)           | Vacancy     | Public Works        | Sean OShea @ 981-6306<br>Soshea@cityofberkeley.info           |
| <b>Accounting Office Specialist Supervisor</b><br>(Req#2022-00830E)           | Vacancy     | Finance             | Emily Teruya @ 981-7261<br>Eteruya@cityofberkeley.info        |
| <b>Accounting Office Specialist Supervisor</b><br>(Req#2022-00961)            | Vacancy     | Planning            | Steven Buckley @ 981-7411<br>Stbuckley@cityofberkeley.info    |
| <b>Administrative and Fiscal Services Manager</b><br>(Req#2022-00958)         | Vacancy     | Rent Board          | Deseana Williams @ 981-4949<br>DeWilliams@cityofberkeley.info |
| <b>Administrative and Fiscal Services Manager</b><br>(Req#2022-00983)         | Resignation | Planning            | Jordan Klein @ 981-7534<br>Jklein@cityofberkeley.info         |
| <b>Aquatics Facilities Supervisor</b><br>(Req#2022-00969)                     | Vacancy     | PRW                 | Denise Brown @ 981-6707<br>Dbrown@cityofberkeley.info         |
| <b>Assistant Civil Engineer</b><br>(Req#2022-00738E, 2022-00876E)             | Vacancy     | Public Works        | Daniel Akagi @ 981-6394<br>Dakagi@cityofberkeley.info         |
| <b>Associate Civil Engineer</b><br>(Req#2021-00332E, 2022-00735, 2022-00736E) | Vacancy     | Public Works        | Daniel Akagi @ 981-6394<br>Dakagi@cityofberkeley.info         |
| <b>Associate Civil Engineer</b><br>(Req#2023-01081)                           | Vacancy     | Public Works        | Kenneth Jung @ 981-7028<br>Kjung@cityofberkeley.info          |
| <b>Behavioral Health Clinician II</b><br>(Req#2023-01064)                     | Vacancy     | HHCS                | Allyson Nakayama @ 981-7620<br>Anakayama@cityofberkeley.info  |
| <b>Electrician</b><br>(Req#2021-00353E, 2021-00095E, 2020-00113E)             | Vacancy     | Public Works        | Aaron Baker @ 981-6452<br>Abaker@cityofberkeley.info          |
| <b>Library Specialist II</b><br>(Req#2023-01080)                              | Promotion   | Library             | Francesca Neveu Gibson<br>Fneveugibson@cityofberkeley.info    |
| <b>Office Specialist II</b><br>(Req#2023-01062)                               | Promotion   | HHCS                | Allyson Nakayama @ 981-7620<br>Anakayama@cityofberkeley.info  |
| <b>Office Specialist II</b><br>(Req#2023-01072)                               | Vacancy     | PRW                 | Denise Brown @ 981-6707<br>Dbrown@cityofberkeley.info         |
| <b>Senior Planner</b><br>(Req#2022-00822E)                                    | Promotion   | Planning (Projects) | Fatema Crane @ 981-7413<br>Fcrane@cityofberkeley.info         |
| <b>Senior Planner</b><br>(Req#2022-00823E)                                    | Vacancy     | Planning (Policy)   | Steven Buckley @ 981-7411<br>StBuckley@cityofberkeley.info    |
| <b>Solid Waste Truck Driver</b><br>(Req#2023-01049)                           | Promotion   | Public Works        | Leticia Jauregui @ 981-6362<br>Ljauregui@cityofberkeley.info  |

**Please note: The job information provided here is for the benefit of the City of Berkeley employees ONLY**



## Temporary vacancies with an eligible list

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

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

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

| Classification                                                       | Reason    | Department      | Contact                                                      | Duration      |
|----------------------------------------------------------------------|-----------|-----------------|--------------------------------------------------------------|---------------|
| <b>Community Development Project Coordinator</b><br>(Req#2023-01042) | Vacancy   | HHCS            | Joshua Oehler @ 981-5408<br>Joehler@cityofberkeley.info      | NTE 6 months  |
| <b>Community Development Project Coordinator</b><br>(Req#2023-01068) | Vacancy   | HHCS            | Michael Uberti @ 981-5114<br>Muberti@cityofberkeley.info     | NTE 6 months  |
| <b>Intern</b><br>(Req#2023-01047, 2023-01048)                        | Vacancy   | Human Resources | Natasha Martinez @ 981-6820<br>Nmartinez@cityofberkeley.info | NTE 12 months |
| <b>Mechanical Sweeper Operator</b><br>(Req#2023-01083)               | Promotion | Public Works    | John Hurtado @ 981-6484<br>Jhurtado@cityofberkeley.info      | NTE 6 months  |
| <b>Program Manager II - (EOS)</b><br>(Req#2022-00964)                | Vacancy   | Fire            | Keith May @ 981-5508<br>Kmay@cityofberkeley.info             | NTE 6 months  |

## Temporary vacancies without an eligible list

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

| Classification                                                              | Department | Contact | Duration | Opening Date | Closing Date |
|-----------------------------------------------------------------------------|------------|---------|----------|--------------|--------------|
| <b>Check back next week in the Berkeley Matters Recruitment Supplement!</b> |            |         |          |              |              |

If you would like to be considered for one of these vacancies please apply online:



To have your name placed on the transfer list:



For promotional only vacancies:



Please note: The job information provided here is for the benefit of the City of Berkeley employees ONLY

| <u>Type</u>         | <u>Name</u>               | <u>Classification</u>                     | <u>Department</u> |
|---------------------|---------------------------|-------------------------------------------|-------------------|
| <u>Appointments</u> | <b>Pedram Massoudi</b>    | Associate Traffic Engineer                | Public Works      |
|                     | <b>Kayla Sims</b>         | Accounting Office Specialist II           | Public Works      |
|                     | <b>Krystal Coleman</b>    | Community Service Specialist II           | HHCS              |
|                     | <b>Nicholas Rodriguez</b> | Police Officer Recruit                    | Police            |
|                     | <b>Kevin Monroy</b>       | Police Officer Recruit                    | Police            |
|                     | <b>Anthony Montero</b>    | Police Officer Recruit                    | Police            |
|                     | <b>Safiya Allen</b>       | School Crossing Guard                     | Public Works      |
|                     | <b>Samuel Greenberg</b>   | Legislative Assistant                     | City Council      |
|                     | <b>Jody Sanchez</b>       | Landscape Gardener                        | PRW               |
|                     | <b>Catherine Roseman</b>  | Community Service Specialist III          | HHCS              |
|                     | <b>Anthony Vergara</b>    | Building Inspector I                      | Planning          |
|                     | <b>Minu Sonali</b>        | Community Health Worker Specialist        | HHCS              |
|                     | <b>Grace Streltzov</b>    | Community Development Project Coordinator | HHCS              |
|                     | <b>Mariela Herrick</b>    | Community Development Project Coordinator | HHCS              |
|                     | <b>Diana Soungpanya</b>   | Office Specialist II                      | Fire              |
|                     | <b>Robert Hernandez</b>   | Environmental Compliance Specialist       | Public Works      |
|                     | <b>Nicholas Platt</b>     | Camp Manager                              | PRW               |
|                     | <b>Henry Bankhead</b>     | Deputy Director of Library Services       | Library           |
|                     | <b>Lara Mathers</b>       | Behavioral Health Clinician I             | HHCS              |
|                     | <b>Kellie Knox</b>        | Community Service Specialist III          | HHCS              |
| <u>Promotions</u>   | <b>Erika Barros</b>       | Office Specialist III                     | Public Works      |
|                     | <b>Shelialanna Harris</b> | Mental Health Program Supervisor          | HHCS              |
|                     | <b>On Ni</b>              | Accounting Technician                     | Finance           |
|                     | <b>Andre Kidd</b>         | Assistant Inspector                       | Planning          |
|                     | <b>Chinyere Keita</b>     | Library Specialist II                     | Library           |
|                     | <b>Theresa Shipp</b>      | Accounting Office Specialist III          | Public Works      |
| <u>Retirements</u>  | <b>Marian Dunn</b>        | Assistant Management Analyst              | Police            |

**CATASTROPHIC LEAVE REQUEST DONATION FOR CURTIS BRIAN**

CURTIS BRIAN HAS BEEN DEALING WITH A SERIOUS MEDICAL CONDITION AND HAS EXHAUSTED ALL OF HIS AVAILABLE LEAVE. ANY DONATIONS OF LEAVE WOULD BE GREATLY APPRECIATED BY CURTIS.

**CATASTROPHIC LEAVE REQUEST DONATION FOR DEON CATLETT**

DEON CATLETT HAS BEEN DEALING WITH A SERIOUS MEDICAL CONDITION AND HAS EXHAUSTED ALL OF HIS AVAILABLE LEAVE. ANY DONATIONS OF LEAVE WOULD BE GREATLY APPRECIATED BY DEON.

**CATASTROPHIC LEAVE REQUEST DONATION FOR WAYMAN BLOCKER**

WAYMAN BLOCKER'S SPOUSE HAS BEEN DEALING WITH A SERIOUS MEDICAL CONDITION AND HE HAS EXHAUSTED ALL OF HIS AVAILABLE LEAVE. ANY DONATIONS OF LEAVE WOULD BE GREATLY APPRECIATED BY WAYMAN.

**CATASTROPHIC LEAVE REQUEST DONATION FOR JONAH LOPP**

JONAH LOPP'S FAMILY HAS BEEN DEALING WITH A SERIOUS MEDICAL CONDITION AND HE HAS EXHAUSTED ALL OF HIS AVAILABLE LEAVE. ANY DONATIONS OF LEAVE WOULD BE GREATLY APPRECIATED BY JONAH.

**CATASTROPHIC LEAVE REQUEST DONATION FOR DAVID MONTES**

DAVID MONTES HAS BEEN DEALING WITH A SERIOUS MEDICAL CONDITION AND HAS EXHAUSTED ALL OF HIS AVAILABLE LEAVE. ANY DONATIONS OF LEAVE WOULD BE GREATLY APPRECIATED BY DAVID.



**IF YOU WOULD LIKE TO DONATE LEAVE, PLEASE CHECK YOUR MOU FOR ALLOWABLE DONATIONS AND COMPLETE THE LEAVE TRANSFER FORM.**

[\*\*CLICK HERE\*\*](#)

**LIST OF MANDATORY CITYWIDE TRAININGS - TO REGISTER**



| Training                           | Audience                                  | Completion Deadline                          |
|------------------------------------|-------------------------------------------|----------------------------------------------|
| Harassment Awareness (all staff)   | All City Staff                            | Ongoing, but no later than December 31, 2023 |
| Ethics Awareness                   | All City Staff                            | Ongoing, but no later than December 31, 2023 |
| Active Shooter Awareness           | All City Staff                            | Ongoing, but no later than December 31, 2023 |
| Harassment Awareness (supervisors) | City of Berkeley supervisors and managers | Ongoing, but no later than December 31, 2023 |
| Code of Conduct Series             | City of Berkeley supervisors and managers | Ongoing, but no later than December 31, 2023 |

**LIST OF UPCOMING CLASSES - TO REGISTER**



| Date & Time                     | Topic                                                               | Audience                      | Location             |
|---------------------------------|---------------------------------------------------------------------|-------------------------------|----------------------|
| February 14th                   | Drugs and Alcohol Training<br>(contact WParker@cityofberkeley.info) | All City Staff                | Online               |
| February 15th<br>1:00pm-4:00pm  | 3Cs Creating a Culture of Service                                   | All City Staff                | Online               |
| February 21st<br>9:00am-11:30am | Domestic Violence Awareness                                         | Supervisors and Managers only | Online               |
| February 21st<br>1:00pm-3:30pm  | Domestic Violence Awareness                                         | All City Staff                | Online               |
| February 22nd<br>9:00am-12:00pm | 3Cs Leader in Each of Us                                            | All City Staff                | Online               |
| February 23rd<br>9:00am-12:00pm | 3Cs Conflict Management                                             | All City Staff                | Tupelo Training Room |
| February 28th<br>12:00pm-1:00pm | Giving Effective Feedback                                           | All City Staff                | Online               |

Skilled Worker Academy (SWA) classes are held every Thursday, unless otherwise indicated in two streams with schedules as follows:

Stream A: 12:30pm-2:00pm

Stream B: 2:30pm-4:00pm

**FOR QUESTIONS PLEASE CONTACT WILHELMINA PARKER AT WPARKER@CITYOFBERKELEY.INFO**



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

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

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

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

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



**FOR COVID-19 VACCINATION POLICY & FACE COVERING FAQs.**



**EMPOWER 457 - CITY OF BERKELEY DEFERRED COMPENSATION PLAN**

HOW'S YOUR FINANCIAL WELLNESS STACKING UP?

FINANCIAL WELLNESS IS IMPORTANT AND MEANS DIFFERENT THINGS TO DIFFERENT PEOPLE. MANY INFLUENCES IN YOUR LIFE CAN AFFECT YOUR FINANCES – ESPECIALLY YOUR ABILITY TO SAVE FOR YOUR FUTURE. TO HELP KEEP YOUR LONG-TERM STRATEGY ON TRACK, CONSIDER HOW YOU CAN IMPROVE YOUR APPROACH TO THE FOLLOWING IMPORTANT AREAS:

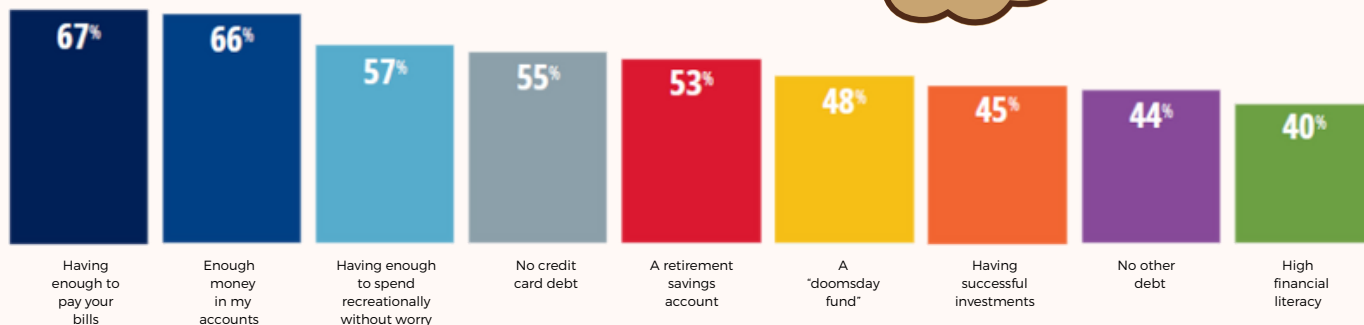
- CREATING AN EMERGENCY FUND
- REDUCING YOUR HIGH-INTEREST DEBT
- SAVING FOR LARGER PURCHASES

AS YOU BEGIN TO TAKE THESE STEPS, YOU MAY FEEL LESS STRESS RELATED TO YOUR FINANCIAL LIFE AND LIFE IN GENERAL. YOU CAN GET HELP WITH MANY AREAS OF YOUR FINANCIAL WELLNESS BY VISITING EMPOWER'S LEARNING CENTER. HERE ARE SOME FINANCIAL STRATEGIES PEOPLE RATE AS BEING THE MOST IMPORTANT TO THEIR PERSONAL FINANCIAL WELL-BEING.



**Schedule an appointment today to discuss your retirement savings account or you can email [jose.anaya@empower.com](mailto:jose.anaya@empower.com)**

[CLICK HERE](#)



WITH THE CALPERS 457 PLAN YOU BENEFIT FROM:

- CONTRIBUTIONS MADE THROUGH AUTOMATIC PAYROLL DEDUCTIONS
- PRE-TAX CONTRIBUTIONS AND TAX-DEFERRED GROWTH

LEARN MORE BY SCHEDULING A ONE-ON-ONE MEETING

**TO SCHEDULE AN APPOINTMENT ONLINE**

[CLICK HERE](#)

**OR YOU CAN EMAIL [NANCY.GARRITY@VOYA.COM](mailto:NANCY.GARRITY@VOYA.COM)  
OR CALL 888-713-8244 EXT.2**

## Join us for a live webinar on Retirement Myths

### Key takeaways:

- Account security, withdrawals, and more
- Fact vs. fiction on the following topics
  - Consolidating accounts
  - Loans

*To schedule a coaching session*



**Register for a live session by scanning one of the QR codes below**

**Tuesday, February 21, 2023**

**Thursday, February 23, 2023**

ENGLISH 12 P.M. ET



ENGLISH 1 P.M. ET



ENGLISH 3 P.M. ET



ENGLISH 4 P.M. ET



SPANISH 6 P.M. ET

