

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: September 7, 2021 TIME: 7:00 P.M.**

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

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Personnel Board will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/88404475165?pwd=SFhhYTh4QU93anRLbEJmUUJ4bUJmdz09>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

To join by phone: Dial 1-669-900-9128 and enter Meeting ID: 884 0447 5165, Passcode: 762374.
To submit an e-mail comment during the meeting to be read aloud during public comment, email ddangelo@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply.

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on April 12, 2021
- V. Recommendation to Revise the Sworn Fire Prevention Inspector Classifications
- VI. Recommendation to Revise the Minimum Qualification and Update the Specifications for the Electrician Classification
- VII. Recommendation to Revise the Assistant Fire Chief and Emergency Medical Services Advisor Classifications
- VIII. Recommendation to Amend the Housing Inspector and Building Inspector Classifications

INFORMATION ITEMS:

- IX. Director's Report – Updates from HR Director – Discussion Only

- X. Fire Safety and Code Enforcement – Updates from Fire - Discussion Only
- XI. Copy of Berkeley Matters – Discussion Only
- XII. Adjournment

If you are unable to attend a meeting please call 510-981-6824

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. **SB 343 Disclaimer:** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley CA.

CITY OF BERKELEY
SPECIAL MEETING OF THE PERSONNEL BOARD MINUTES
DATE: April 12, 2021 TIME: 7:00 P.M.

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

I. Call to Order 7:01 P.M.

II. Roll Call

Members Present: Mary Kay Lacey (Chair), Robert Dixon (Vice Chair), Darryl Bartlow, Maya Karpinski, Aviva Gilbert, Jenny Wenk

Members Absent: Sam Frankel, Leah Wilson (LOA)

Staff Present: LaTanya Bellow (Director of Human Resources); Kevin Sledge (Human Resources), Dana d'Angelo (Human Resources), Jenny McNulty (Planning & Development), Jordan Klein (Planning & Development)

Public Attendance: Kelly Hammargren

III. Public Comments Post Personnel Board Packet online

ACTION ITEMS:

IV. Approval of Minutes of Meeting on March 1, 2021

Action: MSC: (Barlow / Karpinski) to approve the minutes of the meeting on March 1, 2021.

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

V. Recommendation to Revise the Housing Inspector Supervisor Classification

Action: MSC:(Wenk/Lacey) Revise the Housing Inspector Supervisor Classification

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

VI. Recommendation to Adopt the Program Manager I and II Classifications

Action: MSC:(Dixon/Gilbert) to Adopt the Program Manager I and II Classifications

Vote: Ayes: Lacey, Dixon, Karpinski, Gilbert, Wenk
 Noes: None
 Abstains: None

Absent: Frankel, Wilson, Bartlow

VII. Recommendation to Establish Director of Police Accountability

Action: MSC: (Wenk/Karpinski) to Establish Director of Police Accountability

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

INFORMATION ITEMS:

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

IX. Copies of Berkeley Matters – Discussion Only

X. Adjournment

Action: MSC: (Dixon /Wenk) to adjourn the meeting at 8:19 P.M.

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



Human Resources Dept.

September 7, 2021

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: Recommendation to Revise the Sworn Fire Prevention Inspector Classifications

BACKGROUND

Abraham Roman, Interim Fire Chief, has requested that the City amend the classification of Sworn Fire Prevention Inspector Classification.

The Office of the State Fire Marshal, State Fire Training (OSFM) controls the professional tracks, curriculum and professional certification processes California fire service participants. OSFM continues to update curriculum and retire outdated courses. As a result, the California State Fire Training (CSFT) Fire Investigator I certification requires more time to complete than permitted by the date of appointment.

In conjunction with the members of the department's command staff, and Local 1227, the attached classification has been revised. A summary of the proposed changes to the classification of Sworn Fire Prevention Inspector is below.

At Time of Application

Adding a minimum of two years experience in Building, Fire Prevention, or Code Enforcement Inspections allows the Fire Department to offer a competitive recruitment.

The existing task book Minimum Qualification is difficult to obtain if the candidates have not worked as a Shift Fire Inspector or Sworn or Non-Sworn Fire Prevention Inspector. This creates a disadvantage for Firefighters who are interested in Fire Prevention but are not working within the Fire Prevention Division.

In addition, a task book is now required by the Office of the State Fire Marshal in order to obtain the OSFM Fire Inspector Certification. The specific requirement is now removed since it is encompassed in the certification process.

By Date of Appointment

Certification is a long process that requires didactic learning and hands-on experience. Many candidates may not have enough time between the application date and appointment date to complete such a task.

By End of Probation

To allow additional time to complete the process, the candidate shall be required to obtain certifications as a Fire Inspector and a Fire Investigator by the end of probation as opposed to the date of appointment.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Revise the classification of Sworn Fire Prevention Inspector, Berkeley Fire Fighters Association, Local 1227, effective September 7, 2021.

Attachments:

- A. Sworn Fire Prevention Inspector
- B. Organizational Chart

cc: Abraham Roman, Interim Fire Chief
David Sprague, Interim Deputy Fire Chief
Kevin Sledge, Senior Human Resources Analyst



Class Code:
81610

Fire Prevention Inspector (sworn)

Bargaining Unit: Berkeley Fire Fighters
Association, Local 1227

CITY OF BERKELEY
Established Date: Dec 1, 1988
Revision Date: ~~Feb 3, 2020~~ [September 7, 2021](#)

SALARY RANGE

\$55.33 - \$60.99 Hourly
\$4,426.02 - \$4,879.54 Biweekly
\$9,589.72 - \$10,572.33 Monthly
\$115,076.62 - \$126,867.94 Annually

DESCRIPTION:

DEFINITION

Under general supervision, inspects buildings and premises to enforce fire codes, fire prevention and City codes and ordinances; investigates origins and causes of fires; assists police in investigation and preparation of arson cases for prosecution; makes public education presentations; and related work as assigned.

CLASS CHARACTERISTICS:

This class specializes in fire inspection and investigation activities. The Fire Prevention Inspector (Sworn) is assigned to a 40-hour work week and has responsibility for ~~inspection of major~~ commercial small ~~or large fire inspections~~ buildings, industrial and high occupancy buildings, high rise structures, hospitals, schools, day care facilities, rest homes, and other occupancies regulated by the State and State Fire Marshal's Office.

Inspectors are assigned responsibility for ~~major commercial and/or large scale~~ construction and acceptance testing of fire & life safety systems, fire clearance inspections, and those inspections involving previous lack of compliance; and investigating fires ~~of suspicious for~~ origin ~~and cause, or where commercial or product liability may be involved~~.

This class may also function as an Emergency Medical Technician providing life support emergency medical response. This class is distinguished from Deputy Fire Marshal, which is a sworn supervisory class.

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. Inspects a variety of commercial, industrial, and high occupancy buildings and land for compliance with local, state, and national fire codes, and building, administrative, and health codes as applicable;
2. Researches codes for application and interpretation to various conditions;
3. Conduct acceptance ~~Tests~~ tests of installed fire alarm, water-based fire protection systems, fire extinguishing systems, emergency responders radio communication system, etc.; notifies contractors, owners and explains and discusses corrections required;
4. Issues citations for non-compliance;
5. Prepares and posts nuisance abatement documents and notices, declarations of unsafe buildings and orders to vacate;
6. Investigates origins and causes of suspicious fires; collects and documents evidence, including operating flammable detectors, gas detectors, still and video cameras, and gathering and preservation of physical evidence; performs or directs other personnel in preserving fire scenes, and clearing and sorting debris and objects to assess burn patterns and reconstruct scenes;
7. Interviews witnesses and discusses fire characteristics with fire suppression personnel;
8. Prepares reports and maintains records of fire inspection and investigation work;
9. Participates in large scale investigations with other City personnel or local agencies;
10. Inspects fire suppression system, construction plans, and work in progress for conformance to appropriate codes and approves fire-safety aspects;
11. Reviews work plans and issues permits for specialized commercial / industrial operations, public fires, and other activities with owners, architects, engineers, and construction managers on resolution of hazards and violations;
12. May inspect sites and buildings before construction or alteration to determine practicality of plans, compliance, and regulations, and validity of permits;
13. Investigates complaints regarding fire prevention and panic prevention. Prepares reports of investigations; works with owners and manufacturers in product liability cases;
14. Testifies as an expert witness in court cases involving fire protection citations, arson, commercial negligence, and product liability;
15. Assists the District Attorney's office and the Police Department in investigation and preparation of cases for prosecution;

16. Issues "STOP WORK" and "DO NOT OCCUPY" orders; writes warning letters to negligent owners or contractors; and carries negligent cases through prosecution channels in situations of non-compliance where appropriate; and may issue citations as appropriate;
17. Prepares and delivers fire prevention presentations before a variety of organizations and community groups;
18. May provide first responder medical emergency response at the basic life support level, including initial patient and situation assessment, cardiopulmonary resuscitation (CPR), and trauma emergency medical care;
19. In a fire emergency, connects, develops, charges, and bleeds hose for hand lines, booster lines, connecting water appliances, and supply lines connecting to hydrants and between engines; and
20. 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 systems of fire safety and protection, including equipment and systems of extinguishments;
2. Principles, methods, and equipment used in investigation of origin and cause of fires;
3. Laws, codes, and ordinances governing fire safety of buildings, hazardous materials, and land including special license and permit applications;
4. Code enforcement procedures and authorities of involved jurisdictions;
5. Basic principles and practices of emergency medical care at the basic life support level; and
6. Record keeping and reporting requirements for fire safety inspections, permits, and fire investigations.

Ability to:

1. Evaluate fire safety compliance of structures, fire suppression systems, equipment, commercial and industrial operations, and special use permit applications;
2. Investigate and analyze origins and causes of fires, including collection of evidence;
3. Read, interpret and apply fire safety codes, ordinances and laws;
4. Read and interpret building plans, schematics, and diagrams;
5. Prepare clear and concise reports, correspondence, and other written materials;

6. Operate fire investigation tools and equipment;
7. Remain calm, make sound decisions, and respond appropriately in emergency situations; and
8. Establish and maintain effective working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS:

1. Completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university.
2. Three (3) years of experience as a firefighter or
3. Two (2) years of experience as a building, fire prevention, or code enforcement inspector
2. ~~a) Three (3) years of experience as a Firefighter or higher level fire class in the City of Berkeley Fire Department, (BFD) OR b) Two (2) years with BFD as a Non-sworn Fire Inspector and at least two (2) years as a Fire Fighter with a paid Fire Department in California, OR c) Two (2) years of experience as a building, fire prevention, or code enforcement inspector.~~
3. ~~a) Successful completion of the Berkeley Fire Department Inspector Task Book, OR b) California State Fire Training Inspector Task Book~~

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 off-shift hours on a call-out basis. Must possess physical mobility and strength to investigate fire scenes including moving debris and objects. Must possess and maintain current State of California Emergency Medical Technician certification.

~~By date of appointment, must have the following:~~ BY COMPLETION OF PROBATION

1. Certification as a Fire Inspector I from either California ~~State~~ Fire Service Training and Education Systems (CSFT/CFSTES), International Code Council, ~~or~~ National Fire Protective-Protection Association; ~~or~~ CSFT/CFSTES Fire Prevention Officer Certification; or equivalent fire prevention inspector certification as determined by the Fire Chief; and
2. Certification as a Fire Investigator I from either ~~CSFT/CFSTES~~, International Association of Arson investigators, International Fire Service Accreditation Congress, ProBoard, or ~~International Association of Arson Investigation~~ equivalent fire investigator certification as determined by the Fire Chief.

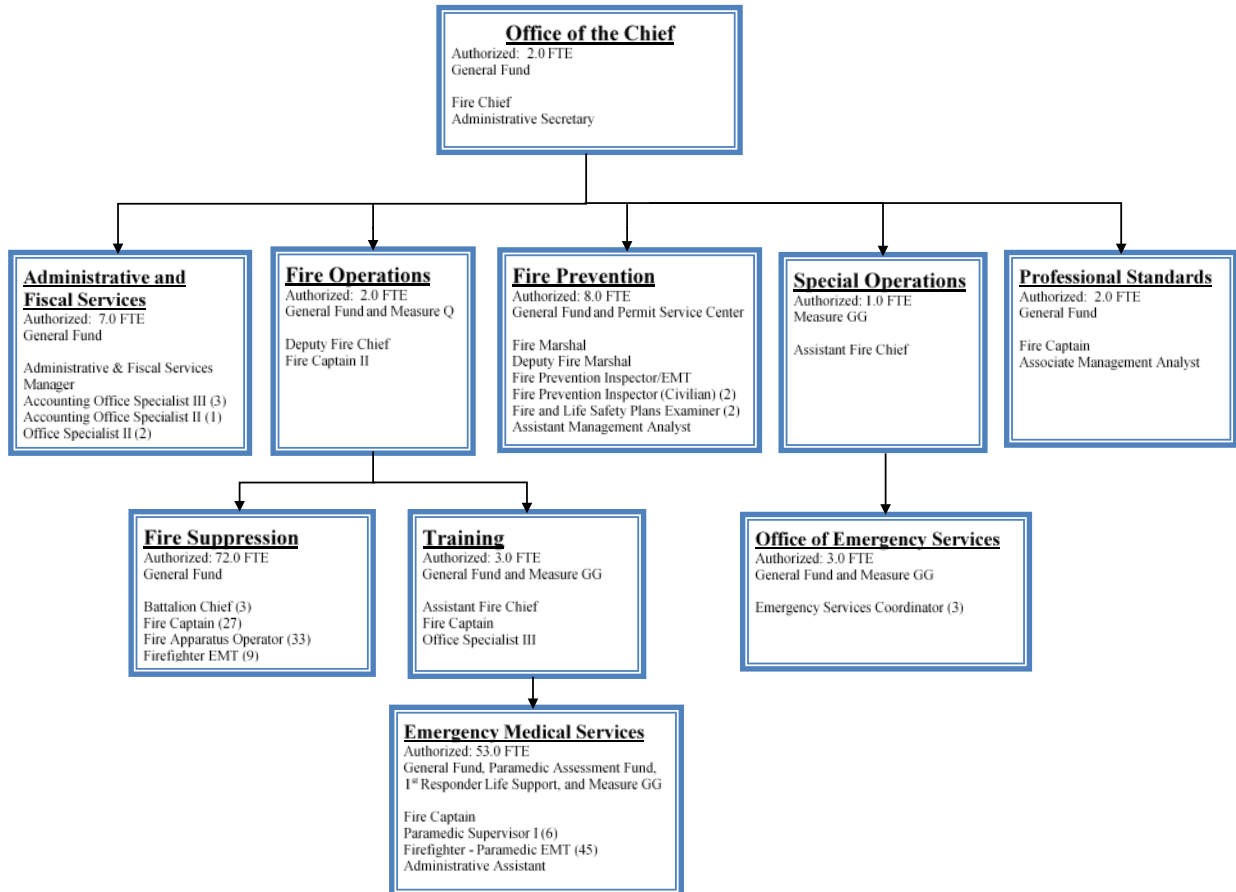
CLASSIFICATION HISTORY:

Title: Fire Prevention Inspector (Sworn)
Classification Code: 8161
Established: 1988-12
Revised: 2002-01 (per BFFA MOU Section 12.3)
Revised: 2007-11 (combined I and II; removed EMT
from title)
Revised: 2014-12
Revised: 2020-02
[Revised: 2021-09](#)
FLSA Status: Non-Exempt
Admin Leave / Overtime: Overtime
Representation Unit: B
Probationary Period: 1 year
Workers' Comp Code: 7706

FY 2020 FIRE & EMERGENCY SERVICES DEPARTMENT

Authorized FTE: 153

as of March 2021





Human Resources Dept.

September 7, 2021

To: Members of the Personnel Board
From: LaTanya Bellow, Director of Human Resources
Subject: Recommendation to Revise the Minimum Qualification and Update the Specifications for the Electrician Classification

BACKGROUND

Joy Brown, Operations Manager and IBEW had a Meet and Confer meeting on August 25, 2021 and agreed to update the Electrician classification and remove the minimum requirement "Acceptance to and completion of the City of Berkeley Electrician Trainee program will satisfy this experience requirement." The City does not have an electrician trainee program.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Revise the Electrician classification effective September 7, 2021.

Attachments:

- A. Electrician Classification with revisions.
- B. Corporation Yard Organizational Chart

cc: Liam Garland, Director of Public Works
Joy Brown, Public Works Operations Manager
Cecil Lopez, Associate Human Resources Analyst



Class Code:
51030

Electrician

Bargaining Unit: IBEW

CITY OF BERKELEY
Established Date: Dec 1, 1988
Revision Date: ~~October 7, 2013~~ September 7, 2021

SALARY RANGE

\$46.89 - \$51.39 Hourly
\$3,751.20 - \$4,110.40 Biweekly
\$8,127.60 - \$8,905.87 Monthly
\$97,531.20 - \$106,870.40 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs installation, maintenance, and repair on a wide variety of electrical equipment used in street lighting, traffic signal control, ~~sewage lift stations, inside and field wiring, including pumps, motors,~~ HVAC and automation, building power distribution, fire alarm telephone systems, and related systems and equipment; operates a variety of hand and power tools; and performs related work as assigned.

CLASS CHARACTERISTICS

Electrician is the skilled, journey-level class of the series. Under general supervision, incumbents perform the full range of assigned duties. The Electrician has responsibility for working in all facets of the electrical trade, ensuring safe practices and operation of equipment, ~~and directing the work of Electrician Trainees and/or Electrician Helpers.~~ Electricians must demonstrate an acceptable level of competency in each of the job knowledges for electrical mathematics, basic AC and DC theory, industrial electronics, motor controls and electrical codes. This class is distinguished from the Electrical Senior Supervisor, which is the first-level supervisor of the series.

EXAMPLES OF DUTIES:

The following list of duties describes the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list.

1. Installs, maintains, diagnoses, repairs, and tests street lights and related controls, distribution panels, traffic signal controllers, field wiring, irrigation controls, vehicle detectors, lighting fixtures, and dimmer controls;
2. Checks and maintains all types of inside and outside wiring and conduits, fire alarm field wiring and internal supervisory circuits, fire alarm boxes, burglar alarm modules, area lighting, HVAC, motor, and motor controls;
- ~~3. Diagnoses and repairs telephone systems, overhead power, and telephone lines;~~

- 4.3. Installs, repairs, and tests parks and marina electrical systems, sewer lift stations, and emergency generators; diagnoses and repairs irrigation controls, boiler controls, computer cables, and other related equipment;
- 5.4. Programs and installs EPROMS as well as pre-timed and activated traffic controllers;
- 6.5. Operates a 10,000 capacity line truck pavement breaker and trenching equipment for the construction and installation of light poles, signal poles, signal controllers, and underground electrical facilities including underground cables;
- 7.6. Operates drills, drill presses, taps, dyes, saws, cutting torch, welding, painting equipment, and hydraulic punches for construction of controllers and panels; operates and maintains a wide variety of pneumatic, electrical, electronic, and hydraulic tools as well as other tools and equipment associated with the electrical and construction trades;
- 8.7. Drives trucks, operates auxiliary equipment, and performs routine inspections of trucks and other vehicles and equipment, and reports maintenance required;
- 9.8. Constructs concrete framing for pole and control electrical box bases;
10. Sets street light and traffic signal poles and control boxes;
- 11.9. Erects scaffolding; Works from ladders and aerial lift equipment to perform aerial electrical line work;
12. Erects scaffolding; lays out job and requisitions material;
- 13.10. Reads and interprets electric schematics, rough sketches, and blueprints, and prepares as built drawings; places cones and flags work sites to ensure job-site safety;
- 14.11. Prepares a variety of basic records, including timecards, work orders, accident reports, vehicle inspection reports, maintenance requests, and requisitions, etc;
12. May estimate materials and equipment required to complete assigned tasks, and pick up materials and supplies as necessary;
- 15.13. May be required to work on electrical equipment at the Waterfront/Marina;
- 16.14. Makes oral and written assessments/reports of work performed. Completes forms and keeps accurate maintenance and asset records utilizing software;
- 17.15. Observes safe work practices and safety precautions relevant to the work; places cones and flags work sites to ensure job-site safety;
- 18.16. May instruct or direct the work of other employees as assigned;
- 19.17. Responds to emergency situations as necessary; and
- 20.18. Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles, techniques, tools, and materials used in the electrical trade;
2. Operation and maintenance of a wide variety of hand, power, and shop tools, test equipment, and other equipment common to electrical and electronic work;
3. Electrical mathematics (with Algebra) and basic electronics;
4. Safe work methods and safety regulations pertaining to the work;
5. Building, Electrical, and Safety codes, ordinances, and regulations pertaining to the work;
6. AC/DC theory and control circuits;
7. Industrial electronics and electrical codes;
8. Microcomputer technology for application to electronic control devices.

Ability to:

1. Operate and maintain a variety of hand, power, and shop tools, and equipment used in electrical installation, maintenance, and repair work;
2. Understand and follow oral and written instructions;
3. Properly place cones, barricades, and warning devices, and direct traffic flow at job sites;
4. Exercise independent judgment and initiative without close supervision;
5. Read and interpret schematics, blueprints, plans, and specifications;
6. Prepare [and update](#) basic records such as [electronic](#) work orders;
7. Estimate materials and equipment necessary to complete assigned jobs.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school and four (4) years of progressively responsible and difficult electrical experience. ~~Acceptance to and completion of the City of Berkeley Electrician Trainee program will satisfy this experience requirement.~~

OTHER REQUIREMENTS

Must obtain a valid Class "B" California driver's license prior to the completion of the one-year probationary period. Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

Must possess sufficient strength and stamina to lift and carry objects weighing up to [8095](#) pounds; must be willing to work out of doors in all weather conditions; must be willing to work from aerial buckets and underground in confined places and with possible exposure to potentially hazardous substances, with proper protection; must be willing to work overtime and off-hours shifts in emergency situations; must be willing to be on stand-by on a rotating basis; must possess good color vision.

CLASSIFICATION HISTORY:

Electrician

Classification Code
5103

Classification Established
6/1989

Classification Revised
2/1991
10/2013

Classification Revised
10/2013

FLSA Status
Non-Exempt

Admin Leave/Overtime
Overtime

Representation Unit
C

Probationary Period
12 Months

Workers' Comp Code
9420

FY 2020/FY 2021

PUBLIC WORKS DEPARTMENT

Deputy Director
Andrew Brozyna
611/616

Director
Liam Garland
127/130/601/611/616/627/631/636/672/673

Administrative and Fiscal Services
Administrative and Fiscal Manager
Sean O'Shea
369/391/820/830/831/835/
850/860/865/866

Solid Waste Management
Solid Waste & Recycling Manager
Greg Apa
601

Transportation
Transportation Manager
Farid Javandel
011/131/501/835/840

Corp Yard Operations Manager
Vacancy
802/830/850/860/865/866

Occupational Health & Safety Officer
David Peery

Engineering
Manager of Engineering
Vacant 830/833

Equipment Maintenance
Equipment Superintendent
Gregory Ellington
860/865

Facilities Maintenance
Facilities Maintenance Superintendent
Aaron Baker
850/866

Streets & Utilities
Public Works Maintenance Superintendent
John Hurtado
820/830

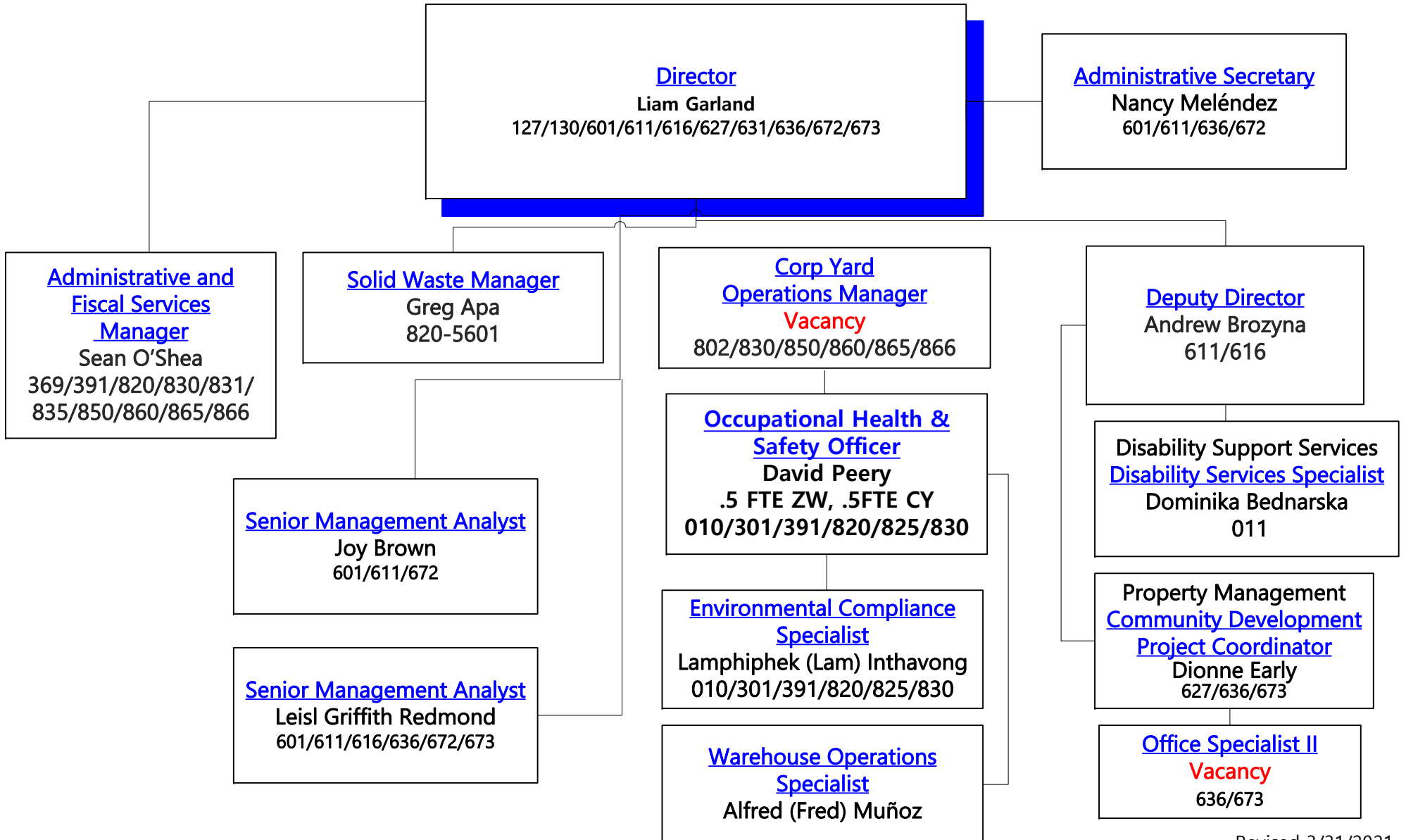
Facilities Capital Projects
Supervising Civil Engineer
Elmar Kapfer
610/835/866

Streets Capital
Supervising Civil Engineer
Joe Enke
610/835/866

Construction Management & Inspection
Supervising Civil Engineer
Ronald Nevels
610/835/866

Sewer Capital
Supervising Civil Engineer
Danny Akagi
610/835/866

PUBLIC WORKS DEPARTMENT Office of the Director



PUBLIC WORKS DEPARTMENT Administrative and Fiscal Services

Administrative and Fiscal Services Manager
Sean O'Shea
127/130/601/611/616/627/636/671/627/673

Senior Management Analyst
Vacancy
830/865

Senior Management Analyst
Vacancy
820/830/831/850/865/866

Assistant Planner (GIS Specialist)
José Torres

Associate Management Analyst
Stacey Marston
369/391/820/830/865/866

Associate Management Analyst
Keith Morin
369/820/830/831/835/865/866

Associate Management Analyst
Kyle Bander
010/820/835/840/850/866

Assistant Management Analyst
Lisa Cronin
830/831/860/865

Acct. Office Spec. III
Vacancy
391/830/860/865

Anissa Love
369/830/831

Tamika Griffin
010/835/850/866

LaQuana Patrick
(Temp)
820

FY 2020/FY 2021

PUBLIC WORKS DEPARTMENT Operations Division

Director
Liam Garland
369/391/820/830/831/835/840/850/865/866

Corp Yard
Operations Manager
Vacancy
802/830/850/860/865/866

Ops Support

Assistant Mgmt Analyst
Celeste De La Rosa
369/820/830/831/840/865

Accounting Office
Specialist III

Leticia Hernandez
(return TBD)
010/369/391/820/830/
831/840

Office Specialist II

Erica McFadden
369/820/830/831/840/865

Office Specialist II

Jessica Lewis
369/820/830/831/840/865

Facilities Maintenance
Superintendent
Aaron Baker
850/866

Equipment Maintenance
Superintendent
Gregory Ellington
860/865

Streets & Utilities
Superintendent
John Hurtado
820/830

Office Specialist II
Marcella Gums

FY 2020/FY 2021

PUBLIC WORKS DEPARTMENT Engineering

Manager of Engineering
Vacancy
830/833

Assistant Management Analyst
Karmon Smith 830/831
Office Specialist III
Bernadette Lopes 830/831/832

Sanitary Sewer/Marina/UUD/
GIS/Mapping
Supv. Civil Engineer
Danny Akagi 825/830

Construction Mgmt &
Inspection/PSC/Subdiv Map Act
Supv. Civil Engineer
Ron Nevels 610

Facilities
Engineering
Supv. Civil Engineer
Elmar Kapfer
607/610/866

Streets/Storm Water/
Measure M/Sidewalk
Supervising Civil Engineer
Joe Enke 391/610/630/830/831

Land Surveying
Chief of Party
Baird Barton 830
Vacancy 830
Survey Technician
Rick Betti 830

Associate Civil Engineer
Tiffany Pham 830
Adadu Yemane 830

Assistant Civil Engineer
Vacancy 830

Jr. PW Engineer
TC Hsiung 830
Stephanie Angela 830

Senior Drafting Technician
Vacancy
610/830

Drafting Aide
Vacancy 610/830

- PSL Utility Inspection -

Engineering Inspector
Colleen Andretta 010/830/833
Michael Roshal 010/833
Dale Holder 369/866

- CIP -

Associate Civil Engineer
Terrence Salonga
Assistant Civil Engineer
Randy (Wai) Kong 369/610
Assistant PW Engineer
Reeve Battle 830

Engineering Inspector
Harold Suan 611
Adrian Merry 010/610
2 Vacancies

Assoc. Civil Engineer
Nick Cartagena
607/610/866

Assistant Civil Engineer
Ingrid Lin 607/610
Titus Chen 607/610

Jr. Civil Engineer
Uriel Gonzalez

Sr. Building Inspector
Robert Hall

- Land Development/Plan Check -

Associate Civil Engineer
Vincent Chen 833
Engineering Inspector
Vacancy 833

Associate Civil Engineer
Srinivas Muktevi
369/607/831
Ricardo Salcedo 831

Assistant PW
Engineer
Wendy Wong 369/610

Environmental
Compliance
Specialist
Samantha Kinstrey 830

FY 2020/FY 2021

PUBLIC WORKS DEPARTMENT Equipment Maintenance

Equipment Superintendent
Gregory Ellington
860/865

Office Specialist II
Marcella Gums

Senior Equipment Supervisor
Don Colbert
860/865

Corporation Yard
Mechanic Supervisor
Rolando Vargas 865

Transfer Station
Mechanic Supervisor
Vacancy 865

Mechanics
Goncharoff, Gregory 865
Edward Railton 865
Matthew Silva 865
Vacancy 865

Service Technicians
Hung Ngyuen 865
Gabriel Rubio 865
Vacancy 865

Lead Mechanic
Arturo Rosales 865

Mechanics
Taylor Gillespie 865
Mark Ussery 865
Richard Resavy 865
John Varello 865

Welder Mechanic
Robert Herrera III 865

Service Tech
Vacancy 865

PUBLIC WORKS DEPARTMENT Facilities Maintenance

Facilities Maintenance
Superintendent
Aaron Baker
850/866

Sr. Electrical Supervisor
Mike Loyola
010/860/865

Electrical Parts
Technician
Vacancy
391/470

City Facilities
Lead Electrician
Chris Kaldunski
369/391

Building Maintenance
(Mechanic) Supervisor
Juan Carlos Mendoza
850/866

Janitor
Supervisor
Elizabeth
Gonzalez 866

Street Lighting Parks &
Marina
Lead Electrician
Thomas Salkowitz
470

Radio Shop & Telephones
Lead Communication
Technician
Gregory Marwick
860/865
Communication
Technician
Tony Lee
866
Patrick McCullough
866
Geraldo Guinto
865

Traffic Signals
Lead Electrician
Thomas Hartman
369/391
Electrician
Ryan Schaeffler
470
Vacancy
010/369/391

Building
Maintenance
Mechanic
Kyle Everett
850/866
Tim Lennon
850/866
Aaron Leingang
850/866
2 Vacancies
850/866

Janitor
Jose Luis Belmonte 866
Jimmy Bourda 866
Lee Lacaze 866
Xenia Mercado 866
Christopher Rhodes 866
Rosa Urena 866
Tamiko Jones 866

Electrician
Jared Cornell
470/850/866
David Beesley
391/825
Vacancy 470
Vacancy 470
Vacancy 369/391

FY 2020/FY 2021

PUBLIC WORKS DEPARTMENT Transportation

Assistant Management Analyst
Myrna Ortiz
131/627/631

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

Administrative Secretary
Alisha Gard
131/501/627/631

Administrative Assistant
Vilma Garcia

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

Associate Civil Engineer
Vacancy

Parking Services
Parking Services Manager
Danette Perry
627/631

Traffic Engineering
Supervising Traffic Engineer
Hamid Mostowfi
011

Transportation Planning
Principal Planner
Beth Thomas
130/133/501

Pkg Meter Mtc. Collection
Supv.
Samantha Baker 631

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

Associate Traffic Engineer.
Vacancy 621

Associate Traffic Engineer.
Vacancy

Vision Zero
Senior Planner
Eric Anderson
Intern-Jesus Contreras

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

Assistant Mgmt Analyst
Vonndria Frost

Assistant Traffic Engineer
Zhong Tan 011
Jesse Peoples 011

Associate Planner
Dianne Yee

Associate Planner
Ryan P. Murray

Assistant Planner
Matthew Cotterill

Parking Meter Mechanics
Michael Fellows 631
Jeremy Hilt 631
Brian Leblanc 631
Brandon Mason 631
Vacancy 631

Accounting Office
Specialist II
Temp Vacancy 627/631

Traffic Engineering Assistant
Vacancy

Traffic Maint Supv.
Roger Mason 127/130

Engineering Inspector
Juan Guillermo Jaramillo

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

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

In the Transportation Division,
but at the Corp. Yard

FY 2020/FY 2021

PUBLIC WORKS DEPARTMENT Zero Waste Division

Admin Analyst
New Position - Vacant

AOSIII
LaQuana Patrick (Temp)

Solid Waste
Operations Manager
Vacant
820

Recycling Program Manager
Heidi Obermeit
820-5607/14/15

Solid Waste & Recycling Manager
Greg Apa
820-5601

Office Specialist III
Tahira Warner
820-5601

Field Representatives
Vacant
820-5602
Kerry Rivers
New Position - Vacant

Office Specialist III
Madilyn Jackson
820-5601

Senior Solid Waste
Supervisor
Rogelio Marquina
(Transfer Station)
820-5607

Senior Solid Waste Supervisor
Dan Granzella
(Commercial & Residential)
820-5602/5614

Solid Waste Supervisor
Gary Triplett
820-5607
Levi L. Hardwick

Solid Waste Supervisor
Jon Pettus
820-5603/5613

Solid Waste Supervisor
Ricky Jackson
820-5602/14

Weighmasters
Efrain Gonzalez
Nafez Sari
Charles Lyons
Vacancy

Solid Waste Loader
Operators
Pete Maul
Vacancy

Tractor Trailer Drivers
Michael Ayers
John Barrett
John Crochet
Seth Johal
Ricardo Morales
Heriberto Paredes
Juan Carlos Ramos

Solid Waste Workers
Nickolas Armas
Antonio Cruz
Hector Viveros
Adan Canales
Randy Williams
Oliverio Rodriguez
Oscar Gonzalez
Samuel Melendez
Abraham Lerma
Carlos Cortes

Occupational Health
& Safety Officer
David Peery
.5 FTE ZW, .5 FTE CY
010/301/391/820/825/
830

Solid Waste Workers
DeAndre Carnell
Lennard Davis
Refugio Delgado
Randy Gonzalez
Jabarri Huntsberry
Kenneth Kountz
William Liang
Jose Soto
Tay Woods
Gerardo Uribe
Troy Wright
Pete Zavaterro
Bernard Hayes
Wengi Zheng

Container Maintenance
Welders
Andres Diaz Islas
Juan Mendiola

Solid Waste Truck Drivers
Bernard Bautista
Raechell Carr
Jose Guido
Darrel Johnson
Joseph Jointer
Thomas Matsuoka
Landon McClendon
Francisco Muniz Jr.
John Smith
Miguel Sosa
Danny Walker
Augustin Zepeda
Marcus Bernard
Zheng Kuang
Carlos Robles
Ruben Garcia
Vacancy

Solid Waste Workers
Charles Austin
Melvin Holmes
Harry Lewis
Miguel Martinez
Shomari Mustafa
Julio Rodriguez
Johnnie Shelton
William Sosa
Dan Thigpen
Jason Anderson
Michael Armas
Francis Cunanan

Solid Waste Truck
Drivers
Darnell Bradd
Michael Bryant
Wesley Gage
Ryan Evans
John Gayton
Gregorio Gonzalez
Jose Guzman
Dante Martinez
Jose Martinez
Brian McDonald
Francisco Muniz Sr.
Ian Payne
Anthony Pippins
Marvin Cosper
Cesar Perez
Vacancy

FY 2020 & 2021

PUBLIC WORKS DEPARTMENT Streets & Utilities

Sewers/Storm Operations
Senior Supervisor
Jesus Sandoval 611

Operations Manager
Vacancy

Street Mtc./Concrete & Storm Repair
Senior Supervisor
Ricky Navarro

Maintenance Superintendent
John Hurtado

Clean Cities
Senior Supervisor
La Ron Alford

Pothole/Patch/Struct Repair
Supervisor
Steve Jones

Concrete/Storm Repair
Supervisor
Scott Britt

Sewer Operation/Storm Mtc. Supervisors
Jaime Valencia 616
Ron Restani 611

Sewer Maintenance Asst. Supervisors
Frisbie Goodall
Christopher Grieg
David Montes
Tony Pang
David Robinson
James Street
Arnold Zermeno

St. Cleaning/Clean City
Supervisor
Vacancy 601

Mech. Sweeper Opr.
Louis Cornelius
Kisa Davis-Hampton
Winston Gilchrist
Tracy Hill
Victor Paez

Cont. Equipment Opr.
Adrian Velasco
Skilled Laborer
Orlando Murillo
Matt MacArthur

Concrete Finisher
Adan Gonzalez
Jose Mata
Skilled Laborer
Israel Lopez
Laborer
Reyes Garibay
Jose L. Espinoza

Sewer /Storm Maintenance Crews
Equipment Operator
Rigoberto Marquez

Concrete Finisher
Diego Chavez

Skilled Laborer
Gordon Cooper
Saul Flores
Christian Rodriguez
Jesus Vargas
Irving Arce
Esteban Garcia
Jose Amezcua
Vacancy
Vacancy

Laborer
Vacancy
Lawrence Anderson
Irving Arce
Abraham Lopez
Jose Maldonado
Willie Nelson
Jorge Perez
Ricardo Ochoa

Skilled Laborer
Waymon Blocker
Deon Catlett
Herman Cleveland
Randall McCoy
Andres Perez

Equipment Opr.
Joe Espino

Laborer
Ronnie Hernderson
Jesus Hernandez-Vega
Jacques Horn
Job A. Gonzalez
Alejandro Gutierrez

Laborer
Gil Munoz
Vacancy



Human Resources Dept.

September 7, 2021

To: Members of the Personnel Board
From: LaTanya Bellow, Director of Human Resources
Subject: Recommendation to Revise the Assistant Fire Chief Classification

BACKGROUND AND CLASSIFICATION

With the passage of Measure FF in November 2020, Interim Fire Chief Abraham Roman is strategically adding critical personnel, optimizing operations, and refining the department's ability to meet state requirements. Chief Roman requests amendments to Assistant Fire Chief and Emergency Medical Services Advisor classifications.

The Measure FF passage significantly expands the department's command structure over the course of the next two years. This includes the minimum addition of three new Assistant Fire Chief positions. The proposed modifications reflect additional duties, knowledge and abilities that the new positions will be responsible for and support with employee promotional opportunities.

In January 2020, the Assistant Fire Chief and Battalion Chief educational requirements were aligned with the Office of the State Fire Marshal, State Fire Training (OSFM) professional certification tracks. At the time, these requirements were set to be required at time of appointment for Assistant Fire Chief and by completion of probation for Battalion Chief. With the proposed revision, the OSFM educational requirements for Assistant Fire Chief align with Battalion Chief, and be required at the completion of probation.

The Department developing The Chief Officer Promotional Academy. Appropriate language has been inserted in the Assistant Fire Chief classification to enhance employees' skills, training, and foster promotional opportunities. The Academy will be similar in concept to the Apparatus Operator's promotional academy, to provide a low student to instructor ratio, uniformity of information and ample time to learn and practice using Department procedures, equipment and apparatus.

RECOMMENDATION

The Personnel Board is requested to adopt the amendments to the Assistant Fire Chief and Emergency Medical Services Advisor Classifications.

Attachments:

- A. Assistant Fire Chief classification
- B. Organizational Chart

cc: Abraham Roman, Interim Fire Chief
Amani Manning, Assistant Human Resources Analyst
Kevin M. Sledge, Acting Human Resources Manager



Assistant Fire Chief

Class Code: 81740

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

Established Date: Oct 1, 1988
Revision Date: XXXX XX, 202X

SALARY RANGE

\$87.75 - \$96.55 Hourly
\$7,020.00 - \$7,724.00 Biweekly
\$15,210.00 - \$16,735.33 Monthly
\$182,520.00 - \$200,824.00 Annually

DESCRIPTION:

DEFINITION

Under general direction, oversees administrative work assignments, provides project management, supervises assigned personnel, establishes policies and procedures, creates and maintains program budget, and performs emergency response duties as required; performs related work as assigned.

CLASS CHARACTERISTICS

Positions in the class of Assistant Fire Chief work a non-shift assignment and have administrative and program management responsibilities in the areas of administration of department programs, including training, emergency medical services, dispatch, apparatus and facilities maintenance, prevention and inspection code compliance, investigations, public education, hazardous materials, and disaster planning. This class is distinguished from Battalion Chief, which supervises all fire operation shift activities. This class is distinguished from Deputy Fire Chief, which is a division head with overall responsibility for programs, policy, and operations of a major division of the Fire Department.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the 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, and manages the personnel and activities of a Division within the Fire Department; selects, trains, coaches, supervises, and evaluates subordinate supervisors and staff and may serve as the Division Manager of Emergency Medical Services, Training, Communications, Logistics, Wildland, or Plans;
- ~~1.2.~~ Manages the training of personnel in firefighting, emergency medical services, and fire prevention; determines firefighting all-risk prevention and emergency response methods and practices to increase effectiveness and efficiency; identifies education and training needs; schedules new training programs for new recruits and other personnel; conducts classroom and field instruction; and drill periods; and may serve as the Division Manager of Training and Safety;

~~2. Plans, organizes, evaluates, and directs the department's emergency medical services (EMS) program, and may serve as the Division Manager of Emergency Medical Services Division;~~

~~3. Manages the Office of Emergency Services, and implements disaster preparedness, mitigation, and recovery and response programs, and participates with regional disaster planning and may serve as the Office of Emergency Services Manager;~~

~~3.—~~

4. Attends and conducts various staff and departmental meetings and ensures that supervisors and subordinates are informed of significant events and scheduled activities;
5. Reviews and approves shift correspondence and reports;
6. May serve as a Duty Chief or provide Battalion coverage;
7. Serves on various departmental committees, and performs or oversees special studies and analyses related to methods, equipment, new developments, and departmental issues;
8. Serves on various City or County-wide departmental committees as a representative of the City of Berkeley or Fire Department;
9. Serves as secretary to various City Commissions;
10. Plans, prepares and coordinates development and submission of budget requests for the assigned division or area of responsibility, and monitors expenditures; participates in interviewing and selection of employees;
11. Prepares and maintains required reports and records as mandated by local, county, state, and/or federal requirements; serves as the department's Health Insurance Portability and Accountability Act (HIPAA) Officer;
12. Releases and interprets policies, directives, and personnel regulations, and ensures their consistent application across companies;
13. Conducts and participates in training; may personally perform a variety of fire suppression and medical treatment tasks in emergency situations;
14. Requisitions materials and approves purchases within delegated authorities; 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, coaching, evaluation, and discipline;
2. Administrative practices and methods including planning, delegation, and program implementation;
3. Principles, techniques, strategy, materials, and equipment used in fire suppression, investigation, and prevention including incident command and the statewide mutual aid program;

4. Principles and practices of providing emergency medical response at the advanced and basic life support levels;
5. Advanced principles and practices of budget preparation and administration;
6. Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects;
7. Applicable state and federal laws, codes, ordinances, and regulations;
8. Safety practices and precautions pertaining to the work;
9. Principles, practices, and procedures related to disaster preparedness and emergency education;
10. Principles and application of the Berkeley Municipal Code, State Fire Code, California Code of Regulations, or other references for application of duties and responsibilities;
11. Principles and practices of project analysis, cost estimating, and scheduling; and
12. Modern office procedures, and methods, including use of computers, ~~and~~ related software and equipment.

Ability to:

1. Plan, organize, direct, and coordinate the work of supervisors, technical, and clerical personnel; delegate authority and responsibility;
2. Compile relevant data and prepare budget documents;
3. Analyze complex emergency response and operational problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
4. Interpret and implement goals, objectives, policies, procedures, work standards, and management controls;
5. Establish and maintain effective working relationships with those encountered in the course of the work;
6. Prepare clear and concise records, reports, correspondence, and other written materials;
7. Exercise independent judgment within general policy guidelines;
8. Prepare and analyze financial reports or budgets; and
9. Make oral presentations.

MINIMUM QUALIFICATIONS:

AT TIME OF APPLICATION

1. Must possess an A.A. or A.S. degree or higher from an accredited college or university.
2. Two (2) years of full-time experience as a Captain and/or Battalion Chief in the Berkeley Fire Department.

BY COMPLETION OF PROBATION: ~~BY DATE OF APPOINTMENT~~

1. Successful completion of the Berkeley Fire Department Chief Officer Academy, or ~~c~~ 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 Service Delivery Responsibilities.

~~iv.~~

~~a. BY COMPLETION OF PROBATION:~~

~~1.3.~~ Fire Service Training and Education Program (FSTEP) Command and Control of the RIC Deployment or equivalent as determined by the Fire Department.

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.

CLASSIFICATION HISTORY:

Classification Code: 8147

Established: 1988

Revised: 2009-02-11

Revised: 2014-12-20

FLSA Status: Exempt

ATTACHMENT A

Admin Leave / Overtime: Admin Leave

Representation Unit: A

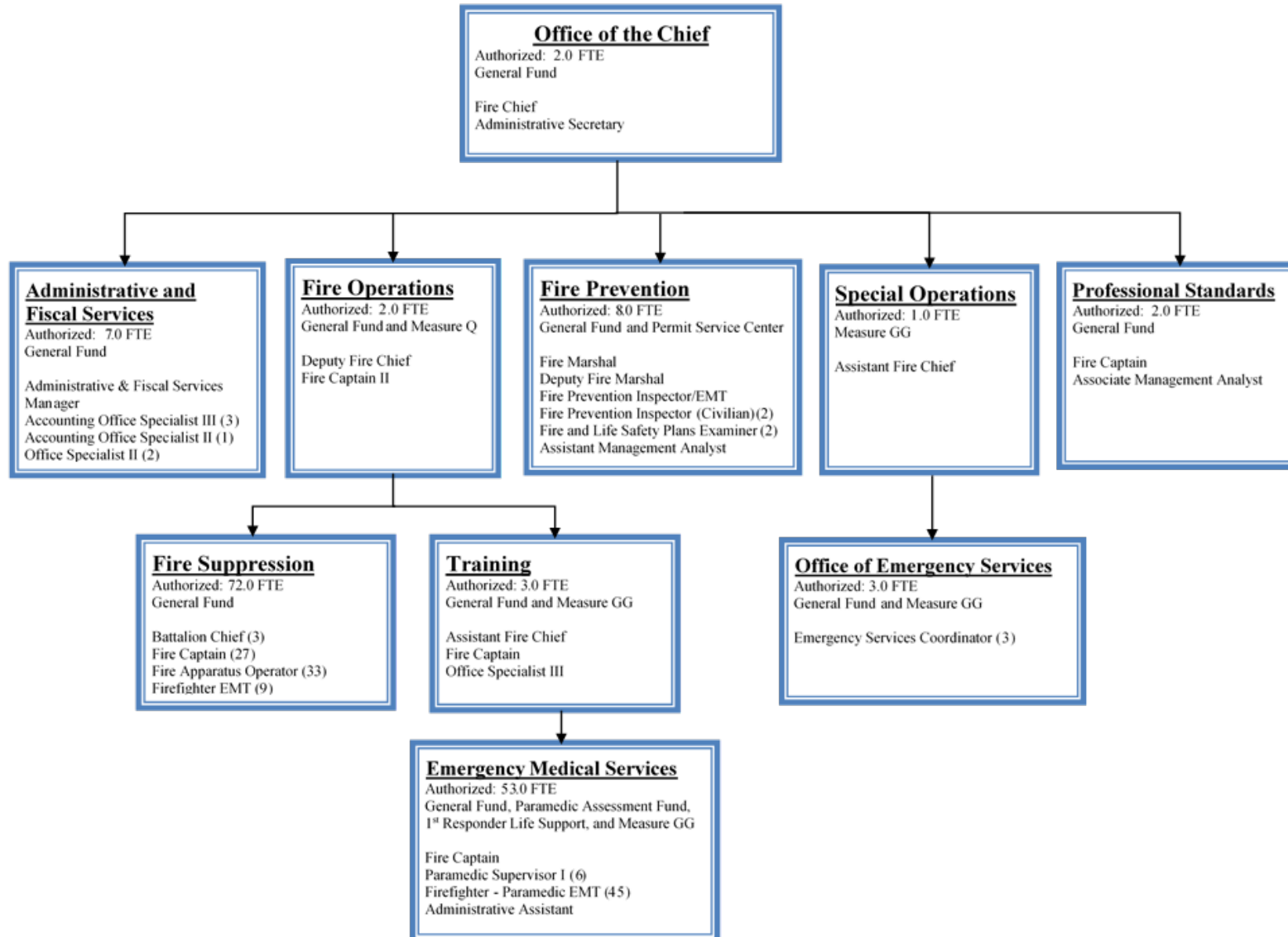
Probationary Period: 1 year

Workers' Comp Code: 7706

FY 2020 FIRE & EMERGENCY SERVICES DEPARTMENT

Authorized FTE: 153

as of March 2021





Human Resources Dept.

September 7, 2021

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: Recommendation to Amend the Housing Inspector and Building Inspector Classifications

BACKGROUND AND CLASSIFICATION

The Department of Planning and Development would like to expand the Housing Inspector Series to include an Assistant Inspector, Housing Inspector I (Certified), Housing Inspector II (Certified) and Senior Housing Inspector (Certified) and to amend the classifications for Building Inspector I and II (Certified) in order to meet the organizational needs of the Planning Department.

Creating an expanded Housing Inspector Series with entry level and senior positions will enable the department to attract, develop and retain the necessary talent to expand Berkeley's housing inspection program. Recruitments for a single level Housing Inspector (Certified) classification have been difficult over the last five years due to the extremely limited pool of qualifying candidates applying for the position and the mandatory requirement that candidates hold three ICC certifications.

The broader minimum qualifications for the Assistant Inspector and Housing Inspector I classifications have been developed to increase the number of qualifying candidates, so the department may consider candidates with a wider range of construction and inspection-related technical experience, as well as customer service skills. This may also lead to higher numbers of women and people of color qualifying for positions on the housing inspection team.

The series will also create a career path for employees working in the Building and Safety Division in positions such as Permit Specialist and allow the division to retain and develop talent. In summary, the changes will enable a wider pool of potentially qualified candidates to be considered for positions in the Housing Inspection Section of the Building and Safety Division, including potential internal candidates, which supports the goal of career growth and development from within the City.

RECOMMENDATION

The Personnel Board is requested to adopt the amendments to the Housing Inspector and Building Inspector classifications. The hourly salary ranges, including the recently approved 3% salary adjustment, would be:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Building Inspector (Certified)	44.7498	46.6897	48.8108	50.8682	53.0891
Building Inspector II (Certified)	47.9679	50.0255	52.3008	54.5124	56.8962
Assistant Housing Inspector	36.2473	37.8186	39.5367	41.2032	43.0022
Housing Inspector I	40.2749	42.0207	43.9297	45.7813	47.7802
Housing Inspector II	44.7498	46.6897	48.8108	50.8682	53.0891
Senior Housing Inspector	49.2247	51.3587	53.6918	55.9551	58.3980

Attachments:

- A. Building Inspector I (Certified) classification with salary range
- B. Building Inspector II (Certified) classification with salary range
- C. Assistant Housing Inspector classification with salary range
- D. Housing Inspector I classification with salary range
- E. Housing Inspector II classification with salary range
- F. Senior Housing Inspector classification with salary range
- G. Organizational Chart

cc: Jordan Klein, Director of Planning
Jenny McNulty, Resilient Buildings Program Manager
Alexander Roshal, Chief Building Official
Cecil Lopez, Acting Senior Human Resources Analyst
Kevin M. Sledge, Acting Human Resources Manager



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Building Inspector I (Certified)

Bargaining Unit: SEIU CSU

SALARY RANGE

\$44.75 - \$53.09 Hourly
 \$3,580.00 - \$4,247.20 Bi-Weekly
 \$7,756.67 - \$9,202.27 Monthly
 \$93,080.00 - \$110,427.20 Annually

DESCRIPTION:

DEFINITION:

Under general supervision, performs skilled inspection work in the enforcement of building, mechanical, plumbing, electrical, zoning and related codes and regulations governing housing, new building construction and remodeling, repair and use including resolving problems and complaints to final resolution; performs related work as assigned.

CLASS CHARACTERISTICS:

This class is the first level in the Building Inspection series. Building Inspectors I perform skilled inspection work and are considered combination inspectors skilled in making inspections and enforcing building codes and regulations in the broad range of building and construction trades. The work requires considerable independence and discretion both in field inspections and in over the counter plan review, although specialized personnel are available for advice and assistance on highly technical matters. This class differs from the Building Inspector II class in that the latter performs complex inspection more independently and may perform more complex plans examination. It is further distinguished from Housing Inspector in that the latter works primarily in the area of determining housing code violations and enforcing the Housing Code in existing residential buildings (often non-permit work).

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. Performs general inspections of work under permit usually in a specific geographic area in the City to enforce building, zoning, housing, mechanical, plumbing, electrical, and related codes and regulations;
2. Advises property owners and contractors on matters relevant to construction and repair methods and materials; investigates complaints and problems on existing structures, interprets codes and regulations and explains inspection program, counsels on matters relating to building permits and licenses; responsible for final resolution on complaints;
3. Reviews plans and specifications for buildings and related construction involving installation, repair, replacement, and alteration for compliance with applicable codes and regulations;
4. Reviews plans and specifications for approval of over the counter building permits;
5. May conduct housing inspections;
6. Issues occupancy permits;
7. May inspect sites and buildings before construction or alteration to determine practicability of plans, compliance and regulations, and validity of permits;
8. Inspects building sites in process of construction, alteration, or repair for compliance with building and related codes and regulations, for safe application of construction and installation practices, and for changes of use of occupancy; makes final inspections to complete permits;

9. Makes post fire inspections and writes reports for property owners to assist in clarifying requirements for reconstruction; performs inspections on City construction projects;
10. Investigates complaints concerning new construction or work involving a permit; interprets codes and regulations, explains inspection program, and gives advice relevant to construction and repair methods and materials to owners, architects, engineers, contractors, lending institutions, realtors and utility companies;
11. Issues Notices of Violation including, but not limited to, "STOP WORK" and "NO OCCUPANCY" orders, writes warning letters to negligent owners or contractors, and carries out negligent cases through prosecution channels in situations of non-compliance where appropriate, may issue citations as appropriate; maintains records and files of inspections made, and may perform field surveys;
12. May assist with technical training of counter staff.
13. May recommend improvements to procedures to help achieve performance measures;
14. Serves on Building Assessment Team in case of a disaster and attend appropriate training as may be required;
15. Undertakes code compliance inspections as part of city-initiated efforts to address nuisance properties; and
16. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and methods used in various building construction craft areas, including plumbing, electrical, mechanical, building construction and remodeling, zoning and others;
2. Laws, ordinances and codes regulating building construction and zoning;
3. Appropriate safety and fire prevention methods in construction.

Skill In and ability to:

1. Review plans and specifications for issuing over the counter permits and for building and related construction and determining practicability of plans, compliance and regulations and validity of permits;
2. Inspect building sites in process of construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations;
3. Deal courteously and communicate effectively with a variety of individuals in the course of work, including resolving job-related problems with property owners and contractors, architects, engineers, realtors and representatives of lending institutions and utility companies;
4. Maintain accurate records and preparing clear and concise reports and documentation;
5. Solve problems by identifying code compliance alternatives when appropriate; and
6. Make sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS:

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

EDUCATION: high school diploma, GED equivalency, or a high school proficiency certificate.

EXPERIENCE: Applicants may qualify, based on alternative types of experience as listed below. One (1) year full-time experience or equivalent as a building inspector for a public agency
OR Two years full-time experience equivalent to an assistant inspector for a public agency OR
Four years full-time experience as a journey level carpenter, electrician, plumber, building plans examiner, public works inspector or permit specialist. OR Three years of full-time experience or its equivalent in the building construction field as a licensed general, plumbing, electrical or mechanical contractor.
OR Completion of a two year AA program or equivalent in construction technology or a related field and a minimum of four ICC certificates including building, plumbing, mechanical and electrical.

A Building Inspector I will progress to Building Inspector II after the required amount of experience is attained to meet the minimum qualifications for that classification, depending upon the demonstration of knowledge, skills and abilities.

OTHER REQUIREMENTS

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

CERTIFICATION: Must possess a valid International Code Council (ICC) or California Building Inspector Certificate or equivalent as determined by the building official in accordance with state law. Certification must be maintained as a condition of employment.

DRAFT



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Building Inspector II (Certified)

Bargaining Unit: SEIU CSU

SALARY RANGE

\$47.97 - \$56.90 Hourly
 \$3,937.43 - \$4,551.70 Bi-Weekly
 \$8,314.43 - \$9,862.00 Monthly
 \$99,773.23 - \$118,344.09 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs skilled inspection work in the enforcement of building, mechanical, plumbing, electrical, zoning and related codes and regulations governing housing, new building construction and remodeling, repair and use including resolving problems and com-plaints to final resolution; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the journey level class in the Building Inspection series. Building Inspectors per-form skilled inspection work and are considered combination inspectors skilled in making inspections and enforcing building codes and regulations in the broad range of building and construction trades. The work requires considerable independence and discretion both in field inspections and in plans examination, although specialized personnel are available for advice and assistance on highly technical matters.

This class differs from the Building Inspector I class in that the latter works under closer supervision and is limited in plan checking to over the counter plan review. The class further differs from Senior Building Inspector in that the latter is a highly skilled lead combination inspector class, which provides training and assistance to Building Inspectors and others. The Building Inspector II is further distinguished from Housing Inspector in that the latter work primarily in the area of determining Housing code violations and enforcing the Housing code in existing residential buildings (often non-permit work).

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.

Performs general inspections of work under permit usually in a specific geographic area in the City to enforce building, zoning, housing, mechanical, plumbing, electrical, and related codes and regulations;

1. Advises property owners and contractors on matters relevant to construction and repair methods and materials; investigates complaints and problems on existing structures, interprets codes and regulations and explains inspection program, counsels on matters relating to building permits and licenses, responsible for final resolution on complaints;
2. Reviews plans and specifications for buildings and related construction involving installation, repair, replacement, and alteration for compliance with applicable codes and regulations;
3. Performs over the counter plan review, and depending upon skill level, may perform non-structural plan review.

4. Issues occupancy permits;
5. May conduct housing inspections;
6. May inspect sites and buildings before construction or alteration to determine practicability of plans, compliance and regulations, and validity of permits;
7. Inspects a building site in process of construction, alteration, or repair for compliance with building and related codes and regulations, for safe application of construction and installation practices, and for changes of use

of occupancy; makes final inspections to close permits;

8. Investigates complaints concerning new construction or work involving a permit; interprets codes and regulations, explains inspection program, and gives advice relevant to construction and repair methods and materials to owners, architects, engineers, contractors, lending institutions, realtors and utility companies;

9. Makes post fire inspections and writes reports for property owners to assist in clarifying requirements for reconstruction; performs inspections on City construction projects;

10. Issues Notices of Violation including, but not limited, to "STOP WORK" and "NO OCCUPANCY" orders, writes warning letters to negligent owners or contractors, and carries out further action on negligent cases through prosecution channels in situations of non-compliance where appropriate, may issue citations as appropriate;

11. Maintains records and files of inspections made, and may perform field surveys;

12. May recommend improvements to procedures to help achieve performance measures.

13. Serves on Building Assessment Team in case of a disaster and attend appropriate training as may be required.

14. Undertakes code compliance inspections as part of city-initiated efforts to address nuisance properties.

15. May assist with technical training of counter staff.

16. Performs related duties as assigned.

Knowledge and Abilities:

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

Knowledge of:

1. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, zoning and others;
2. Laws, ordinances and codes regulating building construction and zoning;
3. Appropriate safety and fire prevention methods in construction.

Skill in and ability to:

1. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
2. Inspect building sites in process of construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations;
3. Deal courteously and communicating effectively with a variety of individuals in the course of work, including resolving job-related problems with property owners and contractors, architects, engineers, realtors and representatives of lending institutions and utility companies;
4. Maintain accurate records and prepare clear and concise reports and documentation;

5. Make sound independent judgments within established guidelines;
6. Perform non-structural plan review; and
7. Solve problems by identifying code compliance alternatives when appropriate.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and three years of full time experience at the level of Building Inspector I for a public agency.

OTHER REQUIREMENTS

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

Must possess a valid International Code Council (ICC) or California, Building Inspector Certification and Electrical Inspector Certification or equivalent as determined by the building official in accordance with state law. Certification must be maintained as a condition of employment. Employees, who have been continuously employed by the City of Berkeley prior to January 1, 1998, as Building Inspectors, may be grandfathered as non-certified Building Inspector II, based on the current assignment.



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Assistant Inspector

Bargaining Unit: SEIU CSU

SALARY RANGE

\$36,247.3 - \$43,002.2 Hourly
 \$2,899.78 - \$3,440.18 Bi-Weekly
 \$6,282.87 - \$7,453.71 Monthly
 \$75,394.38 - \$89,444.58 Annually

DESCRIPTION:

DEFINITION

Under immediate supervision, performs the more routine inspections, reporting, research, data entry and customer service to gain compliance with housing, building, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily of residential buildings; performs related work as assigned. This position may be assigned to either the housing or building inspection section or may support both.

CLASS CHARACTERISTICS

This class is the bridge level position into both the Housing and Building Inspector series. Positions assigned to this class perform the least complicated and standardized tasks. However, as experience is acquired, the incumbent will be assigned tasks of increasing responsibility. Assistant Inspectors perform the less complex reinspections and enforce inspection results to ensure compliance with various ordinances and codes within the City of Berkeley. Assistant Inspectors also assist with supplementary administrative tasks in the office, including but not limited to permit research, property owner verification, and report preparation. This class receives technical training and advice from more experienced inspectors and supervisors. This class is distinguished from the Housing Inspector I in that the latter is responsible for conducting initial inspections independently. It is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations applicable to both residential and commercial construction and performs inspections independently.

EXAMPLES OF DUTIES:

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

1. Receives training from journey- and senior-level building and housing inspectors in making inspections, learning inspection techniques and handling more complex tasks;
2. Learns to reinspect and conduct reinspections of residential units for compliance with housing codes and regulations on cases previously inspected by a housing inspector and recommends further action;
3. Prepares inspection reports, documenting remaining violations, using a mobile device and a computer;

4. Works with property owners, property managers, tenants, contractors and workers to discuss and explain code violations and needed repairs; responds to phone calls; conducts follow-up inspections to ensure that repairs have been completed;
5. Researches and provides information regarding departmental programs, permit and inspection requirements, assessed fees, etc. to property owners, tenants, contractors, members of the general public, internal and outside agencies;
6. Maintains accurate and professional documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
7. Learns to review and reviews and recommends approval or denial of billing adjustment requests submitted by property owners or property managers;
8. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
9. Refers cases and provides information to and responds to questions from individuals in other City Departments;
10. Participates in administrative code enforcement for cases involving work without permits, unsafe work practices, the Exterior Elevated Elements program, mandatory seismic retrofit programs, and other related programs and ordinances;
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. Basic housing or building inspection procedures;
2. Learn and apply the building permit process and how the Building and Safety Division interrelates to other City departments and external organizations;
3. Basic principles and methods used in various building construction trade areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
4. Conflict resolution techniques; and
5. Research practices and techniques.

Ability to:

1. Learn and practice inspection techniques and procedures to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing and building related laws, codes, and ordinances;
3. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, contractors, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
4. Read and interpret drawings, plans, sketches, layouts and specifications and determine validity of permits;
5. Maintain accurate records and prepare clear and concise reports and documentation;
6. Read and follow maps;
7. Perform routine mathematical calculations;

8. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and

9. Make sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and

1. Two years of full-time paid experience in one of the following:

a. Building, civil or architectural design drafting

b. Building, housing or home inspection

c. Code enforcement

d. Permit processing

e. Performing carpentry, electrical, heating and refrigeration, plumbing, or similar work; OR

2. Three years full-time experience in support of building inspections, housing inspections or code enforcement OR

3. Completion of two years of education in a recognized college or university with completion of 12 semester or 16 quarter units in any of the following or similar areas: civil or structural engineering, construction technology, design, inspection technology, architectural drafting, mechanical or, electrical engineering.

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



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Housing Inspector I (Certified)

Bargaining Unit: SEIU CSU

SALARY RANGE

\$40,274.9 - \$47,780.2 Hourly
 \$3,221.99 - \$3,822.42 Bi-Weekly
 \$6,980.98 - \$8,281.90 Monthly
 \$83,771.79 - \$99,382.82 Annually

DESCRIPTION:

DEFINITION

Under close supervision, performs skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the first level in the Housing Inspection series. Housing Inspector I's perform inspections and enforce inspection results to ensure compliance with various ordinances and codes within the City of Berkeley. The work requires considerable independence and discretion in field inspections although more experienced Housing Inspector II's are available for advice and assistance on highly technical matters. This class differs from the Housing Inspector II class in that the latter performs more complex inspections and can perform building type combination residential inspections. It is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations applicable to both residential and commercial construction.

EXAMPLES OF DUTIES:

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

1. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;
2. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;
3. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
4. Advises property owners on matters relevant to construction and repair methods and materials;

5. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
6. Depending upon skill level, may conduct residential type building inspections to assist with building inspection volume during periods of high inspection demand;
7. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
8. Reviews and approves or denies requests for billing adjustments submitted by property owners;
9. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
10. Refers cases, provides information to and responds to questions from individuals in other City Departments;
11. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
12. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
13. 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. Housing inspection procedures;
2. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
3. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, building construction, repair and maintenance; California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code;
4. Appropriate safety and fire prevention methods in construction;
5. Conflict resolution techniques; and
6. Research practices and techniques.

Ability to:

1. Inspect residential buildings in order to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;

5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
6. Maintain accurate records and prepare clear and concise reports and documentation;
7. Read and follow maps;
8. Perform routine mathematical calculations;
9. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
10. Make sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS:

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

EDUCATION: Equivalent to graduation from high school.

EXPERIENCE: Applicants may qualify, based on alternative types of experience as listed below: Two (2) years of full time experience equivalent to an Assistant Inspector for a public agency, OR
One (1) year of experience equivalent to a building inspector or housing inspector or code enforcement inspector for a public agency, OR

Four (4) years of experience as a home inspector, journey level carpenter, electrician, plumber, building plans examiner, public works inspector, or permit specialist, OR

Three (3) years of experience in construction trades as a licensed general, plumbing, electrical or mechanical contractor, superintendent or supervisor of building construction, or any combination thereof.

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, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CERTIFICATION: Must possess an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or Code Enforcement; or equivalent ICC or CA Legacy Certification.



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Housing Inspector II (Certified)

Bargaining Unit: SEIU CSU

SALARY RANGE

\$44,749.8 - \$53,089.1 Hourly
 \$3,579.98 - \$4,247.13 Bi-Weekly
 \$7,756.63 - \$9,202.11 Monthly
 \$93,079.58 - \$110,425.33 Annually

DESCRIPTION:

DEFINITION

Under general supervision, independently performs the full scope of skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the journey level classification in the Housing Inspection series. Housing Inspectors II's perform skilled inspection work and are considered fully competent to make inspections associated with City residential housing inspection programs.

Assignments are varied and generally require close interaction with the public, providing information and interpretation of applicable ordinances, codes and regulations. Incumbents exercise considerable independence and discretion in conducting housing or specialized inspections and are frequently expected to investigate and resolve complaints and enforce inspection results. This class differs from the Housing Inspector I class in that the latter works under closer supervision, seeking advice and guidance while continuing to learn the full scope of job tasks and gaining the required certifications. This class is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical and related codes and regulations applicable to both residential and commercial construction.

The Housing Inspector II may be assigned to some operational, municipal code compliance duties on existing properties or may be assigned to assist with rehabilitation projects.

EXAMPLES OF DUTIES:

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

1. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;

2. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;
3. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
4. Advises property owners on matters relevant to construction and repair methods and materials;
5. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
6. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
8. Reviews and approves or denies requests for billing adjustments submitted by property owners;
9. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
10. Refers cases, provides information to and responds to questions from individuals in other City Departments;
11. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
12. May recommend improvements to procedures to help achieve performance measures;
13. May assist with the technical training of staff;
14. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
15. 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. Housing inspection procedures;
2. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
3. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, residential building construction, repair and maintenance; including but not limited to building codes, electrical codes, mechanical codes, California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code;
4. Appropriate safety and fire prevention methods in construction;
5. Advanced conflict resolution techniques; and
6. Research practices and techniques.

Ability to:

1. Inspect residential buildings and building sites in order to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;

3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
6. Maintain accurate records and prepare clear and concise reports and documentation;
7. Read and follow maps;
8. Perform routine mathematical calculations;
9. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
10. Make sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and at least two years of full-time experience equivalent to Housing Inspector or Building Inspector or Code Enforcement Inspector for a public agency.

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, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CERTIFICATIONS: Must possess an International Code Council (ICC) OR California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC or CA Residential or Commercial Electrical Inspector certification and ICC or CA Residential or Commercial Plumbing Inspector certification, or equivalent ICC or CA Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.



CITY OF BERKELEY
 Established Date: MMM 00, 20XX
 Revision Date: MMM 00, 20XX

Class Code:
 00000

Senior Housing Inspector (Certified)

Bargaining Unit: SEIU CSU

SALARY RANGE

\$49,224.7 - \$58,398.0 Hourly
 \$3,937.98 - \$4,671.84 Bi-Weekly
 \$8,532.28 - \$10,122.32 Monthly
 \$102,387.38 - \$121,467.84 Annually

DESCRIPTION:

. DEFINITION

Under general supervision, performs highly skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; acts as the lead inspector; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the lead class in the Housing Inspector series. Senior Housing Inspectors perform skilled inspections work and are considered fully competent to make inspections associated with City residential housing inspection programs. Assignments are varied and generally require close interaction with the public, providing information and interpretation of applicable ordinances, codes and regulations. Senior Housing Inspectors are expected to exercise considerable independence and discretion in assignments and provide lead direction and subject matter expertise in abating more difficult or complex violations. This class differs from the Housing Inspector II in that the latter works under closer supervision, seeking advice and guidance while performing job tasks. The class differs from the Housing Inspector Supervisor in that the latter is the full supervisory class in the Housing Inspector series. This class is further distinguished from the Building Inspector class in that the latter works primarily on the enforcement of building, mechanical, plumbing, electrical and related codes and regulations applicable to both residential and commercial construction.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, 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, is similar or closely related to another duty statement.

1. Assigns, provides lead direction and reviews work of housing inspection staff;
2. Performs highly skilled and complex inspections to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units;
3. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;

4. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;
5. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
6. Advises property owners on matters relevant to construction and repair methods and materials;
7. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
8. Performs residential inspections of plumbing fixtures, water heaters, space heating equipment, electrical wiring, fenestrations, or similar work, equivalent to inspections for permitted work;
9. May conduct residential building inspections to assist with building inspection volume during periods of high inspection demand;
10. Assists in selection and training of staff; provides advice and guidance to other inspectors;
11. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
12. Reviews and approves or denies requests for billing adjustments submitted by property owners;
13. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
14. Refers cases, provides information to and responds to questions from individuals in other City Departments;
15. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
16. May recommend improvements to procedures to help achieve performance measures;
17. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
18. 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. Housing inspection procedures;
2. Building inspection procedures;
3. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
4. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, residential and commercial building construction, repair and maintenance; including but not limited to building codes, electrical codes, mechanical codes, California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, Berkeley Municipal Code;
5. Appropriate safety and fire prevention methods in construction;

6. Advanced conflict resolution techniques;
7. Research practices and techniques;
8. Knowledge of laws related to space conversions; and
9. Basic supervisory principles and practices Ability to:
 1. Inspect residential and commercial buildings and building sites in order to enforce a wide range of building, housing and related codes and regulations;
 2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
 3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
 4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
 5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
 6. Solve problems by identifying code compliance alternatives when appropriate;
 7. Maintain accurate records and prepare clear and concise reports and documentation;
 8. Read and follow maps;
 9. Perform routine mathematical calculations;
 10. Provide technical inspection expertise and assistance to other inspectors with their challenging cases and recommend appropriate solutions for a wide range of inspection issues and problems;
 11. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
 12. Make sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and three years of full time experience equivalent to Housing Inspector, Building Inspector or Code Enforcement Inspector for a public agency.

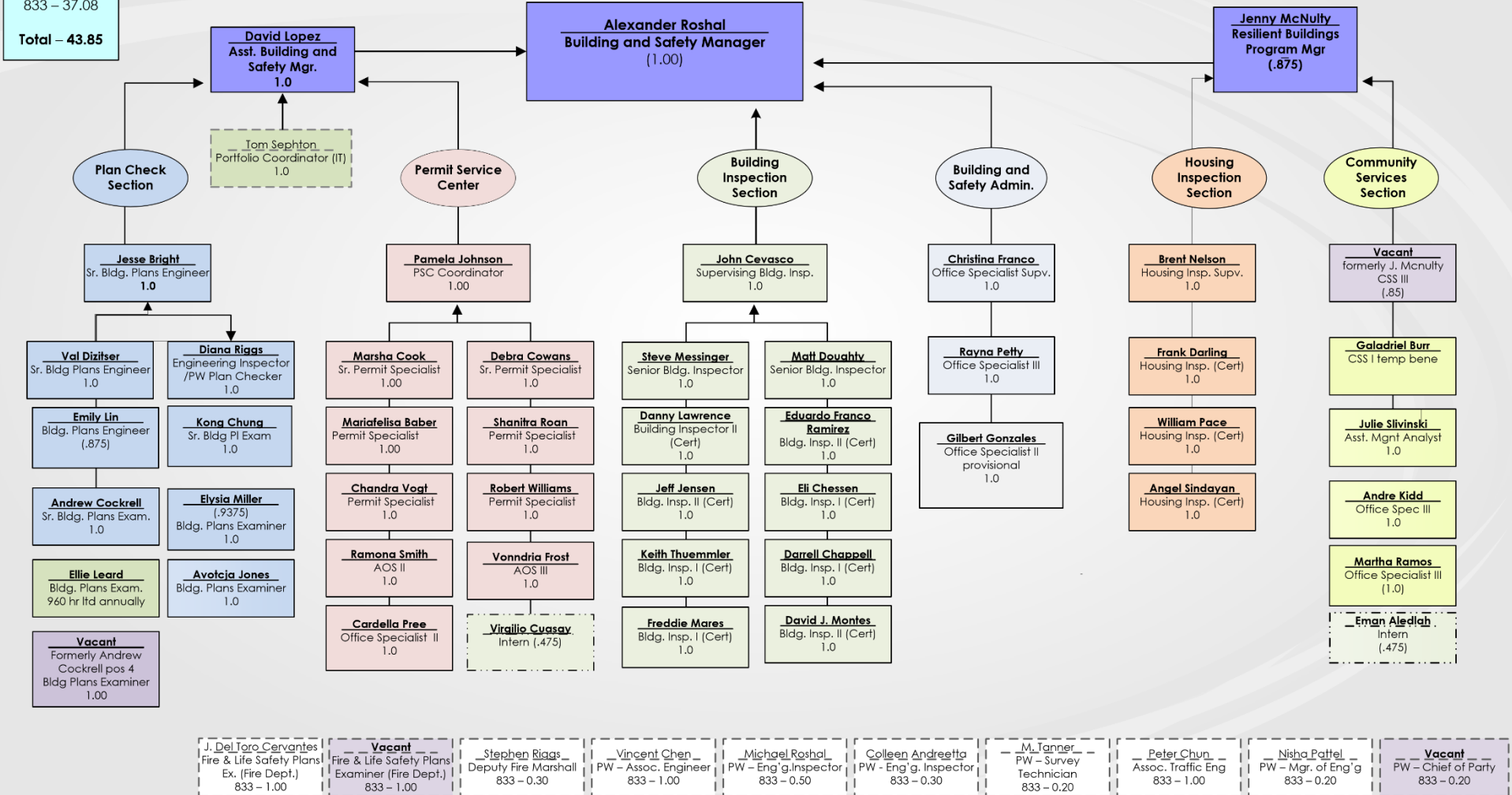
OTHER REQUIREMENTS

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, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CERTIFICATIONS: Must possess an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC or CA Residential or Commercial Electrical Inspector, Plumbing Inspector and Mechanical Inspector certifications; or equivalent ICC or CA Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.

Planning and Development Department BUILDING AND SAFETY DIVISION (43.85 Total Career FTE)

Total FTEs by Fund:
375 – 6.73
618 – 0.04
833 – 37.08
Total – 43.85





BENEFITS

BERKELEY MATTERS ● AUGUST 27, 2021

Updated Leave of Absence Form (FMLA, Non-FMLA, Parental Leave & other extended Leaves)

Please review the new, consolidated LOA Form. Employees will need to complete this form in order to request FMLA/CFRA, Parental Leave, Non-FMLA, & other additional leaves.

Please note:

Employees will need to inform their supervisors about their leave request before submitting the form for HR to review and processing.

Note: This updated LOA form does not require supervisor and department head signatures. Also, HR will make the final determination on whether an employee is eligible to take a leave of absence.

LEAVE OF ABSENCE REQUEST FORM (Including FMLA/CFRA Leaves)

This form should be used for all requests for leaves of absence from duty, paid or unpaid except for work related injuries/claims.

General Information:

Name: _____ Classification: _____ Date: _____
 Emp ID #: _____ Work Phone: _____ Home Phone: _____ Email: _____
 Department / Division: _____ Supervisor's Name / Phone: _____
 Home / Mailing Address: _____
 Street City State Zip Code

II. Duration of the Requested Leave:

Request Leave From: _____ Expected Return to Work Date: _____
 Is this request for continuous or intermittent leave?
 (If intermittent, then please include a memo or intermittent schedule along with medical certification)
 Is this an extension of an existing leave? Yes No If yes, indicate your original leave dates: From: _____ To: _____

III. Type of Leave: (Check All That Apply) Please see the reverse side of this form for descriptions of the various types of leaves of absence.

A Leave of Absence (serious health condition of employee or immediate family member) (FMLA/CFRA/PDL/City Medical) attach medical documentation Self Spouse/Domestic Partner Immediate Family Member
 B City Parental Leave of Absence (including FMLA/CFRA) attach supporting documentation Adoption or Foster care placement
 C Military Leave of Absence (FMLA/CFRA) attach a copy of orders or supporting documentation
 D Educational Leave attach supporting documentation
 E Other Leave – i.e. Sabbatical, Personal. Specify & attach applicable information and supporting documentation

IV. Pay Status During the Leave: I request: Paid leave: Yes No
 Please note that all medical leaves **REQUIRE** use of available accruals. Authorized leave without pay is allowed upon exhaustion of leave accruals for approval medical leaves.
 For City Parental Leave identify the number of hours you wish to use OR the priority in which you wish to use your hours. For example, for two weeks off you can enter 40 hours vacation and 40 hours of Comp time. Or you may put a #1 priority for Vacation and #2 priority for Comp Time.
 Comp Time. By "prioritizing" you will exhaust all time in the order preferred, if applicable.

Priority	Code	Description	Hours	Priority	Code	Description	Hours	Priority	Code	Description	Hours
	201/301	Sick Leave			207/307	Admin Leave			214/312	Jury Duty	
	200/300	Vacation			205/305	Comp Time			241/336	Military Leave	
	238/333	Authorized Leave without Pay			204/304	Floating Holiday			215/313	Educational Leave	

V. Notice of FMLA/CFRA: Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA) allows eligible employees 12 weeks or 480 hours of protected time off. Where applicable, the time period of your leave will automatically be covered under FMLA/CFRA, unless you advise your supervisor immediately that you disagree with the determination.
 FMLA/CFRA Eligible (Determined by HRD): Yes No Signed/Date: _____

Notes:

VI. Authorization(s): (I fully understand this leave request and have read the instructions and information on the front and back of this form. I understand I am responsible for the cost of my insurance benefits (outside of FMLA/CFRA, PDL, Parental Leave coverage) and it is my obligation to contact the Human Resources Department to make arrangements for premium coverage, where applicable. Additionally, I must contact my supervisor immediately if I cannot return to City service upon expiration of my leave.)

PRINTED NAME SIGNATURE DATE

Employee > _____
 Human Resources Dept > _____

Rev. 8/16/2021

If you have questions regarding the updated leave of absence form, then please feel free to call us at (510) 981-6815 or (510) 981-6800 or email srahman@cityofberkeley.info or hrbenefits@cityofberkeley.info



HUMAN RESOURCES
**VIRTUAL BENEFITS
OFFICE HOURS**

THURSDAY, SEPTEMBER 2ND

12:00 PM – 1:00 PM

PLEASE NOTE: ZOOM LINK WILL BE
SHARED WITH SCHEDULED PARTICIPANTS

You can schedule a brief, 15-minute time slot by visiting the link listed below:

calendly.com/srahman-cob

You can also call Human Resources at (510) 981-6812 or (510) 981-6815 to request a 15-minute time-slot or find out more information.





Discover steps to prepare for a better tomorrow

Prudential Retirement® is here to help you prepare for the financial future you envision. Our retirement counselors offer a range of online workshops and meetings to help you learn how to make the most of everything your retirement plan offers, as well as insights and assistance on specific financial topics.

➔ Join us

Taking Control of Your Finances

Join us for a session to discuss the importance of taking small steps to gain control of your finances now for a better financial future.

September 21, 2021 • 12P, 3P ET
[12:00 PM ET LIVE Webinar](#)
[3:00 PM ET LIVE Webinar](#)

September 23, 2021 • 1P, 4P, 7P ET
[1:00 PM ET LIVE Webinar](#)
[4:00 PM ET LIVE Webinar](#)
[7:00 PM ET LIVE Webinar](#)

One-on-One Counseling

Interested in a personal, one-on-one virtual coaching session with Prudential? Sign up using this QR Code:



To register and attend a session

To register:

1. Click on the link for your chosen session.
2. Provide your **First & Last Name, Email & Zip Code**
3. Once you register for the session, we will send you a confirmation email that contains a calendar invite.
4. We'll also send reminder emails to help you remember to attend the session.

To attend the session:

- Click on the link in your calendar invite.
- You can join the session up to 10 minutes before it starts.
- View the session on a computer or mobile device.
- Make sure the volume is turned up and/or your headphones are connected.

For General Account Information and Inquiries
 Call Prudential at 877-PRU-2100
 Representatives are available weekdays, from 8 a.m. to 9 p.m. ET.





HARASSMENT PREVENTION TRAINING

SB 1343 mandates that all California employers of five or more employees must provide sexual harassment and abusive conduct prevention training for all fulltime, part-time, and temporary employees. These trainings will help staff learn how to define harassment, develop a basic understanding of state and federal law and the City of Berkeley's Harassment Prevention Policy, and discuss ways for preventing harassment in the workplace.



For SUPERVISORS

The following training sessions are for supervisors and managers. **Only supervisors or managers** should be registering for these courses:

- Harassment Training for Supervisors ▶ October 21, 2021 from 1:00-3:00 p.m.
- Harassment Training for Supervisors ▶ December 22, 2021 from 1:00-3:00 p.m.

For NON-SUPERVISORS

The following training sessions are for non-supervisory employees. Note, this training is distinct from the above-mentioned training for supervisors and managers, please only register for this course if you are a non-supervisory City of Berkeley employee. **Only employees that DO NOT manage/supervise other staff should be registering for these courses:**

- Harassment Training for Employees ▶ October 7, 2021 from 1:00-2:15 p.m.
- Harassment Training for Employees ▶ December 2, 2021 from 1:00-2:15 p.m.

Wilhelmina Parker is handling the registrations, attendees can contact her directly at WParker@cityofberkeley.info to register for one of these upcoming trainings.



UPCOMING CLASSES

VTA TRAINING CALENDAR DOWN UNTIL FURTHER NOTICE: please refer to Berkeley Matters or contact wparker@cityofberkeley.info for any questions regarding upcoming training

To accommodate as we flex to recalibrate during the COVID-19 crisis, please note that the VTA training calendar will not be utilized. All Training announcements will be included in Berkeley Matters, and where possible, included in an Everyone Email. For questions, please contact wparker@cityofberkeley.info or your supervisor.

For staff who do not telework, and where possible, trainings will be recorded and/or structures put in place to accommodate appropriately. Please contact wparker@cityofberkeley.info to define.

New Manager / Supervisor Orientation

2 days

"New Supervisor Training" explores the transition from coworker to supervisor and presents the basics of supervision. New supervisors who have recently been promoted from line to supervisory staff are required to take "New Supervisor Training." This training is also a requirement for all new supervisors to the city of Berkeley.

NEW SUPERVISOR ORIENTATION (2021 SCHEDULE)

DATES

Topic: New Supervisor Orientation
When: Oct 20 and 21, 2021 • 8:30a-5p
In-person

Topic: New Supervisor Orientation
When: Dec 21 and 22, 2021 • 8:30a-5p
In-person

2021 New Employee Orientation Schedule

8 hours

The goals of the New Employee Orientation are to educate the new employee about the governmental structure of this organization, the different departments and their functions, the general history and culture of Berkeley, important personnel policies, and the employee's role as a disaster worker. All new employees are required to attend a New Employee Orientation.

DATES:

Topic: NEW EMPLOYEE ORIENTATION
When: Oct 7, 2021 8a-5p
In-person

Topic: NEW EMPLOYEE ORIENTATION
Time: Dec 2, 2021 8a-5p
In-person

HUMAN RESOURCES OFFICE HOURS



MONDAY - THURSDAY

8 AM – 5 PM

FRIDAY- CLOSED

CURRENT RECRUITMENTS

AUG 27, 2021 • PG 7

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

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

Personnel Rules and Regulations allow career employees in any

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

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

For answers to frequently asked questions regarding recruitments please visit:

[www.cityofberkeley.info/Human Resources/Home/Frequently Asked Questions.aspx](http://www.cityofberkeley.info/Human_Resources/Home/Frequently_Asked_Questions.aspx)

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	↑ COMPETITIVE ↓	\$60.83 to \$73.93	Continuous	
Associate Transportation Engineer (Formerly Associate Traffic Engineer)	Vacancy		\$58.67 to \$70.89	Continuous	
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II (Funded by Ment Hlth State Aid Real Fund #960 at 57%, B.U.S.D Grant #134 at 24%, EPSDT Expansion Proposal #066 at 18%) (Funded by Mental Health Service Act Fund #063 at 100%) (Funded by Target Casr Management/Linkages #056 at 56%, General Fund #010 at 44%) (req# 2021-00051E) (req# 2021-00099E)	Vacancy		\$44.43 to \$51.89	Continuous	
Budget Manager (Funded by General Fund #010 at 100%) (req# 2021-00055E) https://executivesearch.cpsshr.us/flyer?file=APPROVEDBerkeleyBM8221.pdf Submit your cover letter with resume, and a list of five professional references electronically to https://executivesearch.cpsshr.us/CandidateApplication?JobID=624	Retirement		\$67.91 to \$90.85	Aug 30, 2021	Sep 13, 2021
Crime Analyst x2 (Funded by General Fund #010 at 100%) (req# 2021-00205E) (req# 2021-00206E)	Vacancy		\$46.52 to \$55.24	Aug 16, 2021	Sep 7, 2021
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	

CURRENT RECRUITMENTS (CONT'D)

AUG 27, 2021 • PG 8

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Human Resources Manager (Funded by General Fund #010 at 100%) (req# 2021-00200E)	Vacancy	COMPETITIVE	SALARY UNDER REVIEW	July 5, 2021	Continuous
Mechanic (Funded by Equipment Maintenance #865 at 100%)(Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner Funded by General Fund #010 FTE 47.5% (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Occupational Health and Safety Specialist (Funded by Worker's Comp Fund #875 at 100%) (req# 2021-00078E)	Vacancy		\$44.48 to \$53.62	Continuous	
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher II (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Senior Behavioral Health Clinician (Funded by Mental Health Service Act #063 at 100%) (req# 2021-00116E)	Vacancy		\$48.49 to \$56.61	August 30, 2021	Sept 20, 2021
Senior Management Analyst	To establish an eligible list		\$51.71 to \$62.52	Aug 23, 2021	Sep 13, 2021
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	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 the department contact person within one week of the job posting if you **meet one** of the **above criteria**. To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
Assistant Transportation Engineer (Funded by General Fund #010 at 100%) (req# 2021-00231E)	Promotion	Public Works	Hamid Mostowfi @ 981-6403 or HMostowfi@cityofberkeley.info
Community Services Specialist II (Funded by Shelter + Care HUD #805 at 80%, Shelter + Care County #806 at 15%, General Fund #010 at 5%) (req# 2021-00212E)	Promotion	HHCS	Kristen Lee @ 981-5427 or KSLee@cityofberkeley.info
Deputy City Attorney II/III (Funded by General Fund #010 at 100%) (req# 2021-00242E)	Vacancy	City Attorney	Farimah Brown @ 981-6985 or FBrown@cityofberkeley.info
Mechanic x2 (Funded by Equipment Maintenance #865 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy	Public Works	Joy Brown @ 981-6629 or EJBrown@cityofberkeley.info
Office Specialist II (Funded by Employee Training Fund #488 at 100%)	Promotion	Human Resources	LaTanya Bellow @ 981-6807 or LBellow@cityofberkeley.info
Office Specialist II x2 (Funded by General Fund #010 at 100%) (req# 2019-00407E) (req# 2021-00249E)	Promotion	Police	Joe Okies @ 981-5970 or JOkies@cityofberkeley.info
Service Technician (Funded by Equipment Maintenance #865 at 100%) (req# 2021-00021E)	Promotion	Public Works	Joy Brown @ 981-6629 or EJBrown@cityofberkeley.info
Solid Waste Worker (Funded by Zero Waste #820 at 100%) (req# 2020-00232E)(req# 2021-00130E) (req# 2021-00131E) (req# 2021-00133E)	Vacancy	Public Works	Gregory Apa @ 981-6359 or GApa@cityofberkeley.info



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

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

CLASSIFICATION TITLE	REASON	DEPT	CONTACT	DURATION
Community Services Specialist II (Funded by General Fund #010 at 50% , One-Time Grant: No Capital Expenditures #421 at 50%) (req# 2021-00240E)	Vacancy	HHCS	Ann Song @ 981-5399 or ASong@cityofberkeley.info	NTE 6 mos
Senior Service Aide x3 (Funded by General Fund #010 at 100%) (req# 2021-00165E)(req# 2021-00166E)(req# 2021-00167E)	Vacancy	HHCS	Ann Song @ 981-5399 or ASong@cityofberkeley.info	NTE 6 mos

TEMPORARY VACANCIES WITHOUT an ELIGIBLE LIST

If you would like to be considered for one of these vacancies, [click here to download and email the employment application](#).

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

CLASSIFICATION TITLE	DEPT	CONTACT	DURATION	OPEN DATE
Customer Services Specialist III (Funded by IT Cost Allocation Fund #891 at 100%) (req# 2021-00243E)	Information Technology	Kathy Cassidy @ 981-6543 or KCassidy@cityofberkeley.info	NTE 10 mos	Aug 30, 2021
Senior Health Services Program Specialist (Funded by General Fund #010 at 100%) (req# 2021-00218E)	HHCS	Ann Song @ 981-5399 or ASong@cityofberkeley.info	NTE 12 mos	Aug 30, 2021
Tool Lending Specialist (Funded by Library—Discretionary #301 at 100%) (req# 2021-00247)	Library	Dan Beringhele @ 981-6265 or DBeringhele@cityofberkeley.info	NTE 6 mos	Aug 30, 2021

HELLO'S & GOODBYE'S

AUG 27, 2021 • PG 11

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Community Services Specialist II</i>	HHCS
	[REDACTED]	<i>Office Specialist II</i>	PRW
	[REDACTED]	<i>Accounting Office Specialist II</i>	Finance
	[REDACTED]	<i>Assistant to the City Manager</i>	City Manager
	[REDACTED]	<i>Nutritionist</i>	HHCS
	Victoria Session	<i>Human Resources Technician</i>	Human Resources
PROMOTIONS	[REDACTED]	<i>Public Works Operations Manager</i>	Public Works
	[REDACTED]	<i>Hazardous Materials Manager</i>	Planning
	[REDACTED]	<i>Supervising Public Safety Dispatcher</i>	Police
RESIGNATION	[REDACTED]	<i>Legislative Assistant</i>	City Council
RETIREMENT	[REDACTED]	<i>Tractor Trailer Driver</i>	Public Works

