

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

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

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Personnel Board will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and 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/85417900435?pwd=UIZWTktCNXAOUzUxT0dLMExWbjNEdz09>. 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 1790 0435, Passcode: 120198.  
To submit an e-mail comment during the meeting to be read aloud during public comment, email [jelewis@cityofberkeley.info](mailto: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 October 3, 2022
- V. Recommendation to Revise the Police Aide Classification
- VI. Recommendation to Establish the Medical Director Classification

**INFORMATION ITEMS:**

- VII. Training Report - Updates Regarding COB Training & Organizational Development Program - Discussion Only
- VIII. Director's Report – Updates from HR Director – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

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

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be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. **SB 343 Disclaimer**: Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley CA.

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD MINUTES**  
**DATE: October 3, 2022    TIME: 7:00 P.M.**

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

**MEETING MINUTES**

I. Call to Order                    7:07 P.M.

II. Roll Call

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

Members Absent: Maya Karpinski

Staff Present: Donald Ellison (Interim Director of Human Resources); Jessica Lewis,  
Katherine Cabrera (Human Resources); Amelia Funghi (Animal Services  
Manager);

Public Attendance: None

III. Public Comments

Cordell: The Personnel Board should consider a retreat to go over expectations for  
2023. Approves the positions on the agenda.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on September 6, 2022.

**Action:** MSC: (Wenk/Dixon) to approve the minutes of the meeting on September 6, 2022.

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

V. Election of Vice Chair

**Action:** MSC: (Bartlow/Wenk) to nominate Bob Dixon as Vice Chair.

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

VI. Recommendation to Request for Extension of Temporary Animal Services Assistant

**Action:** MSC: (Wenk/Gilbert) to approve the Recommendation to Request for Extension of Temporary Animal Services Assistant.

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

**INFORMATION ITEMS:**

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

VIII. Copy of Berkeley Matters – Discussion Only

IX. Adjournment 7:39 PM



HUMAN RESOURCES DEPT.

November 7, 2022

To: Members of the Personnel Board  
From: Donald Ellison, Interim Human Resources Director  
Subject: Recommendation to Revise the Police Aide Classification

## **BACKGROUND AND CLASSIFICATION**

Rosie Jung, Sergeant at the Police Department, has requested that the City make minor revisions to the Police Aide job classification.

The Police Department has depended on Police Aides for several years to help with various tasks throughout the department. In addition, we've historically hired Police Aides after they graduate from high school to enter in a career in Law Enforcement and benefits both the department and employee.

Our goal is to increase our applicant pool for the police aide position. There have been several applicants that have been disqualified from the process because at the time of application they were in high school and not enrolled in college as required.

## **RECOMMENDATION**

The Personnel Board is requested to approve the following:

1. Revise the classification

Attachments:

- A. Police Aide classification with Track changes
- B. Organization Chart

cc: Rosie Jung, Police Sergeant  
Jeneen Miller-Edenburg, Associate HR Analyst



# Police Aide

Class Code:  
7012

Bargaining Unit: Unrepresented Classifications

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

## SALARY RANGE

\$18.33 - \$27.40 Hourly  
\$1,466.40 - \$2,192.00 Biweekly  
\$3,177.20 - \$4,749.33 Monthly  
\$38,126.40 - \$56,992.00 Annually

### DESCRIPTION:

#### DEFINITION

Under supervision, performs a wide variety of entry level, support and paraprofessional police services duties in a learning capacity; assists and observes Police Officers and non sworn police personnel; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is a sub entry level non civil service classification in which incumbents learn and gain additional qualifications in preparation for a career in law enforcement as a peace officer.

### 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. Operates police information equipment including computer systems, teletypes and telephones to enter and research information at the direction of an Officer or police civilian; assists in processing, packaging, labeling, storing and destroying property and evidence;
2. Photocopies, files, indexes and locates police records and related paperwork;
3. Rides with officers to observe and learn peace officer responsibilities and techniques;
4. Performs errands for the department such as transporting information and paperwork to court and district attorney offices;
5. Issues bicycle licenses and assists in processing of recovered stolen bicycles;

6. Provides traffic direction and control for special events, and
7. Performs related duties as assigned.

## KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Basic law enforcement terminology and concepts; and
2. Techniques for dealing with people of all socio economic levels under hostile and emergency situations.

Skill in:

1. Observing and accurately recalling places, names, descriptive characteristics and facts of incidents;
2. Remaining calm and controlling own emotions in tense situations;
3. Establishing and maintaining effective working relationships with those contacted in the course of the work;
4. Preparing clear and concise reports, records and other written materials, and
5. Understanding and following oral and written directions.

Ability to:

Learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

## MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school, current enrollment and in good academic standing at a college or university with a minimum of 6 units (at the time of appointment); ~~and~~ ~~previous volunteer or paid experience with~~ ~~high has included~~ public contact 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. Must be eighteen years old, possess satisfactory hearing capabilities and visual acuity of at least 20/100 correctable to at least 20/30 in each eye, and be able to meet physical and background standards.

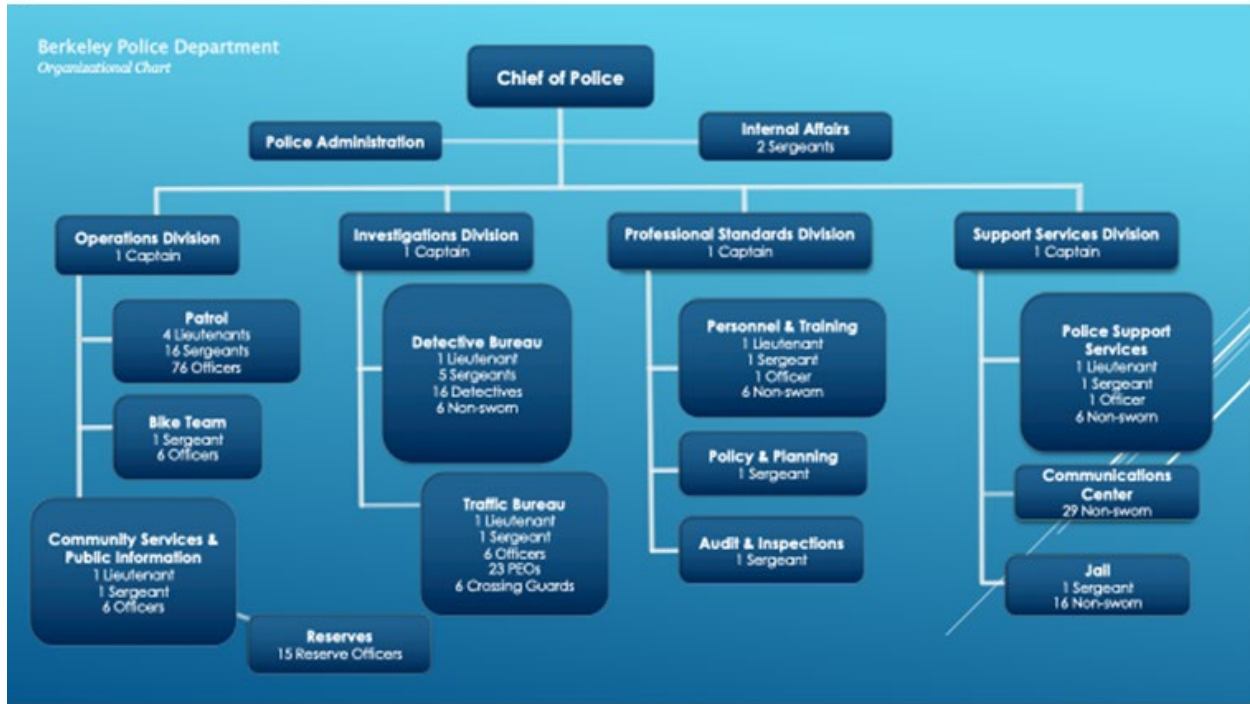
**CLASSIFICATION HISTORY:**

Created: 1988-12

Revised: 2000-09

Revised: 2014-07 (changed class code from 81170)





The police aids would fall under the sergeant in the Personnel and Training Bureau



Human Resources Dept.

November 3, 2022

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director of Human Resources

Subject: Recommendation Establishing the Medical Director Classification

## **BACKGROUND**

Human Resources needs to establish the career classification of Medical Director within the Department of Health, Housing and Community Services to assist in providing services to the community. Input from the Manager of Public Health Services, Senior Managers from Health, Housing, & Community Services, and Part-Time Physician were considered in developing this classification.

## **DISCUSSION**

The Department of Health, Housing and Community Services (HHCS) is organized in an Office of the Director and five divisions which support the Department's mission: Aging Services, Housing and Community Services, Environmental Health, Mental Health, and Public Health. The Public Health Division (PH) strives to achieve health equity in Berkeley by creating environments that optimize health and well-being for all, and through community-based partnerships. PH provides health education and promotion for tobacco cessation, cardiovascular/heart health, childhood health and nutrition, oral health, and adolescent health. The Division oversees and provides adolescent health services at the Berkeley High School and Berkeley Technology Academy Health Centers, immunization clinics for both adults and children, and provides maternal and child health services including prevention programs and targeted case management.

The proposed Medical Director classification would develop, plan and implement medical-related Public Health Division goals and objectives. Additionally, the Medical Director would support the City's health education and services within the community. A licensed physician is required to sign certification statement of compliance to state and federal provisions, needed to operate the various public health clinics throughout the City.

Therefore, staff recommends that the Personnel Board establish the Medical Director

classification to enable the Public Health Division to continue providing services and partnerships within the community.

## **SALARY**

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. With Bryce Consulting's recommendation, the staff is recommending a monthly salary range of \$15,671.76 – 17,802.72.

## **RECOMMENDATION**

1. The Personnel Board is requested to approve the following:

Establish the classification and salary range of Medical Director, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) effective November 8, 2022.

### Attachments:

- A. Medical Director Classification

cc: Monica Walker, Human Resources Manager  
Natasha Martinez, Senior Human Resources Analyst  
Jeneen Miller, Associate HR Analyst

## **MEDICAL DIRECTOR**

### **DEFINITION:**

Under direction, to provide medical oversight for the clinical operations of the Public Health Division; to coordinate activities with City departments and outside agencies; and to provide highly responsible and complex support to the Director of Health, Housing and Community Services.

### **CLASS CHARACTERISTICS:**

This is a single-position executive management classification. The Medical Director's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Public Health Division.

### **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. Develop, plan and implement clinical goals and objectives that are aligned with programmatic goals and objectives; recommend and administer policies and procedures;
2. Coordinate division's clinical activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence;
3. Participate in the development of the division's work plan; assign clinical work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
4. ; Assist in the selection, training, motivation and evaluation of personnel; provide or coordinate staff training; assist in conducting performance evaluations; assist in implementing discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division;
5. Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary;
6. Provide timely medical consultations, back-up by phone and email, and clinical training and assistance for Mid-Level Practitioners, Public Health Nurses, Registered Nurses and Program Managers during clinic/program operations;
7. Develop, approve, and monitor medical protocols for medical staff;
8. Serve as the Medical Director for various public health programs as needed, including signing certification statement of compliance to state and federal provisions.
9. In consultation with the Berkeley High School Health Center (BHSHC) Clinic Director or Program Managers, ensure implementation and adherence to medical protocols and procedures as well as any pertinent clinic policies;

## Classifications: Creation of Medical Director Classification

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10. Provide oversight in the clinical aspects of Continuous Quality Improvement for clinical staff at the various Program sites;
11. In collaboration with Program Managers, participate in clinical implications or impacts of administrative management decision-making;
12. Collaborate with Program Managers and clinical staff to ensure the accuracy of clinical medical records;
13. May conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications, when needed;
14. Provide MD license information, sign off on all applicable licenses and certificates, and standing orders;
15. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service;
16. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Medical science and its application;
2. Environmental and Public Health medical science and its application;
3. Federal, State and local laws governing public health, environmental health and pollution control;
4. Principles and practices of public health, including current trends in policy, treatment, prevention, education and related issues;
5. General medical practices of public health clinics;
6. Effective public and community relations;
7. Principles and practices of leadership, motivation, team building and conflict resolution;
8. Pertinent local, State and Federal laws, rules and regulations;
9. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
10. Principles and practices of organization, administration and personnel management;
11. Principles and practices of budget preparation and administration;
12. Principles of supervision, training and performance evaluation;
13. Public relations practices and techniques; public speaking;
14. Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

1. Providing sound medical direction representing several different professional disciplines;
2. Working with County, State, Federal, and local government officials in the establishment of coordinated and effective program of services to health clients;
3. Develop and implement division clinical policies and procedures;
4. Gain cooperation through discussion and collaboration;

## Classifications: Creation of Medical Director Classification

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5. Interpret and apply City policies, procedures, rules and regulations;
6. Supervise, train and evaluate assigned staff;
7. Meet critical deadlines; make decisions under pressure;
8. Prepare and give effective public presentations;
9. Prepare and present complex narrative and statistical reports, correspondence, and other documents;
10. Communicate clearly and concisely, both orally and in writing;
11. Operate and use modern office equipment including computers and applicable software;
12. Establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

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

Equivalent to a Doctorate of Medicine from an accredited college or university and five years of increasingly responsible experience in the practices of clinical medicine, including (2) years of experience as a licensed Physician working in a specialty area such as disease control and adult health or maternal and child health. Completion of a residency program in a related specialty area may substitute for the experience requirement. A degree in Public Health, experience in working with community groups, and Board Certification in a Medical Specialty relevant to public health are desirable.

### **OTHER REQUIREMENTS:**

Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.



Human Resources Dept.

November 7, 2022

To: Members of the Personnel Board

From: Wilhelmina Parker, Training Officer

Subject: Update Regarding City of Berkeley Training & Organizational Development Program

## **BACKGROUND**

This report is to inform the Personnel Board regarding activities of the City of Berkeley's Training and Organizational Development (T & OD) Program. The T & OD Program is staffed by Wilhelmina Parker, Training and Organizational Development Officer. Services provided by the Training and Organizational Development Program include:

1. Assessing training needs, designing curriculum, delivering training courses, evaluating training programs and providing miscellaneous organizational development services to departments. These include but are not limited to assessments, team building and other activities to enhance citywide productivity and morale
2. Development, coordination, administration, delivery, and management of the City of Berkeley City wide annual Training program(s) encompassing
  - a. Coordination, administration, monitoring and Management of state and federal Mandatory Training programs
  - b. Administration and Management of Skill & Employee Development Programs
3. Development and implementation of Strategic Organizational Development and Training projects such as the Skilled Worker Academy
4. Researching, evaluating, and selecting appropriate technological infrastructural and service delivery needs for administration of an effective citywide Training program
5. Developing, maintaining, and administering the three Citywide Tuition Reimbursement Programs
6. Provision of administrative oversight of the Citywide Ethics Program

## **SCOPE**

This report will focus on updates on Training activities which will cover the present time (November 2022) to the last report presented to the Personnel Board in November 2019.

## REPORT STRUCTURE

This report is organized as follows:

Date/ time frame/Section	Calibrating/Transition Event
<b>March 2020 and prior</b>	Life Before Covid: PRE-SIP: Formalized in Classroom Training program structure <sup>1</sup>
<b>COVID “event horizon”: March 2020</b>	<b>COVID “event horizon”: March 2020</b>
<b>April 2020-June 2020</b>	Triage Structures during Shelter IN Place <sup>2</sup>
<b>June 2020- December 2021</b>	Post SIP transitory training program structure developed, forward looking needs assessment calibrating for adjustment to “new normal” <sup>3</sup>
<b>January 2022-present</b>	Analysis, Design, Development, Implementation and Execution <i>Strategic Plan Training Initiative Skilled Worker Academy (launch date September 2022)</i> <sup>4</sup>
<b>June 2022 and ongoing</b>	Implementation and Rollout of the new City of Berkeley Training Plan <sup>5</sup>
<b>June 2022 and ongoing</b>	Revamp, expansion, and installation of the Citywide Ethics Committee <sup>6</sup>
<b>September 2022 and ongoing</b>	Online (blended learning) integrations <sup>7</sup>

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<sup>1</sup> Appendix 1

<sup>2</sup> Appendix 2

<sup>3</sup> Appendix 3

<sup>4</sup> Appendix 4

<sup>5</sup> Appendix 5

<sup>6</sup> Appendix 6

<sup>7</sup> Appendix 7



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## Narrative

<b>1. March 2020 and prior</b>	Life Before Covid: PRE-SIP: Formalized in Classroom Training program structure
<ul style="list-style-type: none"> <li>• The City of Berkeley’s training program included the 3 C’s (Customer Service, One City Team, and Continuous Learning) modules</li> <li>• These modules were predominantly taught by outside consultants</li> <li>• All trainings were delivered in an “in person” modality</li> <li>• Feedback was positive although staff requested periodic refreshing of dated content and variety in the topic modules, which seemed “repetitive”</li> </ul>	
<b>2. April 2020-June 2020</b>	Triage Structures during Shelter IN Place

On March 27<sup>th</sup>, 2020, the Training Division received the order to cancel all scheduled trainings for the remainder of the calendar year until further notice. Immediate focus of duties then shifted to “Essential Services- Provision of coaching and mentorship” via Connection Corners weekly interventions. With Human Resources deemed an essential service, the Training division assessed a key training need to keep city staff connected and alleviate a sense of negative isolation.

Between March 20, 2020, and June 10, 2020, the Training Division researched appropriate topics, developed interactive and engaging content, and successfully facilitated weekly “Connection Corners” modules open to all staff.

Hosted by the Training officer, these “Connection Corners facilitated a variety of scripted, unscripted, and planned activities intended to build motivation, strengthen, and connect staff who felt a need during the uncertain times of the initial days of the Shelter in Place. The program was extremely well received and was well recommended as instrumental (amongst other things) in allowing staff to feel connected, be given the opportunity to build camaraderie, and co-mentor and encourage each other to develop necessary strengths and competencies integral to build resilience imperative to weather this time. *Developed as a precursor and staff support towards the anticipated POST SIP Workplace.*

- (April 1, 2020-June 30, 2020) Developed, piloted/rolled out All staff/ Audience: Open to all Staff (1400)
- Modality: Zoom or Skype Video conferencing "Connection Corner" Weekly Check In, Frequency: Once a week. Wednesdays- Noon to 1
- Organized in 1 hour “Peer mentorship” modalities, the program was facilitated by the Training officer and structured over a dedicated zoom channel

### 3. June 2020- December 2021

Post SIP transitory training program structure developed, forward looking needs assessment calibrating for adjustment to “new normal”

Following the lifting of the SIP order, staff embarked on a hybrid work structure. In response, the Training Division launched a Needs Assessment to identify and develop present and evolving training needs and **on June 16<sup>th</sup>, 2021, rolled out a transitional reconfigured Training Program** with characteristics as follows:

- Integrated sensibilities to educate city staff about COVID- 19 and other related best practices
- Developed and rolled out by city staff who delivered “intimate” modules anchored by the City of Berkeley Strategic Plans 9 goals
- 100% virtual
- Created space for interpretation of citywide values (3C) with a backdrop of Shelter in Place

These modules were favorably received and evaluated highly for content as well as the convenience of provision of “space” for staff interactions enhancing morale and a sense of normalcy and camaraderie

### 4. January 2022present

Analysis, Design, Development, Implementation and Execution -*Strategic Plan Training Initiative Skilled Worker Academy (launch date September 2022)*

**BACKGROUND /VALIDATION**

A 2016 citywide Needs Assessment revealed that there are many excellent staff within the City of Berkeley who entered at the laborer/entry level: some without a high school diploma, bachelor’s degree and/or minus basic/beginner level reading, writing, grammar, computer skills. Over time, some of these staff gained invaluable experience in key arenas of value in their arena of competence however were excluded from career development and growth because of a lack of development and career mobility goals.

**“VISION LED” MISSION**

At the Government Alliance for Race & Equity Conference in August 2019, City Manager Dee Williams-Ridley spoke about the importance of “holding values such as Speaking to the few and ensuring that they feel included, focusing on Intentional leadership that Creates Race & Equity Collateral, modeling leadership “CHAT” – **C**ourage, **H**ope, **A**ction, and **T**iming.” This program is designed to provide OPPORTUNITY and access in alignment with the City Manager’s vision. With these goals in mind, the Training Division proposed the development and launch of the Skilled Workers Academy with proposed dimensions as follows:

**ELIGIBLE PARTICIPANTS**

1. All non- supervisory, non -management “Career” regular, benefitted employees 2.  
No current or pending disciplinary employment action

**Objectives:**

- Providing training with intent to increase “pass outcomes” for entry level/other classifications into higher classifications and building a collaborative and engaged dialogue to provide On the Job Training to support “pass” outcomes
- Developing alternative pipelines for career development for existing city staff leveraging internal & external resources **Outcome:**

In September of 2022, the Training division and a handpicked Planning group drawn from the Public Works and Parks, Recreation & Waterfront division rolled out the Pilot *Skilled Worker Academy*. The first cohort began classes in September 2022

**5. June 2022 and ongoing**

Implementation and Rollout of the new City of Berkeley Training Plan. In June 2022, the Training division rolled out a reconfigured Training program

**Modifications and integrations included:**

- Integrations for a Post Shelter in Place Workplace
- Guidance and sensibilities acknowledging the new telework environment
- Integration and systematizing the vagaries of the change dynamic and impact on staff
- Inclusion, belonging, and othering contextualized in the new digital age
- Integrations for Personal & Team Safety & Security
- Mitigating the impact of an external hostile adversarial force
- Integrations for a Zero Tolerance Drug & Alcohol-free Workplace
- Integrations reflecting Council edicts & Mandates & or State/Federal regulations

<ul style="list-style-type: none"> <li>• integrations for expansion of Training services citywide to constituents such as the Rent board and other City partners and collaborators</li> </ul>
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<p><b>6. June 2022 and ongoing</b></p>	<p>Revamp, expansion, and installation of the Citywide Ethics Committee</p>
<p>In June 2022, instructions were received from the City Manager’s Office to rejuvenate, relaunch, and resuscitate the Ethics committee which had been on hiatus</p> <p>Reformulation of the Committee ensued, and assignation of new tasks and deliverables identified including:</p> <ol style="list-style-type: none"> <li>1. Updated training expectations and requirements for all city staff and supervisors</li> <li>2. Integration of training encompassing Fair political practices</li> <li>3. Equitable processes to ensure staff without access to computers received access to training</li> <li>4. Coordination of supervisory ethics training for all supervisors</li> <li>5. Develop and launch Whistleblower policy and associated trainings</li> <li>6. Develop and launch Domestic Violence Policy and associated trainings</li> <li>7. Development of reporting metrics and structural template for regular updates to City Council and other stakeholders and constituents</li> </ol> <p>The committee has resumed work and new members are currently being recruited citywide for a robust committee structure</p>	

<p><b>7. September 2022 and ongoing</b></p>	<p>Online (blended learning) integrations September 2022 and ongoing</p>
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In 2022, several online and hybrid training modules were developed and rolled out citywide to facilitate state and local needs and mandates. These included:

- Harassment Awareness: All City Staff ○ Bifurcated for Line Staff & Supervisors
- Ethics Awareness: All City Staff ○ Bifurcated for Line Staff & Supervisors
- Active Shooter Awareness (All City staff)

**Next Steps:**

- All modules are on track for rollout citywide by November 1.
- An ancillary process for additional due diligence Supervisory Ethics training is being developed with hopes for citywide completion by Managers & Supervisors by Dec 31.
- The delivery modality will be a blended approach (Live, interactive, online training)
- Additionally, efforts are in place to ensure that staff without access to computers are provided access to these trainings. The issue of the modality for training provision is under discussion as the training division evaluates and tracks new COVID 19 cases as in person training opportunities are expanded

**Conclusion:**

It is an exhilarating time in the field of Training and Organizational Development. There is tremendous opportunity for the training and organizational development division to make a positive impact citywide. As of the writing of this report, all adjustments and modification recommended and implemented by the Training and Organizational Development function have been received with enthusiasm and reviews have been positive. An evaluation to assess efficacy of remaining implemented systems and structures is earmarked for First quarter 2023.

**Staffing limitations:** With a full-time staff of one, the City's training and organizational development function struggles to expand bandwidth to effectively support citywide training and organizational development goals and activities. Consequently, there is limited opportunity for in depth planning and evaluation, as well as risk factors associated with record keeping and data entry. Recommended staffing for the division are as follows:

<b>Position</b>	<b>Existing or New</b>
Training Officer	Existing
Analyst	New
Training administrative assistant	Existing <sup>8</sup>

**Environmental Effect:** Moving to a hybrid online training modality has reduced the environmental impact of Training. Reduction of paper printing, carbon emissions from driving will present manifold environmental benefits<sup>9</sup>.

<sup>8</sup> Though the training division has historically been budgeted for a full time Training officer and full-time administrative staff position, the administrative staff position has been vacant for over 4 years

<sup>9</sup> Expansion to a hybrid model requires a partial return to provision of refreshments and snacks being offered at trainings, as well as some hard copy training materials and resources.

## Cost and budgeting

Cost Savings were significant during SIP and as the city reduced dependence on training consultants. However, as the city moves into the blended/hybrid learning iteration of the City of Berkeley Training program(s) for calendar year 2022 and ongoing, costs are anticipated to trend higher due to technology and blended hybrid systems essential for the training function to operate satisfactorily.

Though significant cost efficiencies are currently garnered by launching and developing quality, customized in house training modules and partnering with seasoned consultancy partners who hold significant subject matter expertise in both the city of Berkeley's unique needs as well as hybrid training delivery systems, the city's capacity to recalibrate to "upskill" the current and future workforce will require an investment in Training and learning. Such an investment will result in a positive Return on Investment (ROI) as the city increases retention and reduces negative attrition.

Technological needs to support this work have been analyzed and integrated into the frame of thinking. At the writing of this report, negotiations are at near term to onboard Neogov Learn, which includes a Succession Planning component however other critical infrastructural, equipment and technology needs are yet to be assessed and will likely be a significant cost over prior years training and organizational development expenditure.

Future activities for Training and Organizational Development include:

- 
- Building a citywide expanded version of the Skilled Worker Academy (2023 calendar year through 2025)
  - Forecasting and identifying the new skill sets necessary to survive and thrive in this time
  - Building ongoing training for succession planning and career development for ALL staff classifications
  - Embarking on a technological and infrastructural training needs assessment

For further information on this report or other Training and Organizational Development functions, please contact Wilhelmina Parker, the City of Berkeley Training Officer via email at [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) or via telephone at 510-981-6823

**PART 1: PRE-SIP Training Program Structure; 3C City Wide Training Program; September 2019-March 2020**  
**Figure 1: All City 3C Training Program.** The table below describes the structure of the 2018-19 City of Berkeley Training Program.

Cluster: <b>Customer Service Audience: All City Staff (Baseline count=1400)</b>					
Module	Modality	Audience	Cost per head	Frequency	Trainer
<i>Creating a Culture of Service</i>	<i>In person</i>	<i>All staff</i>	<i>\$100</i>	<i>Annual</i>	<i>Consultant (CFOE)</i>
<i>Challenging Customer Service Situations</i>	<i>In person</i>	<i>All staff</i>	<i>\$100</i>	<i>Annual</i>	<i>Consultant (CFOE)</i>
<i>Advanced Conflict Resolution</i>	<i>In person</i>	<i>All staff</i>	<i>\$100</i>	<i>Annual</i>	<i>Consultant: (Featherston &amp; Assoc.)</i>
<i>Leveraging Differences</i>	<i>In person</i>	<i>All staff</i>	<i>\$250</i>	<i>Annual</i>	<i>Consultant: (Exec. Diversity)</i>
Cluster: <b>One City Team Audience: All City Staff (Baseline count=1400)</b>					
Module	Modality	Audience	Cost	Frequency	Trainer
<i>Harassment Prevention</i>	<i>In person</i>	<i>Staff, interns, volunteers</i>	<i>\$100</i>	<i>Biennial</i>	<i>Consultant (CFOE)</i>
<i>Collaborative Communication</i>	<i>In person</i>	<i>All staff</i>	<i>\$100</i>	<i>Annual</i>	<i>Consultant (CFOE)</i>
<i>COB 101</i>	<i>In person</i>	<i>All staff</i>	<i>\$0</i>	<i>Annual</i>	<i>City staff</i>
<i>Leader in Each of Us</i>	<i>In person</i>	<i>All staff</i>	<i>\$100</i>	<i>Annual</i>	<i>Consultant (CFOE)</i>
<i>Cyber Security Awareness</i>	<i>Online</i>	<i>All staff</i>	<i>\$0</i>	<i>Annual</i>	<i>Internal City staff</i>
Cluster: <b>Continuous Learning Audience: All City Staff (Baseline count=1400)</b>					
Module	Modality	Audience	Cost	Frequency	Trainer
<i>Professional Business Communications</i>	<i>In person</i>	<i>All staff</i>	<i>\$350</i>	<i>Annual</i>	<i>Consultant (CFOE)</i>
<i>Budget Basics</i>	<i>In person</i>	<i>All Staff/based on job</i>	<i>\$0</i>	<i>Annual</i>	<i>City Staff</i>
<i>Preparing Council Reports</i>	<i>In person</i>	<i>All Staff/based on job</i>	<i>\$0</i>	<i>Annual</i>	<i>City Staff</i>
Cluster: <b>Management Trainings Audience: All City Staff (Baseline count=1400)</b>					
Module	Modality	Audience	Cost	Frequency	Trainer
<i>ABC's of Hiring &amp; Examination Process</i>	<i>Online</i>	<i>All Managers</i>	<i>\$0</i>	<i>Annual</i>	<i>Video</i>
<i>Interviewing &amp; Selection</i>	<i>Online</i>	<i>All Managers</i>	<i>\$0</i>	<i>Annual</i>	<i>Video</i>

<i>New Mgr. Orientation</i>	<i>In Person</i>	<i>All Managers</i>	<i>\$500</i>	<i>@hire/promotion</i>	<i>Consultant (CFOE)</i>
<i>Prog. Discipline &amp; Investigations</i>	<i>In Person</i>	<i>All Managers</i>	<i>\$0</i>	<i>Annual</i>	<i>City Staff</i>
<i>Managing &amp; Supervising Diversity for Greater Inclusion</i>	<i>In person</i>	<i>All managers</i>	<i>\$500</i>	<i>Annual</i>	<i>Consultant: (Executive Diversity)</i>



**Part 3: Triage Structures during Shelter in Place**

**Cluster: Building Resilience - Life Skills Coaching Intensive**

1. Building resilience - "No island of one"
2. Resilience - "TAKING CONTROL"
3. Resilience: silver lining-innovation through crisis"

**Cluster: Adjustments for the long haul**

4. Relationships: Managing Conflict in Crisis
5. Visioning Forward
6. Tools towards peace
7. Mindfulness for Mind Management
8. Art of happiness

**Cluster: Customer Service & Professionalism Cluster after SIP**

9. Building happiness at work
10. Overcoming Procrastination
11. Team Work in Telework

1. April 1, 2020
  2. April 8, 2020
  3. April 15, 2020
  4. April 22, 2020
  5. April 29, 2020
  6. May 6, 2020
  7. May 13, 2020
  8. May 20, 2020
  9. May 27, 2020
  10. June 3, 2020
  11. June 10, 2020
- (12:30 p- 1:30 p)

Post SIP transitory training program structure developed, forward looking needs assessment calibrating for adjustment to “new normal”

**Part 4: Re-envisioning Training in the Era of Post SIP**

What is the desirable training program structure? Needs Assessment: June 1, 2020 and ongoing: Between April 30, 2020 and June 1<sup>st</sup> the Training Division launched an urgent Needs Assessment to evaluate the next iteration of Training of value to support the City of Berkeley navigate with resilience. This included analyzing the efficacy, present day and future forward relevance of mandated training, delivery modality and access constraints in anticipation of the Post SIP era. With goals to move the City of Berkeley Training Program to a hybrid online modality in a Post COVID 19 era, a city-wide training survey analysis was conducted with the following 3 step Training GAP analysis process

- *Start: April 30, 2020*
- *End: June 1, 2020*

Training Needs Assessment & GAP Analysis Structure				
Step 1	Step 2			Step 3
Current State	Visioning Forward			Strengths/Constraints & Resources Assessment
<ol style="list-style-type: none"> <li>1. WHICH skills are still needed?</li> <li>2. WHO needs to learn these skills?</li> <li>3. HOW can we offer these skills?                             <ol style="list-style-type: none"> <li>a. What do we need to ensure that it can happen? Technology etc.)</li> </ol> </li> </ol>	What skills are NOT represented?	<b>Priority:</b> <ul style="list-style-type: none"> <li>• 1: Need within 6 weeks</li> <li>• 2: Need within 3 months.</li> <li>• 3: Need within 6 months</li> <li>• 4: Need within a year</li> </ul>	Who needs these skills?	What are the characteristics to consider of the learner? Telecommuter, field staff, etc.?
				<ol style="list-style-type: none"> <li>1. Budgetary Constraints (an assumption was made about a DRASTIC need to cut all but the most minimal of costs of training)</li> <li>2. Strengths Assessment (What do we have that can be used?)</li> </ol> <p><i>Existing Training Systems/</i></p> <p><i>Infrastructures/ Human Capital</i></p>

		<ul style="list-style-type: none"> <li>a. Online (Neogov LMS)</li> <li>b. Linked In Learning</li> <li>c. In house designed/In house deployed</li> <li>d. Knowledgeable staff SME's willing to participate in training program with support to develop modules and convert to online modality</li> </ul>
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*City of Berkeley Training Program  
Update 9/2/2020*

*All trainings are provided over Zoom or electronic modality. All staff will sign on in Zoom which will act as registration. For staff who do not telework, Division Directors/department heads will be expected to facilitate a gathering of no more than 5 participants in adherence with provisos pertaining to Public Gatherings at work site. The training officer will coordinate review of the mandated training (live or recording) from a remote location (Zoom) and staff without capacity to telework will participate at the work site.*

1. **1<sup>st</sup> Wednesday of each month- COVID Training** "COVID-19 POSITIVE TEST: WHAT NEXT?" or "I'VE BEEN EXPOSED TO COVID-19: WHAT NEXT?" - Topic: COVID Awareness and Prevention Best Practices  
Every month on the First Wed, until Feb 3, 2021, 5 occurrence(s)

Oct 7, 2020 09:30 AM  
Nov 4, 2020 09:30 AM  
Dec 2, 2020 09:30 AM  
Jan 6, 2021 09:30 AM  
Feb 3, 2021 09:30 AM

Join Zoom Meeting: <https://us02web.zoom.us/j/82075803104?pwd=MVpzdTVidFhZMVdYjBPWGdLN2lLUT09>  
Meeting ID: 820 7580 3104. Passcode: 517900

2. **2<sup>nd</sup> Wednesday of each month skill level training (Open to all staff) @ 12:30 p:** Modality: <https://zoom.us/j/349548848>;
3. **4<sup>th</sup> Wednesday of each month Management Skill level training (Open to all managers and supervisors) @9:30 ZOOM -** <https://us02web.zoom.us/meeting/register/tZUtce6vqjguHd3inQ1BNOSw0GUjhwP5jXm7>.
4. **NEW SUPERVISOR ORIENTATION- 3<sup>rd</sup> Tues and Wed every 3 months (8a -5 p both days) Next occurrence is Oct 20<sup>th</sup> and 21<sup>st</sup>**

5. *New Employee Orientation 3<sup>rd</sup> Monday (quarterly) Next occurrence November 16<sup>th</sup> 2020*
6. *4<sup>th</sup> Thursday of the month at 10:00 am (Place holder for AD HOC trainings)- may be included as necessary based on staff emerging need*
7. *Program/Division Specific “in service” training: at program leadership convenience. Please email wparker@cityofberkeley.info*

**Training Calendar**

<b>Module</b>	<b>Audience</b>	<b>Rotation</b>	<b>Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework</b>	<b>Cost</b>	<b>Month</b>
<i>Managing the City of Berkeley Teleworker</i>	<i>Managers and Supervisors</i>	<i>4<sup>th</sup> Wednesday of each month</i>	<i>Values and Policy overview to administer and manage CoB teleworker program</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>JUNE</i>
<i>Team Work in Telework</i>	<i>Staff</i>	<i>2<sup>nd</sup> Wednesday of each month</i>	<i>Values and Policy overview to participate in CoB teleworker program</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	
<i>Operational Change Management Best Practices</i>	<i>Managers and Supervisors</i>	<i>4<sup>th</sup> Wednesday of each month</i>	<i>Review of three KEY components of Crisis Leadership in Change; analyze and discuss the success factors imperative to navigate these three KEY components; discuss a systems re-alignment approach for application to the City of Berkeley</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>JULY</i>
<i>Weathering Change</i>	<i>Staff</i>	<i>2<sup>nd</sup> Wednesday of each month</i>	<i>Best practices in weathering Change in Crisis</i>	<b>\$ Zero</b>	

<b>Module</b>	<b>Audience</b>	<b>Rotation</b>	<b>Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework</b>	<b>Cost</b>	<b>Month</b>
				<i>Materials developed and training facilitate by Training officer/in house City staff</i>	
<i>NEW EMPLOYEE ORIENTATION</i>  <i>8a-5p Monday (quarterly)</i>  <i>November 16<sup>th</sup> 2020</i>	<i>ALL NEW STAFF TO THE CITY</i>	<i>3<sup>rd</sup> Monday (quarterly) Next occurrence November 16<sup>th</sup> 2020</i>	<i>NAVIGATING THE LAY OF THE LAND</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>JULY 24</i>
<i>Ethics for managers</i>	<i>Managers and Supervisors</i>	<i>4<sup>th</sup> Wednesday of each month</i>  <i>(Postponed to Wed, SEPT 2<sup>ND</sup>)</i>	<i>Values and Policy overview to administer and manage CoB Ethics Program</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>AUGUST</i>
<i>Ethical Behavior in Government</i>	<i>Staff</i>	<i>2<sup>nd</sup> Wednesday of each month</i>	<i>Understanding and adherence of Ethics Sensibilities in Government</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	
<i>Customer Service in the Community in a Challenging Environment</i>	<i>In service (request from PRW)</i>	<i>NA</i>	<ol style="list-style-type: none"> <li><i>1. Reiterate City of Berkeley Customer service expectations</i></li> <li><i>2. Normalize reality of conflict as a byproduct of heightened stress</i></li> <li><i>3. Discuss healthy strategies to manage</i></li> </ol>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>AUGUST 11,</i>

Module	Audience	Rotation	Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework	Cost	Month
			<p><i>tension/stress/conflict in community</i></p> <p>4. <i>Learn one de-escalation or resolution technique</i></p>		
<p><i>NEW SUPERVISOR ORIENTATION (2 DAYS)</i></p>	<p><i>ALL NEW SUPERVISORS (NEWLY HIRED OR PROMOTED)</i></p>	<p>OVER A TUES AND WED (ONCE A QUARTER)</p>	<p>SUPPORTS TO GUIDE AND NAVIGATE</p>	<p><b>\$ Zero</b>  <i>Materials developed and training facilitate by Training officer/in house City staff</i></p>	<p><i>AUGUST 18 &amp; 19</i></p>
<p><i>Managing Diversity Program</i></p> <ul style="list-style-type: none"> <li>• <i>Cultural Humility</i></li> <li>• <i>Implicit Bias/ Micro aggressions</i></li> <li>• <i>Structural Equity</i></li> </ul>	<p><i>Managers and Supervisors</i></p>	<p>4<sup>th</sup> Wednesday of each month</p>	<ul style="list-style-type: none"> <li>• <i>Kick off opening module on Sept 23, 2020</i></li> <li>• <i>Will be augmented with weekly assignments,</i></li> </ul>	<p><b>\$ Zero</b>  <i>Materials developed and training facilitate by Training officer/in house City staff</i></p>	<p><i>SEPTEMBER</i></p>

Module	Audience	Rotation	Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework	Cost	Month
			<p><i>recordings, and readings focused on the 4 topic areas every Wednesday</i></p> <ul style="list-style-type: none"> <li>• <i>Implicit Bias Assessment (IAT)</i></li> <li>• <i>Watch “Race-Power of an Illusion”</i></li> <li>• <i>“Othering and Belonging”</i></li> </ul>		
<i>Embracing Differences</i>	<i>Staff</i>	<i>2<sup>nd</sup> Wednesday of each month</i>	<p><i>Will be augmented with weekly assignments, recordings, and readings focused on the following topic areas every Wednesday</i></p> <ul style="list-style-type: none"> <li>• <i>Cultural Humility</i></li> <li>• <i>Implicit Bias/ Micro aggressions</i></li> <li>• <i>Leveraging Differences in communication styles</i></li> <li>• <i>“7 week Bias Cleanse”</i></li> <li>• <i>Building Empathy</i></li> </ul>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	

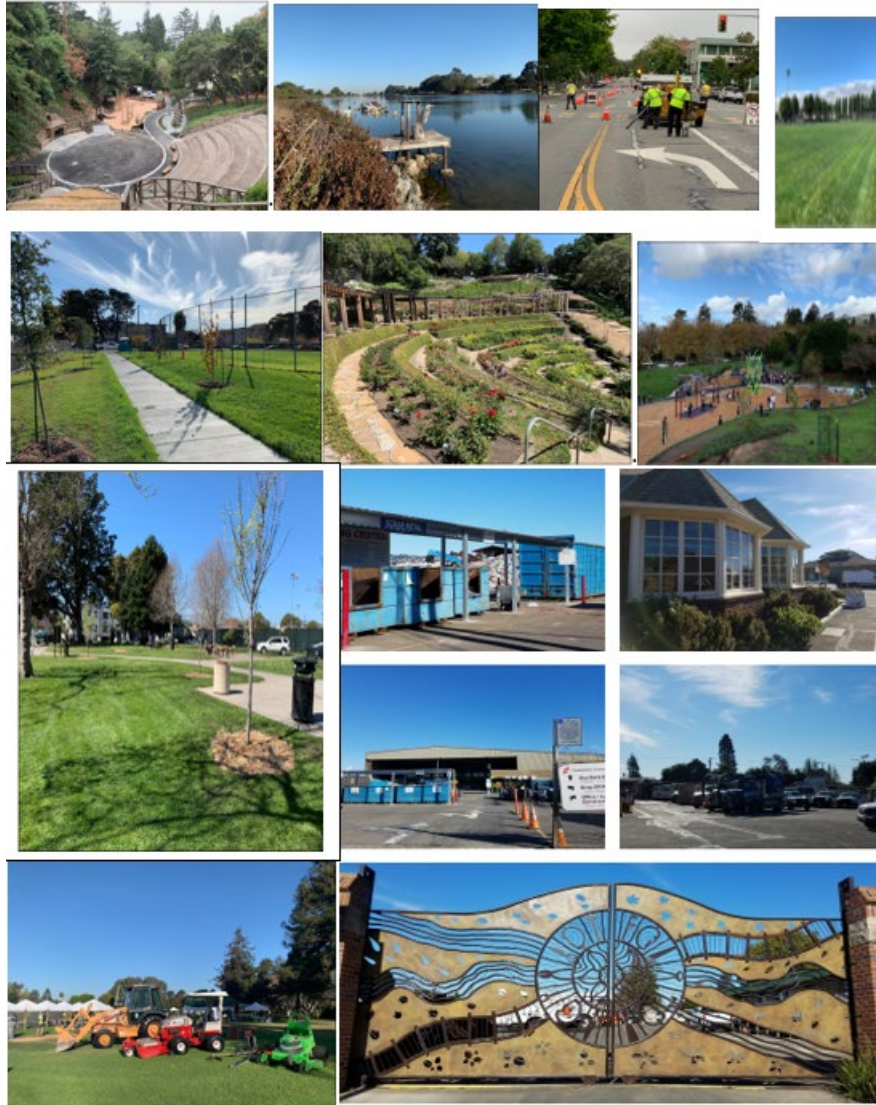
<b>Module</b>	<b>Audience</b>	<b>Rotation</b>	<b>Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework</b>	<b>Cost</b>	<b>Month</b>
			<ul style="list-style-type: none"> <li>• <i>Challenging Customer Service Situations</i></li> <li>• <i>Constructive Conflict</i></li> <li>• <i>Collaborative Communication at Work</i></li> </ul>		
<i>MOU provisions for Managers (AD HOC training)</i>	<i>All Managers/Supervisors</i>	<i>Ad hoc Training 4<sup>th</sup> Thursday of the month at 10:00 am</i>	<i>Guidance surrounding most current MOU's</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>Sept 24, 2020 at 10:00 am</i>
<i>COVID Training COVID /AWARENESS TRAINING- "WHAT'S NEW IN PREVENTION"/Best Practices (9:30 a-11:30a)</i>	<i>Open to all staff</i>	<i>Monthly (First Wednesday of the Month)</i>	<i>Updates/best practices?</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>Oct 7<sup>th</sup></i>
<i>NEW SUPERVISOR ORIENTATION (2 DAYS)</i> <a href="https://us02web.zoom.us/j/84451222000">https://us02web.zoom.us/j/84451222000</a>	<i>ALL NEW SUPERVISORS (NEWLY HIRED OR PROMOTED)</i>	<i>OVER A TUES AND WED (ONCE A QUARTER)</i>	<i>SUPPORTS TO GUIDE AND NAVIGATE</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>OCT 20<sup>th</sup> and 21<sup>st</sup></i>



Module	Audience	Rotation	Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework	Cost	Month
<p><i>Robust Leadership Post COVID</i></p> <ul style="list-style-type: none"> <li>• <i>Leading from Within: Personal Values</i></li> <li>• <i>Leading from Authenticity: Effective Communication &amp; Presentation</i></li> <li>• <i>Leading from Engagement: Crucial &amp; Generative Conversations</i></li> </ul>	<p><i>Managers and Supervisors</i></p>	<p>4<sup>th</sup> Wednesday of each month</p>	<p><i>Kick off opening module on October 28<sup>th</sup>, 2020</i>  <i>Will be augmented with weekly assignments, recordings, and readings focused on self-knowledge</i></p> <ul style="list-style-type: none"> <li>• <i>Emotional Intelligence</i>  <a href="https://globalleadershipfoundation.com/geit/eitest.html">https://globalleadershipfoundation.com/geit/eitest.html</a></li> <li>• <i>Index of Learning Styles (ILS)</i></li> <li>• <i>Style Under Stress (Vital Smarts) – Crucial Conversations</i></li> <li>• <i>16 Personalities Assessment- 16 Personalities</i></li> </ul>	<p><b>\$ Zero</b>  <i>Materials developed and training facilitate by Training Officer/in house City staff</i></p>	<p><i>OCT</i></p>
<p><i>Leading Self</i></p>	<p><i>Staff</i></p>	<p>2<sup>nd</sup> Wednesday of each month</p>	<p><i>Emotional Intelligence</i>  <a href="https://globalleadershipfoundation.com/geit/eitest.html">https://globalleadershipfoundation.com/geit/eitest.html</a>  <i>Index of Learning Styles (ILS)</i>  <i>Style Under Stress (Vital Smarts) – Crucial Conversations</i></p>	<p><b>\$ Zero</b>  <i>Materials developed and training facilitate by Training officer/in house City staff</i></p>	

<b>Module</b>	<b>Audience</b>	<b>Rotation</b>	<b>Training modality: All trainings are provided over zoom or electronic modality. Protocols in place to ensure equitable access for staff who cannot telework</b>	<b>Cost</b>	<b>Month</b>
			<i>16 Personalities Assessment- 16 Personalities</i>		
<i>Leading Environmental Sustainability People, Planet, Profit</i>	<i>Managers and Supervisors</i>	<i>4<sup>th</sup> Wednesday of each month</i>	<i>Kick off opening module on October 2, 2020 Will be augmented with weekly assignments, recordings, and readings focused on the 4 topic areas</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	<i>NOV</i>
<i>Effective Environmental Stewardship</i>	<i>Staff</i>	<i>2<sup>nd</sup> Wednesday of each month</i>	<i>Understanding and embodying Sustainability mindset</i>	<b>\$ Zero</b> <i>Materials developed and training facilitate by Training officer/in house City staff</i>	

# Introducing the City of Berkeley Skilled Worker Academy Training Program



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Are you a “front line” staff in the Public Works (PW) or Parks, Recreation & Waterfront (PRW) Division(s) ready to catapult your career into full gear? If so, consider applying for the City of Berkeley ***Skilled Worker Academy*** Training Program

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## What is the Skilled Worker Academy?

- ▶ The Skilled Worker Academy is a **pilot** program for eligible Public Works (PW) & Parks, Recreation & Waterfront (PRW) staff to participate in a career and job skills development program lasting between 9-12-months.

## Eligibility- Public Works & Parks, Recreation & Waterfront Front line staff

The program is limited to permanent, full-time, career benefited City of Berkeley employees from the Public Works & Parks, Recreation & Waterfront Division(s) who meet the following requirements:

- ▶ Satisfactory completion of probationary period in initial appointment to a permanent career position;
- ▶ Recommendation by a supervisory staff
- ▶ No current or pending disciplinary employment action (or cleared/addressed)

## Benefits of Participation

- ▶ Supports the ability to serve in an
  - Acting
  - Provisional
  - or "Out of Class/pay" role
- ▶ Shadowing and mentoring opportunities
  - Training hours may be counted towards "Acting" hours

## Training Program(s) included

*All program(s) listed below may be taken as part of the overall program or as "Stand alone" professional development modules. Participants may choose to participate in any and/or all the phases. There will be a process to evaluate readiness*

- ▶ Computer Basics Certificate
- ▶ Advanced Business Skills Certificate
- ▶ Management Supervisory Certificate
  - Shadowing & Mentorship opportunity

## Time Commitment

Participants may expect to spend 10-12 hours a month in Training. Classes will be scheduled at convenient times to accommodate the work day schedule. Training will be considered Paid Time.

Internal

## How do I apply?

- ▶ Attend one of 2 open houses to learn more
- ▶ Complete and submit an application

## Timeline

▶ Open houses	▶ 7/26 (Corp yard)-11:00a-12p ▶ 7/27 (Transfer station)-6a-7a
▶ Application opens	▶ 8/1-8/8
▶ Selection interview & acceptance notifications	▶ Start 8/15 ( <i>will continue until complete</i> )
▶ Coursework	▶ 9/2022- 7/ 2023
▶ Graduation & award of certificates	▶ July 2023

## How much does the program cost?

There is no cost for participants. A Training fund will be established for this Program

## Where will classes be held?

- ▶ Classes will be held at 1947 Center Street, Basement (Computer Lab & Training Room)
- ▶ The Corp yard &/or Transfer station
- ▶ *Additional enrichment activities and field trips may be scheduled as necessary based on phase of enrollment*

## Application Process

- ▶ Those who decide to apply will complete an application and participate in a 10-minute panel interview
- ▶ Acceptance will require a signed contract of participation
- ▶ **Links to the online application may be found here** <https://www.governmentjobs.com/careers/berkeley/jobs/3601917/skilled-workers-academy>

## Great, what if I have other questions?

We would love to hear from you! Contact [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) or call 510-981-6823

**"INVEST IN YOURSELF"**



### **Skilled Worker Academy Schedule**

All sessions will have between 16 and 18 attendees. The same cohort of students will attend the training classes each week. Currently, the assumption is that all classes will be in person. Next session is scheduled for March 2023, and the intention is to expand for Office and other staff classifications

#### 1947 COMPUTER LAB

<b>COMPUTER BASICS</b>		
<b>Times</b>	<b>Date</b>	<b>Class</b>
12:30 to 2 pm 2:30 to 4 pm	9/29/2022	Windows Overview
12:30 to 2 pm 2:30 to 4 pm	10/6/2022	Outlook
12:30 to 2 pm 2:30 to 4 pm	10/13/2022	Outlook
12:30 to 2 pm 2:30 to 4 pm	10/20/2022	Outlook
12:30 to 2 pm 2:30 to 4 pm	10/27/2022	Word
12:30 to 2 pm 2:30 to 4 pm	11/3/2022	Word
12:30 to 2 pm 2:30 to 4 pm	11/10/2022	Word
12:30 to 2 pm 2:30 to 4 pm	11/17/2022	Word
	11/24/2022	Thanksgiving – No Class
12:30 to 2 pm 2:30 to 4 pm	12/1/2022	Excel
12:30 to 2 pm 2:30 to 4 pm	12/8/2022	Excel
12:30 to 2 pm 2:30 to 4 pm	12/15/2022	Excel
12:30 to 2 pm 2:30 to 4 pm	12/22/2022	Excel
		Holiday Break – No Class
12:30 to 2 pm 2:30 to 4 pm	1/5/2023	PowerPoint
12:30 to 2 pm 2:30 to 4 pm	1/12/2023	PowerPoint
12:30 to 2 pm 2:30 to 4 pm	1/19/2023	PowerPoint

Learning Guides will be provided

**ADVANCED BUSINESS SKILLS( GREEN ROOM/TBD)**

<b>Times</b>	<b>Date</b>	<b>Class</b>
12:30 to 2 pm 2:30 to 4 pm	1/26/2023	Professionalism/Work Ethic (Baseline)
12:30 to 2 pm 2:30 to 4 pm	2/2/2023	Professionalism/Work Ethic (Advanced)
12:30 to 2 pm 2:30 to 4 pm	2/9/2023	Critical Thinking/Problem Solving (Baseline)
12:30 to 2 pm 2:30 to 4 pm	2/16/2023	Critical Thinking/Problem Solving (Advanced)
12:30 to 2 pm 2:30 to 4 pm	2/23/2023	Oral/Written – Communications (Baseline)
12:30 to 2 pm 2:30 to 4 pm	3/2/2023	Oral/Written Communications (Advanced)
12:30 to 2 pm 2:30 to 4 pm	3/9/2023	Teamwork/Collaboration (Baseline)
12:30 to 2 pm 2:30 to 4 pm	3/16/2023	Teamwork/Collaboration (Advanced)
12:30 to 2 pm 2:30 to 4 pm	3/23/2023	Conflict Resolution (Baseline)
12:30 to 2 pm 2:30 to 4 pm	3/30/2023	Conflict Resolution (Advanced)
12:30 to 2 pm 2:30 to 4 pm	4/6/2023	Self-Management (Baseline)
12:30 to 2 pm 2:30 to 4 pm	4/13/2023	Self-Management(Advanced)
12:30 to 2 pm 2:30 to 4 pm	4/20/2023	Career Management (Baseline)
12:30 to 2 pm 2:30 to 4 pm	4/27/2023	Career Management (Advanced)

**(GREEN ROOM/TBD) MANAGEMENT/SUPERVISORY**

<b>Time</b>	<b>Date</b>	<b>Class</b>
12:30 to 2 pm 2:30 to 4 pm	5/4/2023	Planning for Implementation/RBA/Strat Plan (Intro)
12:30 to 2 pm 2:30 to 4 pm	5/11/2023	Planning for Implementation/RBA/Strat Plan (Advanced)
12:30 to 2 pm 2:30 to 4 pm	5/18/2023	Staff & Self-Development Performance Management & Coaching (Intro)
12:30 to 2 pm 2:30 to 4 pm	5/25/2023	Staff & Self-Development Performance Management & Coaching (Advanced)
12:30 to 2 pm 2:30 to 4 pm	6/1/2023	Team Dynamics Using a Strengths Based Leadership Style Building & Maintaining Effective Teams (Intro)
12:30 to 2 pm 2:30 to 4 pm	6/8/2023	Team Dynamics Using A Strengths based leadership style Building & Maintaining Effective Teams (Advanced)
12:30 to 2 pm 2:30 to 4 pm	6/15/2023	Comm. Skills & Supervisory Effectiveness (Intro)
12:30 to 2 pm 2:30 to 4 pm	6/22/2023	Comm. Skills & Supervisory Effectiveness (Advanced)
12:30 to 2 pm 2:30 to 4 pm	6/29/2023	Appropriate leadership Role in Resolving Conflict (Intro)
12:30 to 2 pm 2:30 to 4 pm	7/6/2023	Appropriate leadership Role in Resolving Conflict(Advanced)
12:30 to 2 pm 2:30 to 4 pm	7/13/2023	Dynamics of Career Building (Intro)
12:30 to 2 pm 2:30 to 4 pm	7/20/2023	Dynamics of Career Building (Advanced)

**Graduation Prep-Career & Public Speaking**

<i>Time</i>	<i>Date</i>	<i>Class</i>
<i>12:30 to 2 pm 2:30 to 4 pm</i>	<i>7/27/2023</i>	<i>Public Speaking &amp; Presentations (True north)-1</i>
<i>12:30 to 2 pm 2:30 to 4 pm</i>	<i>8/3/2023</i>	<i>Public Speaking &amp; Presentations (True north)-2</i>
<i>12:30 to 2 pm 2:30 to 4 pm</i>	<i>8/10/2023</i>	<i>Public Speaking &amp; Presentations (True north)-1</i>
<i>GRADUATION</i>	<i>8/17/2023</i>	<i>Capstone Presentations</i>



*City of Berkeley All Staff Training Plan<sup>1</sup>*

The City of Berkeley has updated citywide Training requirements to adapt to global, national and local circumstances

<b>1. Integrations for a Post Shelter in Place Workplace</b>
<ul style="list-style-type: none"> <li>Guidance and sensibilities acknowledging the new telework environment</li> <li>Integration and systematizing the vagaries of the change dynamic and impact on staff.</li> <li>Inclusion, belonging, and othering contextualized in the new digital age</li> </ul>
<b>2. Integrations for Personal &amp; Team Safety &amp; Security</b>
<ul style="list-style-type: none"> <li>Mitigating the impact of an external hostile adversarial force</li> </ul>
<b>3. Integrations for a Zero Tolerance Drug &amp; Alcohol-free Workplace</b>
<b>4. Integrations reflecting Council edicts &amp; Mandates &amp; or State/Federal regulations</b>
<b>5. Integrations for expansion of Training services citywide</b>

Beginning June 1-2021, the following Work Groups shall be served by the Training Division via training services:

- 1. Rent board
- 2. BHA
- 3. Library
- 4. All City Staff
- City partners as deemed necessary e.g.
  - Berkeley Community Media

These group(s) will receive a separate and duplicative version of the standard mandated training calendar

- Classes marked “Core Class to Take” are mandatory for ALL CLASSIFICATIONS OF CITY STAFF**
- For staff new to the City of Berkeley, CORE mandated modules must be completed within 2 years of hire
- For existing staff who have already taken the core classes, please note that classes are refreshed and staff must register for refreshers in the mandatory modules every 2 years
  - (Coordinate through City of Berkeley Training Division)
- Exceptions must be approved through the Training Division in the Human Resources Department

**STRUCTURE**

- Offered centrally through City of Berkeley Training Department at no cost to employee
- Accessed through Citywide Training icon on employee desktop which provides access to City of Berkeley Training calendar
- Standardized for all City of Berkeley employees
- Customization**
  - All existing 3C offerings may be provided with a unique targeted focus to specific COB audiences
  - Where necessary, content can be modified, titrated/bifurcated adequately for job classification at Supervisor or Division lead request
  - Classes may be scheduled at convenient times for city staff with non-traditional schedules (8-5)
  - As needed, content can be titrated for the audience. For e.g.
    - Supervisor/Manager
    - Line staff/individual contributor/front line staff
  - To learn about customization, please schedule a consultation with the City of Berkeley Training Division Officer (see contact information below)
- Classes may be assigned based on classification and job duties and/or at discretion of supervisor
- Some classes are federal and/or state MANDATES (Harassment Awareness; line staff & Supervisory)
- 3C Classes are offered twice; online and in person
  - Staff enrollees must select either an online or in person training not both
- Some trainings are offered as independent study, & or (Hybrid) trainings which may include virtual instructor-led or self-paced online

For questions, comments and/or to schedule a consultation, please contact Wilhelmina Parker, Training Division Officer Human Resources, City of Berkeley. 2180 Milvia St., First Floor, Berkeley, CA 94704, (510) 981-6823, Email: [WParker@ci.berkeley.ca.us](mailto:WParker@ci.berkeley.ca.us). **Certified Professional/Master Coach (CPC,CMC), WFH: T,TH**



<sup>1</sup> This list does not include Mandatory New Employee & New Supervisor orientation(s) required for new staff to the city of Berkeley or newly promoted into supervisory roles.

<b>CUSTOMER SERVICE CLUSTER</b> (Mandatory for all city staff)  City of Berkeley Training Plan	<b>CITY TEAM CLUSTER</b>  (Mandatory for all city staff)	<b>CONTINUOUS LEARNING CLUSTER</b> <ul style="list-style-type: none"> <li>• Assigned based on job and task classification</li> <li>• Voluntary participation</li> </ul>
<b>Creating a Culture of Service (CORE CLASS TO Take)</b> <ul style="list-style-type: none"> <li>✓ Recognize the city’s customer service expectations &amp; the customer service role every City employee play, regardless of classification</li> <li>✓ Expand the customer service focus to include everyone, including the public, coworkers &amp; other city employees</li> <li>✓ Apply the principles of customer service to all types of situations &amp; customers for improved outcomes</li> </ul> <p><i>Iterations of this training will be provided to external facing staff serving the community</i></p>	<b>Embracing the <i>New Normal</i> Workplace (CORE CLASS TO Take)</b>  The New Normal: Understanding Organizational Change, Team Building & Recovery Principles  Staff version <ul style="list-style-type: none"> <li>✓ Teamwork in the Hybrid World - A best practice approach</li> <li>✓ Communication Modalities in a Hybrid World- A best practice approach</li> <li>✓ Strategies for being an effective team member in a hybrid environment</li> <li>✓ Practicing Inclusion &amp; Belonging in a Hybrid Workplace</li> </ul> Supervisor Version  Managing a Team in the Hybrid World <ul style="list-style-type: none"> <li>✓ Managing Multiple Generations in the Hybrid Workplace</li> <li>✓ Performance Management in the Hybrid Workplace</li> <li>✓ Managing in a Union Environment in the Hybrid World</li> <li>✓ Dynamics of Building an Effective team (Strengths Based)</li> <li>✓ Leading Effective On-line Team Meetings</li> </ul>	Health Insurance Portability and Accountability Act of 1996 (HIPAA) <b>based on job</b>
<b>Challenging Customer Service Situations (CORE CLASS TO Take)</b> <ul style="list-style-type: none"> <li>✓ Develop and apply strategies for diffusing challenging customer service situations</li> <li>✓ Support coworkers in challenging customer service situations</li> </ul>		Health & Wellness principles in the Post SIP age ( <b>Voluntary</b> ) <ul style="list-style-type: none"> <li>✓ Optimizing Work Life Balance</li> <li>✓ Practicing Self Care</li> <li>✓ Stress Management</li> </ul>
<b>Conflict Resolution/Managing Conflict (CORE CLASS TO Take)</b> <ul style="list-style-type: none"> <li>✓ Understanding and applying best practices &amp; impact of Organizational Culture &amp; Change</li> <li>✓ Gain insights into the dynamics of challenging interpersonal conflicts</li> <li>✓ Apply strategies to reduce friction &amp; resolve more challenging workplace conflict situations</li> </ul> <ul style="list-style-type: none"> <li>✓ <i>Staff version</i></li> <li>✓ <i>Supervisor version</i></li> </ul>	<b>Managing and Mitigating an External Adversarial Threat in the Workplace. (CORE CLASS TO Take)</b> <ul style="list-style-type: none"> <li>✓ Describe actions to take when confronted with an active shooter and responding law enforcement officials.</li> <li>✓ Recognize potential workplace violence indicators.</li> <li>✓ Describe actions to take to prevent and prepare for potential active shooter incidents.</li> <li>✓ Describe how to manage the consequences of an active shooter incident.</li> </ul>	Preparing Council Reports ( <i>Updated</i> ) <b>based on job</b> <ul style="list-style-type: none"> <li>✓ Gain familiarity with the components of Council Reports</li> <li>✓ Write Council Reports that effectively articulate the information Council needs</li> </ul>
	<b>Best Practices for a Drug Work Free Workplace (CORE CLASS TO Take)</b>  Staff <ul style="list-style-type: none"> <li>✓ Effectuating an Alcohol and drug free workplace: Staff</li> <li>✓ Responsibilities/Obligations</li> </ul> Supervisor  Effectuating an Alcohol and Drug free Workplace (Reasonable Suspicion)	<b>Office Suite and Programs</b>

<p><b>COB 101- Structure &amp; Governance (CORE CLASS TO Take)</b></p> <ul style="list-style-type: none"> <li>✓ Articulate the role of the public sector employee</li> <li>✓ Identify Berkeley’s government structure, funding sources, role of elected officials, role of staff &amp; key department functions</li> <li>✓ Gain clarity on City priorities &amp; key policies &amp; procedures</li> <li>✓ Apply strategies for increased success as a COB employee</li> </ul>	<p><b>Harassment Awareness (CORE CLASS TO Take)</b></p> <ul style="list-style-type: none"> <li>✓ Harassment Awareness (Staff)</li> <li>✓ Harassment Awareness (Supervisor)</li> </ul>	<p><b>Digging into Data (based on job)</b></p> <ul style="list-style-type: none"> <li>✓ Develop a baseline understanding of statistics</li> <li>✓ Know what data are available to city employees</li> <li>✓ Apply data for improved communication &amp; metrics</li> </ul>
<p><b>Thinking Outside the Box (CORE CLASS TO Take)</b></p> <ul style="list-style-type: none"> <li>✓ Learn ways to be more creative &amp; innovative at work</li> <li>✓ Use change as an opportunity for innovation</li> <li>✓ Apply creative approaches to problem-solving</li> </ul>	<p><b>Domestic violence informed response and awareness- (CORE CLASS TO TAKE)</b></p> <p>This training will integrate the City of Berkeley’s best practices in mitigating Domestic violence including:</p> <ul style="list-style-type: none"> <li>✓ General information about domestic violence</li> <li>✓ City protocols and Reporting Mechanisms</li> <li>✓ Updated Policies</li> <li>✓ Applying a trauma-informed and inclusive lens in citywide responses</li> </ul> <p><i>Bifurcated for staff and supervisor</i></p> <ul style="list-style-type: none"> <li>✓ (Staff)</li> <li>✓ (Supervisor)</li> </ul>	<p><b>Budget Basics (Based on Job)</b></p> <ul style="list-style-type: none"> <li>✓ Gain a better understanding of the larger budget picture (why budgeting matters)</li> <li>✓ Increase COB budgeting skills and fiscal literacy (e.g., how to read budget codes; what element objects are, etc.)</li> <li>✓ Review City of Berkeley Equity in Budgeting Tool</li> <li>✓ Understand components of an Equity lens frame in decision making and budgeting</li> </ul>
<p><b>Diversity, Equity &amp; Inclusion balanced with Emotional Intelligence- (CORE CLASS TO Take)</b></p> <ul style="list-style-type: none"> <li>✓ Best practices in Inclusion, belonging, diversity</li> <li>✓ Integrating Psychological Safety in building Inclusive Environments</li> <li>✓ Emotional Intelligence- the New <i>Super-language</i></li> <li>✓ Practices to mitigate unconscious bias</li> <li>✓ Multiple Generations in the workplace- A primer <ul style="list-style-type: none"> <li>✓ Staff version</li> <li>✓ Supervisor version</li> </ul> </li> </ul>	<p><b>CANRA: Mandated reporting for children (CANRA) – (CANRA-CORE CLASS TO TAKE)</b></p> <p>Based on role, may be supplemented by free mandated reporting for older/dependent adults’ other populations. <a href="https://cdss.ca.gov/MandatedReporting/story.html">https://cdss.ca.gov/MandatedReporting/story.html</a>. &amp; Child Abuse and Mandated Reporter: This is free AND thorough CANRA training. <a href="https://mandatedreporterca.com/">https://mandatedreporterca.com/</a></p>	<p><b>Project Management Best practices (Based on Job)</b></p>
<p><b>Ethics in the Workplace (CORE CLASS TO Take)</b></p> <ul style="list-style-type: none"> <li>✓ Ethics in the Workplace (Staff)</li> <li>✓ Ethics in the Workplace (Supervisors)</li> </ul> <p><b>Participants will review</b></p> <ul style="list-style-type: none"> <li>✓ Expected behaviors as a Government Worker in the City of Berkeley</li> <li>✓ Fair political practices protocols in an election environment (integrates 18371)</li> </ul>	<p><b>Cyber Awareness in a Hybrid World-Best Practices (CORE CLASS TO Take)</b></p> <p>(Online in October -Published in Everyone Email)</p>	<p><b>Cash Handling Suite (Based on job)</b></p> <ul style="list-style-type: none"> <li>✓ Cash Handling 101</li> <li>✓ Payment Card Industry (PCI) 101 Security Awareness training.</li> </ul> <p>Visit for more information.</p> <ul style="list-style-type: none"> <li>✓ Cash Handling - <a href="#">Cash Handling and Controls (sharepoint.com)</a></li> <li>✓ Payment Card Industry Compliance - <a href="#">Payment Card Industry Compliance (sharepoint.com)</a></li> </ul>
<p><b>Collaborative Communication at Work (CORE CLASS TO Take)</b></p>		

<ul style="list-style-type: none"> <li>✓ Identify the basic principles of collaborative communication</li> <li>✓ Apply collaborative communication strategies for improved work interactions</li> <li>✓ Review and practice skills including effective Listening &amp; Nonverbal cues</li> </ul>		
<p><b>Leader in Each of Us (CORE CLASS TO TAKE)</b></p> <ul style="list-style-type: none"> <li>✓ Recognize the bigger organizational picture within which each of us works</li> <li>✓ Identify the potential impact of each individual on the City</li> <li>✓ Explore different dimensions of leadership</li> <li>✓ Build on existing leadership strengths</li> </ul>		<p><b>Retiring &amp; Living Well after the City of Berkeley (Voluntary)- Training Series.</b></p> <p><i>This is a five-part series. Participants may sign up for all or one based on preference</i></p> <ul style="list-style-type: none"> <li>✓ <b>Your CalPERS and You</b> – For members who are new or midway through their career</li> <li>✓ <b>Planning Your Retirement</b> – For members within 10 years of retirement</li> <li>✓ <b>Your Retirement Application and Beyond</b> – For members ready to apply for retirement</li> <li>✓ <b>Completing Your Disability Retirement Application</b></li> </ul>



Human Resources Dept.

## **ETHICS PROGRAM UPDATE**

In the fall of 2018, the City of Berkeley’s Human Resources Department structured the rudiments for the City of Berkeley’s ethics program. Built upon the City Auditor’s recommendation of September 13, 2018, the goal of the program is to strengthen the City’s commitment to improvement and its progress in maintaining a transparent, equitable, and ethical workplace.

<b>Accomplishments</b>	<b>Components</b>	<b>Owner</b>	<b>Date/Time Frame</b>
Development of a robust ethics program in the City’s Leadership Development Program	This training provides participants with information about the City’s ethics-related policies and incorporates key aspects of the Fair Political Practices Commission Ethics Training.	Training & Organizational Development	2016-18
Incorporation of organizational ethics dialogue into New Hire Orientation	The City’s current New Hire Orientation includes an ethics overview and review of the City’s existing Ethics Statement.	Training & Organizational Development	2016-18
Development of modules of Ethics Training city wide	<ul style="list-style-type: none"> <li>• Fraud Controls</li> <li>• Audit Status Reports</li> </ul>	Audit, Training, & Organizational Development	2016-18
Launch and coordination of a Citywide Ethics Committee	<p>Under the leadership of the Human Resources Director, the Training Division formed an overarching Ethics Committee to execute implementation of initiatives to build a transparent, equitable and ethical workplace.</p> <p><b>Ethics Committee Task Inventory, structure &amp; Governance.</b></p> <p>Chaired by the Human Resources Director with staff support from the Training Division Officer, the Committee is charged with developing policy, providing guidance and structure, and acting as a multi-functional execution and city wide/community resource to build</p>	Training & Organizational Development	3 <sup>rd</sup> quarter 2018- present

	<p>and promote an ethical and transparent city culture.</p> <ul style="list-style-type: none"> <li>• Committee Structure: The Ethics Committee is comprised of a cross-functional team of city employees drawn from a variety of organizational levels.</li> <li>• Composition: Each department must make every effort must be made to ensure heterogeneity in organizational hierarchy as well as visible and invisible dimensions of diversity and inclusion.</li> <li>• The committee meets on a bi-monthly basis</li> </ul>		
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**Committee tasks include:**

Development of mission, values, core principles and competencies/expectations of the Ethics Committee			
Formulation of citywide ethical core principles and competencies			
Marketing and dissemination of the Ethics Program and core components			
City wide Training and Coaching			
Tracking metrics, theme analysis and reporting			
Quality Control and Continuous Improvement			
Defining and Development of Department specific practices as needed			
Identifying mechanisms for reporting of ethics violations			
Other duties as assigned			
Development of an Ethics Handbook	Ethics Handbook and training ancillary materials for new staff et al.	Training & Organizational Development	2019 3 <sup>rd</sup> quarter
Citywide Ethics Statement acknowledgement by all City staff	Between April 2020 and June 2021, the Ethics Committee spearheaded training and awareness for all city staff which included online training delivered by the Training Division Officer, and review and execution of the Updated City of Berkeley Ethics Statement.	Training & Organizational Development	2020 1 <sup>st</sup> and 2 <sup>nd</sup> quarter
Rejuvenation, relaunch and resuscitation of the Ethics Committee	Reformulation of Committee and assignation of new tasks and deliverables including: <ul style="list-style-type: none"> <li>1. Updated training expectations and requirements for all city staff and supervisors</li> </ul>	Training & Organizational Development	2 <sup>nd</sup> quarter 2022 and ongoing

	<ol style="list-style-type: none"><li>2. Integration of training encompassing fair political practices</li><li>3. Equitable processes to ensure staff without access to computers received access to training</li><li>4. Coordination of supervisory ethics training for all supervisors</li><li>5. Develop and launch Whistleblower Policy and associated trainings</li><li>6. Develop and launch Domestic Violence Policy and associated trainings</li></ol>		
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Mandatory City wide Virtual/online City-wide Trainings-October Launch

There is a phased launch for the following online trainings referenced below<sup>1</sup>:

Course	Launch	Audience	Completion deadline
Ethics Awareness	October 10 <sup>th</sup> , 2022	All full-time city staff	November 1, 2022
<b>All full-time City of Berkeley staff are required to complete the Ethics Awareness Online Training by November 1, 2022. Please prioritize completion.</b>			
During the month of October and ongoing, please check <b>Citywide Everyone Email</b> , upcoming <b>Berkeley Matters</b> and/or the City's <b>VTA (Virtual Training Assistant) often</b> to find links and information for the following upcoming citywide online learning trainings.			
Active Shooter Awareness	October 2022 (please visit the "VTA Learner" page often for specific updates and for access)	City staff (contact your supervisor to determine if you need to complete this training)	December 31, 2022
Harassment Awareness (all staff)	October 2022 (please visit the "VTA Learner" page often for specific updates and for access)	City staff (contact your supervisor to determine if you need to complete this training)	December 31, 2022
Harassment (Supervisors)	October 2022 (please visit the "VTA Learner" page often for specific updates and for access)	City of Berkeley Supervisors and Managers	December 31, 2022

**To Continuous Learning!**



*Winning Image from City of Berkeley "One City Team" appreciation Event Oct 2015 - Submitted by City of Berkeley Fire Department by LDP (Leadership Development Program) graduate Captain David McPartland (2016 cohort)*

<sup>1</sup> Access & completion instructions for the suite of **Harassment awareness** trainings (bifurcated for line and supervisory staff) and **Active Shooter Awareness** training referenced below will be communicated very shortly. Please check upcoming **Berkeley Matters**, the City's **VTA (Virtual Training Assistant)** and Citywide **Everyone Emails** for completion instructions.



## Access instructions to complete Mandatory Ethics Awareness Training:

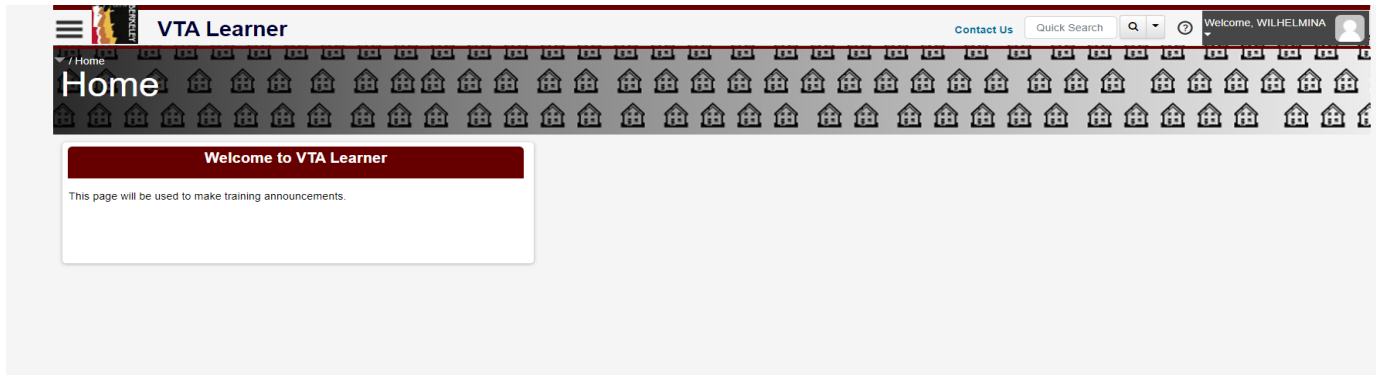
1. Visit VTA (the City's *virtual training assistant*) using the following link <http://cobwebv5/vta/learnerconnection/Security/Logon.aspx>

You will be taken to this page (see below). This is the login page for the City of Berkeley's VTA (Virtual Training Assistant) VTA

- 2.

Enter your City of Berkeley Employee information as indicated above

3. You will be directed to the VTA Learner "Training announcement" page for links and directions to complete the *City of Berkeley Ethics Awareness Training*.



4. Click displayed link for on VTA Learner page or if needed, copy and paste into browser. <https://cityofberkeley.lms.navexglobal.com>

This will take you to an external training site (NAVEX) where you will be required to login to access these online trainings

5. Please contact the City of Berkeley's Training Officer Wilhelmina Parker via email at [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) for any questions or access issues. **Ethics Matter!**

Reminder!

## OPEN ENROLLMENT

**NOVEMBER 1<sup>st</sup> thru 15<sup>th</sup>**

*The Passive Benefits Open Enrollment period  
is from November 1<sup>st</sup> through  
November 15<sup>th</sup>, 2022*

**Action is required for Cash-in-Lieu,  
Flexible Spending and Dependent Care Plans  
to receive these benefits in 2023.**

American Fidelity will be available virtually on November 10<sup>th</sup> and 15<sup>th</sup>  
and in-person on November 9<sup>th</sup> and 14<sup>th</sup> in the HR Department to  
assist in enrollments and re-elections of their voluntary benefits.

**FOR MORE INFORMATION, PLEASE CONTACT:  
[HRBENEFITS@CITYOFBERKELEY.INFO](mailto:HRBENEFITS@CITYOFBERKELEY.INFO)**



# VIRTUAL BENEFITS FAIR

November 1<sup>st</sup>  
thru November 15<sup>th</sup>

- ◆ Social distancing and working remotely has changed the way we live and work. Just because we can't gather together for a benefits fair this year, it doesn't mean we can't still learn about our benefits and **win some prizes!**
- ◆ This year, we are using the **Airbo website portal** to provide you with short summaries, flyers and videos about your benefits.
- ◆ The website consists of multiple tiles, or "virtual booths", with information provided by our benefit carriers. Each tile has information and links, videos or flyer attachments for your review.

An email communication with the Airbo website portal will be sent out to employees prior to the Benefits Fair. If you have any questions, please email [HRBenefits@cityofberkeley.info](mailto:HRBenefits@cityofberkeley.info).



## UPCOMING CLASSES

### New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

**8:00 am-5:00 pm**

**Via Zoom**

Are you a new employee with the City of Berkeley?  
And/or have you recently been promoted into a Supervisory role?

If so, please sign up for the relevant orientation session.

*Please be mindful of time frames for relevant groups:*

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

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

*These trainings will be held virtually until further notice.*

Register in advance for these meetings:

Dec 5<sup>th</sup>

<https://us02web.zoom.us/meeting/register/tZYkf--orDstE9b86sCsoADY5nad2eGgTGyj>

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

Please contact [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) with any questions

<sup>1</sup> Pre-work will be assigned to enhance your learning experience

<sup>2</sup> Pre-work will be assigned to enhance your learning experience

## UPCOMING CLASSES

VTA link to sign up for trainings:

<http://cobwebv5/vta/learnerconnection/Security/Logon.aspx>

For questions, please contact the City of Berkeley's Training and Organizational Development Officer  
 Wilhelmina Parker at [wparker@cityofberkeley.info](mailto:wparker@cityofberkeley.info) or 510-981-6823.

Date & Time	Topic	Audience	Location/Modality
October 12th 9:30-12 PM	Understanding Employee & Labor Relations	Supervisors/ Managers	Zoom
October 19th 9-12 PM	Collaborative Communication @ Work	All City Staff	Zoom
October 20th 9-12 PM	Reasonable Suspicion (Core 3C Class)	Supervisors who manage D.O.T Staff	Multi-Purpose Room/In Person
October 20th 1-3 PM	Reasonable Suspicion (Core 3C Class)	Any City of Berkeley Supervisors/ Managers	Multi-Purpose Room/In Person
October 25th 12-1 PM	Conflict Resolution in the Workplace—An Overview	All City Staff	<a href="#">Click here</a> to Register
October 27th 12-1 PM	Benefits Basics—New in Career (Brown Bag)	All City Staff	Zoom
October 28th 11-3 PM	Collaborative Communication @ Work (Core 3C Class)	All City Staff	Tupelo (In person/TBD/Hybrid)
November 10th 9-11:30 AM	CalPERS—Retirement Workshop (Mid Career)	All City Staff	Zoom
November 22nd 12-1 PM	Cheers, Not Tears; Dealing with Holiday Stress	All City Staff	<a href="#">Click here</a> to Register
November 29th 9-12 PM	Creating Affective Teams (Core 3C Class)	All City Staff	Zoom
December 2nd 11-3 PM	Creating Effective Teams (Core 3C Class)	All City Staff	Tupelo (In person/TBD/Hybrid)



## UPCOMING CLASSES

Date & Time	Topic	Audience	Location/Modality
December 5th 2:45-4:45 PM	Performance Management— Supervisors	All City Staff	Zoom
December 5th 9:30-11:30 AM	New Employee Orientation	All City Staff	Zoom
December 5th 9:30-11:30 AM	COB 101-Structure & Governance (Core 3C Class)	All City Staff	Zoom
December 5th 1-5 PM	New Supervisors Orientation	Supervisors/ Managers	Zoom
December 8th 9-11:30 AM	Your CalPERS & You (10 Years to Retirement)	All City Staff	Zoom
December 16th 9-10:30 AM	Working in a Drug Free Environment (Core 3C Class) AM Session	All City Staff	Tupelo
December 16th 1-2:30 PM	Working in a Drug Free Environment (Core 3C Class) PM Session	All City Staff	Tupelo

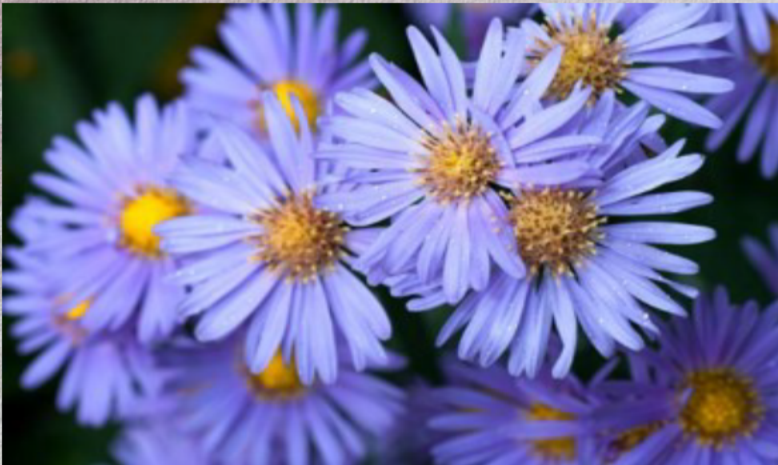
## VTA Student User Guide

**Words with underline are “clickable” links with step by step directions.**

**Please contact the City of Berkeley Training Officer with any questions. Contact information below.**

### As a Student, you can:

- View your [My Plan](#) page of training Requirements
- Start online training
- Search the training [Schedule](#), enroll into Class Sessions, cancel enrollment and/or take pre-class online Lessons  
[VTA COB LEARNER-SCHEDULE ManagingEnrollment USER TRAINING GUIDE.pdf](#)
- Continue training that is [in-progress](#)
- View your training [History](#), including reviewing previously viewed training-related documents associated to the sessions
- Search the [Course Catalog](#)
- Run the following [reports](#):
  - Student Detail
  - Training Summary Report
  - Schedule Report
  - Status Report
- Change your VTA Learner [password](#)
- Send a message to a System Administrator via the Contact Us link
- View this VTA Learner Online Help system



October ~ Marigold & Cosmos

**Call out to our one city Team! JOIN IN and Share your wisdom/insights/ thoughts**

Dear One City Team members and colleagues:

Each month, the Training Division strives to publish noteworthy monthly occurrences which highlight happenings, educate and inform and raise awareness.

This month, I am putting out a call to our Wonderful One City Team members to Share your voice in the most meaningful way possible! Why is that? Because Together we are better! Read On!!

## Making it Right

1. HUGE KUDOS to one ***Manager of Mental Health Services Health, Housing & Community Services who will remain nameless ("Jeff B") who noticed a glaring omission in the September happenings:***

**National suicide awareness month.**

2. "Jeff B" took the time to reach out to yours truly to point out this omission.

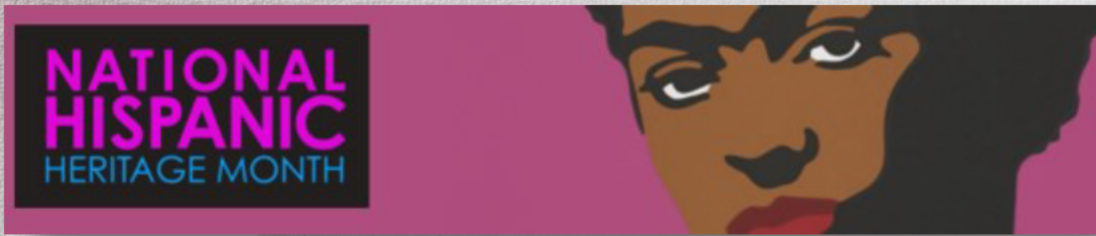
I know we are entering into October; however, this topic is incredibly important and worthy of focus anytime of the year. I've taken the liberty of including some resources.

<https://www.health.state.mn.us/communities/suicide/documents/suicideawarenessmonth22.pdf>

<https://www.ndbh.com/suicide>



2. Massive “Mea Culpa” for the omission of the mention of the beginning of



beautifully positioned straddling September and October.

<https://www.hispanicheritagemoth.gov/>

## September 15 to October 15 is National Hispanic American Heritage Month

The Library of Congress, National Archives and Records Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and United States Holocaust Memorial Museum join in paying tribute to the generations of Hispanic Americans who have positively influenced and enriched our nation and society.

Right here in our very own iconic City of Berkeley, we are honored to count some amazing Hispanic Americans in the VERY HIGHEST ranks of leadership. *How will you commemorate and celebrate? Check out our very own Berkeley Public Library featuring amazing events.*

## Latinx Heritage Month



From September 15-October 15, 2022, the Berkeley Public Library joins the nation in celebrating Latinx Heritage Month. This year, the Library honors the cultural contributions of generations of Hispanic Americans with a series of five free music and dance events.

Latinx Heritage Month’s roots go back to 1968; it begins each year on September 15, the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. Mexico, Chile and Belize also celebrate their independence days during this period.

<https://www.berkeleypubliclibrary.org/events/latinx-heritage-month>

### Benvenue Beats Mini Music Festival @ Claremont

🕒 Saturday, October 15th,  
3:00pm to 6:00pm

🏠 Claremont Branch

### Bilingual Storytime in the Park (Spanish/Español)

🕒 Friday, October 21st,  
10:30am to 11:00am

🏠 Garden or Park  
🏠 West Branch

### Bilingual Storytime in the Park (Spanish/Español)

🕒 Friday, October 28th,  
10:30am to 11:00am

🏠 Garden or Park  
🏠 West Branch



Here are some other stand out events in October, courtesy of the **Wellness Recovery team at Berkeley Mental health**

- National Mental Health day of prayer
- Domestic awareness month
- Obsessive Compulsive Awareness week
- Depressive awareness month

Of note: from the *illustrious Jeff B:*

Breast Cancer Awareness Month, Down Syndrome Awareness Month, Dyslexia Awareness Month, Emotional Wellness Month, Global Diversity Awareness Month, Head Start Awareness Month, Health Literacy Month, LGBT History Month

**In this month of October, what stands out for you?** Write in and tell us and (with your permission) we may publish your suggestions in the next Berkeley Matters in October 21<sup>st</sup>.

***What stands out for me in October?***

## **\* Indigenous People's Day**



***Also called:*** First People's Day, National Indigenous Peoples Day, or Native American Day

***Observed by:*** Various states and municipalities in the Americas on October 11th, in lieu of Columbus Day

***Significance:*** A day in honor of Native Indigenous Americans in the opposition to the celebration of Columbus Day

***Date:*** Varies

***First Time:*** October 11, 1992

***Read more here about Berkeley's storied past and Indigenous People's Day.***

<https://www.kqed.org/news/11621763/how-berkeley-became-the-first-city-to-ditch-columbus-day-for-indigenous-peoples-day>



Some of the organizers for Indigenous Peoples Day, Oct. 12, 2019. Berkeley was the first to celebrate this event. [#berkmtg](#)





## ACTIVE LIVING AT WORK

### What is active living?

Active living is an approach to life that values and includes physical activity in everyday living. You can find ways to be active at work, school, home, and during leisure time.

Active living is not the same as an exercise program. Active living means making physical activity part of everyday life whether you are taking the stairs instead of the elevator, participating in a standing or walking meeting, biking to work, yoga at lunch, gardening, taking the kids or dog to the park, walking to the other building at your facility, or swimming laps in the pool.

### How much activity is enough?

It is easier than you think to be “physically active”. The goal is to complete moderate to vigorous aerobic activity. This goal can be achieved throughout the day by accumulating 10 minute or more periods of activity. Physical activity should be a mixture of endurance, flexibility and strength activities. This mixture helps to strengthen the heart and lungs, keep joints flexible and mobile, and maintain strong bones. Target your muscles and bones at least two days per week.

The following chart is an example of what moderate to vigorous aerobic activity “looks like”:

Time Needed Depends on Effort				
Very light Effort	Light Effort	Moderate Effort	Vigorous Effort	Maximum Effort
<ul style="list-style-type: none"> <li>• Strolling</li> <li>• Dusting</li> </ul>	<ul style="list-style-type: none"> <li>• Light walking</li> <li>• Volleyball</li> <li>• Easy gardening</li> <li>• Stretching</li> </ul>	<ul style="list-style-type: none"> <li>• Brisk walking</li> <li>• Skating</li> <li>• Biking</li> <li>• Raking leaves</li> <li>• Swimming</li> <li>• Dancing</li> <li>• Water aerobics</li> </ul>	<ul style="list-style-type: none"> <li>• Aerobics</li> <li>• Cross-country skiing</li> <li>• Jogging</li> <li>• Hockey</li> <li>• Basketball</li> <li>• Fast swimming</li> <li>• Fast dancing</li> </ul>	<ul style="list-style-type: none"> <li>• Sprinting</li> <li>• Racing</li> </ul>
How should I feel while exercising? How warm am I? What is my breathing like?				
No change from when you are resting	Starting to feel warm	Warmer	Quite warm	Very hot/ Perspiring heavily
Normal breathing	Slight increase in breathing rate	Greater increase in breathing rate	More out of breath	Completely out of breath

## What are examples of some types of activities?

It is important to have a mixture of activities in your routine.

Endurance (aerobic) exercise helps improve the body's ability to use oxygen.

- Walking
- Corporate or organized events (special activity days, sports teams, etc.)
- Golfing (without a cart)
- Cycling
- Dancing

Flexibility routines can help to maintain the body's ability to bend and stretch easily.

- Gardening / Yard work
- Yoga
- Tai chi
- Stretches at your workstation

Strength training helps strengthen muscles as well as improving balance and posture.

- Climbing stairs
- Lifting and carrying toolboxes (or young children)
- Lifting weights
- Resistance training
- Gardening involving digging or shoveling

Exercises that help strengthen your bones include:

- Running
- Walking
- Yoga
- Jumping rope

## How do I find the time to be active at work?

It is important to have a mixture of activities in your routine.

Many times, people feel they don't have time to 'add' activity into their day. The workplace can help. A workplace can encourage employees to take on various activities at all levels regardless of age and ability. For most people, they just need help to get started. "Balance" needs to come from the individual wanting to start or continue with an activity program, and having encouragement from the workplace in order to meet these objectives. Whether you work in a small or large company, there are many areas and strategies that can increase participation in fitness and active living programs.

- Allow for and encourage stretch breaks while at the workstation
- Map a 10-minute walking route inside or outside your workplace. Encourage staff to take a mid-morning or afternoon "active" break
- Start each workday or shift with a pre-shift stretch program.

## How do you get started?

Sometimes making small changes can support big results. Help individuals find that one reason they need to get started and help them recognize that reasons to stay active may change over time.

- Encourage people to start with one small activity. Whatever their situation or ability, they can try a variety of activities to improve their health and find out what is right for them.
- Often the act of looking for information is the first step towards getting started.
- Allow participants to choose activities that they like to do.

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## COVID-19 Supplemental Paid Sick Leave **Extended**

In compliance with Senate Bill 114, from January 1, 2022 until December 31, 2022, the City is extending COVID-19 sick leave protections and addressing the effects of the coronavirus on City of Berkeley employees who are unable to work or telework for certain qualifying reasons.

The City will provide employees up to 80 hours of COVID-19 Supplemental Paid Sick Leave benefits to employees.

Full time employees may use Up to **40 hours** (employees who work less than full time are entitled to the total number of hours normally scheduled to work in one week) for the following seven qualifying reasons:

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

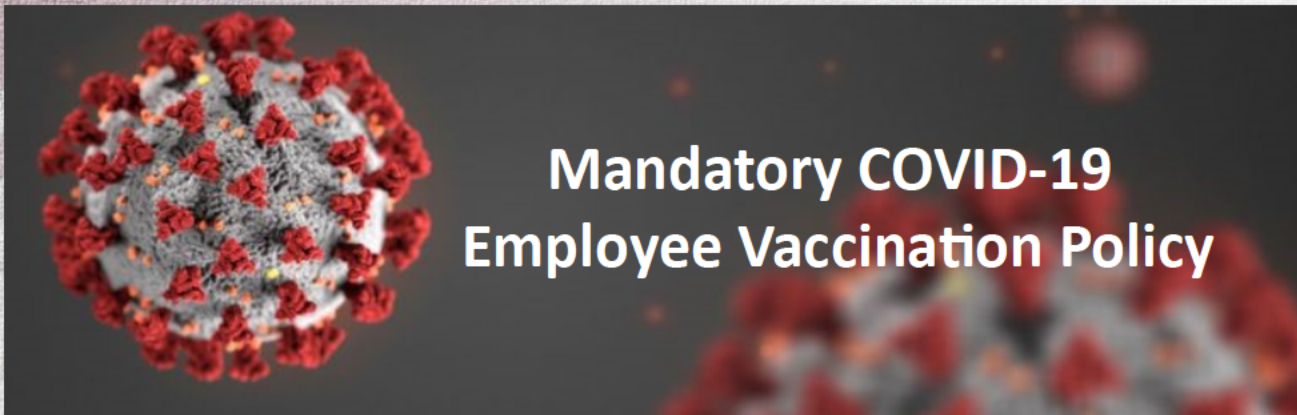
The COVID-19 Supplemental Paid Sick Leave is in addition to any sick leave that may be available to the employee. An employee is not required to use other paid or unpaid leave before accessing leave under this policy.

Full time employees may be entitled to an additional up to **40 hours** (employees who work less than full time are entitled to the total number of hours normally scheduled to work in one week) of COVID-19 Supplemental Paid Sick Leave if the employee or a family member for whom the employee is providing care tests positive for COVID-19. An employee is not required to exhaust the initial COVID-19 supplemental paid leave (Section II of the attached policy) before accessing the additional hours provided a result of a positive COVID-19 test.

If an employee is requesting this additional leave for themselves or a family member for whom they are providing care, the employee must provide documentation of the positive test results in order to be approved for the leave. Employee should notify their supervisor of a positive test and provide documentation of the test result in one of the following two ways:

- a. electronically by sending an encrypted message by typing “[ENCRYPT]” in to the Subject line of the email to [covidreporting@cityofberkeley.info](mailto:covidreporting@cityofberkeley.info); or;
- b. in person through the confidential lockbox located at the Human Resources Department, 2180 Milvia Street, 1st floor, Berkeley, CA 94704.

COVID-19 Supplemental Paid Sick Leave is retroactive to January 1, 2022. This means that an employee can use Supplemental Paid Sick Leave for any absence since January 1, 2022, that falls within one of the above seven qualifying reasons. In order to expedite payment of retroactive Supplemental Paid Sick Leave, employees should review the [Administrative Regulation 2.24](#) and complete the Request for COVID-19 Supplemental Paid Sick Leave form and submit the form to their Department Payroll Clerk.



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

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

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

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

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

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





## OCTOBER 2022



### *Introducing Success Stories— Real People, Real Transformation*

We want to hear and share stories from our members who have overcome personal struggles and shine a light on the steps you took to transform and empower positive change.

*If you have a story you'd like to submit please email us at [marketing@uprisehealth.com](mailto:marketing@uprisehealth.com). You can choose to be anonymous. We look forward to hearing from you and sharing your stories to inspire others.*



### Employee Newsletter

October is Breast Cancer Awareness Month. Learn facts about breast cancer and women's health and how to proactively support your mental health.

[ENGLISH](#) | [SPANISH](#)

### Supervisor Newsletter

A worksite newsletter with trending HR and leadership topics, product highlights, and this month's featured resources and events.

[READ NOW](#)



### Personal Advantage Webinar

Learn practical and actionable tips for budgeting. Click the "Watch Now" button below, enter your login and then select "Webinars"

[WATCH NOW](#)





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

## With the CalPERS 457 Plan you benefit from:

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

Learn more by scheduling a one-on-one meeting

Your CalPERS Account Manager will be here on:



**Wednesday, November 9, 2022**  
**\*\*\* Phone Appointments \*\*\***

- **Enroll!**
- **Review investment elections**
- **Explore roll-over options**

To schedule an appointment:



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

**Appointments will  
be held:**

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

# CURRENT RECRUITMENTS

OCT 21, 2022 • PG 28

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

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

Personnel Rules and Regulations allow career employees in any

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

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

For answers to frequently asked questions regarding recruitments please visit: [www.cityofberkeley.info/Human\\_Resources/Home/](http://www.cityofberkeley.info/Human_Resources/Home/)

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
<b>Accountant II</b> (Funded by General Fund #011 at 100%) (req# 2022-00832E)	Vacancy	Competitive	\$48.42 to \$57.49	Oct 24, 2022	Nov 28, 2022
<b>Accounting Manager</b> (Funded by General Fund #011 at 100%) (req# 2018-00319)	Retirement		\$62.65 to \$76.15	Continuous	
<b>Animal Services Manager</b> (Funded by General Fund #011 at 100%) (req# 2022-00884E)	Retirement		\$62.25 to \$75.22	Oct 24, 2022	Nov 21, 2022
<b>Aquatics Coordinator</b> (Funded by General Fund #011 at 100%) (req# 2022-00880E)	Promotion		\$37.71 to \$43.78	Oct 24, 2022	Nov 14, 2022
<b>Assistant Mental Health Clinician</b> (Funded by Health #315 at 100%) (req# 2021-00410E)	Resignation		\$32.66 to \$37.94	Sep 26, 2022	Oct 31, 2022
<b>Assistant Planner</b> (Funded by General Fund #011 at 100%) (req# 2022-00513E)	Promotion		\$39.05 to \$46.12	Sep 26, 2022	<b>Oct 31, 2022</b> (Extended)
<b>Associate Transportation Engineer</b> (Funded by General Fund #011 at 100%) (req# 2022-00721E)	Resignation		\$60.43 to \$73.02	Sep 12, 2022	<b>Nov 7, 2022</b> (Extended)
<b>Behavioral Health Clinician I</b>	Vacancy		\$41.55 to \$48.73	Continuous	

# CURRENT RECRUITMENTS (CONT'D)

OCT 21, 2022 • PG 29

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly un- less indicated)	OPENING DATE	CLOSING DATE
<b>Behavioral Health Clinician II</b>	Vacancy	Competitive	\$45.76 to \$53.45	Continuous	
<b>Community Development Project Coordinator</b> (Funded by General Fund #011 at 100%) (req# 2021-00439E, 2021-00341E, 2022-00777E)	Promotion		\$50.42 to \$60.96	Aug 1, 2022	Continuous
<b>Deputy City Attorney II/III</b> (Funded by Public Liability #678 at 100%) (Funded by General Fund #011 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.50 to \$95.43	Continuous	
<b>Economic Development Project Coordinator</b> (Funded by General Fund #011 at 92%, Private Percent—Art Fund #148 at 4%, Public Art Fund #150 at 4%) (req# 2022-00883E)	Promotion		\$58.45 to \$70.54	Oct 24, 2022	Nov 14, 2022
<b>Electrician</b> (req# 2020-00113E, 2021-00095E, 2021-00353E)	Vacancy		\$48.29 to \$52.92	Continuous	
<b>Environmental Compliance Specialist</b> (req# 2021-00287E)	Promotion		\$52.44 to \$60.76	Oct 11, 2022	Nov 7, 2022
<b>Epidemiologist</b>	Vacancy		\$41.70 to \$50.69	Continuous	
<b>Equal Employment Opportunity &amp; Diversity Officer</b> (Funded by General Fund #011 at 100%) (req# 2022-00850E)	Vacancy		\$53.60 to \$64.79	Sep 26, 2022	Oct 17, 2022
<b>Fire Prevention Inspector (Sworn)</b>	To Estab- lish a List		\$60.13 to \$66.29	Continuous	
<b>Firefighter Paramedic</b>	Vacancy		\$32.18 to \$40.54	Continuous	
<b>Firefighter Paramedic Lateral</b>	Vacancy		\$32.18 to \$40.54	Continuous	
<b>Health Nutrition Program Coordinator</b> (Funded by Health (General) #312 at 100%) (req# 2022-00717E)	Resigna- tion		\$47.26 to \$55.12	Aug 29, 2022	<b>Oct 31, 2022 (Extended)</b>
<b>Marina Assistant</b> (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.96 to \$34.94	Continuous	

# CURRENT RECRUITMENTS (CONT'D)

OCT 21, 2022 • PG 30

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly un- less indicated)	OPENING DATE	CLOSING DATE
<b>Mechanic</b> (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy	Competitive	\$44.60 to \$47.28	Continuous	
<b>Mental Health Clinical Supervisor</b> (Funded by General Fund #010 at 45%, Mental health Service Act #063 at 55%) (req# 2019-00213E)	Vacancy		\$50.56 to \$62.08	Jul 4, 2022	Continuous
<b>Mid-Level Practitioner</b> (req# 2018-00129, 2019-00221, 2016-00265)	Vacancy		\$58.04 to \$64.35	Continuous	
<b>Mini Bus Driver</b> (Funded by General Fund #011 at 100%) (req# 2022-00700E)	Vacancy		\$29.32 to \$31.71	Oct 24, 2022	Nov 14, 2022
<b>Paramedic</b>	Vacancy		\$30.00 to \$45.00	Jul 11, 2022	Continuous
<b>Police Officer Lateral</b> (Funded by General Fund #011 at 100%)	Vacancy		\$52.76 to \$65.67	Continuous	
<b>Police Officer Recruit</b> (Funded by General Fund #011 at 100%) (req# 2021-00233E)	Resignation		\$43.18	Jun 20, 2022	Continuous
<b>Psychiatrist</b> (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$90.52 to \$133.73	Continuous	
<b>Public Health Nurse</b> (Funded by Alameda County Grants #326 at 51.5%, Health (General) #312 at 42.5%, General Fund #011 at 6%) (req# 2021-00096E)	Vacancy		\$53.36 to \$62.24	Continuous	
<b>Public Safety Dispatcher I</b> (Funded by General Fund #011 at 100%) (req# 2021-00280E) (req# 2021-00251E)	Vacancy		\$32.18 to \$35..17	Apr 25, 2022	Continuous
<b>Public Safety Dispatcher II</b>	Vacancy		\$45.98 to \$49.90	Continuous	
<b>Registered Nurse</b>	Vacancy		\$51.68 to \$57.28	Continuous	

# CURRENT RECRUITMENTS (CONT'D)

OCT 21, 2022 • PG 31

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
<b>Senior Behavioral Health Clinician</b> (Funded by Health #316 at 60%, Mental Health State Aid Re-alignment #158 at 40%) (req# 2022-00826E)	Promotion	Competitive	\$49.95 to \$58.31	Sep 26, 2022	Continuous
<b>Senior Information Systems Specialist</b> (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$48.56 to \$57.87	Continuous	
<b>Service Technician</b>	Vacancy		\$37.44 to \$39.73	Continuous	
<b>Supervising Public Health Nurse</b>	Vacancy		\$62.73 to \$73.65	Continuous	
<b>Office Specialist III</b> (req# 2022-00855E, 2022-00796E, 2022-00705E, 2022-00728)	Promotion Transfer	Promotional	\$37.30 to \$40.72	Oct 11, 2022	Oct 31, 2022

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

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

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

CLASSIFICATION TITLE	REASON	DEPT	CONTACT
<b>Accounting Office Specialist III (Promotional Only)</b> (Funded by General Fund #011 at 100%) (req# 2022-00900E)	Vacancy	Fire	[REDACTED]
<b>Assistant Human Resources Analyst</b> (Funded by Library-Discretionary #101 at 100%) (req# 2022-00599E)	Vacancy	Library	[REDACTED]
<b>Associate Human Resources Analyst</b> (Funded by Workers Compensation #676 at 100%) (req# 2022-00905E)	Resignation	Human Resources	[REDACTED]
<b>Associate Management Analyst</b> (req# 2022-00912E)	Resignation	Public Works	[REDACTED]
<b>Camp Manager (x2)</b> (Funded by Playground Camp Fund #125 at 100%) (req# 2022-00732E, 2022-00733E)	Vacancy Promotion	PRW	[REDACTED]
<b>Human Resources Technician</b> (Funded by General Fund #011 at 100%) (req# 2022-00902E)	Resignation	Human Resources	[REDACTED]
<b>Library Aide (x5)</b> (Funded by Library-Discretionary #101 at 100%) (req# 2022-00907E, 2022-00908E, 2022-00909E, 2022-00931E, 2022-00931E)	Promotion Vacancy	Library	[REDACTED]
<b>Mental Health Program Supervisor (x2)</b> (req# 2022-00670E, 2022-00824E)	Retirement Promotion	HHCS	[REDACTED]
<b>Principal Planner</b> (Funded by Measure B - Bike and Pedestrian #131 at 25%, Measure F - Alameda Cty VRD Street & Road #133 at 25%, Capital Improvement #501 at 50%) (req# 2022-00904E)	Retirement	Public Works	[REDACTED]

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

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

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

CLASSIFICATION TITLE	REASON	DEPT	CONTACT
<b>Public Safety Dispatcher I (x2)</b> (Funded by General Fund #011 at 100%) (req# 2022-00919E, 2022-00920E)	Vacancy	Police	[REDACTED]
<b>Recreation Coordinator</b> (Funded by General Fund #011 at 100%) (req# 2022-00911E)	Promotion	PRW	[REDACTED]



## 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 person within one week of the job posting if you **meet one** of the **above criteria**.

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

CLASSIFICATION TITLE	REASON	DEPT	CONTACT	DURATION
<b>Accounting Technician</b> (Funded by General Fund #011 at 100%) (req# 2022-00794E)	Promotion	Auditor's Office	[REDACTED]	NTE 2 Years
<b>Associate Office Specialist II</b> (req# 2022-00854E)	Vacancy	Public Works	[REDACTED]	NTE 6 months

## TEMPORARY VACANCIES WITHOUT AN ELIGIBLE LIST

If you would like to be considered for one of these vacancies please apply online: [www.cityofberkeley.info/jobs](http://www.cityofberkeley.info/jobs)

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

CLASSIFICATION TITLE (Funding source and requisition/s)	DEPT	CONTACT	DURATION	OPENING DATE
<b>Applications Programmer/Analyst I (Promotional Only)</b> (Funded by FUND\$ replacement #503 at 100%) (req# 2022-00934E)	Information Technology	[REDACTED]	NTE 2 Years	Oct 24, 2022
<b>Assistant to the City Manager</b> (Funded by General Fund #011 at 100%) (req# 2022-00937E)	City Manager	[REDACTED]	NTE 3 Years	Oct 24, 2022
<b>Mealsite Coordinator</b> (Funded by General Fund #011 at 100%) (req# 2022-00617E)	HHCS	[REDACTED]	NTE 6 Months	Oct 24, 2022

# HELLO's & GOODBYE's



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TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	Principal Planner	Planning
	[REDACTED]	Field Representative	Public Works
	[REDACTED]	Senior Management Analyst	Public Works
	[REDACTED]	Marina Assistant	PRW
	[REDACTED]	Library Specialist II	Library
	[REDACTED]	Animal Control Officer	City Manager
	[REDACTED]	Registered Nurse	HHCS
PROMOTIONS	[REDACTED]	Fire Captain II	Fire
	[REDACTED]	Public Works Supervisor	Public Works
	[REDACTED]	Senior Economic Development Project Coordinator	City Manager
	[REDACTED]	Library Assistant	Library
	[REDACTED]	Library Assistant	Library
	[REDACTED]	Recreation Program Supervisor	PRW
	[REDACTED]	Recreation Program Supervisor	PRW
	[REDACTED]	Library Specialist II	Library

