

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
*** NEW LOCATION ***
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
DATE: May 1, 2023 TIME: 7:00 P.M.**

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

THIS MEETING IS BEING HELD IN A WHEELCHAIR ACCESSIBLE LOCATION. TO REQUEST A DISABILITY-RELATED ACCOMMODATION(S) TO PARTICIPATE IN THE MEETING, INCLUDING AUXILIARY AIDS OR SERVICES, PLEASE CONTACT THE DISABILITY SERVICES SPECIALIST AT 981-6418 (V) OR 981-6347 (TDD) AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING DATE. PLEASE REFRAIN FROM WEARING SCENTED PRODUCTS TO THIS MEETING. To submit an e-mail comment during the meeting to be read aloud during public comment, email jelewis@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply

MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on April 3, 2023
- V. Request for Extension of Temporary Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny Wyant
- VI. Recommendation Amending Fire Captain II Job Class Specification
- VII. Recommendation Amending the Police Officer Recruit Job Class Specification
- VIII. Recommendation for Creating Lactation Counselor Job Class Specification
- IX. Recommendation Amending the Audit Manager Job Class Specification

INFORMATION ITEMS:

- X. Director's Report – Updates from HR Director – Discussion Only
- XI. Copy of Berkeley Matters – Discussion Only
- XII. Adjournment

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

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

relevant board, commission or committee for further information. **SB 343 Disclaimer:** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley CA.

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD

*** NEW LOCATION ***

1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704

DATE: April 3, 2023 TIME: 7:00 P.M.

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

MEETING MINUTES

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

II. Roll Call

Members Present: Robert Dixon (Chair), Darryl Bartlow, Maya Karpinski, Nic O'Loughlin, Jenny Wenk

Members Absent: Aviva Gilbert (Vice Chair) – excused, Mary Kay Lacey – excused

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Dr. Lisa Warhuus (Director of HHCS); Dr. Jeffrey Johns (Supervising Psychiatrist); Hansel Aguilar (Director of Police Accountability); Caitlin Palmer (City Auditor's Office)

Public Attendance: None

III. Public Comments

Cordell Hindler: "For the May agenda I would request to have the City Auditor present in the hiring retention [sic]. Also, consider scheduling a retreat to go over the plans for the remainder of 2023."

Caitlin Palmer: I wanted to let the Board know the City Auditor's Office is working on a retention audit, any member of the Board can reach out with questions.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on March 6, 2023

Action: MSC: (Wenk/Bartlow) to approve the minutes of the meeting on March 6, 2023.

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

V. Recommendation to Approve Petition to Modify Unit to Accrete Paramedics

Action: MSC: (Wenk/Bartlow) to approve the Recommendation to Approve Petition to Modify Unit to Accrete Paramedics

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

VI. Request for Extension of Temporary Police Accountability Investigator

Action: MSC: (O'Loughlin/Karpinski) to approve the Request for Extension of Temporary Police Accountability Investigator

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

VII. Recommendation Amending the Behavioral Health Clinician I Job Class Specification

Action: MSC: (Wenk/Karpinski) to approve the Recommendation Amending the Behavioral Health Clinician I Job Class Specification

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

VIII. Recommendation Amending the Mental Health Nurse Job Class Specification

IX. **Action:** MSC: (Bartlow/O'Loughlin) to approve the Recommendation Amending the Mental Health Nurse Job Class Specification

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

INFORMATION ITEMS:

X. Employer of Choice Initiative – Discussion Only

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

The Director reported on hiring progress, mandatory training compliance, and the start of labor negotiations with public safety bargaining groups.

XII. Copy of Berkeley Matters – Discussion Only

XIII. Adjournment 8:00 PM



Human Resources

Date: May 1, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Request for Extension of Temporary Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny Wyant

BACKGROUND

The City of Berkeley Human Resources Department and the Health, Human, and Community Services Department request a six-month extension of the temporary appointment of Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny Wyant.

DISCUSSION

These temporary positions were added to Housing and Community Services using grant funding to address chronic understaffing in this division. The division originally requested these to be permanent positions, but at the City Manager's direction, added these four positions as temporary while undertaking a study of appropriate levels of staffing to meet current demands. Housing and Community Services worked with VIVIA Consulting, a firm with background in organizational development with housing organizations, to conduct a comprehensive study and develop proposed changes. These proposed changes, and accompanying requests for additional General Fund, will go to the City Council's Budget and Finance Committee on April 27, 2023, and may be referred to the fiscal year 2024-2025 budget process.

SALARY

The fiscal impact for six months at each position is the difference between the employees' existing Career positions and the Temporary positions: \$11,773 for Joshua Oehler, Community Service Specialist III; no difference for Rhianna Babka, Senior Management Analyst; and \$23,136 for Jenny Wyant, Senior Development Project Coordinator. The additional funding is covered through special funding sources including grants.

RECOMMENDATION

The Personnel Board is requested to approve the six-month extension of the temporary appointments of Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny Wyant, to end on October 16, 2023, September 20, 2023, and

September 19, 2023, respectively.

EMPLOYEE NAME	TEMPORARY ASSIGNMENT START DATE #1	TEMPORARY ASSIGNMENT END DATE #1	TEMPORARY ASSIGNMENT END DATE #2	TEMPORARY ASSIGNMENT END DATE #3	NEW TEMPORARY ASSIGNMENT END DATE
Joshua Oehler	October 16, 2022	April 16, 2023	N/A	N/A	October 16, 2023
Rhianna Babka	March 20, 2022	September 20, 2022	March 20, 2023	N/A	September 20, 2023
Jenny Wyant	September 19, 2021	March 19, 2022	September 19, 2022	March 19, 2023	September 19, 2023

cc: Monica Walker, Human Resources Manager



Human Resources

Date: May 1, 2023
To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Recommendation Amending Fire Captain II Job Class Specification

BACKGROUND

The City of Berkeley Human Resources Department and Fire Department seek to make non-substantive nomenclature and clerical corrections to the Fire Captain II job class specification.

DISCUSSION

The Fire Captain II job class specification outlines a series of certifications and courses required by date of employment. One of the classes titled “Management 1A” should be titled “Fire Inspector 1A.” The Management 1A class has never existed and is a nomenclature error. Other proposed changes include clerical corrections.

Our recommendation is to revise the job class specification to correct nomenclature and clerical matters.

SALARY

There is no salary impact.

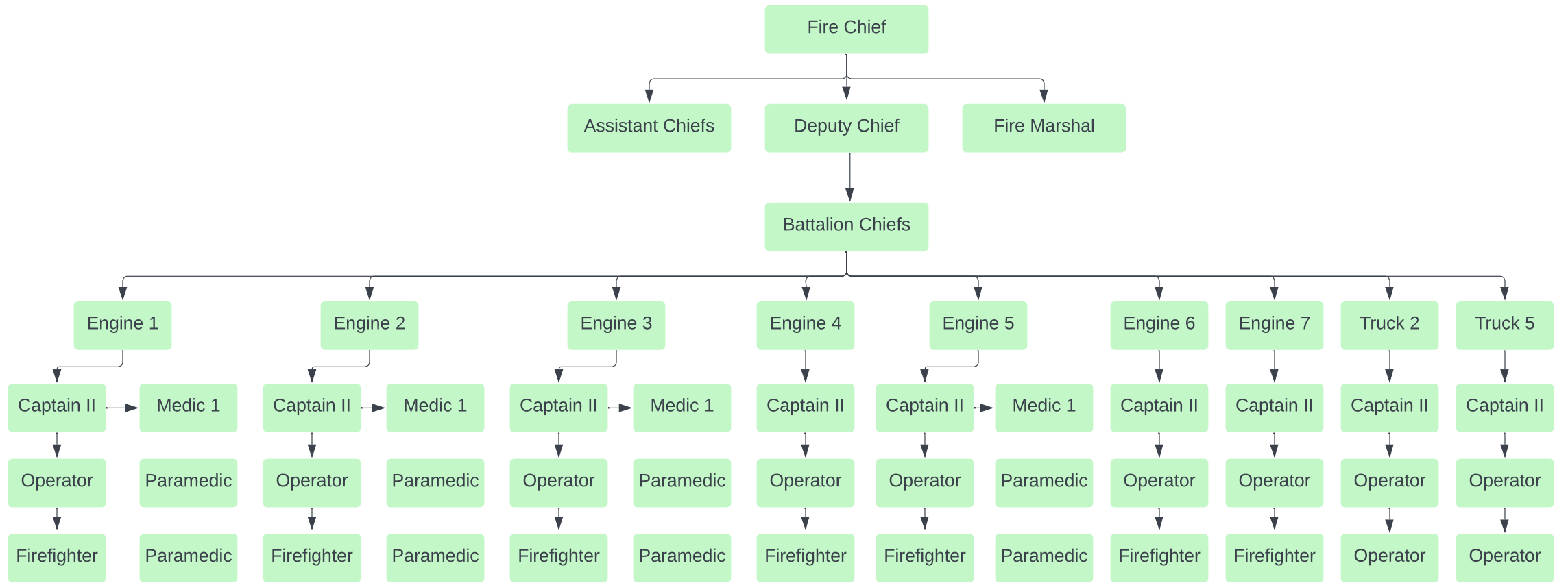
RECOMMENDATION

The Personnel Board is requested to approve the following: Revise job class specification of Fire Captain II as outlined above.

ATTACHMENTS

1. Organizational Chart – Fire Department
2. Job Class Specification with Proposed Revisions – Fire Captain II
3. Job Class Specification – Fire Captain I
4. Job Class Specification – Battalion Chief

cc: Monica Walker, Human Resources Manager





Fire Captain II

Class Code:
8010

Bargaining Unit: Berkeley Fire Fighters Association,
Local 1227

CITY OF BERKELEY
Established Date: May 12, 2014
Revision Date: ~~Jan 6, 2020~~ May 1, 2023

SALARY RANGE

\$48.72 - \$53.70 Hourly
\$5,456.64 - \$6,014.40 Biweekly
\$11,822.72 - \$13,031.20 Monthly
\$141,872.64 - \$156,374.40 Annually

DESCRIPTION:

DEFINITION

Under direction, plans, coordinates, assigns, and directs the emergency and non-emergency activities of a company and/or station for all shifts, directly and through subordinate supervisors; commands emergency response scenes unless relieved by a higher level officer; directs and may perform specified staff assignments in the Divisions: Emergency Medical Services, Fire Prevention, Office of Emergency Services, or Training, or other special assignment, in addition to normal emergency response and fire suppression activities; may serve in a support role in the Emergency Operations Center; or perform related work as assigned.

CLASS CHARACTERISTICS

This class is the first-line supervisor, directing and participating in fire suppression, emergency medical response, fire prevention, Office of Emergency Services, and related departmental functions. This class is distinguished from Battalion Fire Chief, which has overall supervisory authority for all activities of all companies on a shift or Assistant Fire Chief, which has overall supervisory authority for all division activities.

EXAMPLES OF DUTIES:

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

1. Plans, coordinates, schedules, assigns, and directs the emergency and non-emergency activities of a company or station for all shifts, directly and through subordinate supervisors;

2. Supervises multiple company responses to emergencies, fires, medical aids, hazardous materials, rescues or other situations, and functions as incident commander unless relieved, including responsibility for situation assessment, strategy development and implementation, tactics, and direction of companies through company officers;
3. Plans, schedules, assigns, and participates in equipment and station maintenance, training, fire prevention inspection, and other operational and administrative assignments for the company and/or station; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations;
4. Assumes responsibility for various administrative and special assignments, including but not limited to: the department's equipment and apparatus evaluation and maintenance program, development and execution of the department's training, EMS, or OES programs, and Fire Prevention Program including the drill tower, development of special programs, such as hazardous materials; supervises and reviews performance appraisal and counseling of crews, and discusses and coordinates discipline and other personnel issues with the Battalion Chiefs or Training Director;
5. Participates in interviewing and selection of employees;
6. Interprets policies, directives, and personnel regulations, and ensures their proper application; ensures preparation and maintenance of proper records and reports;
7. Develops annual station and/or company budget requests and recommendations for major station and division projects; equipment; apparatus replacement and upgrading; and material and supply needs;
8. Exchanges information between company shift supervisors and crews;
9. Plans, evaluates, and conducts training courses and programs;
10. Prepares a variety of reports, correspondence, and other written materials; performs studies and special projects to evaluate equipment issues, new developments, procedures, and policies, and recommends resolution and improvements; requisitions materials and approves purchases within delegated authorities; prepares fire and emergency response reports and annual performance evaluations of subordinate personnel; and
11. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
2. Basic administrative practices, including planning budget needs, monitoring expenditures, and purchasing and requisition processes;
3. Principles, strategy, techniques, materials, and equipment used in fire suppression, investigation, and prevention, rescues, and related emergency responses;
4. Principles and practices of providing emergency medical response at the basic life support level;
5. Hazardous material and chemical spill response;
6. Applicable state and federal laws, codes, ordinances, and regulations;
7. Safety practices and precautions pertaining to the work;

8. Geographical and topographical layout of the City and location of various fire protection connections to buildings; and
9. Water supply services throughout the City.

Ability to:

1. Plan, organize, schedule, assign, and review the work of others, directly and through subordinate supervisors;
2. Analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
3. Develop and conduct classroom and practical training courses and programs;
4. Render emergency medical care at the basic life support level;
5. Establish and maintain effective working relationships with those encountered in the course of the work;
6. Maintain accurate records and prepare clear and concise reports and other written materials;
7. Operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response; and
8. Conduct fire prevention activities and inspections.

MINIMUM QUALIFICATIONS:

AT TIME OF APPLICATION:

1. Five (5) years of experience as a Firefighter and/or Fire Apparatus Operator in the City of Berkeley Fire Department.
2. Applicants in the class of Firefighter must have a completed and valid Berkeley Fire Department: Apparatus Operator Engine, Truck, and Captain Task Book on file with the City;
3. Applicants in the class of Fire Apparatus Operator must have a completed and valid Berkeley Fire Department Fire Captain Task Book on file with the City.

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, the incumbent is required to maintain a valid California Class C or higher driver's license and as well as a satisfactory driving record. Must possess and maintain current State of California Emergency Medical Technician certification. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds.

BY DATE OF EMPLOYMENT:

1. Certificates of completion issued by the California Office of the State Fire Marshall (OSFM) for the one set of the following courses ("a" or "b") or equivalents/replacements as determined by the OSFM:
 - a. California Fire Services Training and Education System (CFSTES) core courses for Fire Officer Certification

- i. CFSTES Command 1A
- ii. CFSTES Command 1C
- iii. CFSTES Fire Instructor 1A or Training Instructor 1A on Instructor 1 ~~iv.~~
- iv. CFSTES Management 1
- v. CFSTES ~~Management~~ Fire Investigation 1A
- vi. CFSTES SFT Fire Prevention 1, 1A or 1B ~~b)~~
- b. CFSTES core courses for Company Officer Certification
 - i. Company Officer 2A: Human Resource Management
 - ii. Company Officer 2B: General Administrative Functions
 - iii. Company Officer 2C: Fire Inspections and Investigations
 - iv. Company Officer 2D: All Risk Command Operations
 - v. Company Officer 2E: Wildland Incident Operations
 - vi. Instructor I: Instructor Methodology
 - vii. SFT or National Wildfire Training Group (NWCG) Intermediate Wildland Fire Behavior (S-290)
 - viii. CSTI Hazardous Materials Incident Commander

BY COMPLETION OF PROBATION:

1. Certificates of completion issued by the California Office of the State Fire Marshall (OSFM) or the NWCG for the following courses or equivalents/replacements as determined by the OSFM:
 - a. Instructor II: Instructional Development ~~b)~~
 - b. Engine Boss (Single Resource) (S-231) ~~e)~~
 - c. Ignition Operations (S-219)
2. City of Berkeley courses or equivalents as determined by the Fire Department:
 - a. Microsoft Word: Level 1
 - b. Microsoft Outlook: Level 1

CLASSIFICATION HISTORY:

Title: Fire Captain II
Classification Code: 81710
Established: 2014-05-11
Revised: 2014-12
Revised: ~~2020-04~~2023-05
FLSA Status: Non-Exempt
Admin Leave / Overtime: Overtime
Representation Unit: B
Probationary Period: 1 year
Workers' Comp Code: 7706



Fire Captain I

Class Code:
8009

Bargaining Unit: Berkeley Fire Fighters
Association, Local 1227

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: May 1, 2014

SALARY RANGE

\$47.84 - \$52.74 Hourly
\$5,358.08 - \$5,906.88 Biweekly
\$11,609.17 - \$12,798.24 Monthly
\$139,310.08 - \$153,578.88 Annually

DESCRIPTION:

DEFINITION

Under direction, plans, coordinates, assigns, and directs the emergency and non-emergency activities of a company and/or station for all shifts, directly and through subordinate supervisors; commands emergency response scenes unless relieved by a higher level officer; directs and may perform specified staff assignments in the divisions: Emergency Medical Services, Fire Prevention, Office of Emergency Services, or Training, or other special assignment, in addition to normal emergency response and fire suppression activities; may serve in a support role in the Emergency Operations Center; or perform related work as assigned.

CLASS CHARACTERISTICS

This class is the First-line supervisor and/or company commander, directing and participating in fire suppression, emergency medical response, fire prevention, office of emergency services, and related departmental functions. Incumbents supervise company staff directly, and may serve as a station or company commander. This class is distinguished from Battalion Fire Chief, which has overall supervisory authority for all activities of all companies on a shift or Assistant Fire Chief which has overall supervisory authority for all training activities.

EXAMPLES OF DUTIES:

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

1. Plans, coordinates, schedules, assigns, and directs the emergency and non-emergency activities of a company or station for all shifts, directly and through subordinate supervisors;
2. Supervises multiple company responses to emergencies, fires, medical aids, hazardous materials, rescues or other situations, and functions as incident commander unless relieved, including responsibility for situation assessment, strategy development and implementation, tactic, and direction of companies through company officers;
3. Plans, schedules, assigns, and participates in equipment and station maintenance, training, fire prevention inspection, and other operational and administrative

- assignments for the company and/or station; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations;
4. Assumes responsibility for various administrative and special assignments, including but not limited to: the department's equipment and apparatus evaluation and maintenance program, development and execution of the department's training program, and Fire Prevention Program including the drill tower, development of special programs, such as hazardous materials; supervises and reviews performance appraisal and counseling of crews, and discusses and coordinates discipline and other personnel issues with the Battalion Chiefs or Training Director;
 5. Participates in interviewing and selection of employees;
 6. Interprets policies, directives, and personnel regulations and ensures their proper application; ensures preparation and maintenance of proper records and reports;
 7. Develops annual station and/or company budget requests and recommendations for major station and division projects; equipment; apparatus replacement and upgrading; and material and supply needs;
 8. Exchanges information between company shift supervisors and crews;
 9. Plans, evaluates, and conducts training courses and programs;
 10. Prepares a variety of reports, correspondence, and other written materials; performs studies and special projects to evaluate equipment issues, new developments, procedures, and policies, and recommends resolution and improvements; requisitions materials and approves purchases within delegated authorities; prepares fire and emergency response reports and annual performance evaluations of subordinate personnel; and
 11. 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. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
2. Basic administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes;
3. Principles, strategy, techniques, materials and equipment used in fire suppression, investigation, and prevention, rescues and related emergency responses;
4. Principles and practices of providing emergency medical response at the basic life support level;
5. Hazardous material and chemical spill response;
6. Applicable state and federal laws, codes, ordinances, and regulations;
7. Safety practices and precautions pertaining to the work;
8. Geographical and topographical layout of the City and location of various fire protection connections to buildings; and
9. Water supply services throughout the City.

Ability to:

1. Plan, organize, schedule, assign, and review the work of others, directly and through subordinate supervisors;
2. Analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
3. Develop and conduct classroom and practical training courses and programs;
4. Render emergency medical care at the basic life support level;
5. Establish and maintain effective working relationships with those encountered in the course of the work;
6. Maintain accurate records and prepare clear and concise reports and other written materials;

7. Operate a variety of tools, equipment and apparatus used in fire, medical and other emergency response; and
8. Conduct fire prevention activities and inspections.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Five (5) years of experience in firefighting and apparatus operation including at least one (1) year in a supervisory capacity equivalent to the City's Fire Lieutenant. Completion of the State Fire Officer certification courses, course work in incident command, three(3) semester units each of Tactics and Strategy and Elements of Supervision, and 30 hours of instruction or two (2) quarter units of Instructional Methods.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. Must possess a First Aid Instructor's Card and current certification as an Emergency Medical Technician, level I. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds.

CLASSIFICATION HISTORY:

Fire Captain I	
Classification Code	8167
Classification Established	1988
Classification Revised	6/1997
Classification Revised	11/2007 (EMT removed from title)
Classification Revised	May 2014 (re-titled)
FLSA Status	Non-Exempt
Admin Leave/Overtime	Overtime
Representation Unit	B
Probationary Period	12 Months
Worker's Comp Code	7706



CITY OF BERKELEY
Established Date: Mar 13, 2009
Revision Date: Jan 6, 2020

Battalion Chief

Class Code:
8002

Bargaining Unit: Berkeley Fire Fighters
Association, Local 1227 (Chief Fire Officers)

SALARY RANGE

\$55.25 - \$63.96 Hourly
\$6,188.00 - \$7,163.52 Biweekly
\$13,407.33 - \$15,520.96 Monthly
\$160,888.00 - \$186,251.52 Annually

DESCRIPTION:

DEFINITION

Under general direction, commands a shift consisting of several firefighting and emergency medical response companies; responsible for fire suppression, command responsibilities, and the supervision of station operations for an assigned shift, and performs related duties as required.

CLASS CHARACTERISTICS

This class supervises all shift activities, through subordinate supervisors, of a large group of companies providing City-wide fire suppression, emergency medical services, and other assigned activities. This class is distinguished from Fire Captain, which is a station commander in charge of a fire-fighting company and from Assistant Fire Chief which is responsible for overseeing administrative work assignments, providing project management, and establishing policies and procedures.

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. Responds to all structural fires; takes command or serves in Incident Command or other ICS system function; and directs the operation of all personnel and equipment at the scene until relieved by a superior officer;
2. Ensures complete staffing of all companies for the shift; plans, organizes, evaluates, and directs the work of subordinate supervisors;
3. Supervises responses to emergency fire, medical aid, hazardous material, rescue, or other situations, and functions as incident commander, including responsibility for situation assessment; development and implementation of strategy and tactics; and direction of companies through company and station commanders;
4. Relays and discusses significant shift activities with on-coming and off-going Duty Chiefs;
5. Attends and conducts various staff and departmental meetings, and ensures that supervisors and subordinates are informed of significant events and scheduled

- activities;
6. Works with company officers to oversee resolution of shift personnel, equipment, and operations issues;
 7. Reviews and approves shift correspondence and reports;
 8. Serves on various city, county, or departmental committees and performs or oversees special studies and analyses related to methods, equipment, new developments, and departmental issues;
 9. May serve as a Strike Team Leader or other command function as necessary;
 10. Works with outside agencies to coordinate emergency response plans, resources, and operational issues; reviews and evaluates personnel actions of company and station commanders, prepares recommendations for action by an Assistant Chief or Deputy Chief, and initiates personnel actions within delegated authorities;
 11. Releases and interprets policies, directives, and personnel regulations, and ensures their consistent application across companies;
 12. Requisitions materials and approves purchases within delegated authorities;
 13. Maintains or acquires all necessary qualifications and certifications for incident command functions;
 14. Conducts and participates in training; may personally perform a variety of fire suppression and medical treatment tasks in emergency situations; and
 15. Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and practices of supervision of a large group of employees through subordinate supervisors, including selection, training, evaluation, and discipline;
2. Modern fire suppression methods and incident command system operations, rescue principles, practices, techniques, and procedures;
3. Operation and maintenance requirements of the various types of fire apparatus and equipment;
4. Principles and practices of providing emergency medical response at the advanced and basic life support levels;
5. Practices and procedures of budget preparation and monitoring, material requisitioning, and purchase ordering;
6. Hazardous material and chemical spill response;
7. Applicable state and federal laws, codes, ordinances, and regulations; and
8. Safety practices and precautions pertaining to the work.

Ability to:

1. Plan, organize, direct, and coordinate a large group of employees through subordinate supervisors;
2. Analyze complex emergency response and operational problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
3. Interpret and implement goals, objectives, policies, procedures, work standards, and management controls;
4. Establish and maintain effective working relationships with those encountered in the course of the work;
5. Prepare clear and concise records, reports, correspondence, and other written materials;
6. Exercise independent judgment within general policy guidelines; and
7. Make oral presentations.

MINIMUM QUALIFICATIONS:

AT TIME OF APPLICATION:

1. Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university.
2. Two (2) years of experience as a Fire Captain in the City of Berkeley Fire Department.
3. A completed and valid Berkeley Fire Department Battalion Chief taskbook on file with the City.

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, the incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record. Must be willing to work shifts as structured in the Fire Department. Must be physically fit to participate in emergency response if needed.

Completion of Probation

1. Certificates of completion issued by the California Office of the State Fire Marshall (OSFM) for the one set of the following courses (a. or b.) or equivalents/replacements as determined by the OSFM:

- a. California Fire Services Training and Education System (CFSTES) courses required for Chief Officer Certification, below, or

- i. Fire Command 2A
- ii. Fire Command 2B
- iii. Fire Command 2C
- iv. Fire Command 2D
- v. Fire Command 2E
- vi. Fire Management 2A
- vii. Fire Management 2B
- viii. Fire Management 2C
- ix. Fire Management 2D
- x. Fire Management 2E
- xi. I-400

- b. California Fire Services Training and Education System (CFSTES) courses required for Chief Fire Officer Certification:

- i. Chief Fire Officer 3A: Human Resource Management, and
- ii. Chief Fire Officer 3B: Budget & Fiscal Responsibilities, and
- iii. Chief Fire Officer 3C: General Administration Functions, and
- iv. Chief Fire Officer 3D: Emergency Services Delivery Responsibilities.

2. Fire Service Training and Education Program (FSTEP) Command and Control of the RIC Deployment or equivalent as determined by the Fire Department.

CLASSIFICATION HISTORY:

Title: Battalion Chief
Classification Code: 81750
Established: 2009-03
Revised: 2011-11
Revised: 2014-12
Revised: 2020-01
FLSA Status: Exempt
Admin Leave / Overtime: Overtime
Representation Unit: A

Probationary Period: 1 year
Workers' Comp Code: 7706



Human Resources

Date: May 1, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation Amending the Police Officer Recruit Job Class Specification

BACKGROUND

The City of Berkeley Human Resources Department and Police Department seek to revise the job class specification of Police Officer Recruit. Recruitment challenges, input from staff, and data from surrounding agencies were considered in revising this classification.

DISCUSSION

Law enforcement is facing unprecedented challenges in hiring and keeping recruits. The combination of an industry-wide shortage of Police Officers, the City's hiring freeze of 2020, the COVID pandemic, police protests, and general sentiment towards law enforcement has resulted in a limited applicant pool. Departments are struggling to recruit, hire, and retain police officers while also trying to keep up with the wave of retiring police officers.

Streamlining our hiring process and locking down the best applicants is critical since the City is often competing with other agencies. Beginning approximately a year ago, Human Resources took a major step in streamlining the hiring process by facilitating open-continuous recruitment efforts so applications can be accepted at any time. A critical second step is to be able to hire those applicants as soon as possible.

The Berkeley Police Department primarily uses the Alameda County Sheriff's Office and Sacramento Police Department academies to train our Police Officer Recruits. The academies last approximately six months and are open twice a year, depending on availability. Occasionally, the academies may not have room or staffing to accept outside agency recruits. Having the ability to hire a Police Officer Recruit applicant before an academy starts will allow us to retain the applicant in the crucial time period when they may choose to begin working for another agency due to financial or other reasons. It is worth noting here that although most applicants narrow down the agencies applied to, they are also candid about accepting the first job offer received.

A secondary benefit to hiring a Police Officer Recruit before the academy starts is to train them in the processes and procedures they can expect to learn and know in the academy, thereby increasing the likelihood of success in the academy. Furthermore, hiring the applicant interested in becoming a Police Officer under another classification is inefficient because it starts the applicant on a training track that is different from the short-range goal of entering an academy.

Our recommendation is to revise the job class specification, to include the additional job duties that allow the City to hire the candidate in advance of the Basic Academy, in hopes of attracting and retaining candidates as Police Officers.

SALARY

The salary impact of hiring in advance of the Police Academy is an additional \$13,157 per month.

RECOMMENDATION

The Personnel Board is requested to approve the following: Revise job class specification of Police Officer Recruit as outlined above.

Attachments

1. Organizational Chart – Police Department
2. Job Class Specification with Proposed Revisions – Police Officer Recruit

cc: Monica Walker, Human Resources Manager



Police Officer Recruit

Class Code:
7014

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY

Established Date: Oct 6, 2008

Revision Date: ~~January 9, 2023~~ May 1, 2023

SALARY RANGE

\$43.18 Hourly
\$3,454.40 Biweekly
\$7,484.53 Monthly
\$89,814.40 Annually

DESCRIPTION:

DEFINITION

Under supervision, attends a Peace Officer Standards and Training (P.O.S.T.) certified Basic Recruit Academy; May also perform a wide range of field and office support duties within the Police Department after being selected as a Police Officer Recruit, either prior to, during, or while attending the Basic Recruit Academy. ~~performs related work as assigned.~~

CLASS CHARACTERISTICS

This is an entry level, temporary civil service classification without peace officer powers, rights or privileges, within the Police Department, used for classification of new recruits during or prior to their attendance at a P.O.S.T. Certified Basic Recruit Academy. Upon successful completion of the required course of study in a P.O.S.T. Basic Academy, incumbents may be accepted as a sworn Peace Officer of the State of California and a Police Officer of the Police Department. This class is distinguished from Police Officer, which is a sworn classification with peace officer authorities.

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. Attends a P.O.S.T. Certified Basic Academy to obtain classroom and practical education in the criminal justice system, applicable civil and criminal laws, police procedures, law enforcement techniques, first aid and physical fitness.

2. Performs a wide range of field and office support duties in various divisions within the Police Department, under supervision by Personnel and Training unit, or designee.

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.
3. Use and basic capabilities of computerized record and information systems;
4. Safe work methods and safety regulations pertaining to the work; and
- 2-5. General office practices, including filing and operation of common office equipment.

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. Reading, interpreting and applying complex laws, procedures and policies;
5. Making rapid, sound independent judgments within legal and procedural guidelines;
6. Preparing clear and concise reports, records and other written materials; and
7. 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:

Must be free from any disqualifications for employment, including felony convictions.

Must be legally authorized to work in the United States under federal law.

Must be 21 years of age or older at time of appointment. Must be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.

Must be of good moral character, as determined by a thorough background investigation.

Must be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university.

Must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

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

Must be able to meet physical, psychological and background standards.

Must be willing to work evening, night, weekend and holiday shifts.

Must be able to obtain required P.O.S.T. certification and maintain firearms qualification.

Must be willing to attend classes, study and participate in other Academy work outside of typical shift hours, without additional compensation beyond the basic salary range for the class.

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

Completion of 60 college semester hoursunits. Previous volunteer or paid experience in a law enforcement support area is desirable.

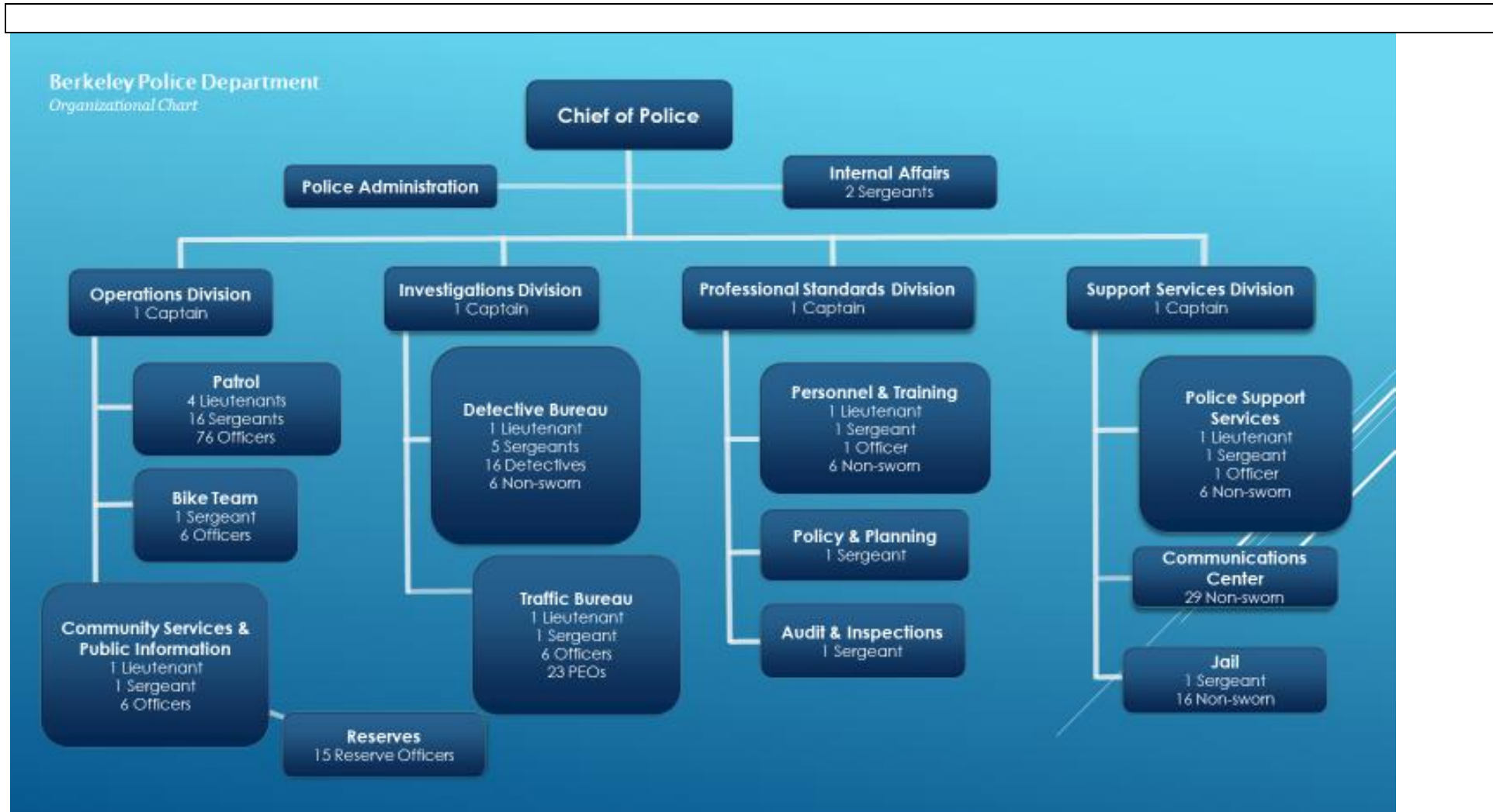
CLASSIFICATION HISTORY:

Established: 1988-10

Title Changed: 2001-07

Changed class code from 81140: 2014-07

Revision Date: 2019-05, 2023-01 (SB960), 2023-05





Human Resources

Date: May 1, 2023
To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Recommendation to Establish Lactation Counselor Job Class Specification and Salary Range

BACKGROUND

The City of Berkeley Human Resources Department and Health Housing and Community Services Department seek to establish the job class specification and salary range of Lactation Counselor. Grant requirements and data from neighboring agencies were considered in establishing this classification.

DISCUSSION

Within the independent local health jurisdiction of the City of Berkeley's Health, Housing, and Community Services (HHCS), the Public Health Division collaborates with community members and partners to achieve health equity and optimal health for all people in Berkeley through systems change and service provision. Staff provides family support services, emergency preparedness, youth empowerment and employment programs, and health promotion/education to support our community in navigating the social, educational, economic, and environmental impacts on health.

The Division of Public Health includes the Women, Infants, and Children (WIC) program that provides nutrition and health services to low-income individuals who are or were recently pregnant, and children under five. Services include nutrition and breastfeeding education for pregnant women, nursing mothers, infants, and children. Participants also receive individual nutrition counseling and general nutrition education, assistance for pregnant and breastfeeding women, as well as an electric pump loan program and breastfeeding classes.

Recently, the City was awarded a grant in the amount of \$97,500 per year for fiscal years 2022 to 2025 to start a Breastfeeding Peer Counselor Program. The program improves the breastfeeding initiation and duration rates of our clients by providing peer breastfeeding support and technical assistance and oversight by Internationally Board-Certified Lactation Consultants (IBCLC).

One of the requirements to receive and maintain grant funding is to staff the program with an IBCLC certified Lactation Counselor to serve as the designated breastfeeding expert for the City, providing complex breastfeeding support, lead community breastfeeding activities and education, and oversee, mentor, and provide education for Community Health breastfeeding peer counselors. The proposed job classification includes the IBCLC certification requirement, as well as encompasses all the duties and requirements outlined in the grant.

SALARY

Internal alignment has been reviewed to determine and appropriate salary based on organizational level, scope, complexity, and requirements. The proposed salary range for Lactation Counselor is \$34.30 to \$39.82 per hour, and is aligned internally to the range of the Senior Community Health Specialist, due to the similar nature of work and reporting structure. The Senior Community Health Specialist position also serves as a community health educator and acts as a lead to Community Health Workers.

The Lactation Counselor position will report to the Health Nutrition Program Supervisor, the City's WIC Director, who has overall responsibility for managing the WIC program. The Lactation Counselor will also serve as a lead to Community Health Worker Specialists who will act as Peer Counselors (PCs).

In addition, the proposed salary range is within market for neighboring agencies. Contra Costa County employs a Home Economist, and the County of Alameda employs a Lactation Specialist, as their designated lactation counselors.

FISCAL IMPACT

The department intends to staff the position as a limited-term, not to exceed two-year position, at 10 hours per week (0.25 FTE). Although the grant award is \$97,000 per fiscal year, in addition to funding a Lactation Counselor, this grant also pays for a portion of the Health Nutrition Program Supervisor/WIC Director's administrative duties and for one Peer Counselor's salary. It also covers miscellaneous operating expenses. Overall, there will be no fiscal impact to the City.

RECOMMENDATION

Our recommendation is to establish the Lactation Counselor job class specification, in order to utilize grant funding to employ an Internationally Board-Certified Lactation Consultant who will oversee the City's Breastfeeding Peer Counselor Program and provide additional services to the City of Berkeley community.

The Personnel Board is requested to approve the following: Establish job class specification and salary range of Lactation Counselor as outlined above.

ATTACHMENTS

1. Organizational Chart – Health Housing and Community Services
2. Proposed Job Class Specification – Lactation Counselor
3. Job Class Specification – Senior Community Health Specialist
4. Job Class Specification – Community Health Specialist
5. Job Class Specification – Contra Costa County – Home Economist
6. Job Class Specification – County of Alameda – Lactation Specialist

cc: Monica Walker, Human Resources Manager



Lactation Counselor

Class Code:
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY

Established Date: June 6, 2023

SALARY RANGE

\$34.30 - \$39.82 Hourly
\$2,744.00 - \$3,185.60 Biweekly
\$5,945.33 - \$6,902.13 Monthly
\$71,344.00 - \$82,825.60 Annually

DESCRIPTION:

DEFINITION

Under the direction of the Health Nutrition Program Coordinator (Women, Infant & Children [WIC] Director) or designee, serves as the designated breastfeeding expert for the City, provides supervision to assigned professional, technical, and office support staff, handles more complex lactation problems; provides on-site and home-visit breastfeeding support, as needed; participates in community breastfeeding activities; mentors and provides in-service education on lactation for Breastfeeding Peer Counselors and WIC staff; and assists in overall lactation program planning.

CLASS CHARACTERISTICS

This single position journey-level class is responsible for the operation and management of the Breastfeeding Peer Counseling Program. The incumbent provides oversight and direction for Peer Counselors (PCs). The Lactation Counselor has frequent interaction with WIC participants in need of lactation support. The work requires a high level of technical knowledge, excellent oral and written communication skills, and editing skills and the exercise of independent judgment.

EXAMPLES OF DUTIES:

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

1. Provides human milk feeding support to Women, Infants, & Children (WIC) participants, including lactation consultation to WIC participants referred to by peer counselors, WIC staff, and local providers of parents experiencing complex maternal and infant lactation problems beyond their scope of practice.
2. Counsels high-risk people needing breast pumps or other equipment for complex human milk feeding situations.
3. Makes telephone contacts, home visits, WIC clinic visits, and/or hospital visits with participants to support human milk feeding and identify clients needing additional assistance to optimize their breastfeeding success

4. Keeps accurate records of all contacts made with WIC clients.
5. Maintains confidentiality of client interactions and records and oversees PCs adherence to WIC confidentiality requirements.
6. Mentors and coordinates peer counselors (PCs) through shadowing opportunities, observations, client record reviews and ongoing guidance.
7. Provides in-services, trainings and education on various lactation topics and lactation management, including the initial and ongoing lactation training for PCs and WIC staff.
8. Manages referral system for referring WIC clients to PCs or to the IBCLC for lactation problems outside of the PC's scope of work.
9. Teaches breastfeeding classes and support groups for pregnant and lactating people, or mentors peer counselors leading group meetings.
10. Develops an ongoing PC recognition program, which affirms and supports PCs in an effort to improve PC retention.
11. Conducts and coordinates exit surveys with the participants after they leave the Breastfeeding Peer Counseling Program, in an effort to maintain a continuous quality improvement plan.
12. Serves as a liaison between WIC and the community and conducts outreach with community organizations to promote WIC lactation services.
13. Establishes community partnerships to increase awareness and improve communication to promote a breast/chest feeding-friendly culture in their community.
14. Ensures the availability of services outside of normal work hours.
15. Coordinates breast/chest feeding promotion activities in WIC and in the community, including the coordination of all World Breastfeeding Week activities.
16. Participates in Peer Support groups, Community Breastfeeding Coalitions, WIC Regional Breastfeeding Committee meetings, and the California Breastfeeding Summit.
17. Provides nutrition education and nutrition intervention for participants as it relates to lactation counseling.
18. Communicates with health professionals regarding high risk lactation cases, and refers mothers with medical or nutrition concerns beyond the IBCLC Scope of Practice
19. Competently fulfills, through self-designation or assignment, the following WIC designated coordinator roles for which they qualify as dictated under WIC program policies (Breastfeeding Peer Counselor Coordinator, Breastfeeding Coordinator, Staff Training Coordinator, Outreach Coordinator, Other Training Coordinator Roles, as needed)
20. Maintains an audit follow-up system to ensure that corrections for audit recommendations are timely and adequately implemented;
21. Conducts compliance and performance audits;
22. Responds to questions from City departments, Council, commissions and various committees and groups; attends various meetings as assigned;
23. Maintains knowledge of current principles and practices and monitors developments in auditing and audit standards including but not limited to the Breastfeeding Peer Counselor / IBCLC;
24. Develops and implements continuing professional development and continuous improvement plans for assigned staff; and
25. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles, policies, procedures, and reporting requirements of lactation programs

2. Lactation physiology, anatomy, and counseling techniques
3. Principles and practices of adult education philosophies and methods, learning theories as applied to nutrition and health instructional materials, group and individual education, techniques, infant development related to nutrition, lactation education techniques and customer service.
4. Laws and regulations related to state and local agency lactation policies and competencies
5. WIC Program and community nutrition with emphasis on maternal, infant and child needs.
6. Health promotion and disease prevention.
7. Word processing applications, spreadsheets and internet applications
8. Interviewing and communication skills.

Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional, technical, and office support staff and manage employees, provide feedback on performance, evaluate progress, determine work priorities, assign work and ensure proper completion of assignments.
2. Provide information on human milk feeding in a positive, effective manner
3. Demonstrate creative problem-solving skills and exercise sound judgment to quickly evaluate situations and render prompt decisions
4. Refer community resources and programs to people in need of assistance.
5. Ability to communicate information and ideas clearly and effectively in a professional manner, both orally and in writing.
6. Maintain strict confidentiality of participant, employee and agency records
7. Utilize reporting software, and review reports, contracts, and records for accuracy, clarity, completeness, and compliance with legal and procedural guidelines;
8. Exercise sound independent judgment in recommending more efficient and effective methods, systems, and reporting formats;
9. Recommend and implement policies and procedures.
10. Demonstrate ethnic and cultural sensitivity while working with diverse populations.
11. Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;
12. Interpret and apply applicable laws and regulations

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and two (2) years of paraprofessional experience in a public health or related setting, supplemented by formal or approved in-service training, which has provided additional expertise and demonstrated proficiency in an area of specialization such as training, examination, screening, counseling, or outreach. Bachelor's degree in nutrition, social services, or health related field is desirable. Previous experience working with the Women, Infants, & Children (WIC) program and knowledge of WIC policies and procedures is desirable.

OTHER REQUIREMENTS

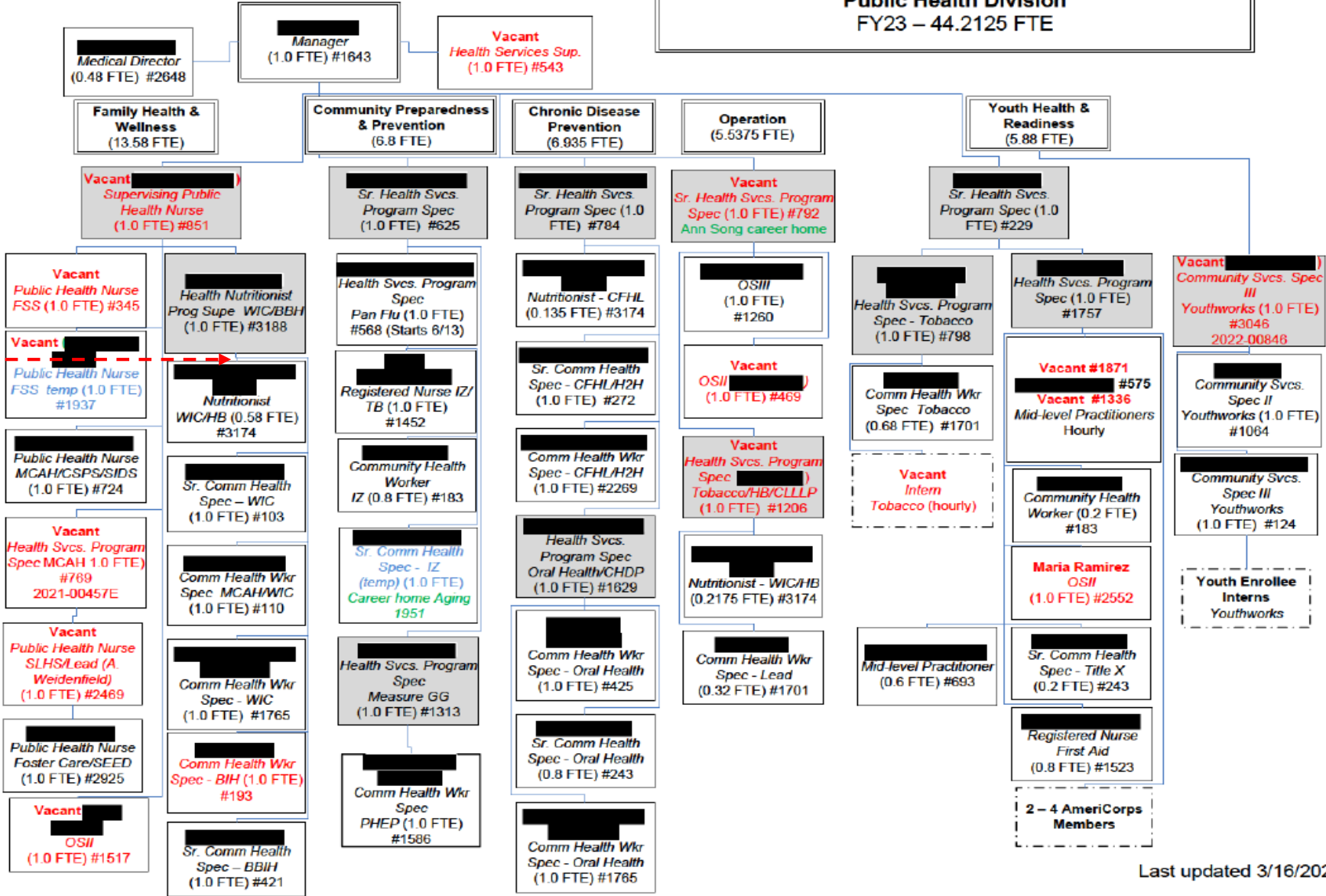
Possession of an International Board of Lactation Consultant Examiners (IBLCE) certification at time of appointment is required, and the certification must be maintained as a condition of continued employment. Must be willing to work evenings or weekends. Must be able to travel to various locations within and outside the City of Berkeley to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Audit Manager	
Classification Code	XXXX
Classification Established	06/2023
FLSA Status	Exempt
Admin Leave / Overtime	Admin Leave
Representation Unit	Unrepresented
Probationary Period	One Year
Workers' Comp Code	8810

Health, Housing & Community Services Department
Public Health Division
FY23 – 44.2125 FTE

Lactation Counselor (0.25 FTE)
Reports to Health Nutritionist Program Supervisor





Senior Community Health Specialist

Class Code:
5048

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

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: Jun 6, 2016

SALARY RANGE

\$34.30 - \$39.82 Hourly
\$2,744.00 - \$3,185.60 Biweekly
\$5,945.33 - \$6,902.13 Monthly
\$71,344.00 - \$82,825.60 Annually

DESCRIPTION:

DEFINITION

Under general supervision, provides lead direction and handles complex and outreach duties related to preventive and supportive health care services in a variety of public and/or mental health programs; performs related work as assigned.

CLASS CHARACTERISTICS

This is the experienced level in the Community Health Worker Specialist series. Incumbents provide lead direction and training to Community Health Workers/Specialists and other support staff and/or coordination and direction for specialized public or mental health programs; some outreach programs may require extensive public contact in generating community involvement. The work may involve program planning and development and requires considerable community health program knowledge and independent judgment. It differs from that of Health Educator in that the latter is primarily concerned with a much broader range of subjects concerned with the well being of the human population, requiring a master's degree in public health, in addition to some health education experience.

EXAMPLES OF DUTIES:

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

1. Provide outreach, referrals, information and counseling to public or mental health program participants; may participate in generating community partnerships, with groups and committees, for health and social programs;
2. Performs routine diagnostic and screening tests, including pregnancy, vision and hearing testing and venipuncture for blood samples; and reviews laboratory results for appropriate follow up;
3. Interviews clients and their families in the clinic and at home to determine physical or mental health status and assists in assessing specific conditions and treatment planning with other public health staff;

4. Assists administrative and/or supervisory personnel in the planning and development of effective specialized programs; assists in program evaluation;
5. Familiarizes client with approved methods of preventive, supportive, and rehabilitative health care;
6. Assists medical or mental health personnel in the clinic by completing medical histories and assisting with physical examinations;
7. Provide work direction to clerical aides and volunteers;
8. Plans and develops classroom curriculum, assists in the development and presentation of in- service staff training programs, or serves as group leader for various community groups;
9. Assists clients in obtaining medical or mental health and social services and acts as client liaison or advocate;
10. Prepares reports and other written correspondence and documentation; and
11. 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. Community and government agencies and resources;
2. Techniques and principles of interviewing and counseling;
3. Basic nutrition, anatomy, and physiology;
4. Basic medical screening and health assessment procedures and laboratory techniques;
5. Medical terminology and basic public health concepts; and
6. Basic supervisory principles and practices.

Ability to:

1. Utilize community and governmental agency resources effectively to assist clients with health and other social needs;
2. Perform limited, routine health screening, assessments, and laboratory procedures;
3. Respond sensitively to the needs of people from a variety of ethnic groups and cultures, including alternative lifestyles;
4. Exercise sound judgment and make appropriate recommendations and referrals;
5. Prepare clear, concise, and complete documentation, reports, and other written correspondence;
6. Provide lead direction and work review to assigned Community Health Specialists and other support staff;
7. Maintain organized and accurate client and other records and;
8. Establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS:

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

Equivalent to completion of the twelfth (12th) grade and three (3) years of experience in a public health or related agency supplemented by formal or approved in-service training, which has provided additional expertise and demonstrated proficiency in an area of specialization such as training, examination, screening, counseling, or outreach in broad-based community participation health or social programs. Additional health science and community health course work may be substituted for the experience on a year for year basis, to a maximum of two (2) years.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. Must be willing to work evenings or weekends. Positions may require bilingual or bicultural skills. Possession of a Phlebotomy Certificate is required for those positions that perform venipuncture, and the certification must be maintained as a condition of continued employment in those positions.

CLASSIFICATION HISTORY:

Title: Senior Community Health Specialist
Classification Code: 55390
Classification Established: 12/1988
Classification Revised: 02/1990
Classification Revised: 03/1992
Classification Revised: 07/2014
Classification Revised: 06/2016
FLSA Status: Non-exempt
Admin Leave / Overtime: Overtime
Representation Unit: G1
Probationary Period: 9 months
Workers' Comp Code: 8810



Community Health Worker Specialist

Class Code:
5014

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

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: Jun 6, 2016

SALARY RANGE

\$32.66 - \$37.94 Hourly
\$2,612.80 - \$3,035.20 Biweekly
\$5,661.07 - \$6,576.27 Monthly
\$67,932.80 - \$78,915.20 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs paraprofessional clinical and outreach duties related to preventive and supportive health care services in a variety of public health programs; performs related work as assigned.

CLASS CHARACTERISTICS

Community Health Worker Specialist is the journey level class in the Community Health Worker series. Incumbents handle moderate to difficult client cases and exercise considerable independent judgment in the handling of their day to day interactions with clients. Work may include assisting with the work instruction or project direction of new staff members. This class is distinguished from the Senior Community Health Specialist in that the latter provides lead direction and review to Community Health Worker/Specialists and other support staff.

EXAMPLES OF DUTIES:

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

1. Provides outreach, referrals, information, and counseling to public or mental health program participants;
2. Performs screening tests under standardized procedures, and reports findings to physician or nursing staff;
3. Interviews clients and their families in the clinic and at home to determine physical and mental health status and related needs;
4. Assists in assessing specific conditions and in treatment planning with other public health staff;
5. Familiarizes client with approved methods of preventive, supportive, and rehabilitative health care;
6. Assists medical and mental health personnel in the clinic by completing medical histories, assisting with physical examinations and with sterilization of instruments;

7. Counsels clients on services offered through city health, mental health, or social services programs depending upon specific training and/or certification;
8. Performs routine diagnostic and screening tests, including pregnancy, vision, and hearing testing, and venipuncture for blood samples;
9. Follows infection control procedures, including use of universal precautions;
10. Reviews and processes laboratory results for appropriate follow up;
11. May plan and develop curriculum for group presentation, and develop health education materials; may serve as group leader for special group meetings;
12. Prepares reports and other correspondence and documentation for each client and other work assignments;
13. Provides work direction and review to volunteers and clerical aids;
14. May act as a resource person to other staff members in a particular specialization area; may provide written or oral translation for program participants;
15. Acts as a liaison/advocate for clients in obtaining medical or mental health care and social services;
16. Performs related duties as required.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Community and government agencies and resources;
2. Techniques and principles of interviewing and counseling;
3. Basic nutrition, anatomy, and physiology;
4. Basic medical screening and health assessment procedures and laboratory techniques;
5. Medical terminology and basic public health concepts.

Ability to:

1. Utilize community and governmental agency resources effectively to assist clients with health and other social needs;
2. Perform limited, routine health screening, assessments, and laboratory procedures;
3. Respond sensitively to the needs of people from a variety of ethnic groups and cultures, including alternative lifestyles;
4. Exercise sound judgment, and make appropriate recommendations and referrals;
5. Prepare clear, concise, and complete documentation, reports, and other written correspondence;
6. Maintain organized and accurate client and other records;
7. Establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school and two (2) years of paraprofessional experience in a public health or related setting, supplemented by formal or approved in-service training, which has provided additional expertise and demonstrated proficiency in an area of specialization such as training, examination, screening, counseling, or outreach. Additional health science and community health coursework may be substituted for the experience on a year by year basis, to a maximum of one (1) year.

OTHER REQUIREMENTS

Some positions require a valid California driver's license and a satisfactory driving record. Must be willing to work evenings or weekends. Some positions require bilingual or bicultural skills. Possession of a Phlebotomy Certificate is required for those positions that perform venipuncture, and the certification must be maintained as a condition of continued employment in those positions.

CLASSIFICATION HISTORY:

Title: Community Health Worker Specialist

Classification Code: 55370

Classification Established: 12/1988

Classification Revised: 05/1990

Classification Revised: 06/2014

Classification Revised: 06/2016

FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: G1

Probationary Period: 6 months

Workers' Comp Code: 8810



Home Economist

Class Code:
V9WE

Bargaining Unit: Local 856 - Health Services
Unit

COUNTY OF CONTRA COSTA
Revision Date: Jan 31, 2022

SALARY RANGE

\$32.06 - \$38.97 Hourly
\$5,556.77 - \$6,754.29 Monthly
\$66,681.24 - \$81,051.48 Annually

DEFINITION:

Bargaining Unit: Local 856 - Health Services Unit

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

Under general supervision, provides community education and training in the areas of nutrition, breastfeeding, selective shopping and effective utilization of resources; Determines, enrolls, and recertifies California Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) applicant's program eligibility in Public Health, provides nutrition and breastfeeding education, develops care plans for participants, and provides group classes, as well as other nutrition related tasks; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

Home Economist is distinguished by its responsibility for providing instruction and training related to nutrition and health education.

This class is distinguished from Public Health Nutritionist in that the latter requires registration as a Dietitian and specializes in providing public health nutrition services in various public health programs.

This class is further distinguished from Nutrition Assistant in that the Home Economist must participate in the Nutrition Education Committee. The Home Economists may also have other special projects such as site breast pump coordination, breastfeeding coordination, and generating WIC data reports.

Supervision is provided by a Program manager.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited college or university with a major in home economics, dietetics, nutrition, or other closely related field.

Substitution: Experience in home economics, dietetics, nutrition, or similar closely related experience may be substituted for the required education on a year-to-year basis, up to a maximum of four (4) years.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Nutrition, consumer education, and health education
- Effective teaching techniques and practices
- Techniques and the application of lactation theory
- The role of nutrition in health and well-being of pregnant and postpartum women, infants and children
- Women, Infants and Children's programs and their services

Ability to:

- Speak before groups
- Establish and maintain effective working relationships with individuals and organizations
- Prepare clear and concise reports and correspondence
- Provide lactation education and assistance
- Obtain and accurately record nutritional information
- Incorporate individual preferences and cultural food habits in nutritional care plans
- Perform simple mathematical calculations
- Communicate effectively verbally and in writing
- Utilize WNA Participant Center Education and Motivational Interviewing techniques
- Document client information in WIC WISE
- Provide quality customer service to clients
- Provide and promote excellence in customer service for both internal and external customers
- Acknowledge and respect cultural and linguistic differences of the County's diverse population
- Work as a team member when assigned to committees

TYPICAL TASKS:

- Plans, organizes, and makes presentations to community groups on nutrition, breastfeeding, consumer education, and health related topics
- Determines eligibility of applicants for program benefits according to WIC policy
- Performs certification and recertification of participants using California's WIC WISE (Web Information System Exchange) System
- Provides basic nutrition education for WIC participants
- Promotes and supports breastfeeding
- Participates in outreach activities
- Assists in developing training for staff, the community, and volunteers
- Assists in identifying and referring participants to existing local community resources
- Participates in community outreach efforts by developing contacts with public, social and/or medical organizations
- Prepares reports and maintains records as necessary

- May assist Public Health Nutritionists in providing nutrition and breastfeeding education to WIC participants

SPEC HISTORY:

Established: October 1980

Revised: April 1995

Revised: April 2010 MG

Revised: January 2022 LC

County of Alameda
Lactation Specialist (#5801)

Bargaining Unit: Unrep - HCSA Tech/Para Mgmt (U45)
\$35.58-\$43.70 Hourly / \$2,846.40-\$3,496.00 BiWeekly /
\$6,167.20-\$7,574.67 Monthly / \$74,006.40-\$90,896.00 Yearly

DESCRIPTION

Under general supervision, the Lactation Specialist supervises, trains, mentors and monitors the Health Services Trainees and Nutritionist Assistants in the Alameda County Women, Infants, and Children (WIC) Breastfeeding Program; manages critical lactation problems of pregnant women and breastfeeding mothers; coordinates support services at assigned hospitals; and provides technical assistance and up-to-date information regarding lactation management to support staff, agency staff of the Woman, Infants, and Children Program and to do related work as required.

DISTINGUISHING FEATURES

This position is located in the Health Care Services Agency, Community Health Service Division, WIC program. This position provides training, and technical guidance to staff, and direct services to pregnant women and breastfeeding mothers. The Lactation Specialist is a board certified health care professional who provides comprehensive hands on lactation management services to pregnant women and breastfeeding mothers. This class is distinguished from the Nutrition Assistant series, where the former is assigned supervision and training responsibilities over breastfeeding program staff, and provides comprehensive hands on lactation management services to pregnant women and breastfeeding mothers where as the Nutrition Assistant series conducts assessments, consultation and follow up services to clients who are at "low risk" for nutritionally related health problems.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Develops, prepares and conducts in-service education programs (including breastfeeding promotion and lactation management) for support staff, agency staff, and affiliated programs.
2. Supervises, evaluates and provides technical guidance to support staff (including direct services to participant, phone consults, hospital rounds, and home visits). Is on standby during evening hours, and weekends for phone consultation.
3. Plans and implements breastfeeding rounds at assigned hospital, oversees duties, schedules of support staff, record keeping, referrals for follow-up.
4. Provides comprehensive hands on maternal, infant and feeding assessments related to lactation and breastfeeding.
5. Develops and implements intervention plans to correct feeding difficulties in consultation with the mother.
6. Provides follow-up assessments, including monitoring weight and health of the baby to ensure that both mother and child are healthy.
7. Documents assessments and notes case progress, when necessary refers mothers to qualified medical professionals, provides written case summaries
8. Plans and conducts monthly breastfeeding team meetings, including breastfeeding practice updates and in-services.
9. Provides lactation consultation and technical assistance to agency staff, and partner programs
10. Provides training and technical assistance to affiliated staff at hospitals, community clinics and private doctors' offices.
11. Attends Alameda County Breastfeeding Coalition Meetings, WIC staff Meetings, and other related meetings as assigned.
12. Communicates, collaborates, and coordinates services with partner WIC programs, and other health care professionals including, but not limited to, physicians, public health nurses, midwives, and other lactation consultants.
13. Monitors reporting, and collects data from support staff. May document services in state WIC case management software program.
14. Oversees pump loan program and breastfeeding helpline coverage.
15. Reviews client education literature for appropriate information, literacy level, and cultural sensitivity.
16. Assists with ordering of breastfeeding supplies and record keeping forms.

MINIMUM QUALIFICATIONS

Experience:

The equivalent of three years full-time experience performing lactation support services, including at least one year overseeing lactation support services.

Certificate:

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Current principles and evidence-based practices of breastfeeding counseling and lactation management.
- Principles and practices regarding benefits of breastfeeding, barriers to breastfeeding, and effective strategies for increasing breastfeeding duration rates among culturally diverse populations.
- Nutritional needs of infants and nursing women.
- Common lactation problems, including medical and physical conditions that may impede breastfeeding.
- Lactation best practices and practices of multiple cultural/ethnic groups.
- Principles and practices of interviewing, clients interactions, professional and hospital staff, training and mentoring.
- Community resources.
- Computer applications related to the work.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.
- Principles and practices of employee supervision and training.

Ability to:

- Plan and organize workload.
- Identify medical problems or other common barriers to successful breastfeeding.
- Communicate effectively orally and in writing.
- Provide leadership and mentoring to support staff and WIC staff.
- Establish and maintain effective working relationship with others.
- Supervise, assign, review and evaluate the work of the support staff.
- Train staff in the knowledge of breastfeeding support, effective communication skills with clients, and work assignments/procedures.

CLASS SPEC HISTORY

SG:po 8/24/09

Newspecs: 5801.doc

CSC Date: 10/7/2009

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)

- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.



Human Resources

Date: May 1, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation Amending Audit Manager Job Class Specification

BACKGROUND

The City of Berkeley Human Resources Department and Audit Department seek to revise the job class specification of Audit Manager. Data from surrounding agencies, recruitment challenges, and input from staff were considered in revising this classification.

DISCUSSION

The City of Berkeley independent Auditor's Office evaluates the City's compliance with local laws and regulations, whether objectives are achieved, and whether services are provided efficiently, effectively, and equitably. The Auditor's office is divided into two divisions: performance audit and payroll audit. The performance audit division focuses on assessing City activities and making recommendations to the City Council and City Manager on how to improve program performance. The payroll audit division examines and monitors the City payroll system.

Independent review of City services, operations, and systems helps prevent fraud, incorrect payments, and management override of controls. Fraud, waste, and abuse programs (also referred to as whistleblower hotlines) are an established mechanism to receive and investigate complaints involving misuse of public resources. California law set parameters for local government auditors to establish hotlines. In 2009, California approved whistleblower legislation to allow City Auditors to establish and manage hotlines and to provide provisions for auditors to maintain confidentiality of the reporting parties (Government Code Section 53087.6). State law sets requirements for establishing and running a whistleblower hotline, but local auditors have discretion in how to operate their programs.

Government Finance Officers Association (GFOA) recommends that each government establish a hotline "to permit the confidential anonymous reporting of concerns about fraud or abuse and questionable accounting or auditing practices to the appropriate responsible parties. A government should regularly publicize the availability of these mechanisms and encourage individuals who may have relevant information to provide it to the government."¹ GFOA also recommends governments "make internal auditors (or their equivalent) responsible for the mechanisms used to report instances of potential fraud or abuse and questionable accounting or auditing practices."¹

Other cities with whistleblower hotlines housed in their City auditor department include City of

1. Government Finance Officers Association (GFOA) website: <https://www.gfoa.org/materials/whistleblowing>

Sacramento (managed by City Auditor), City and County of San Francisco (managed by Auditor III), City of Oakland (managed by Audit Manager). The salaries for these positions within the respective offices are commensurate with the Audit Manager position in the City of Berkeley.

The proposed revisions include adding references to the Whistleblower Program, duties surrounding performing investigations, and additional knowledge, skills, and abilities, including oral, written, and communication skills.

Our recommendation is to revise the job class specification, to include the additional verbiage and job duties that allow the Audit Manager to perform the duties related to the Whistleblower Program.

SALARY

There is no salary impact.

RECOMMENDATION

The Personnel Board is requested to approve the following: Revise job class specification of Audit Manager as outlined above.

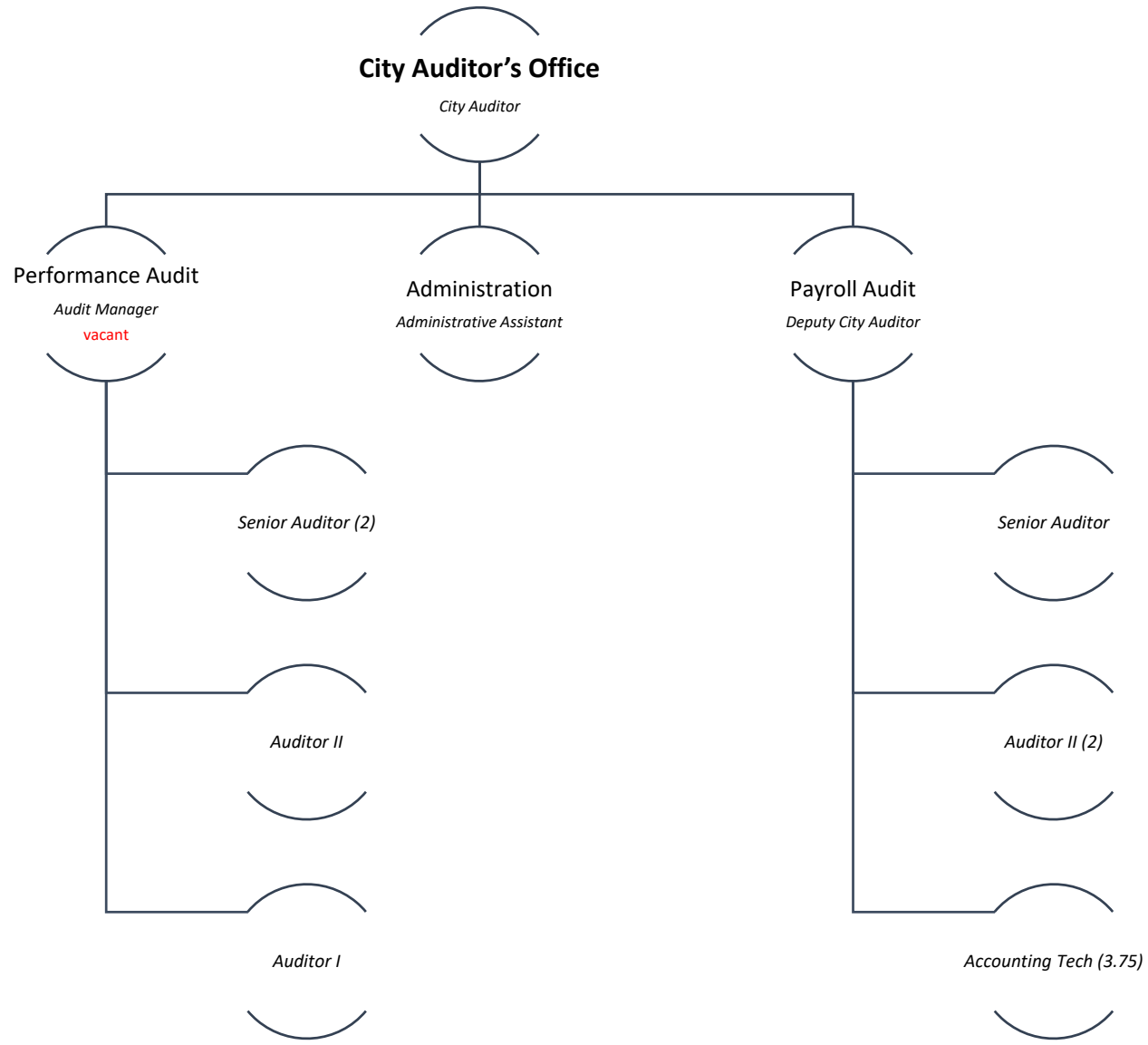
ATTACHMENTS

1. Organizational Chart – Auditor’s Office
2. Government Finance Officers (GFAO) Website - *Whistleblowing*
3. Government Code Section 53087.6
4. Job Class Specification with Proposed Revisions – Audit Manager
5. Job Class Specification – Senior Auditor
6. Job Class Specification – Auditor II
7. Job Class Specification – Auditor I
8. Job Class Specification – City of Sacramento – City Auditor
9. Job Class Specification – City and County of San Francisco – Auditor III
10. Job Class Specification – City of Oakland – Performance Audit Manager

cc: Monica Walker, Human Resources Manager

CITY AUDITOR'S OFFICE

Accounting Office Specialist III	1.50	1.50	1.75	1.50	1.75	1.75
Accounting Technician	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Audit Manager	1.00	1.00	1.00	1.00	1.00	1.00
Auditor I	1.00	1.00	1.00	1.00	1.00	1.00
Auditor II	3.00	3.00	3.00	2.00	3.00	3.00
City Auditor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Auditor for Payroll Mgmt.	1.00	1.00	1.00	1.00	1.00	1.00
Senior Auditor	2.00	2.00	2.00	3.00	3.00	3.00
TOTAL CITY AUDITOR'S OFFICE	13.50	13.50	13.75	13.50	14.75	14.75





BEST PRACTICES

Whistleblowing

Governments should establish policies and procedures to encourage and facilitate the reporting of fraud, waste or abuse and questionable accounting or auditing practices.

Auditing standards emphasize the need for governments to have a financial reporting system in place that is sufficient to provide reasonable assurance that management can prepare financial statements in conformity with generally accepted accounting principles (GAAP).[1] To meet that objective, a financial reporting system must be designed to detect not only material fraud, waste or abuse, but also any questionable accounting or auditing practices that could jeopardize the integrity of financial reporting. Auditing standards instruct independent auditors that inadequate anti-fraud programs and controls constitute, at a minimum, a significant deficiency that would need to be reported.

In most cases, potential instances of fraud, waste or abuse and questionable accounting or auditing practices (hereafter referred to as "fraud, waste or abuse, etc.") come to the attention of responsible parties thanks to employees or citizens who become aware of such practices. Governments can and should take practical steps to encourage and facilitate such reporting.

GFOA recommends that every government establish policies and procedures to encourage and facilitate the reporting of fraud, waste or abuse and questionable accounting or auditing practices. At a minimum, a government should do all of the following:

- Formally approve, and widely distribute and publicize the organization's ethics policy that can serve as a practical basis for identifying potential instances of fraud, waste or abuse, etc.
- Establish practical mechanisms (e.g., hot line) to permit the confidential, anonymous reporting of concerns about fraud, waste or abuse etc.[2]
- A government should regularly publicize the availability, both internally and externally, of these mechanisms and encourage individuals who may have relevant information to provide it to the government.
- Since ensuring or enhancing confidentiality can significantly increase costs, consider minimizing those costs by providing a separate reporting mechanism for employees, who typically desire greater assurance of confidentiality than do outside parties. In this regard, a government may wish to explore the possibility of engaging the services of an outside vendor to receive complaints from employees. The use of an outside vendor offers a number of potential advantages, including the following:
 - Employees may be more readily persuaded of the confidentiality of their calls if they are made directly to a party outside the government.
 - Vendors may be able to provide extended hours of service, thus avoiding the need to place a call during regular working hours (i.e., while the employee is still at work).
- Train those answering calls from the general public to recognize calls that are reporting fraud, waste or abuse, etc. and direct them appropriately to ensure that reports of instances of fraud, waste or abuse, etc. by outside parties receive the appropriate confidentiality and disposition as allowed by law even when they are not made through the mechanism established for that purpose.
- Make internal auditors (or their equivalent) responsible for the mechanisms used to report instances of potential fraud, waste or abuse, etc. Emphasize that they should take whatever steps are necessary to satisfy themselves that a given complaint is without merit before disposing of it. Further, they also should document the disposition of each complaint received so it can be reviewed by the audit committee.
- Have the audit committee, as part of its evaluation of the government's internal control framework, examine the documentation of how complaints were handled to satisfy itself that the mechanisms for reporting instances of potential fraud, waste or abuse, etc. are in place and working satisfactorily.

1. American Institute of Certified Public Accountants (AICPA), Professional Standards, U.S. Auditing Standards (AU-C) (2020), "Communicating Internal Control Related Matters Identified in an Audit"

2. While providing mechanisms to promote the reporting of fraud is an important element of an overall fraud prevention program, there are other elements necessary for a complete fraud prevention program that are outside the scope of this recommended practice.

This best practice was previously titled Encouraging and Facilitating the Reporting of Fraud and Questionable Accounting and Auditing Practices.

Board approval date: Friday, October 1, 2021

State of California

GOVERNMENT CODE

Section 53087.6

53087.6. (a) (1) A city, county, or city and county auditor or controller who is elected to office may maintain a whistleblower hotline to receive calls from persons who have information regarding fraud, waste, or abuse by local government employees.

(2) A city, county, or city and county auditor or controller who is appointed by, or is an employee of, a legislative body or the government agency that is governed by the city, county, or city and county, shall obtain approval of that legislative body or the government agency, as the case may be, prior to establishing the whistleblower hotline.

(b) The auditor or controller may refer calls received on the whistleblower hotline to the appropriate government authority for review and possible investigation.

(c) During the initial review of a call received pursuant to subdivision (a), the auditor or controller, or other appropriate governmental agency, shall hold in confidence information disclosed through the whistleblower hotline, including the identity of the caller disclosing the information and the parties identified by the caller.

(d) A call made to the whistleblower hotline pursuant to subdivision (a), or its referral to an appropriate agency under subdivision (b), may not be the sole basis for a time period under a statute of limitation to commence. This section does not change existing law relating to statutes of limitation.

(e) (1) Upon receiving specific information that an employee or local government has engaged in an improper government activity, as defined by paragraph (2) of subdivision (f), a city or county auditor or controller may conduct an investigative audit of the matter. The identity of the person providing the information that initiated the investigative audit shall not be disclosed without the written permission of that person, unless the disclosure is to a law enforcement agency that is conducting a criminal investigation. If the specific information is in regard to improper government activity that occurred under the jurisdiction of another city, county, or city and county, the information shall be forwarded to the appropriate auditor or controller for that city, county, or city and county.

(2) Any investigative audit conducted pursuant to this subdivision shall be kept confidential, except to issue any report of an investigation that has been substantiated, or to release any findings resulting from a completed investigation that are deemed necessary to serve the interests of the public. In any event, the identity of the individual or individuals reporting the improper government activity, and the subject employee or employees shall be kept confidential.

(3) Notwithstanding paragraph (2), the auditor or controller may provide a copy of a substantiated audit report that includes the identities of the subject employee or

employees and other pertinent information concerning the investigation to the appropriate appointing authority for disciplinary purposes. The substantiated audit report, any subsequent investigatory materials or information, and the disposition of any resulting disciplinary proceedings are subject to the confidentiality provisions of applicable local, state, and federal statutes, rules, and regulations.

(f) (1) For purposes of this section, “employee” means any individual employed by any county, city, or city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, or political subdivision that falls under the auditor’s or controller’s jurisdiction.

(2) For purposes of this section, “fraud, waste, or abuse” means any activity by a local agency or employee that is undertaken in the performance of the employee’s official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct.

(Amended by Stats. 2010, Ch. 80, Sec. 1. (AB 1666) Effective January 1, 2011.)



CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: Feb 1, 2015

Audit Manager

Class Code:
1022

Bargaining Unit: Unrepresented Classifications

SALARY RANGE

\$60.07 - \$78.64 Hourly
\$4,805.60 - \$6,291.20 Biweekly
\$10,412.13 - \$13,630.93 Monthly
\$124,945.60 - \$163,571.20 Annually

DESCRIPTION:

DEFINITION

Under the direction of the elected City Auditor, directs the City's Performance Audit Program and/or Whistleblower Program, and provides supervision to assigned professional, technical, and office support staff. May conduct the most complex and difficult financial, compliance, and performance audits of City departments and outside entities with contractual agreements with the City. Acts in the absence of the City Auditor; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is a division head responsible for the operation and management of the Performance Audit and/or Whistleblower Program Divisions. This is the advanced, supervisory level in the professional auditing series. The incumbent provides supervisory direction for audits and investigations and as appropriate, selects, plans and performs highly specialized, complex, and difficult audits. The Audit Manager has frequent interaction with department directors, Council, commissions, and residents. The work requires a high level of technical knowledge, excellent oral and written communication skills, and editing skills and the exercise of independent judgment. This classification is distinguished from the City Auditor in that the latter is an elected position, and as the department head, has overall management responsibility for the City Auditor Department.

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. Plans, directs, organizes, assigns, reviews, evaluates, and directs the work of assigned professional, technical, and office support staff; provides training as necessary;
- 4-2. Examine allegations of fraud, waste, and abuse that may involve misconduct or be criminal in nature; plan appropriate investigative strategies and approaches to determine if the allegations are valid; maintain case files; coordinate with law enforcement officials and other officials as appropriate during the course of investigations.
- 2-3. Develops, prepares, and implements the annual audit plan, audit work programs, the section budget, and auditing policies and procedures;
- 3-4. Reviews and approves preliminary and final audit programs; writes, reviews, edits and finalizes reports to Council and the public;
- 4-5. Reviews and discusses audit findings and recommendations with appropriate City department staff and contractors;
- 5-6. Maintains an audit follow-up system to ensure that corrections for audit recommendations are timely and adequately implemented;
- 6-7. Conducts complex and difficult financial, compliance, and performance audits;
- 7-8. Responds to questions from City departments, Council, commissions and various committees and groups; attends various meetings as assigned;
- 8-9. Maintains knowledge of current principles and practices and monitors developments in auditing and audit standards including but not limited to the General Accountability Office's (GAO) Government Auditing Standards;
- 9-10. Develops and implements continuing professional development and continuous improvement plans for assigned staff; and
- 10-11. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Administrative principles and practices including budget, goals and objectives development, and work planning and organization, and effective employee supervision;
2. Principles and practices of financial, compliance, and performance audits and persuasive analytical writing;
3. Principles and practices of general fund and governmental accounting including procedures, systems, financial statements, and methods of reporting;
4. Principles and practices of business computer applications, including systems analysis, data base design, data extraction, analysis, verification, security, and information auditing tools;
5. Fraud schemes, including methods for prevention and detection;
- 5-6. Legal and procedural guidelines for accounting and financial transactions and record keeping and interpretations of contract provisions and agreements; and
- 6-7. Laws and regulations which affect the City's fiscal operations.

Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional, technical, and office support staff and insure continuous improvement of the quality and timeliness of the office's written reports;
- 4-2. Plan and conduct investigations using current tools, techniques, and fraud detection strategies.
- 2-3. Prepare and finalize clear, concise, persuasive, timely and accurate audits and other reports;
- 3-4. Review financial statements, accounts, and reports to ensure that they reflect fairly the financial results of operations;
- 4-5. Evaluate organizational performance against goals, objectives, and City policy and operating requirements;
- 5-6. Review reports, contracts, and financial records for accuracy, clarity, completeness, and compliance with legal and procedural guidelines;
- 6-7. Exercise sound independent judgment in recommending more efficient and effective methods, systems, and reporting formats;
- 7-8. Interpret contract and agreement terms, provisions, and conditions;
- 8-9. Perform comparative analyses of financial data and reports and arrive at logical conclusions and sound recommendations;
- 9-10. Recommend and implement policies and procedures for the performance audit section;
- 10-11. Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;
- 11-12. Interpret and apply applicable laws and regulations; and
- 12-13. Apply recognized auditing quality assurance standards to each auditing project.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year college with a bachelors' degree in public policy, accounting, business, finance, economics or a closely related field which has included data analysis or financial or accounting coursework. Five years of professional-level experience in auditing in adherence to a recognized audit standard such as GAGAS. Experience in a governmental or public agency setting, and supervising and/or training a professional audit staff is highly desirable. A master's degree in public policy, finance, business or related field is highly desirable and may be substituted for one (1) year of the professional-technical experience.

OTHER REQUIREMENTS

Possession of at least one of the following certifications or licenses is highly desirable: Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, Certified Government Auditing Professional, Certified Fraud Examiner or Certified Payroll Professional (CPA and CIA are highly desirable). Must be able to travel to various locations within and outside

the City of Berkeley to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Audit Manager	
Classification Code	13010
Classification Established	06/1995
Classification Revised	06/2001
Classification Revised	11/2010
Classification Revised	02/2015
FLSA Status	Exempt
Admin Leave / Overtime	Admin Leave
Representation Unit	Z1
Probationary Period	One Year
Workers' Comp Code	8810



CITY OF BERKELEY
Established Date: Oct 9, 2008
Revision Date: Dec 1, 2010

Senior Auditor

Class Code:
2167

Bargaining Unit: Public Employees Union,
Local One

SALARY RANGE

\$51.62 - \$62.40 Hourly
\$4,129.60 - \$4,992.00 Biweekly
\$8,947.47 - \$10,816.00 Monthly
\$107,369.60 - \$129,792.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, conducts and manages difficult and complex performance, compliance, and financial audits, including analysis of internal controls and administrative and budgetary systems and performance, as well as other management analyses and reports, adhering to recognized Government Audit Standards and Departmental standards regarding quality, quantity, and timeliness of work, including work of other auditors on each project. Performs related work as assigned.

CLASS CHARACTERISTICS

This class performs complex and difficult audit and analytical work, monitors adherence to time budgets and to Government Audit Standards and other quality assurance standards; develops short and long-range plans and objectives, assists in assessment and monitoring of audit workload and in the development of an annual audit plan; provides lead direction and training to audit staff as required; monitors the progress of ongoing audits and provides assistance as required; conducts training and control self-assessment sessions in other departments. The Senior Auditor is expected to demonstrate a commitment to customer service and adding value to the organization, by effectively advocating for the continuous improvement of all work performed, both personally and by other staff throughout the City.

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. Independently plans, organizes, executes and reviews complex audits and management studies relating to the activities or the operations of the City as a whole;
2. Identifies problems, determines the cost and potential benefits of conducting specific audits tailored to the identified need, and prepares risk assessments and audit plans detailing techniques and information gathering processes;
3. Analyzes alternatives and makes recommendations regarding such areas as organizational

structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.;

4. Discusses findings with line staff and management staff and prepares oral and written reports of conclusions;
5. Assists in the development of departmental and division goals, objectives, and procedures; may assist in budget and performance measure development and implementation, including analyzing current and historical trends, determining variances, and improving cost effectiveness;
6. Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors and others, and City management as required by assignments;
7. Provides technical assistance to City departments on internal controls, audit standards, computer applications, performance measures, and financial, budget, and planning matters;
8. Provides training, coaching, and lead direction to professional and support staff, particularly in the areas of planning, budgeting, and meeting planned timelines and objectives in audit execution; may supervise; and
9. 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. A thorough knowledge of governmental and managerial/budgetary accounting and of government audit standards and internal audit standards, principles and practices, and demonstrated ability to ensure that all work by division staff adheres to these standards is required;
2. Principles and practices of internal control systems, performance measurement systems, and quality improvement;
3. Principles and practices of business computer applications, including systems analysis, data base design, data extraction, analysis and verification, security, and control and information systems auditing tools and techniques;
4. Reviewing financial statements, accounts, and reports to ensure that they reflect fairly the financial results of operations;
5. Legal and procedural guidelines for accounting and financial transactions, record keeping, and interpreting contract provisions and agreements;
6. Financial / statistical / comparative analysis techniques and formulae;
7. Principles and practices of budget development and administration; and
8. Basic supervisory principles and practices.

Ability to:

1. Analyze complex administrative, operational, software systems, economic and organizational problems, evaluate alternatives and reach sound conclusions;
2. Edit and independently prepare clear, concise, persuasive, balanced and complete written reports, which are appropriate to the target audience;

3. Make effective and persuasive public presentations;
4. Budget and predict time required by staff members to complete a project; coordinate multiple projects and meet critical deadlines in a cost effective and timely manner;
5. Plan, organize, assign, direct, review, and evaluate work of professional staff with an emphasis on coaching and training;
6. Apply recognized auditing quality assurance standards to each audit project;
7. Complete audit projects in a timely manner with limited need for correction, re-writing, and supervision of one's own work;
8. Apply cost/benefit principles to development and execution of audit plans, and to proposed recommendations;
9. Differentiate minor from major issues and set priorities accordingly;
10. Evaluate organizational and individual performance against goals, objectives, and City policy and operating requirements; recommend cost effective and achievable steps to improve performance;
11. Review reports, contracts, and financial records for accuracy, clarity, completeness, and compliance with legal and procedural guidelines;
12. Exercise sound independent judgment in making practical and cost-effective recommendations, in a clear and persuasive manner, for more efficient and effective methods, systems, and reporting formats, and follow up to ensure implementation;
13. Establish and maintain effective working relationships with those contacted in the course of the work; and
14. Successfully communicate complex, sensitive, and difficult information, in writing and orally, in a clear, tactful, and persuasive manner which is geared to the needs of the audience.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college or university with major coursework in public policy / public administration, accounting, business, finance, economics or a closely related field which has included data analysis or financial/accounting coursework; and four (4) years of professional audit experience, preferably in a governmental or public agency setting, which preferably includes lead or supervisory experience. A master's degree in public policy / public administration, finance, business, or a related field is highly desirable and may be substituted for one (1) year of the professional experience. Lead or supervisory experience is highly desirable. Advanced data analysis skills and professional certifications such as Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Public Accountant (CPA) or Certified Payroll Professional (CPP) are highly desirable.

OTHER REQUIREMENTS

Positions assigned to Payroll Audit must have four years of experience in payroll and benefits, using payroll-related computer software, and the equivalent of 24 semester units or 36 quarter units of accounting. Substantial accounting coursework is highly desirable for positions assigned to Performance Audit.

Must be willing 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.

CLASSIFICATION HISTORY:

Title: Senior Auditor

Classification Code: 2120

Classification Established: 12/1988

Classification Abolished:

Classification Reestablished: 7/2001

Classification Revised: 12/2010

FLSA Status: E

Administrative Leave/Overtime: Adm Leave

Representation Unit: P1

Probationary Period: 1 Year

Workers' Compensation Code: 8810



CITY OF BERKELEY
Established Date: Oct 9, 2008
Revision Date: Oct 9, 2008

Auditor II

Class Code:
2054

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

SALARY RANGE

\$48.42 - \$57.49 Hourly
\$3,873.60 - \$4,599.20 Biweekly
\$8,392.80 - \$9,964.93 Monthly
\$100,713.60 - \$119,579.20 Annually

DESCRIPTION:

DEFINITION

Under general supervision, conducts payroll or performance audits of City departments and contractors having contractual agreements with the City; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey level class in the professional auditing series. Positions in this class are expected to independently perform the full range of performance, operational, and financial auditing or payroll auditing duties. Successful performance in this class requires a thorough knowledge of accepted audit procedures and an ability to exercise sound, independent judgment within established guidelines.

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. Reviews, analyzes and verifies the accuracy of accounting and financial records and completeness against contracts, agreements or other City guidelines and documents; selects appropriate samplings for audits;
2. Conducts field and departmental audits and verifications; audits outside organizations having contractual agreements with the City;
3. Reviews and analyzes both manual and automated departmental accounting and recordkeeping practices and procedures; recommends improved operating procedures and methods of internal control;
4. Reviews contractor or vendor claims;

5. Tests and examines payroll records and procedures; reviews correspondence associated with specific audits;
6. Prepares list of findings and recommendations for improvement of operational procedures and internal controls; reviews findings and recommendations with supervisor and appropriate departments and contractors;
7. Prepares final audit reports; follows up on recommendations to assist with implementation and evaluate progress on corrections;
8. May provide lead direction to staff assigned to perform auditing duties;
9. May supervise and review the work of clerical or immediate office staff assigned to perform audit activities;
10. Maintains current knowledge of auditing quality assurance guidelines and methods for ensuring internal system and financial controls; and
11. 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. Principles and practices of general fund and governmental accounting, including procedures, systems, financial statements and methods of reporting;
2. Principles and practices of auditing;
3. Principles and practices of internal control systems;
4. Principles and practices of business computer applications, including audit controls, terminology and input/output concepts;
5. Legal and procedural guidelines for accounting and financial transactions and record keeping and interpretations of contract provisions and agreements; and
6. Requirements regarding confidentiality of information and appropriate disclosure of information.

For individuals assigned to centralized payroll, knowledge of:

Payroll processing, payroll networking, payroll computer systems, employee benefits, programs and services offered by the City; Federal and State tax laws for determining the taxability of payments (income); MOUS's. personnel rules and regulations, payroll-related administrative regulations, and council resolutions.

Ability to:

1. Prepare clear, concise and complete statistical and financial reports and other written correspondence and reports;
2. Evaluate financial statements, accounts and reports to ensure accurate reconciliation of data and accurate financial reporting;
3. Exercise sound independent judgment in recommending more efficient methods, systems and reporting formats;
4. Analyze operational problems, evaluate alternatives and reach sound conclusions;

5. Apply recognized auditing quality assurance standards to each auditing project;
6. Review reports, contracts and financial records for accuracy, clarity, completeness and compliance with legal and procedural guidelines;
7. Interpret contract and agreement terms, provisions and conditions;
8. Perform comparative analyses of financial data and reports and arrive at logical conclusions and recommendations;
9. Train and mentor staff, plan, assign, and review the work of others, and document results;
10. Establish and maintain professional working relations with those contacted in the course of work; and
11. Maintain confidentially.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year college or university with a bachelor’s degree in public policy, accounting, business, finance, economics, or a closely related field, which has included data analysis or financial /accounting coursework. A professional certification, such as Certified Payroll Professional (CPP), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Public Accountant (CPA) is desirable.

For positions assigned to Performance Audit, a minimum of two years of experience auditing to a recognized standard, preferably in a governmental setting, is required. A Master’s Degree in public policy, business, finance, or related subject is desirable.

For positions assigned to Payroll Audit, 24 semester or 36 quarter units of accounting, financial analysis, or similar coursework is required as part of the four-year college or university degree AND, a minimum of two years of payroll audit experience is required. Experience in data extraction and creating complex custom payroll computer reports is highly desirable.

OTHER REQUIREMENTS

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

CLASSIFICATION HISTORY:

Auditor II	
Classification Code	21160
Classification Established	12/1988
Classification Revised	11/1999
Classification Revised	9/2012
FLSA Status	Non-Exempt
Administrative Leave/Overtime	Overtime
Representation Unit	L
Probationary Period	9 months

Workers' Compensation Code

8810



CITY OF BERKELEY
Established Date: Oct 9, 2008
Revision Date: Sep 1, 2012

Auditor I

Class Code:
2052

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

SALARY RANGE

\$38.84 - \$45.84 Hourly
\$3,107.20 - \$3,667.20 Biweekly
\$6,732.27 - \$7,945.60 Monthly
\$80,787.20 - \$95,347.20 Annually

DESCRIPTION:

DEFINITION

Under general supervision, conducts payroll or performance audits of City departments and contractors having contractual agreements with the City; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the entry-level class of the professional auditing series. Initially under close supervision, incumbents perform more routine duties while learning City policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. The Auditor I is distinguished from the Auditor II class by that class's the complexity of assignments and the freedom from closer review of work in progress.

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. Reviews, analyzes and verifies the accuracy of accounting and financial records and completeness against contracts, agreements or other City guidelines and documents;
2. Conducts routine field and departmental audits and verifications; audits of outside organizations having contractual agreements with the City;
3. Reviews and analyzes both manual and automated departmental accounting and recordkeeping practices and procedures and recommends improved operating procedures and methods of internal control;
4. Reviews contractor or vendor claims; reviews accounting records and tax returns of business entities for compliance with City business license tax requirements;

5. Tests and examines payroll records and procedures; reviews correspondence, statutes and reports associated with specific audits;
6. Prepares list of findings and recommendations for improvement of operational procedures and internal controls; reviews findings and recommendations with supervisor and appropriate departments and contractors;
7. Prepares final audit reports; follows up on recommendations and assists with implementation and evaluates progress on corrections;
8. May supervise and review the work of clerical or immediate office staff assigned to perform auditing activities; and
9. 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. Principles and practices of general fund and governmental accounting, including procedures, systems, financial statements and methods of reporting;
2. Principles and practices of auditing;
3. Principles and practices of internal control systems;
4. Principles and practices of business computer applications, including audit controls, terminology and input/output concepts;
5. Legal and procedural guidelines for accounting and financial transactions, recordkeeping and interpretations of contract provisions and agreements; and
6. Requirements regarding confidentiality of information and appropriate disclosure of information.

For individuals assigned to centralized payroll, knowledge of:

Payroll processing, payroll networking, payroll computer systems, employee benefits, programs and services offered by the City; Federal and State tax laws for determining the taxability of payments (income); MOUs, personnel rules and regulations, payroll related administrative regulations, and Council resolutions.

Ability to:

1. Prepare clear, concise and complete statistical and financial reports and other written correspondence and reports;
2. Evaluate financial statements, accounts and reports to ensure accurate reconciliation of data and accurate financial reporting;
3. Exercise sound independent judgment in recommending more efficient methods, systems and reporting formats;
4. Analyze operational problems, evaluate alternatives and reach sound conclusions;
5. Apply recognized auditing quality assurance standards to each auditing project;
6. Review reports, contracts and financial records for accuracy, clarity, completeness and compliance with legal and procedural guidelines;

7. Interpret contract and agreement terms, provisions and conditions;
8. Perform comparative analyses of financial data and reports and arrive at logical conclusions and recommendations;
9. Train staff, plan, review the work of others, and document results;
10. Establish and maintain professional working relations with those contacted in the course of work; and
11. Maintain confidentiality.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year college or university with a bachelor’s degree in public policy, accounting, business, finance, economics, or a closely related field, which has included data analysis or financial/accounting coursework. For positions assigned to Performance Audit, a Master’s degree in public policy, business, finance, or related field is highly desirable.

For Payroll Audit positions, 24 semester or 36 quarter units of accounting, financial analysis, or similar coursework is required and two years of payroll audit experience is highly desirable. Up to one year of the four-year education degree can be substituted on a year-for-year basis by continuing education credits or other formal coursework, OR, up to one year of the education may be substituted for by four years of experience in payroll and benefits using payroll-related computer software, including data extraction or creating complex custom computer reports in financial analysis software.

OTHER REQUIREMENTS

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

CLASSIFICATION HISTORY:

Auditor I	
Classification Code	21340
Classification Established	12/1988
Classification Revised	11/1999
Classification Revised	9/2001
Classification Revised	9/2012
FLSA Status	Non-Exempt
Administrative Leave/Overtime	Overtime
Representation Unit	L
Probationary Period	6 months
Workers’ Compensation Code	8810



City Auditor

Class Code:
020007

Bargaining Unit: Executive
Management

CITY OF SACRAMENTO
Established Date: Jun 29, 2002
Revision Date: Feb 15, 2013

SALARY RANGE

\$58.95 - \$112.13 Hourly
\$4,715.90 - \$8,970.31 Biweekly
\$122,613.33 - \$233,228.02 Annually

DEFINITION:

The City Auditor plans, directs and oversees the operations of the Office of the City Auditor; safeguards City assets and strengthens fiscal accountability of all City departments; directs auditing activities including financial, performance compliance, contract and grant audits; develops, prepares and monitors the department's annual budget; performs duties which involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures; trains, supervises and evaluates assigned personnel and work teams.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the overall management of the Office of the City Auditor. The incumbent is appointed by the City Council and serves at the pleasure of the collective body. The City Auditor works closely and interfaces with the City Council, Audit Committee, Charter Officers, Department Directors, and Division Managers.

SUPERVISION RECEIVED AND EXERCISED

The City Auditor receives broad policy direction from the City Council and exercises direct supervision over the Office of the City Auditor staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon the assignments, duties may include, but are not limited to, the following:

- Provides independent, objective, and reliable information regarding the City's ability to meet its goals and objectives, and establish an adequate system of internal controls by verifying compliance with laws and regulations, assessing the efficiency and effectiveness of the City's operations, and identifying internal control weaknesses and failures.
- Conducts audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and provides the Mayor, City Council, and the public with objective, timely, and accurate information about City government.

- Promotes and enhances honest, efficient, transparent, and accountable City government by safeguarding City assets and strengthening fiscal accountability of all City departments.
- Develops and directs the implementation of auditing plans, goals, objectives, policies, procedures, and work standards for City departments; coordinates the work of the department with other City departments, outside agencies, consultants and vendors.
- Plans, manages, directs, assigns and reviews the day-to-day auditing operations of the department; supervises and participates in the more complex auditing activities and writes detailed audit reports with recommendations to mitigate or eliminate the areas of concern as needed.
- Manages and supervises the administrative functions of the department, including the preparation of short and long-range audit plans, coordination with external auditors and research of audit techniques; ensures conformance with acceptable audit standards, plans, budgets and schedules.
- Develops, prepares and monitors the department budget; reviews and develops fiscal policies and procedures; supervises and directs department fiscal operations.
- Responds to questions from City departments, the City Council, and other agencies; attends City Council and various committee meetings as assigned.
- Investigates and researches inquiries and problems that require specialized auditing knowledge; uses judgment in the interpretation of City policies and procedures.
- Supervises, trains, hires and evaluates professional, paraprofessional and clerical personnel; develops and monitors performance plans; clarifies departmental roles and responsibilities.

QUALIFICATIONS:

Knowledge of:

- Auditing and accounting theories, procedures, practices, standards and techniques for governmental entities.
- Methods and procedures of governmental budget preparation and control.
- Practices related to operating and financing municipal government; fiscal and financial management; public financing concepts.
- Principles, methods and practices of organization, management, supervision and training.
- Departmental administrative and operational development.
- Computer systems and applications, especially accounting, payroll and fiscal management data processing systems.
- Organizational structure of municipal jurisdictions.
- Methods involved in building a positive employee relations program.
- Methods and techniques for maintaining effective relations among elected officials, the public and staff.

Ability to:

- Plan, organize, direct and evaluate an audit program.
- Interpret, explain and apply generally accepted government auditing principles pertaining to municipal audits.
- Analyze fiscal problems, unusual situations and develop and implement effective solutions through application of management principles and practices.
- Evaluate administrative/operational policies, practices and procedures.
- Establish cooperative relationships with staff in City departments.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and administer a unit budget.
- Maintain accurate records; prepare clear, concise reports.
- Supervise, train and evaluate assigned staff.

- Establish and maintain effective work relationships with the community at large, the City Council, and other public officials in the performance of required duties.
- Plan, direct, and coordinate City-wide programs.
- Exercise sound judgment in a politically sensitive environment.
- Develop comprehensive plans to meet future City needs/services.
- Deal constructively with conflict and develop effective resolutions.
- Make recommendation to improve policies impacting operations or procedures.

EXPERIENCE AND EDUCATION

Experience:

Seven years of auditing experience in program, performance and financial auditing, with at least three years performing management or advanced level responsibility for planning, organizing and independently performing audit tasks including: financial audits, compliance audits, contract audits, performance or operational audits, and internal control reviews.

Experience as the City Auditor or County Auditor-Controller of a full service urban city or county with a population in excess of 200,000 is preferred.

-AND-

Education:

A Bachelor's degree from an accredited four-year college or university. A Master's degree is **highly desirable**.

SPECIAL QUALIFICATIONS

Certification:

Designation as a CPA (Certified Public Accountant) or CIA (Certified Internal Auditor) is **highly desirable**. The following certifications (or equivalent) are also desirable:

- CISA (Certified Information System Auditor)
- CGAP (Certified Government Auditing Professional)
- CRP (Certified Risk Professional)
- CFFA (Certified Forensic Financial Analyst)
- CMA (Certified Management Accountant)
- CCSA (Certification in Control Self-Assessment)
- CFE (Certified Fraud Examiner)
- CQA (Certified Quality Auditor)
- CTP (Certified Treasury Professional)
- GPC (Grants Professional Certification)

Driver License:

Possession of a valid California Class C Driver License at the time of appointment and a satisfactory driving record. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

CLASS HISTORY:

Adopted: 6/29/02

Revised: 2/15/13

Title Change:

Maintenance Update:

Abolished:

Class Code: 020007 (formerly 01866)



1686-Auditor III

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Know the class code?

Class codes are four characters long.

Search

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Search

Compensation set id:

Auditor III

Job classification

Class	1686
Title	Auditor III
Overtime eligibility	Exempt (Z) - No Paid Overtime
Labor agreement	Prof & Tech Eng, Local 21
Effective date	August 17, 2012

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Rate /hr:	\$60.6625	\$63.7125	\$66.8875	\$70.2125	\$73.7250	\$75.6125	\$77.4125	\$79.3750
Rate /biweekly:	\$4,853.00	\$5,097.00	\$5,351.00	\$5,617.00	\$5,898.00	\$6,049.00	\$6,193.00	\$6,350.00
Rate /year:	\$126,178	\$132,522	\$139,126	\$146,042	\$153,348	\$157,274	\$161,018	\$165,100

Additional notes: Please note, the last three steps in this salary range represent extended ranges that require department approval based upon recruitment/retention, special skills, limited duration or exemplary performance.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: AUDITOR III

Job Code: 1686

INTRODUCTION

Under general direction, assigns and directs the activities of auditors. Supervises the planning, organization and conduct of financial and/or forensic, compliance, investigative and performance audits, program evaluations and analytical activities to study, analyze and review policies, management and operations of governmental agencies, vendors, contractors and other parties that do business with the City and County of San Francisco; and performs related research and duties as assigned.

DISTINGUISHING FEATURES

This is the supervisory level classification in the Auditor series. It is distinguished from the Auditor I and Auditor II classes in that incumbents in this class direct the work of other Auditor classifications as well as plan and complete the most complex audits and analyses. Auditor positions are specific to the Controller's Office because of the

increased scope of work and the specific mandates of Charter Appendix F, "Authority and Duties of City Services Auditor," and because of the need and ability to work with a wide variety of contacts and stakeholders.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

As a team member, the Auditor III plans, organizes, and directs the work of staff in the following:

1. Audits and investigates a wide variety of programs, functions, processes, and activities of city departments and contracts to evaluate their efficiency, effectiveness, economy, and legal compliance.
2. Audits surveys, including researching legal mandates and other background information, while determining needs of key stakeholders, identifying potential risk areas, understanding relevant internal controls, and identifying potential sources of evidence under general direction.
3. Audits entrance and exit conferences and periodic meetings with department management to inform them of audit results.
4. Interviews department and program management, and staff to obtain information.
5. Develops audit scope and objectives, and prepares detailed audit programs, time budgets, and milestone dates.
6. Audits fieldwork, including collecting, analyzing, and documenting audit evidence as it relates to the audit objectives.
7. Reconstructs records and data that may have been destroyed or falsified.
8. Reviews internal controls.
9. Develops audit findings and recommendations that are fully supported by analysis.
10. Reviews team members' work for completeness, technical accuracy, organization, content, tone, and grammatical accuracy.

11. Prepares and reviews written audit reports that effectively communicate the audit results.
12. Prepares and presents audit results at public hearings and to a variety of audiences.
13. Provides input into annual audit work plan to identify audit risks and priorities.
14. Receives and enters complaints for investigation from the whistleblower and/or complaints hotline and website.
15. Develops scope of work for and monitors consultant contracts.
16. Audits follow-up activities.

Individually, the Auditor III:

17. Maintains close contact with the audit director regarding project progress and problems; and appropriate involvement in project oversight and decision-making/problem solving.
18. Supervises, trains, and evaluates Auditor I/II and clerical and/or administrative support staff; and manages staff performance. Encourages team members to challenge themselves and actively contribute to team effort. Provides input to performance evaluations of team members.
19. Maintains the appropriate level of confidentiality and sensitivity.
20. Maintains professional proficiency through continuing professional education and participates in professional associations.
21. Performs all assignments in accordance with the office policies and/or Government Auditing Standards, as appropriate.
22. Recommends and/or develops operational changes for the City Services Auditor division.
23. Performs other related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: generally accepted government accounting principles and/or government auditing standards; current issues in local government, public management, and urban policy; principles and practices of performance, management and operational auditing or analysis; management and organization principles and practices as applied to government agencies and programs; program evaluation

processes and methods; benchmarking techniques; and project management techniques.

Ability to: design audit or program evaluation procedures; conduct comprehensive research; interpret and apply laws, rules and regulations, including the City and County of San Francisco Charter and Municipal Codes, California Statutes and Code of Regulations; gather all relevant and detailed data, and analyze them for audit decisions using both qualitative and quantitative techniques; apply management and operational theory, policy analysis, operations research, program evaluation, and process improvement techniques to make sound, objective assessments and observations, and develop salient findings and recommendations; use personal computer applications, including spreadsheet, database, statistical software packages, and web search and information methods to access data, perform data manipulations and analysis, and develop audit working papers and reports, including charts and graphs; communicate effectively, both orally and in writing, including dealing with management and team members on a variety of complex and sensitive issues; and creating clear, concise, accurate, and factual summaries and reports; establish constructive working relationships with various city employees, management, the Mayor's Office, Board of Supervisors, the general public, and audited agency staff and management while maintaining objectivity and credibility throughout the audit process; use organizational skills and perform multiple projects and/or tasks simultaneously in order to accomplish goals in an effective and timely manner and produce quality products within short timelines and under pressure; work independently or as a member of a team environment in a multi-disciplinary setting; be detail-oriented; and actively support the mission, vision and core values of the Controller's Office.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Training: Possession of a baccalaureate degree from an accredited college or university, in business or public administration, accounting, finance, statistics, the social sciences, English, or a related field.

Experience: Four (4) years of verifiable professional auditing or related analytical experience; strong understanding of local government operations; demonstrated expertise in government auditing standards and auditing principles and practices.

Substitution: A master's degree in business or public administration, accounting, finance, statistics, or a related field may be substituted for one (1) year of the required experience.

LICENSE AND CERTIFICATION

Note: Professional certifications (Certified Public Accountant, Certified Internal Auditor) are highly desirable.

ORINATION DATE: March 3, 1983

AMENDED DATE: December 15, 2000, September 2, 2004,

Amended and Retitled: April 10, 2008

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Jul 01, 2022 (w)	\$60.6625	\$63.7125	\$66.8875	\$70.2125	\$73.7250	\$75.6125	\$77.5000
Jan 08, 2008 (w)	\$57.6375	\$60.5375	\$63.5500	\$66.7125	\$70.0500	\$71.8375	\$73.6250

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CITY OF OAKLAND

CITY OF OAKLAND
Established Date: Jun 23, 2001
Revision Date: Oct 15, 2015

Performance Audit Manager

Class Code:
AP393

Bargaining Unit: UM1 - Local 21 Management
Employees (Exempt)

SALARY RANGE

\$63.58 - \$78.06 Hourly
\$10,332.22 - \$12,685.00 Monthly
\$123,986.64 - \$152,220.00 Annually

DEFINITION:

Under general direction in the Office of the City Auditor, manages the Whistleblower and Fraud Prevention program, increases fraud awareness, evaluates fraud, waste and abuse complaints, and conducts investigations that adhere to governmental and professional standards; assists with the conduct of performance audits of City operations and may lead or direct audits; performs financial analysis of proposed major expenditures and ballot measures; conducts surveys to assess the community's satisfaction with City services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey or first line supervisory level professional classification in the Performance Auditor series. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the City Auditor, which is responsible for overseeing the entire department. The classification further differs from the Performance Auditor, Senior, in that the incumbent plans and completes the most complex assignments, including special projects, while supervising assigned staff.

The incumbent receives direction from the City Auditor and may exercise lead direction over assigned Performance Auditor, Senior, and Performance Auditor, technical, and clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Examine allegations of fraud, waste, and abuse that may involve misconduct or be criminal in nature; plan appropriate investigative strategies and approaches to determine if the allegations are valid; maintain case files; coordinate with law enforcement officials and the Office of the City Attorney as appropriate during the course of investigations.
- Examine a wide variety of documentary evidence such as bank records, financial records, systems of internal control, email messages, contractor records, and other

- relevant information.
- Conduct performance audits of City operations; assess whether City operations and programs are carried out effectively, efficiently, and economically.
 - Assess whether City operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.
 - Manage multiple performance audits of municipal services.
 - Develop audit objectives, scope, and methodologies; perform appropriate audit tests to assess performance; document evidence of work performed.
 - Assist in the preparation of written audit and investigative reports for a variety of audiences; develop sound conclusions and recommendations including corrective actions.
 - Communicate the results of audits to City officials.
 - Perform financial analysis on proposed major expenditures and ballot measures.
 - Assist with conducting surveys to assess the community's satisfaction with City services.
 - Assist with the development, revision, and implementation of policies and procedures including the City Auditor's Whistleblower / Hotline Policies and Procedures Manual.
 - Supervise staff in the preparation, performance, and documentation of audits.
 - May lead, train, and evaluate staff.

MINIMUM QUALIFICATIONS:

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

Bachelor's degree from an accredited college or university, in accounting, economics, forensic science, data analysis, business administration, criminal justice or a related field. A Master's Degree is highly desirable.

Experience:

Four years of progressively responsible experience in a government performance auditing environment or in auditing, forensic analysis, or risk management including experience conducting investigations. Prior fraud program management experience is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Fraud schemes, fraud prevention, and deterrence.
- Investigative methods and techniques.
- Principles and practices of public administration, accounting, and auditing, including Generally Accepted Government Auditing Standards (GAGAS).
- Research techniques, performance measurement systems, program evaluation, and performance and procedural analysis.
- Statistical methodology and other quantitative techniques.
- Report writing techniques consistent with best practices for fraud and audit reporting and investigations.
- Personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications.
- Principles of supervision and development.

- Municipal government operations including organizational structure, reporting relationships, budget, and functions.
- English syntax, language mechanics, punctuation, and grammar.

Ability to:

- Interpret and apply laws, regulations, administrative policies, and procedures.
- Identify causes of unsatisfactory performance and develop sound, logical, fact-based conclusions and recommendations.
- Communicate effectively verbally and in written form.
- Plan and conduct investigations using current tools, techniques, and fraud detection strategies.
- Plan, direct, lead, and evaluate an audit program.
- Adhere to and oversee the timely completion of complex auditing assignments.
- Work in a confidential environment and maintain discretion.
- Utilize personal computer applications including word processing, spreadsheet, database, and presentation software applications; basic accounting and budgeting applications; and fraud detection, monitoring, and data analytical tools and related software applications.
- Analyze and compile information, facts, and data; resolve problems; prepare written reports including results of analysis and recommendations for resolution and/or corrective action.
- Train, supervise, and evaluate staff; manage and develop teams.
- Establish and maintain effective and collaborative work relationships with staff, elected officials, representatives of other organizations, and the general public.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of a professional designation such as a Certified Fraud Examiner, Certified Public Accountant, Certified Internal Auditor, Certified Governmental Auditing Professional, Certified Information Systems Analyst, or Certified Government Finance Manager is desirable. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

CLASS HISTORY:

Revision date: 5/15/2015 CSB Reso#: 44782
Established: 3/6/2008 CSB Reso#: 44511
Exemption: 902(f) by Civil Service Board
(Previously Titled: Deputy City Auditor III)

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

[RECRUITMENTS - PAGE 3](#)

.....

[CITYWIDE TRAININGS - PAGE 10](#)

.....

[WORKING ADVANTAGE SAVINGS - PAGE 13](#)

Hiring Gains in the First Quarter of the Year

I'm immensely pleased to share the news that hiring into the City of Berkeley workforce outpaced attrition during the first quarter of the year by more than a 2-to-1 ratio!

Over the three-year stretch (2020, 2021, 2022) of the pandemic, the City had lost more employees to attrition than gained them through hiring, but the reconstituted Human Resources Department has turned that trajectory around in 2023. The City hired 78 new employees between January and March while separating only 34. HR achieved these gains by establishing nearly 70 eligible lists during that three-month period for a diverse constellation of classifications that included Accounting Technician, Behavioral Health Clinician, Senior Planner, Marina Assistant, Police Officer Recruit, Associate Civil Engineer, Mechanic, Public Safety Dispatcher, and Senior Systems Analyst, among many others.

We're aiming to maintain this momentum all year to keep chipping away at the City's vacancy rate!

- Aram Kouyoumdjian, Director of Human Resources



• **HR ADMINISTRATION**

ARAM KOUYOUMDJIAN, HR DIRECTOR

JESSICA LEWIS (ADMIN SUPPORT)
JELEWIS@BERKELEYCA.GOV
510-981-6824

DAWUD BREWER, EMPLOYEE RELATIONS MANAGER
DBREWER@BERKELEYCA.GOV
510-981-6821

MONICA WALKER, HUMAN RESOURCES MANAGER
MWALKER@BERKELEYCA.GOV
510-981-6818

• **EMPLOYEE RELATIONS**
• **LRCC**

DAWUD BREWER (EMPLOYEE RELATIONS)
DBREWER@BERKELEYCA.GOV
510-981-6821

KISMET TENG
KTENG@BERKELEYCA.GOV
510-981-6804

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

WORKERS' COMP (SUBMIT CLAIMS)
HRWORKERSCOMP@BERKELEYCA.GOV

CARI MCDONALD
CMCDONALD@BERKELEYCA.GOV
510-981-6816

• **CITYWIDE TRAINING**

WILHELMINA PARKER
WPARKER@BERKELEYCA.GOV
510-981-6823

• **BENEFITS**

SOPHEA SHEPHARD
SSHEPHARD@BERKELEYCA.GOV
510-981-6815

VELMA WALLACE
VWALLACE@BERKELEYCA.GOV
510-981-6808

• **RECRUITMENTS**
• **EXAMS/TESTS**

JENEEN MILLER-EDENBURG
JEMILLER@BERKELEYCA.GOV
510-981-6817

RIO TESS MUSNI
RMUSNI@BERKELEYCA.GOV
510-981-6805

ANNA GOOLER
AGOOLER@BERKELEYCA.GOV
510-981-6820

MICHELLE YOO
MYOO@BERKELEYCA.GOV
510-981-6802

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

KEVIN WALKER
KWALKER@BERKELEYCA.GOV
510-981-6825

TRISA "VENUS" THOMAS
VTHOMAS@BERKELEYCA.GOV
510-981-6819

• **TRANSACTIONS**

TIANA DICKSON
TDICKSON@BERKELEYCA.GOV
510-981-6814

CASANDRA HUFF
CHUFF@BERKELEYCA.GOV
510-981-6894

FEUY SAEPHAN
FSAEPHAN@BERKELEYCA.GOV
510-981-6822

• **EEO MATTERS**

TAMELA HOPSON-DUDLEY
THOPSON-DUDLEY@BERKELEYCA.GOV
510-981-6811

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



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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$32.80 to \$35.72	March 12, 2023	Continuous
Accounting Office Specialist III (Req#2023-01158)	Vacancy	Promotional	\$37.99 to \$41.41	February 21, 2023	Continuous
Accounting Technician	Vacancy	Promotional	\$37.38 to \$45.00	December 19, 2022	Continuous
Animal Services Assistant (Req#2023-01091)	Vacancy	Competitive	\$31.34 to 33.11	April 3, 2023	April 24, 2023
Assistant City Clerk (Req#2023-01174)	Vacancy	Competitive	\$53.90 to \$65.15	April 3, 2023	April 24, 2023
Assistant Civil Engineer	Vacancy	Competitive	\$54.86 to \$66.35	November 11, 2022	Continuous
Assistant Management Analyst	Vacancy	Competitive	\$39.30 to \$46.35 \$38.81 to \$45.81	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$52.49 to \$63.22	April 24, 2023	Continuous
Assistant to the City Attorney (Req#2023-01100)	Vacancy	Competitive	\$66.33 to \$87.16	April 24, 2023	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$60.43 to \$73.02	November 11, 2022	Continuous
Associate Human Resources Analyst (Employee Relations) (Req#2022-00720E)	Vacancy	Competitive	\$50.42 to \$60.72	March 27, 2023	April 24, 2023
Associate Human Resources Analyst (Recruitments) (Req#2022-00922E)	Vacancy	Competitive	\$50.42 to \$60.72	March 27, 2023	April 24, 2023
Associate Planner (Req#2022-00878E, 2023-01149)	Vacancy	Competitive	\$47.16 to \$55.98	March 27, 2023	April 24, 2023
Behavioral Health Clinician I	Vacancy	Competitive	\$41.55 to \$48.73	Continuous	Continuous
Behavioral Health Clinician II	Vacancy	Competitive	\$45.76 to \$53.45	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	I: \$46.09 to \$54.68 II: \$49.40 to \$58.60	April 3, 2023	Continuous
Community Development Project Coordinator (Req#2022-00756E, 2021-00439E)	Promotion	Competitive	\$50.42 to \$60.96	August 1, 2022	Continuous
Customer Services Supervisor (Temporary) (Req#2023-01187)	Vacancy	Promotional	\$38.34 to \$46.16	April 10, 2023	May 8, 2023

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Deputy City Attorney II/III (Req#2022-00485E, 2022-00506E)	Vacancy	Competitive	\$67.50 to \$95.43	Continuous	Continuous
Diversity, Equity, and Inclusion Officer (Req#2023-01195)	Vacancy	Competitive	\$66.33 to \$87.16	April 10, 2023	May 8, 2023
Electrician (Req#2020-00113E, 2021-00095E, 2021-00353E)	Vacancy	Competitive	\$48.29 to \$52.92	Continuous	Continuous
Epidemiologist	Vacancy	Competitive	\$41.70 to \$50.69	Continuous	Continuous
Field Representative (Req#2022-00786E, 2022-00658E, 2022-00780E)	Vacancy	Competitive	\$36.21 to \$39.38	April 17, 2023	May 8, 2023
Fire Prevention Inspector (Sworn)	To Establish a List	Competitive	\$60.13 to \$66.29	Continuous	Continuous
Firefighter Paramedic	Vacancy	Competitive	\$32.18 to \$41.96	Continuous	Continuous
Firefighter Paramedic Lateral	Vacancy	Competitive	\$32.18 to \$41.96	Continuous	Continuous
Health Services Supervisor (Req#2023-01095)	Vacancy	Competitive	\$58.81 to \$68.99	April 3, 2023	April 24, 2023
Housing Inspector I (Certified) (Req#2023-01138)	Vacancy	Competitive	\$41.48 to \$49.21	March 20, 2023	Continuous
Information Systems Specialist (Req#2023-01127, 2023-01137)	Vacancy	Competitive	\$44.05 to \$52.28	April 17, 2023	May 8, 2023
Junior Public Works Engineer	Vacancy	Competitive	\$44.20 to \$53.24	April 24, 2023	Continuous
Marina Assistant (Req#2020-00066)	Promotion	Competitive	\$32.96 to \$34.94	Continuous	Continuous
Mechanic (Req#2021-00022E, 2021-00179E)	Vacancy	Competitive	\$44.60 to \$47.28	Continuous	Continuous
Medical Director	Vacancy	Competitive	\$90.41 to \$102.71	February 13, 2023	Continuous
Mental Health Clinical Supervisor (Req#2019-00213E)	Vacancy	Competitive	\$50.56 to \$62.08	July 4, 2022	Continuous
Mental Health Nurse (Req#2020-00083E, 2021-00263E)	Vacancy	Competitive	\$57.22 to \$69.55	July 20, 2020	Continuous
Mid-Level Practitioner (Req#2018-00129, 2019-00221, 2016-00265)	Vacancy	Competitive	\$58.04 to \$64.35	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$37.29 to \$40.72 \$36.84 to \$40.49	Continuous	Continuous
Paramedic	Vacancy	Competitive	\$30.00 to \$45.00	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Permit Specialist (Req#2023-01160)	Vacancy	Competitive	\$34.64 to \$41.55	April 3, 2023	May 1, 2023
Planning Technician (Req#2022-00967, 2023-01194)	Vacancy	Competitive	\$34.85 to \$42.78	April 10, 2023	May 8, 2023
Police Captain	Vacancy	Promotional	\$91.40 to \$104.21	April 10, 2023	April 24, 2023
Police Officer Lateral	Vacancy	Competitive	\$52.76 to \$65.67	Continuous	Continuous
Police Officer Recruit (Req#2021-00233E)	Resignation	Competitive	\$43.18	June 20, 2022	Continuous
Psychiatrist	Vacancy	Competitive	\$90.52 to \$133.73	Continuous	Continuous
Public Health Nurse (Req#2021-00096E)	Vacancy	Competitive	\$53.36 to \$62.24	Continuous	Continuous
Public Safety Dispatcher I (Req#2021-00280E, 2021-00251E)	Vacancy	Competitive	\$32.18 to \$35.17	April 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$45.98 to \$49.90	Continuous	Continuous
Registered Nurse	Vacancy	Competitive	\$51.68 to \$57.28	Continuous	Continuous
Revenue Development Specialist I/II (Req#2022-00891E, 2022-00890E, 2022-00889E, 2022-00888E)	Vacancy	Competitive	\$48.42 to \$57.49	December 19, 2022	Continuous
Revenue Development Supervisor (Req#2021-00085E)	Resignation	Competitive	\$51.63 to \$62.41	December 19, 2022	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$49.95 to \$58.31	September 26, 2022	Continuous
Senior Engineering Inspector (Req#2022-00903E)	Vacancy	Competitive	\$50.95 to \$61.37	April 24, 2023	May 15, 2023
Senior Human Resources Analyst (Employee Relations) (Req#2022-00720E)	Vacancy	Competitive	\$55.96 to \$67.62	March 27, 2023	April 24, 2023
Senior Human Resources Analyst (Recruitments) (Req#2022-00922E)	Vacancy	Competitive	\$55.96 to \$67.62	March 27, 2023	April 24, 2023
Senior Information Systems Specialist (Req#2022-00543E)	Retirement	Competitive	\$48.56 to \$57.87	Continuous	Continuous
Senior Systems Analyst (Req#2022-00995, 2022-00996)	Vacancy Retirement	Competitive	\$57.98 to \$70.62	December 27, 2022	Continuous
Service Technician	Vacancy	Competitive	\$37.44 to \$39.73	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$62.73 to \$73.65	Continuous	Continuous

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

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

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

To have your name placed on the transfer list:



Classification	Reason	Department	Contact
Accounting Office Specialist III (Req#2022-00900E)	Vacancy	Fire	Stacie Clarke @ 981-5507 stclarke@berkeleyca.gov
Accounting Office Specialist III (Req#2022-00968E)	Promotion	Public Works	Sean O'Shea @ 981-6306 Soshea@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01082)	Promotion	Finance	Darryl Sweet @ 981-7329 Dsweet@berkeleyca.gov
Associate Management Analyst (Req#2023-01204)	Vacancy	HHCS	Jeff Glover @ 981-5227 Jglover@berkeleyca.gov
Deputy City Attorney II/III (Req#2023-01142)	Vacancy	City Attorney	Farimah Brown @ 981-6985 Fbrown@berkeleyca.gov
Housing Inspector I (Certified) (Req#2023-01138)	Vacancy	Planning	Jennifer McNulty @ 981-7451 JMcNulty@berkeleyca.gov
Librarian I (Intermittent) (Req#2023-01212, 2023-01219, 2023-01220)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Library Aide (Req#2023-01207, 2023-01210)	Promotion	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Office Specialist II (Req#2021-00419E)	Vacancy	HHCS	Tanya Bustamante @ 981-5178 Tbustamante@berkeleyca.gov
Office Specialist II (Req#2022-00575E)	Promotion	HHCS	Nancy Kriauciunas @ 981-5248 Nkriauciunas@berkeleyca.gov
Office Specialist II (Req#2022-00590E)	Promotion	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov
Office Specialist II (Req#2022-00591E)	Promotion	Human Resources	Monica Walker @ 981-6818 Mwalker@berkeleyca.gov

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

Classification	Reason	Department	Contact
Office Specialist II (Req#2022-00684E)	Promotion	City Manager	Ramonda Clarke @ 981-6992 Rclarke@berkeleyca.gov
Office Specialist II (Req#2022-00812E)	Promotion	Planning	David Lopez @ 981-7441 Dlopez@berkeleyca.gov
Office Specialist II (Req#2022-00828E)	Transfer	Rent Board	Deseana Williams @ 981-4949 DeWilliams@berkeleyca.gov
Office Specialist II (Req#2022-00852E)	Promotion	HHCS	Rhianna Babka-Fleming @ 981-5410 Rbabka@berkeleyca.gov
Office Specialist II (Req#2023-01043)	Promotion	Planning	Chandra Vogt @ 981-7541 Cvogt@berkeleyca.gov
Office Specialist II (Req#2023-01062)	Promotion	HHCS	Allyson Nakayama @ 981-7620 Anakayama@berkeleyca.gov
Office Specialist II (Req#2023-01109)	Promotion	Police	Joe Okies @ 981-5970 Jokies@berkeleyca.gov
Office Specialist II (Req#2023-01113)	Promotion	HHCS	Ronald Torres @ 981-5261 RoTorres@berkeleyca.gov
Office Specialist II (Req#2023-01144, 2023-01152)	Vacancy	HHCS	Rachel Rodriguez @ 981-7713 Rarodriguez@berkeleyca.gov
Office Specialist II (Req#2023-01177, 2023-01134, 2023-01197, 2023-01198, 2023-01199)	Vacancy	HHCS	Cynthia Hall @ 981-7624 Chall@berkeleyca.gov

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

Temporary vacancies with an eligible list

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

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

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

Classification	Reason	Department	Contact	Duration
Accounting Office Specialist III (Req#2021-00012E)	Vacancy	Finance	Rosario Riche @ 981-7334 x6431 Riche@berkeleyca.gov	NTE 2 years
Accounting Office Specialist III (Req#2023-01158)	Vacancy	PRW	Christina Erickson @ 981-6703 Cerickson@berkeleyca.gov	NTE 6 months
Mealsite Coordinator (Req#2023-01188)	Vacancy	HHCS	Katherine Brown @ 981-5191 Kbrown@berkeleyca.gov	NTE 6 months
Office Specialist II (Req#2022-00901E)	Vacancy	Fire	Stacie Clarke @ 981-5507 stclarke@berkeleyca.gov	NTE 1 year
Office Specialist II (Req#2023-01131)	Vacancy	City Manager	Eleanor Hollander @ 981-7536 Ehollander@berkeleyca.gov	NTE 2 years
Office Specialist III (Req#2022-00709E)	Vacancy	Planning	Christina Franco @ 981-7443 Cfranco@berkeleyca.gov	NTE 1 year

Temporary vacancies without an eligible list

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

Classification	Department	Duration	Contact	Opening Date	Closing Date
Temporary Customer Services Supervisor (Req#2023-01187)	Information Technology	NTE 1 year	Kathy Cassidy @ 981-6543 Kcassidy@berkeleyca.gov	April 10, 2023	May 8, 2023

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



To have your name placed on the transfer list:



For promotional only vacancies:



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

<u>Type</u>	<u>Name</u>	<u>Classification</u>	<u>Department</u>
Appointments	Alexander Turan	Sports Field Monitor	PRW
	Anna Gooler	Associate Human Resources Analyst	Human Resources
	Stephen Hylas	Deputy City Attorney II	City Attorney
	Jacynda Harp	Library Aide	Library
	Kathleen Swalve	Public Safety Dispatcher I	Police
	Molly Stellino	Library Assistant	Library
Promotions	Stacey Rutherford	Associate Civil Engineer	PRW
	Ramonda Clarke	Secretary to City Manager	City Manager's Office
	Jose Vang	Accounting Office Specialist Supervisor	Finance
Retirements	Raymond Westphal	Assistant Management Analyst	Library
	Denise Brown	Recreation Youth Services Manager	PRW

SKILLED WORKER ACADEMY TRAININGS

Training Date	Topic	Audience	Location
May 18, 2023 12:30pm-2:00pm	Managerial Competencies	Skilled Worker Academy - Cohort 1	Green Room - Corp. Yard
May 18, 2023 2:30pm-4:00pm	Managerial Competencies	Skilled Worker Academy - Cohort 1	Green Room - Corp. Yard

LIST OF MANDATORY CITYWIDE TRAININGS - TO REGISTER



Topic	Audience	Location	Completion Deadline
Harassment Awareness	All City Staff	Online self-paced	December 31, 2023
Ethics Awareness	All City Staff	Online self-paced	December 31, 2023
Active Shooter Awareness	All City Staff	Online self-paced	December 31, 2023
Code of Conduct Series	All supervisors and managers	Online self-paced	December 31, 2023
Drug & Alcohol Training	All City Staff	Online self-paced	December 31, 2023
Drug & Alcohol awareness on the job	All supervisors and managers	Online self-paced	December 31, 2023
Drug & Alcohol awareness on the job	All DOT supervisors and managers	Online self-paced	December 31, 2023
Domestic Violence Guidelines	All supervisors and managers	Online self-paced	December 31, 2023
Domestic Violence Guidelines	All City Staff	Online self-paced	December 31, 2023
3Cs - Creating a culture of service	All City Staff	Online self-paced	Ongoing

LIST OF UPCOMING CLASSES - TO REGISTER



Training Date	Topic	Audience	Location
April 26, 2023 9:00am-12:00pm	3Cs - Diversity, Equity, and Inclusion with Emotional Intelligence	All City Staff	Zoom
April 27, 2023 9:00am-12:00pm	Microsoft Excel 1 Part 2	All City Staff	Zoom
April 27, 2023 12:00pm-1:00pm	Brown Bag - Customer Service 101	All City Staff	Zoom
May 4, 2023 9:00am-12:00pm	Microsoft Word 1 Part 1	All City Staff	Zoom - click here
May 10, 2023 9:30am-11:30am	Investigations & Fact Finding	Supervisors & Managers	Zoom
May 11, 2023 9:00am-12:00pm	Microsoft Word 1 Part 2	All City Staff	Zoom - click here
May 16, 2023 9:00am-11:30am	Calpers Benefits Basics	All City Staff	Zoom

2023 NEW EMPLOYEE ORIENTATION SCHEDULE -



FOR QUESTIONS PLEASE CONTACT WILHELMINA PARKER AT WPARKER@BERKELEYCA.GOV

CATASTROPHIC LEAVE REQUEST DONATION FOR NICOLE TRAYLOR

NICOLE TRAYLOR HAS BEEN DEALING WITH A SERIOUS MEDICAL CONDITION AND HAS EXHAUSTED ALL OF HER AVAILABLE LEAVE. ANY DONATIONS OF LEAVE WOULD BE GREATLY APPRECIATED BY NICOLE.

CATASTROPHIC LEAVE REQUEST DONATION FOR DEON CATLETT

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

CATASTROPHIC LEAVE REQUEST DONATION FOR JONAH LOPP

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



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

[CLICK HERE](#)

EMPOWER 457 - CITY OF BERKELEY DEFERRED COMPENSATION PLAN

HOW'S YOUR FINANCIAL WELLNESS STACKING UP?

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

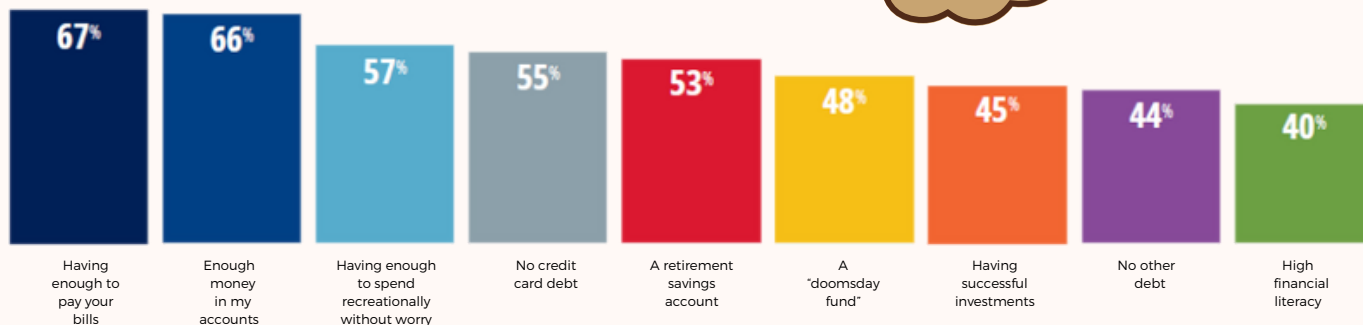
- CREATING AN EMERGENCY FUND
- REDUCING YOUR HIGH-INTEREST DEBT
- SAVING FOR LARGER PURCHASES

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



Schedule an appointment today to discuss your retirement savings account or you can email jose.anaya@empower.com

[CLICK HERE](#)



WITH THE CALPERS 457 PLAN YOU BENEFIT FROM:

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

LEARN MORE BY SCHEDULING A ONE-ON-ONE MEETING

TO SCHEDULE AN APPOINTMENT ONLINE

[CLICK HERE](#)

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