

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD**  
**\*\*\* NEW LOCATION \*\*\***  
**1301 Shattuck Avenue**  
**Live Oak Community Center, Fireside Room**  
**Berkeley, CA 94704**  
**DATE: March 6, 2023    TIME: 7:00 P.M.**

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

*THIS MEETING IS BEING HELD IN A WHEELCHAIR ACCESSIBLE LOCATION. TO REQUEST A DISABILITY-RELATED ACCOMMODATION(S) TO PARTICIPATE IN THE MEETING, INCLUDING AUXILIARY AIDS OR SERVICES, PLEASE CONTACT THE DISABILITY SERVICES SPECIALIST AT 981-6418 (V) OR 981-6347 (TDD) AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING DATE. PLEASE REFRAIN FROM WEARING SCENTED PRODUCTS TO THIS MEETING.*

**MEETING AGENDA**

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

**ACTION ITEMS:**

- IV. Approval of Minutes of Meeting on February 6, 2023
- V. Request for Extension of Temporary Animal Services Assistant
- VI. Recommendation to Create New Classifications of Electrical Supervisor and Communications Supervisor in Public Works, Facilities Division (International Brotherhood of Electrical Workers Union - IBEW)

**INFORMATION ITEMS:**

- VII. Remote Participation Under AB 2449 – Discussion Only
- VIII. Director's Report – Updates from HR Director – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

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

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

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

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

**MEETING MINUTES**

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

II. Roll Call

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Scott Ferris (PRW Director); Christina Erickson (Deputy Director of PRW); Denise Brown (Recreation & Youth Services Manager)

Public Attendance: None

III. Public Comments

Cordell Hindler: For the next agenda, the Personnel Board should consider having an in-person meeting to go over expectations for 2023. I am also in support to increase the salary for unrepresented camp staff.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on January 9, 2023

**Action:** MSC: (Wenk/Gilbert) to approve the minutes of the meeting on January 9, 2023.

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

V. Election of Chair and Vice Chair

**Action:** MSC: (Wenk/Lacey) to nominate Bob Dixon as Chair and Aviva Gilbert as Vice Chair.

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

- Commissioner Dixon took over as Chair of the meeting subsequent to this vote.

VI. Recommendation to Increase Salary Range for Unrepresented Camp Staff Classifications in Unit X1

**Action:** MSC: (Lacey/Wenk) to approve the Recommendation to Increase Salary Range for Unrepresented Camp Staff Classifications in Unit X1.

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

VII. Recommendation to Revise the Assistant Aquatics Coordinator Classification

**Action:** MSC: (Wenk/Gilbert) to approve the Recommendation to Revise the Assistant Aquatics Coordinator Classification.

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

**INFORMATION ITEMS:**

VIII. Update – Return to In-Person Meetings – Discussion Only

IX. Director’s Report – Updates from HR Director – Discussion Only

X. Copy of Berkeley Matters – Discussion Only

XI. Adjournment 7:45 PM



Office of the City Manager

Date: February 22, 2023

To: Aram Kouyoumdjian, Director of Human Resources

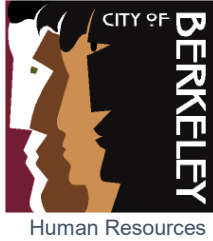
From: Amelia Funghi, Animal Services Manager

Subject: Request for Extension of Temporary Animal Services Assistant

I am requesting a six (6) month extension of the temporary appointment of Emily Dodson. Emily Dodson has been working as temporary, unbenefited Animal Services Assistant in Animal Services since March 14, 2022.

Animal Services employs 3.5 FTE Animal Service Assistants (ASA). At the present time, 1.0 FTE ASA has been on medical leave since June 2018, 1.0 FTE ASA is position vacant and 1.0 FTE ASA is on modified duty that prevents her from performing her full duties. This has left the shelter severely under-staffed and necessitates the use of temporary employees in order to provide basic care and husbandry to the average daily shelter populations of 51 animals. In addition to Ms. Dodson, Animal Services currently employs a second temporary Animal Services Assistant who was hired on December 14, 2021.

Ms. Dodson was hired on March 14, 2022 on a temporary basis at 40 hours per week in an effort to provide coverage and backfill for staff who are off work due to injury. I am requesting an extension of her 40 hours per week temporary appointment for up to an additional six months to end September 14, 2023 in order to maintain basic operations of animal services.



March 6, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Create New Classifications of Electrical Supervisor and Communications Supervisor in Public Works, Facilities Division (International Brotherhood of Electrical Workers Union - IBEW)

## **SUMMARY**

The Public Works and Human Resources Departments are requesting that the City create two new classifications and salary ranges for Electrical Supervisor (Attachment 1) and Communications Supervisor (Attachment 2), in the Facilities Division of Public Works in the of International Brotherhood of Electrical Workers Union.

## **DISCUSSION**

The new classifications establish working supervisor positions in the Electrical and Communications Units. These positions are separate from the current Lead positions, in that the Lead Positions provide leadership over performing work, but do not have personnel supervisory responsibilities.

The Facilities Division of Public Works is responsible for maintaining, repairing, and installing the City's electrical and communications assets including but not limited to traffic signals, controllers, battery backup systems, street lights, building electrical, generators, Marina electrical, radios, sewer lift stations, and ethernet. It is the only maintenance division at the Corporation Yard without working supervisors. Having frontline supervisors in these groups will allow for better decisions and communication with internal and community partners. It also aligns with all other divisions and creates a promotional opportunity within the unit.

As background, the Senior Electrical Supervisor is in Local One and the job class specification does not allow the position to do hands-on electrical work, only serve in a supervisory and administrative role. Public Works recruited for a Senior Electrical Supervisor in early 2022, and the most qualified candidate was an internal candidate who declined the position because of the extreme shortage of journey-level electricians in the division. There were no qualified external candidates. An additional retirement in September 2022 resulted in only 3 electricians for the entire City.

Currently, the Electrical Unit has 11 Full Time Equivalent (FTE) positions (7 of which are currently vacant) and would like to add the new classification of Electrical Supervisor only. This would be an internal recruitment and the vacancy resulting from the internal promotion would be removed from the budgeted positions. The change is illustrated in the proposed organization chart for the Communications Unit of the Facilities Division of Public Works (Attachment 4).

Currently, the Communications Unit has 4 Full Time Equivalent (FTE) positions and would like to add a new position for this classification. The change is illustrated in the proposed organization chart for the Communications Unit of the Facilities Division of Public Works (Attachment 4).

This supports one of the [City's Strategic Plan Goals](#), to "Attract and retain a talented and diverse City government workforce." It is essential to any government organization in the 21<sup>st</sup> century, to provide promotional opportunities and to retain talented, staff skilled in these trades during an unprecedented shortage in the electrical trades. Therefore, staff recommends that the Personnel Board establish the Electrical Supervisor and Communications Supervisor classifications to enable the Public Works Facilities Division to continue to provide a high level of quality service to the City staff and to the community of Berkeley. Based on the current job market, recruitments for a Senior Electrical Supervisor may likely result in the same outcome of being unable to fulfill a leadership position who is able to perform necessary work in times of vacancies. Having additional opportunities to advance within the division is critical for supporting the operation.

### **UNION IMPACTS**

The International Brotherhood of Electrical Workers is in support of the creation of these classifications and have approved the classifications as attached. The working supervisor will allow for better supervision, training, understanding of the programs, and improve work flow.

### **BUDGET & SALARY DISCUSSION**

A salary survey of surrounding agencies demonstrates that the proposed salary range is within the market salaries for surrounding agencies including the cities of Oakland, Santa Rosa, Richmond, and San Francisco. However, the final salary range was determined by examining internal alignment between the Lead classification that the Supervisor oversees, and the Facilities Superintendent classification that oversees the Supervisor. The recommended salary range provides an 11% differential above a Lead classification and a 16% differential below the Facilities Superintendent, which aligns with classification and compensation industry practices. The City's Budget Office has already approved the fiscal impacts of the new classifications, and is in the process of confirming the new FTEs. There are sufficient funds available in the baseline budgets.

- Attachment 1: Job Class Specification – Electrical Supervisor
- Attachment 2: Job Class Specification – Communications Supervisor
- Attachment 3: Current Organization Chart – Public Works, Facilities Division
- Attachment 4: Proposed Organization Chart – Public Works, Facilities Division
- Attachment 5: Job Class Specification – Lead Electrician
- Attachment 6: Job Class Specification – Lead Communications Technician
- Attachment 7: Job Class Specification – Senior Electrical Supervisor
- Attachment 8: Job Class Specification – Facilities Maintenance Superintendent

cc: Monica Walker, Human Resources Manager



## Electrical Supervisor

Class Code:  
XXXX

Bargaining Unit: International Brotherhood of  
Electrical Workers, Local 1245

CITY OF BERKELEY  
Established Date: April XX 2023

### SALARY RANGE

\$55,7700 - \$62,7814 Hourly  
\$4,461.6000 - \$5,022.5102 Biweekly  
\$9,666.8000 - \$10,882.1055 Monthly  
\$116,001.6000 - \$130,585.2662 Annually

### DESCRIPTION:

#### DEFINITION

Supervisory position that oversees, plans, organizes and directs the work of several crews performing electrical installation, maintenance and repair work; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is the working Supervisory level in electrical installation, maintenance and repair work. Incumbents supervise, plan, organize, schedule, assign and direct the work of several crews and provide technical assistance as necessary.

### 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. Supervise, plans, organizes, schedules and assigns the work of several crews engaged in installation, maintenance and repair work on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems and related electrical systems and equipment;
2. Exercises general supervision over employees as necessary. Train employees on the use of policies, procedures and performance standards; monitor work assignments and measure performance;
3. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions and ensures that safety standards are being utilized;
4. Inspects job sites as needed to determine work required and measure the performance of Electricians;

5. Estimates personnel, material and equipment requirements for assigned jobs;
6. Provides technical assistance to crews in resolving difficult problems encountered;
7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
8. Coordinates with Electrical Parts Technician for orders and maintains an adequate inventory to accomplish assigned jobs;
9. Manages work orders and services requests; creates, closes, updates, reassigns as necessary;
10. Conducts safety meetings; coordinates activities with other affected divisions; assist in the development of division budget; track and monitor labor and material expenditures;
11. Participates in meetings as required; responds to emergency situations as necessary;
12. Responds to questions from the public including contractors for private projects;
13. Performs related work as assigned.

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

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

Knowledge of:

1. Principles, methods, tools, materials and equipment used in the electrical trade;
2. Techniques of lead direction, including planning, assigning and monitoring work and supervising work performance of journey level employees;
3. Safe work methods and safety practices pertaining to the work;
4. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
5. Relevant codes and regulations;
6. Computer applications related to the work.
7. Principles and practices of effective employee supervision, including selection, training, work evaluation and participation in the City's progressive discipline process;

Skill in:

1. Supervising, planning, estimating, coordinating, and scheduling the work of several crews;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, schematics, specifications and manuals;



4. Operating and maintaining equipment and tools used in the field;
5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Identifying and implementing effective courses of action to complete assigned work;
7. Coordinating crew assignments with other divisions, departments and agencies.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to completion of high school and five (5) years increasingly responsible journey level experience as a City of Berkeley Electrician.

**OTHER REQUIREMENTS**

1. Must possess a valid class "B" California driver's license and have a satisfactory driving record;
2. Must be willing to work out of doors in all weather conditions and to work with exposure to potentially hazardous substances, with proper protection;
3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 80 pounds;
4. Must be willing to work from aerial lifts and underground in confined spaces and to work standby, off hours, and overtime in emergency situations;
5. Must possess good color vision.

**CLASSIFICATION HISTORY:**

Established Date: April XX 2023



## Communications Supervisor

Class Code:  
XXXX

Bargaining Unit: International Brotherhood of  
Electrical Workers, Local 1245

CITY OF BERKELEY  
Established Date: April XX 2023

### SALARY RANGE

\$55,7700 - \$62,7814 Hourly  
\$4,461.6000 - \$5,022.5102 Biweekly  
\$9,666.8000 - \$10,882.1055 Monthly  
\$116,001.6000 - \$130,585.2662 Annually

### DESCRIPTION:

#### DEFINITION

Supervisory position that oversees, plans, organizes and directs the work of Communications Technicians and others performing installation and maintenance of electronic communications and telephone systems; performs related work as assigned.

#### CLASS CHARACTERISTICS

This is the working Supervisory level in electronic communications installation and maintenance work. Incumbents Supervise, plan, organize, schedule, assign and direct the work of staff and provide technical assistance as necessary.

### 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. Supervises, plans, organizes, schedules and assigns the work of staff engaged in electronic communications installation, maintenance and repair work, including, but not limited to, radio transmitting, receiving and relay equipment, alarm, audio and video systems, telephone and data communications systems and related electronic systems and equipment;
2. Exercises general supervision over employees as necessary. Train employees on the use of policies, procedures and performance standards; monitor work assignments and measure performance;
3. Instructs and provides for the training of staff in work methods, use of a variety of specialized test instruments, tools and equipment and applicable safety precautions;
4. Inspects job sites to determine work required and measure the performance of Communications

Technicians;

5. Estimates personnel, material and equipment requirements for assigned jobs; orders materials and schedules jobs;
6. Provides technical assistance to staff in resolving difficult problems encountered;
7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, FCC license maintenance requests, etc.;
8. Orders and maintains an adequate inventory to accomplish assigned jobs;
9. Meets with user departments to help them to address their needs; responds to questions and complaints;
10. Ensures a timely preventative maintenance program is carried out on all existing systems; identifies equipment obsolescence, recommends replacement equipment when needed; researches system needs, designs systems as necessary, prepares technical specifications when needed for new or replacement equipment or systems;
11. Maintains communications with vendors to resolve equipment problems; remains current on modifications and repair data and on information on technical advances;
12. Reviews and inspects work upon completion to assure work meets all specifications and regulations that are applicable to the work; inspects quality of work and makes sure all work is completed to the satisfaction of user departments;
13. Ensures that appropriate safety devices and equipment are being utilized;
14. Conducts safety meetings; coordinates activities with other affected divisions; assist in the development of division budget; track and monitor labor and material expenditures;
15. Represents the City at meetings of radio frequency coordinating organizations; participates in the radio frequency coordination process to protect valuable existing frequencies from interference, as well as to obtain required new frequencies to meet the needs of the City; communicates with neighbor governmental agencies when necessary to coordinate radio communication or telecommunication needs with other public safety service providers;
16. Assist in the development of division budget; track and monitor labor and material expenditures;
17. Participates in meetings as required;
18. Responds to emergency situations as necessary;
19. Coordinates with Electrical Parts Technician for orders and maintains an adequate inventory to accomplish assigned jobs;
20. Manages work orders and services requests; creates, closes, updates, reassigns as necessary;
21. Participates in meetings as required; responds to emergency situations as necessary;
22. Performs related duties, as assigned.

**KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of design, maintenance, installation, repair and modification of electronic communications systems and equipment;
2. Methods, tools and equipment and instruments used in electronic communications systems maintenance and repair work;
3. Techniques of lead direction, including planning, assigning and monitoring work and supervising work performance of journey level employee;
4. Safe work methods and safety practices pertaining to the work;
5. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
6. Applicable Federal Communication Commission codes and regulations;
7. Computer applications related to the work;
8. Principles and practices of effective employee supervision, including selection, training, work evaluation and participation in the City's progressive discipline process;
9. Shop mathematics, including algebra, geometry and trigonometry.

Skill in:

1. Supervising, planning, estimating, coordinating, and scheduling the work of staff;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, schematics and specifications and manuals;
4. Operating and maintaining instruments, equipment and tools used in the field;
5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Explaining technical concepts regarding specialized communication equipment in understandable lay terms; and designing systems as needed;
7. Identifying and implementing effective courses of action to complete assigned work;
8. Coordinating assignments with other divisions, departments and agencies.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school and five (5) years of increasingly responsible experience in the installation, repair and maintenance of electronic communications systems as a City of Berkeley Communications Technician. Experience in the repair and maintenance of GE or Motorola mobile and portable two-way radio systems and data communications hardware is desirable.

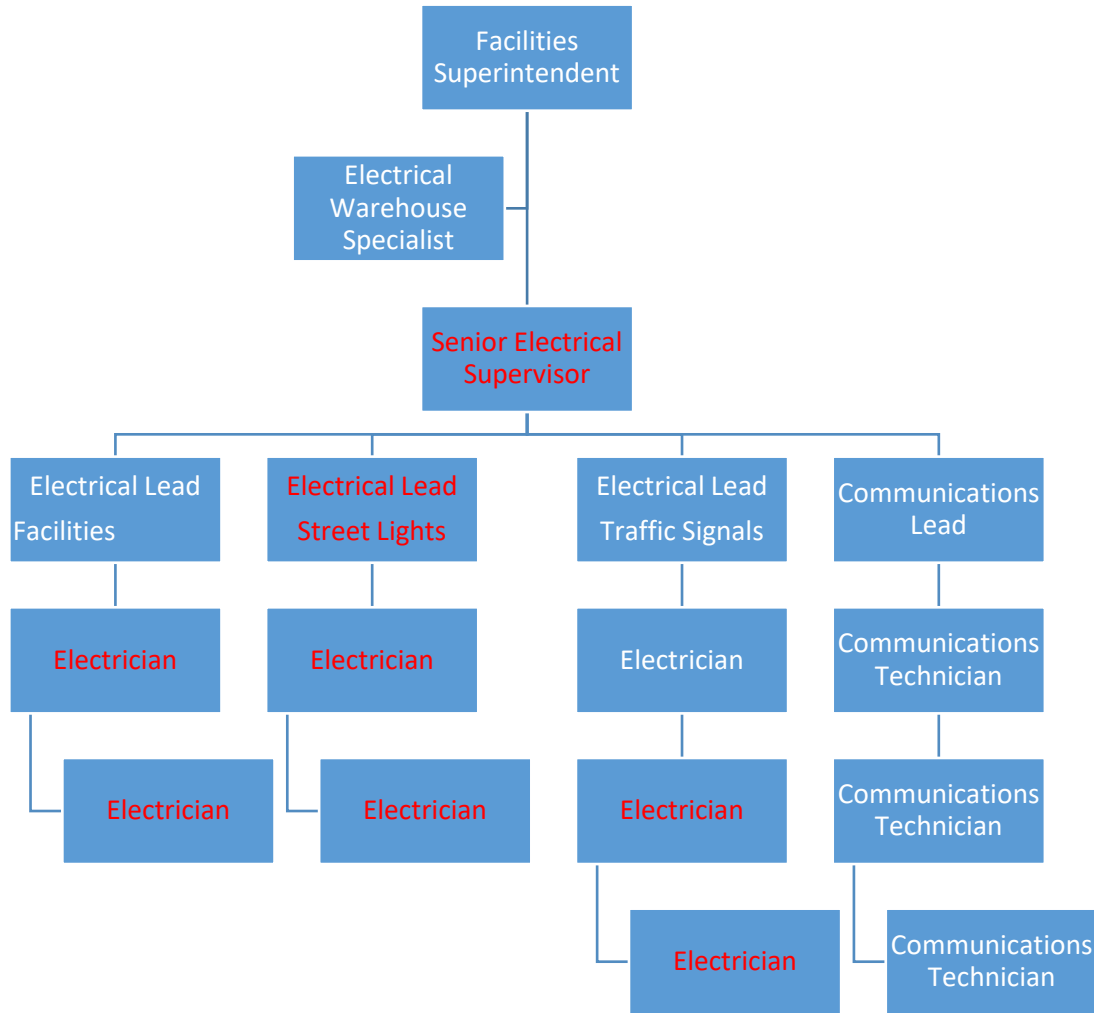
OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. Must possess sufficient strength and stamina to lift and carry objects weighing up to 50 pounds. Must be willing to work off-hours, standby, and overtime in emergency situations. Must possess good color vision. Must possess a valid FCC General Radio-Telephone Operators license **at time of appointment**.

**CLASSIFICATION HISTORY:**

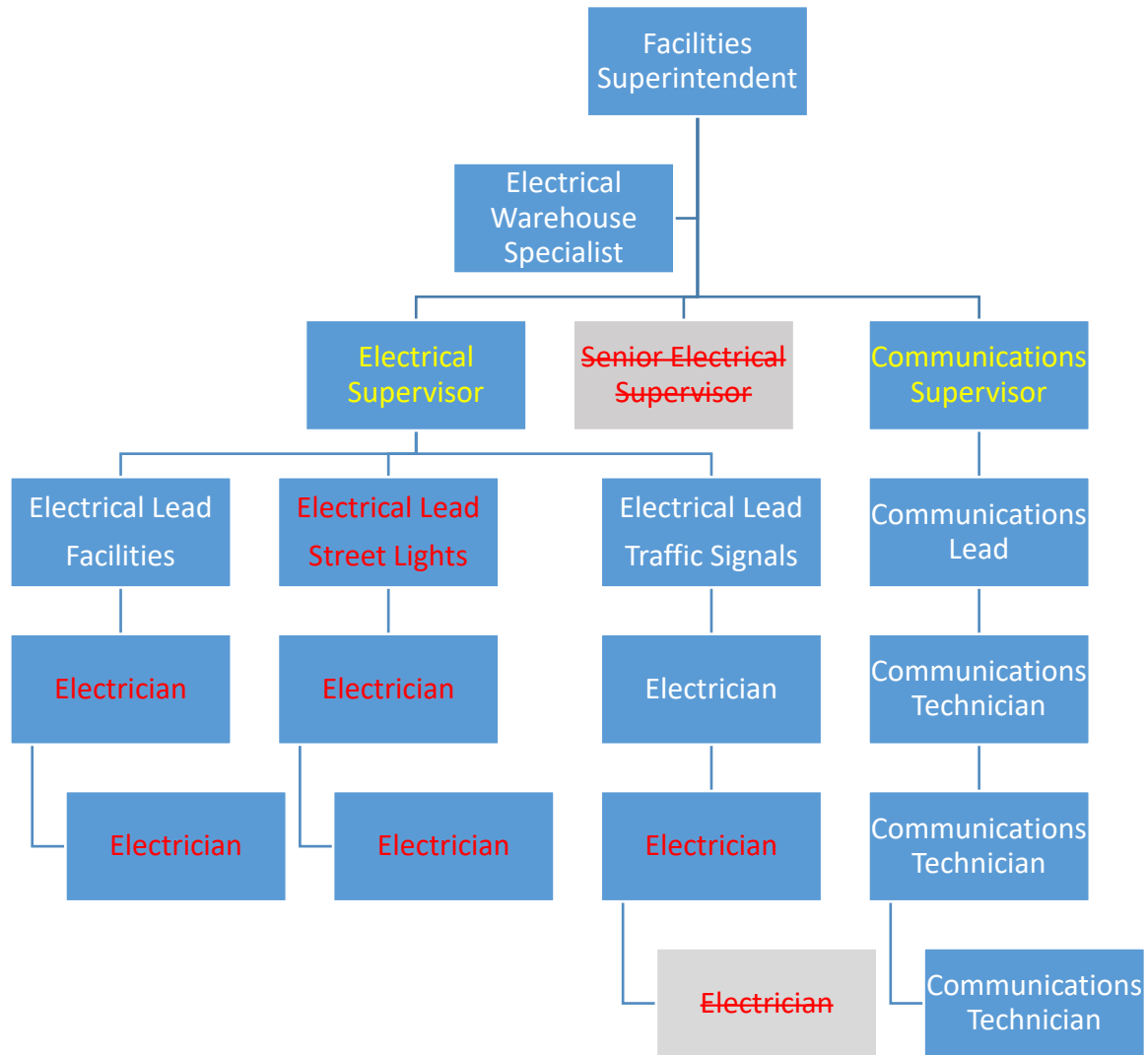
Established Date: April xx, 2023

**Attachment 3: Current Electrical and Communications Organizational Chart**



15 IBEW Positions

**Attachment 4: Proposed Electrical and Communications Organizational Chart**



16 IBEW Positions



# Lead Communications Technician

Class Code:  
5032

Bargaining Unit: International Brotherhood of  
Electrical Workers, Local 1245

CITY OF BERKELEY  
Established Date: Oct 17, 2008  
Revision Date: Oct 17, 2008

## SALARY RANGE

\$50.13 - \$54.91 Hourly  
\$4,010.40 - \$4,392.80 Biweekly  
\$8,689.20 - \$9,517.73 Monthly  
\$104,270.40 - \$114,212.80 Annually

## DESCRIPTION:

### DEFINITION

Under general supervision, plans, organizes and directs the work of Communications Technicians and others performing installation and maintenance of electronic communications and telephone systems; performs related work as assigned.

### CLASS CHARACTERISTICS

This is the working lead level in electronic communications installation and maintenance work. Incumbents plan, organize, schedule, assign and direct the work of staff and provide technical assistance as necessary. This class is distinguished from Senior Electrical Supervisor, which is a section head class responsible for both the communications and electrical maintenance programs.

## 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. Plans, organizes, schedules and assigns the work of staff engaged in electronic communications installation, maintenance and repair work, including, but not limited to, radio transmitting, receiving and relay equipment, alarm, audio and video systems, telephone and data communications systems and related electronic systems and equipment;
2. Instructs and provides for the training of staff in work methods, use of a variety of specialized test instruments, tools and equipment and applicable safety precautions;
3. Inspects job sites to determine work required and report on the performance of



Communications Technicians;

4. Advises employees as necessary;
5. Estimates personnel, material and equipment requirements for assigned jobs; orders materials and schedules jobs;
6. Provides technical assistance to staff in resolving difficult problems encountered;
7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, FCC license maintenance requests, etc.;
8. Orders and maintains an adequate inventory to accomplish assigned jobs;
9. Meets with user departments to help them to address their needs; responds to questions and complaints;
10. Ensures a timely preventative maintenance program is carried out on all existing systems; identifies equipment obsolescence, recommends replacement equipment when needed; researches system needs, designs systems as necessary, prepares technical specifications when needed for new or replacement equipment or systems;
11. Maintains communications with vendors to resolve equipment problems; remains current on modifications and repair data and on information on technical advances;
12. Reviews and inspects work upon completion to assure work meets all specifications and regulations that are applicable to the work; inspects quality of work and makes sure all work is completed to the satisfaction of user departments;
13. Ensures that appropriate safety devices and equipment are being utilized;
14. Conducts safety meetings;
15. Represents the City at meetings of radio frequency coordinating organizations; participates in the radio frequency coordination process to protect valuable existing frequencies from interference, as well as to obtain required new frequencies to meet the needs of the City; communicates with neighbor governmental agencies when necessary to coordinate radio communication or telecommunication needs with other public safety service providers;
16. Drives trucks and performs work as an on-site supervisor on major or difficult jobs;
17. Participates in meetings as required;
18. Responds to emergency situations as necessary;
19. Performs related duties, as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of design, maintenance, installation, repair and modification of

electronic communications systems and equipment;

2. Methods, tools and equipment and instruments used in electronic communications systems maintenance and repair work;
3. Techniques of lead direction, including planning, assigning and monitoring work and reporting on work performance of journey level employees to the Senior Supervisor level;
4. Safe work methods and safety practices pertaining to the work;
5. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
6. Applicable Federal Communication Commission codes and regulations;
7. Micro-computer applications related to the work;
8. Shop mathematics, including algebra, geometry and trigonometry.

Skill in:

1. Planning, estimating, coordinating, and scheduling the work of staff;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, schematics and specifications and manuals;
4. Operating and maintaining instruments, equipment and tools used in the field;
5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Explaining technical concepts regarding specialized communication equipment in understandable lay terms; and designing systems as needed;
7. Identifying and implementing effective courses of action to complete assigned work;
8. Coordinating assignments with other divisions, departments and agencies.

## **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school and six (6) years of increasingly responsible experience in the installation, repair and maintenance of electronic communications systems at a level equivalent to the City's Communications Technician. Experience in the repair and maintenance of GE or Motorola mobile and portable two-way radio systems and data communications hardware is desirable.

## **OTHER REQUIREMENTS**

Must possess a valid California driver's license and have a satisfactory driving record. Must possess sufficient strength and stamina to lift and carry objects weighing up to 50 pounds. Must be willing to work off-hours, standby, and overtime in emergency situations. Must

possess good color vision. Must possess a valid FCC General Radio-Telephone Operators license.

**CLASSIFICATION HISTORY:**

Revised: 06/1989; 02/1996



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

# Lead Electrician

Class Code:  
5033

Bargaining Unit: International Brotherhood of  
Electrical Workers, Local 1245

## SALARY RANGE

\$50.13 - \$54.91 Hourly  
\$4,010.40 - \$4,392.80 Biweekly  
\$8,689.20 - \$9,517.73 Monthly  
\$104,270.40 - \$114,212.80 Annually

## DESCRIPTION:

### DEFINITION

Under general supervision, plans, organizes and directs the work of several crews performing electrical installation, maintenance and repair work; performs related work as assigned.

### CLASS CHARACTERISTICS

This is the working lead level in electrical installation, maintenance and repair work. Incumbents plan, organize, schedule, assign and direct the work of several crews and provide technical assistance as necessary. This class is distinguished from Senior Electrical Supervisor, which is a section head responsible for both the electrical maintenance and communications maintenance.

## 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. Plans, organizes, schedules and assigns the work of several crews engaged in installation, maintenance and repair work on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems and related electrical systems and equipment;
2. Instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions and ensures that safety standards are being utilized;
3. Inspects job sites to determine work required and report on the performance of Electricians;
4. Advises employees as necessary;

5. Estimates personnel, material and equipment requirements for assigned jobs;
6. Provides technical assistance to crews in resolving difficult problems encountered;
7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
8. Orders and maintains an adequate inventory to accomplish assigned jobs;
9. Reviews work upon completion;
10. Conducts safety meetings; coordinates activities with other affected divisions; drives trucks and may perform work as an on site supervisor on major or difficult jobs;
11. Participates in meetings as required; responds to emergency situations as necessary;
12. Performs related work as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles, methods, tools, materials and equipment used in the electrical trade;
2. Techniques of lead direction, including planning, assigning and monitoring work and reporting on work performance of journey level employees to the Senior Supervisor level;
3. Safe work methods and safety practices pertaining to the work;
4. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
5. Relevant codes and regulations;
6. Micro computer applications related to the work.

Skill in:

1. Planning, estimating, coordinating, and scheduling the work of several crews;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, schematics, specifications and manuals;
4. Operating and maintaining equipment and tools used in the field;
5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Identifying and implementing effective courses of action to complete assigned work;

7. Coordinating crew assignments with other divisions, departments and agencies.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to completion of high school and six (6) years increasingly responsible journey level experience.

**OTHER REQUIREMENTS**

1. Must possess a valid class "B" California driver's license and have a satisfactory driving record;
2. Must be willing to work out of doors in all weather conditions and to work with exposure to potentially hazardous substances, with proper protection;
3. Must possess sufficient strength and stamina to lift and carry objects weighing up to 95 pounds;
4. Must be willing to work from aerial lifts and underground in confined spaces and to work standby, off hours, and overtime in emergency situations;
5. Must possess good color vision.

**CLASSIFICATION HISTORY:**

Revised: 02/91

Revised: 02/96



# Senior Electrical Supervisor

Class Code:  
1202

Bargaining Unit: Public Employees Union,  
Local One

CITY OF BERKELEY  
Established Date: Oct 8, 2008  
Revision Date: Dec 2, 2019

## SALARY RANGE

\$60.16 - \$65.98 Hourly  
\$4,812.80 - \$5,278.40 Biweekly  
\$10,427.73 - \$11,436.53 Monthly  
\$125,132.80 - \$137,238.40 Annually

## DESCRIPTION:

### DEFINITION

Under general direction of the Facilities Maintenance Superintendent, plans, schedules and directs the electrical maintenance and electronic communications systems programs; directs the work of maintenance crews assigned to the section; performs related work as assigned.

### CLASS CHARACTERISTICS

This class has overall responsibility for the management of the facilities Maintenance Division and is the first line supervisor for the Electricians and/or Communications Technicians. This class is distinguished from Facilities Maintenance Superintendent, which is at the division head level and has responsibilities for both facilities and electrical maintenance 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. Plans, organizes, coordinates, administers and directs the electrical installation and maintenance and electronic communications systems programs;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the section;
3. Provides for staff training and development;
4. Prepares budgetary estimates of the staffing, material and equipment requirements for projected activities;
5. Provides technical assistance to staff;
6. Inspects and evaluates work being performed;
7. Identifies problem areas and directs remedial action; directs the selection, supervision and work evaluation of assigned staff;

8. Personally responds to inquiries and complaints from the public and user departments;
9. Attends meetings with other Department and City staff and concerned citizen organizations and outside agencies;
10. Resolves a variety of routine personnel administrative matters;
11. Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports; maintenance requests and requisitions;
12. Investigates legal claims against the City related to section activities and prepares reports of findings;
13. Prepares detailed budget requests for section activities;
14. Participates in long term planning to assess future needs;
15. Directly supervises Electrician and Communications Technician Supervisors assigned to section activities;
16. Researches new operational methods, techniques and equipment and recommends their application;
17. Ensures that section activities are carried out in a safe and efficient manner;
18. Requisitions necessary tools, supplies, materials and equipment;
19. Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards;
20. Develops, reviews and updates written maintenance instructions and schedules;
21. Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

### Knowledge of:

1. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
2. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;
3. Principles and practices of budget development and administration;
4. Theories, principles, methods and equipment used in electrical maintenance and electronic communication system work;
5. Safety practices, safe work methods and safety regulations related to the work;
6. Micro computer applications related to the work;
7. Codes, ordinances, and regulations pertaining to the work.

### Skill in:

1. Planning, organizing, coordinating, directing, assigning, reviewing and evaluating the work of others;
2. Selecting, motivating, and evaluating staff and providing for their training and development;
3. Analyzing complex technical and administrative problems, evaluating alternatives and recommending or adopting effective courses of action;
4. Developing and implementing goals, objectives, policies, procedures, work standards and internal controls;
5. Preparing clear and concise records, reports, correspondence and other written materials;
6. Exercising independent judgment within general policy guidelines;
7. Establishing and maintaining effective working relationships with those encountered in the course of the work.



**MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school and five (5) years of increasingly responsible journey level experience in electrical installation, maintenance and repair work or electronic communications installation, maintenance and repair work which included assignments at the lead level or above such as a level equivalent to the City's Lead Electrician or Lead Communications Technician classes and courses in the principles and techniques of effective supervision.

Note: Additional qualifying experience may be substituted for the required education on a year-per-year basis.

**OTHER REQUIREMENTS**

A class "B" driver's license is desirable upon appointment. Must have a satisfactory driving record.

**CLASSIFICATION HISTORY:**

Revised: 1991-02  
1996-04  
2019-12



# Facilities Maintenance Superintendent

Class Code:  
1103

Bargaining Unit: Public Employees Union,  
Local One

CITY OF BERKELEY  
Established Date: Oct 7, 2008  
Revision Date: Dec 27, 2018

## SALARY RANGE

\$60.33 - \$72.89 Hourly  
\$4,826.40 - \$5,831.20 Biweekly  
\$10,457.20 - \$12,634.27 Monthly  
\$125,486.40 - \$151,611.20 Annually

## DESCRIPTION:

### DEFINITION

Under direction, plans, organizes, and directs, through subordinate supervisors, the activities of the Facilities Maintenance Division; performs related work as assigned.

### CLASS CHARACTERISTICS

This class has division level responsibility for the administration of the City wide facilities maintenance and electrical programs within general policy guide lines including responsibility for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day to day activities. This class is distinguished from Senior Facilities Maintenance Supervisor and Senior Electrician Supervisor in that it has program planning and administration responsibilities for both the facilities maintenance and electrical programs, whereas the latter classes are responsible for the daily operations for an assigned section. It is further distinguished from Operations Manager of Public Works, which is responsible for the administration of several assigned divisions or programs.

## EXAMPLES OF DUTIES:

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

1. Plans, organizes, coordinates, administers and directs the work of the Facilities Maintenance Division;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division;

3. Develops and implements management systems, procedures and standards for program evaluation;
4. Prepares or directs the preparation of a variety of studies and reports related to current and long range City needs and develops specific proposals to meet them;
5. Directs facilities and electrical maintenance and construction activities, including planning, estimation, scheduling, inspection and monitoring work being performed;
6. Directs the preparation and administration of the division budget;
7. Directs the selection, supervision, work evaluation and discipline of division staff and provides for their training and development;
8. Interprets City personnel and MOU provisions;
9. Prepares or reviews reports for the City Manager, boards, commission and other organizations;
10. Works closely with public and private organizations or individuals to explain or coordinate proposed programs;
11. Responds to citizen and user department complaints or inquiries by phone or in person;
12. Coordinates the work of the divisions with other City divisions and departments, outside agencies or concerned citizen groups;
13. Ensures compliance of division activities to pertinent codes, regulations and guidelines; monitors developments related to facilities, maintenance and electrical maintenance, evaluates their impact and implements policy and procedure improvements;
14. Provides technical assistance to staff;
15. Prepares and maintains written records and correspondence; integrates new program activities into maintenance schedules.
16. Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

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

### Knowledge of:

1. Principles and practices of facilities construction, maintenance and repair and electrical construction, maintenance and repair, including communications equipment and traffic signals;
2. Administrative principles and methods, including goal setting, program development and implementation, and employee supervision;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
4. Principles and practices of budget development and administration;
5. Theories, principles, techniques and equipment used in facilities and electrical construction, maintenance and repair;
6. Safety regulations, safe work practices and safety equipment related to the work;
7. Codes, ordinances and guidelines pertaining to the work;
8. Micro computer applications related to the work.

### Skill in:

1. Planning, assigning, directing and coordinating a variety of functional specialties with overlapping work areas;
2. Managing and directing a large facilities and electrical construction and maintenance program;
3. Selecting, motivating, and evaluating staff and providing for their training and development;
4. Preparing, administering and monitoring a division budget;

5. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action;
6. Developing and implementing goals, objectives, policies, procedures, work standards and management controls;
7. Preparing clear and concise records, reports, correspondence and other written materials;
8. Exercising independent judgment within general policy guidelines;
9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

## **MINIMUM QUALIFICATIONS:**

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

Equivalent to graduation from high school supplemented by college level coursework in electrical or mechanical engineering or a closely related field and seven (7) years of increasingly responsible facilities or electrical construction and at least three (3) years maintenance experience at a level equivalent to or above the Building Maintenance Supervisor class.

Additional qualifying administrative experience may be substituted for the supplemental coursework. College level coursework in electrical or mechanical engineering or a closely related field may be substituted for the non-supervisory experience, on a year-for-year basis.

### **OTHER REQUIREMENTS**

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

## **CLASSIFICATION HISTORY:**

Title: Facilities Maintenance Superintendent  
Classification Code: 13440  
Established: October 1, 1988  
Revised : 2008-10-07  
Revised: 2018-12-03  
FLSA Status: Exempt  
Admin Leave / Overtime: Administrative Leave  
Representation Unit: M  
Probationary Period: One year  
Workers' Comp Code: 8810



City Clerk Department

February 14, 2023

To: Mayor and City Council  
From: Mark Numainville, City Clerk  
Subject: Remote Participation Under AB 2449

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This memo provides a summary of the rules for Members of the City Council to participate remotely in Council meetings after the state emergency declaration ends on February 28, 2023.

#### Original Rules Still in Effect

Members of the Council may still use the original, pre-pandemic Brown Act rules to participate remotely. Under the original rules, there are three primary requirements, 1) list the address of the remote location on the agenda, 2) post the agenda at the remote location, and 3) allow public participation from the remote location. Teleconferencing under these rules is allowed for an unlimited duration and number of meetings with no additional requirements.

#### Assembly Bill 2449

Newly adopted amendments to the Brown Act (AB 2449) allow for remote participation by Members of the City Council without listing the remote location address on the agenda and making the remote location open to the public, if certain conditions are met. The conditions require certain disclosures by the Member and the provisions of AB 2449 may only be used for a very limited duration of time.

The conditions for utilizing the provisions of AB 2449 are:

- 1) At least a quorum of the Council participates in person at a single physical location that is identified on the agenda, open to the public, within the boundaries of the agency, and meets accessibility requirements.
- 2) The Member who is participating remotely must publicly disclose, at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the Member's remote location, and the general nature of the Member's relationship with such individuals.

- 3) Under “just cause” or “emergency” circumstances, the Member in question must give a general description of the circumstances relating to their need to appear remotely, but need not disclose any medical diagnosis, disability, or other confidential medical information.
- 4) The Council must take action to approve the request to participate remotely for “emergency circumstance.”
- 5) The Member must participate through both audio and visual technology.

The two categories of justification under AB 2449 for remote participation are “just cause” and “emergency circumstances.”

- 1) Under the “**just cause**” provisions, the Member can participate remotely after giving notice to the legislative body as soon as possible. AB 2449 defines “just cause” as the following:
  - (a) a family childcare or caregiving need;
  - (b) a contagious illness;
  - (c) a need related to a physical or mental disability that is not otherwise accommodated; or
  - (d) travel while on official business.

Use of the “just cause” exception is limited to two meetings per calendar year.

- 2) Under the “**emergency circumstances**” provisions, the Member can participate remotely by requesting approval to do so from the Council. The Council may take action on the request as soon as possible, including at the beginning of the meeting, even if there was not sufficient time to place the request formally on the agenda.

Assembly Bill 2449 defines “emergency circumstances” as a physical or family emergency that prevents the Member from attending in person.

Use of “emergency circumstances” provisions is limited to three consecutive months or no more than 20% of the City’s regular meetings in a year. For the Council, 20% of the 24 regular meetings is five meetings.

Notification and Tacking

If a Member plans to utilize the provisions of AB 2449, please advise the City Clerk at the earliest possible time. The City Clerk will need to track instances of use by each Councilmember and also ensure that a quorum is participating at the in-person location.

City Commissions

While AB 2449 may apply to any legislative body, City commissions are not able to use the exceptions under AB 2449 because the law requires remote members to participate using videoconference, which is not technically feasible for commissions at this time. In addition, the city policy for teleconferencing by commissioners only allows remote participation for approved ADA accommodations, not for “just cause” reasons such as travel or illness. Commissioners that will miss a meeting for these types of circumstances are encouraged to request a Leave of Absence from their appointing Councilmember.

# *Berkeley Matters*

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



## *What's New*

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## **Changes to COVID Policies: Masking and Vaccine Mandates**

Throughout the COVID-19 pandemic, the City of Berkeley has maintained some of the strictest safety protocols. Now, as the State of California prepares to end the Declaration of State Emergency on February 28, the City will align itself with the State timeline and sunset some COVID protocols – specifically, those requiring masking while indoors and the mandatory vaccination policy.

As of March 1, City staff and visitors will no longer be required to wear a mask while within City facilities, although employees who wish to continue wearing a mask in the workplace will certainly be allowed to do so. Additionally, the mandatory vaccination policy, Administrative Regulation 2.25, will be rescinded, and applicants and employees will no longer be required to have a COVID-19 vaccination as a condition of employment.

The City will continue to comply with Cal/OSHA regulations, maintain the ventilation systems, and allow telework in accordance with Administrative Regulation 2.23.





**• HR ADMINISTRATION**

ARAM KOUYOUMDJIAN, HR DIRECTOR

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

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

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

**• EMPLOYEE RELATIONS**  
**• LRCC**

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

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

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

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

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

**• BENEFITS**

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

**• EEO MATTERS**

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

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

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

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

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

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

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

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

**• TRANSACTIONS**

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

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

CASANDRA HUFF  
CHUFF@CITYOFBERKELEY.INFO  
510-981-6894

**• CITYWIDE TRAINING**

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

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



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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
<b>Accounting Office Specialist III</b>	Vacancy	Promotional	\$37.99 to \$41.41	February 21, 2023	Continuous
<b>Accounting Technician</b>	Vacancy	Promotional	\$37.38 to \$45.00	December 19, 2022	Continuous
<b>Assistant Civil Engineer</b>	Vacancy	Competitive	\$54.86 to \$66.35	November 11, 2022	Continuous
<b>Assistant Management Analyst</b>	Vacancy	Competitive	\$39.30 to \$46.35 \$38.81 to \$45.81	Continuous	Continuous
<b>Associate Civil Engineer</b>	Vacancy	Competitive	\$60.43 to \$73.02	November 11, 2022	Continuous
<b>Behavioral Health Clinician I</b>	Vacancy	Competitive	\$41.55 to \$48.73	Continuous	Continuous
<b>Behavioral Health Clinician II</b>	Vacancy	Competitive	\$45.76 to \$53.45	Continuous	Continuous
<b>Community Development Project Coordinator</b> (Req#2022-00756E, 2021-00439E)	Promotion	Competitive	\$50.42 to \$60.96	August 1, 2022	Continuous
<b>Deputy City Attorney II/III</b> (Req#2022-00485E, 2022-00506E)	Vacancy	Competitive	\$67.50 to \$95.43	Continuous	Continuous
<b>Deputy Director of Finance</b>	Vacancy	Competitive	\$87.22 to \$95.79	January 30, 2023	March 3, 2023
<b>Electrician</b> (Req#2020-00113E, 2021-00095E, 2021-00353E)	Vacancy	Competitive	\$48.29 to \$52.92	Continuous	Continuous
<b>Epidemiologist</b>	Vacancy	Competitive	\$41.70 to \$50.69	Continuous	Continuous
<b>Fire Prevention Inspector (Sworn)</b>	To Establish a List	Competitive	\$60.13 to \$66.29	Continuous	Continuous
<b>Firefighter Paramedic</b>	Vacancy	Competitive	\$32.18 to \$40.54	Continuous	Continuous
<b>Firefighter Paramedic Lateral</b>	Vacancy	Competitive	\$32.18 to \$40.54	Continuous	Continuous
<b>Hazardous Material Specialist I/II</b> (Req#2023-01106)	Vacancy	Competitive	\$50.91 to \$59.00	February 27, 2023	March 27, 2023
<b>Librarian I</b> (Req#2022-00971)	Vacancy	Competitive	\$37.95 to \$45.50	February 6, 2023	March 10, 2023
<b>Mail Services Aide</b> (Req#2022-00932E)	Vacancy	Competitive	\$29.67 to \$31.87	February 6, 2023	February 27, 2023
<b>Marina Assistant</b> (Req#2020-00066)	Promotion	Competitive	\$32.96 to \$34.94	Continuous	Continuous
<b>Mechanic</b> (Req#2021-00022E, 2021-00179E)	Vacancy	Competitive	\$44.60 to \$47.28	Continuous	Continuous
<b>Medical Director</b> (Req#2023-01097)	Vacancy	Competitive	\$90.41 to \$102.71	February 13, 2023	March 6, 2023
<b>Mental Health Clinical Supervisor</b> (Req#2019-00213E)	Vacancy	Competitive	\$50.56 to \$62.08	July 4, 2022	Continuous
<b>Mental Health Nurse</b> (Req#2020-00083E, 2021-00263E)	Vacancy	Competitive	\$57.22 to \$69.55	July 20, 2020	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
<b>Mid-Level Practitioner</b> (Req#2018-00129, 2019-00221, 2016-00265)	Vacancy	Competitive	\$58.04 to \$64.35	Continuous	Continuous
<b>Office Specialist III</b>	Vacancy	Promotional	\$37.29 to \$40.72 \$36.84 to \$40.49	Continuous	Continuous
<b>Paramedic</b>	Vacancy	Competitive	\$30.00 to \$45.00	Continuous	Continuous
<b>Paramedic Supervisor I</b> (Req#2022-00516E, 2022-00668E)	Vacancy	Promotional	\$45.83 to \$50.52	February 21, 2023	March 3, 2023
<b>Police Officer Lateral</b>	Vacancy	Competitive	\$52.76 to \$65.67	Continuous	Continuous
<b>Police Officer Recruit</b> (Req#2021-00233E)	Resignation	Competitive	\$43.18	June 20, 2022	Continuous
<b>Principal Planner</b> (Req#2022-00904E)	Vacancy	Competitive	\$63.98 to \$72.98	February 13, 2023	March 20, 2023
<b>Program Manager II</b> (Req#2023-01090, 2023-01084)	Vacancy	Competitive	\$62.38 to \$75.49	February 21, 2023	March 13, 2023
<b>Psychiatrist</b>	Vacancy	Competitive	\$90.52 to \$133.73	Continuous	Continuous
<b>Public Health Nurse</b> (Req#2021-00096E)	Vacancy	Competitive	\$53.36 to \$62.24	Continuous	Continuous
<b>Public Safety Dispatcher I</b> (Req#2021-00280E, 2021-00251E)	Vacancy	Competitive	\$32.18 to \$35.17	April 25, 2022	Continuous
<b>Public Safety Dispatcher II</b>	Vacancy	Competitive	\$45.98 to \$49.90	Continuous	Continuous
<b>Registered Nurse</b>	Vacancy	Competitive	\$51.68 to \$57.28	Continuous	Continuous
<b>Revenue Development Specialist I/II</b> (Req#2022-00891E, 2022-00890E, 2022-00889E, 2022-00888E)	Vacancy	Competitive	\$48.42 to \$57.49	December 19, 2022	Continuous
<b>Revenue Development Supervisor</b> (Req#2021-00085E)	Resignation	Competitive	\$51.63 to \$62.41	December 19, 2022	Continuous
<b>Senior Behavioral Health Clinician</b>	Promotion	Competitive	\$49.95 to \$58.31	September 26, 2022	Continuous
<b>Senior Information Systems Specialist</b> (Req#2022-00543E)	Retirement	Competitive	\$48.56 to \$57.87	Continuous	Continuous
<b>Senior Systems Analyst</b> (Req#2022-00995, 2022-00996)	Vacancy Retirement	Competitive	\$57.98 to \$70.62	December 27, 2022	Continuous
<b>Service Technician</b>	Vacancy	Competitive	\$37.44 to \$39.73	Continuous	Continuous
<b>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$62.73 to \$73.65	Continuous	Continuous
<b>Tool Lending Specialist</b> (Req#2023-01119)	Vacancy	Promotional	\$35.38 to \$39.20	February 27, 2023	March 13, 2023

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



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

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

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

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

To have your name placed on the transfer list:



<b>Classification</b>	<b>Reason</b>	<b>Department</b>	<b>Contact</b>
<b>ADA Program Coordinator</b> (Req#2022-00703)	Vacancy	Public Works	Andrzej Brozyna @ 981-6396 Abrozyna@cityofberkeley.info
<b>Administrative Assistant</b> (Req#2023-01111)	Vacancy	Information Technology	Melanie Bynes-Brooks @ 981-6540 Meb1@cityofberkeley.info
<b>Assistant Human Resources Analyst</b> (Req#2022-00720E)	Vacancy	Human Resources	Dawud Brewer @ 981-6821 Dbrewer@cityofberkeley.info
<b>Assistant Management Analyst</b> (Req#2023-01126)	Retirement	Library	Francesca Neveu Gibson Fneveugibson@cityofberkeley.info
<b>Assistant Recreation Coordinator</b> (Req#2020-00173, 2023-01086, 2023-01094)	Vacancy	PRW	Denise Brown @ 981-6707 Dbrown@cityofberkeley.info
<b>Associate Management Analyst</b> (Req#2022-00729)	Vacancy	Police Review Commission	Hansel Aguilar @ 981-4960 Haguilar@cityofberkeley.info
<b>Community Services Specialist III</b> (Req#2023-01121)	Vacancy	HHCS	Yvette Katuala @ 981-7654 Ykatuala@cityofberkeley.info
<b>Field Representative</b> (Req#2022-00658E, 2022-00780E, 2022-00786E)	Vacancy	Public Works	Julia Heath @ 981-6357 Jheath@cityofberkeley.info
<b>Library Assistant</b> (Req#2023-01112, 2023-01117)	Vacancy	Library	Francesca Neveu Gibson Fneveugibson@cityofberkeley.info
<b>Mental Health Program Supervisor</b> (Req#2023-01114, 2023-01115)	Vacancy	HHCS	Jeffrey Buell @ 981-7682 Jbuell@cityofberkeley.info
<b>Office Specialist II</b> (Req#2022-00590E)	Promotion	Public Works	Celeste De La Rosa @ 981-6463 Cdelarosa@cityofberkeley.info
<b>Office Specialist II</b> (Req#2023-01113)	Vacancy	HHCS	Ronald Torres @ 981-5261 RoTorres@cityofberkeley.info
<b>Office Specialist III</b> (Req#2023-01130)	Vacancy	Police	Mike Durbin @ 981-5760 Mdurbin@cityofberkeley.info
<b>Senior Behavioral Health Clinician</b> (Req#2023-01124)	Promotion	HHCS	Allison Ikeda @ 631-1262 Aiked@cityofberkeley.info

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

## Temporary vacancies with an eligible list

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

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

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

Classification	Reason	Department	Contact	Duration
<b>Assistant Recreation Coordinator</b> (Req#2022-00583E)	Promotion	PRW	Denise Brown @ 981-6707 Dbrown@cityofberkeley.info	NTE 6 months
<b>Emergency Services Coordinator</b> (Req#2023-01125)	Vacancy	Fire	Keith May @ 981-5508 Kmay@cityofberkeley.info	NTE 1 year
<b>Intern</b> (Req#2022-01011, 2023-01120)	Vacancy	Auditor's Office	Jennifer Wong @ 981-6750 jwong@cityofberkeley.info	NTE 1 year

## Temporary vacancies without an eligible list

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

Classification	Department	Contact	Duration	Opening Date	Closing Date
<b>Traffic Maintenance Worker I</b> (Req#2023-01092)	Public Works	NTE 6 months	Roger Mason @ 981-6495 Rmason@cityofberkeley.info	February 20, 2023	February 28, 2023

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



**To have your name placed on the transfer list:**



**For promotional only vacancies:**



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

# APPOINTMENTS, PROMOTIONS, & RETIREMENTS

FEBRUARY 24, 2023

Type	Name	Classification	Department
<b>Appointments</b>	<b>Jesse Figoni</b>	Sworn Fire Inspector	Fire
	<b>Salesh Mishra</b>	Applications Program/Analyst II	Information Technology
	<b>Floyd Cole</b>	Service Technician	PW
	<b>Casandra Huff</b>	Human Resources Technician	Human Resources
	<b>Ashlyn Adams</b>	Library Aide	Library
<b>Promotions</b>	<b>Shawntate Johnson</b>	Social Services Specialist	HHCS
	<b>Maria Esparsa</b>	Office Specialist III	Police
	<b>Taya Denney</b>	Aquatics Coordinator	PRW
	<b>Saul Flores</b>	Sewer Maintenance Assistant Supervisor	Public Works
	<b>Silvia Duenas</b>	Library Specialist I	Library

## SKILLED WORKER ACADEMY TRAININGS

Training Date	Topic	Audience	Location
March 2, 2023 12:30pm-2:00pm	Professionalism (Phase 2) Day 1	Skilled Worker Academy	Green Room - Corp. Yard
March 2, 2023 2:30pm-4:00pm	Professionalism (Phase 2) Day 1	Skilled Worker Academy	Green Room - Corp. Yard
March 9, 2023 12:30pm-2:00pm	Professionalism (Phase 2) Day 2	Skilled Worker Academy	Green Room - Corp. Yard
March 9, 2023 2:30pm-4:00pm	Professionalism (Phase 2) Day 2	Skilled Worker Academy	Green Room - Corp. Yard
March 16, 2023 12:30pm-2:00pm	Professionalism (Phase 2) Day 3	Skilled Worker Academy	Green Room - Corp. Yard
March 16, 2023 2:30pm-4:00pm	Professionalism (Phase 2) Day 3	Skilled Worker Academy	Green Room - Corp. Yard
March 23, 2023 12:30pm-2:00pm	Professionalism (Phase 2) Day 4	Skilled Worker Academy	Green Room - Corp. Yard
March 23, 2023 2:30pm-4:00pm	Professionalism (Phase 2) Day 4	Skilled Worker Academy	Green Room - Corp. Yard
March 30, 2023 12:30pm-2:00pm	Professionalism (Phase 2) Day 5	Skilled Worker Academy	Green Room - Corp. Yard
March 30, 2023 2:30pm-4:00pm	Professionalism (Phase 2) Day 5	Skilled Worker Academy	Green Room - Corp. Yard

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

[CLICK HERE](#)

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

**LIST OF UPCOMING CLASSES - TO REGISTER**

[CLICK HERE](#)

Training Date	Topic	Audience	Location
February 28, 2023 12:00pm-1:00pm	Lunchtime brown bag - Giving Effective Feedback	All City Staff	Zoom
March 7, 2023 9:00am-11:30am	Your Calpers and You	All City Staff (new to midway in your career)	Zoom
March 8, 2023 9:30am-11:30am	3Cs - City of Berkeley 101 (Structure & Governance)	All City Staff	Zoom
March 8, 2023 2:45pm-4:45pm	Progressive Discipline & Investigations	All Managers and Supervisors	Zoom
March 8, 2023 1:00pm-5:00pm	New Supervisor Training	All Managers and Supervisors	Zoom
March 8, 2023 8:00am-12:00pm	New Employee Orientation	All City Staff	Zoom
March 10, 2023 9:00am-11:00am	3Cs - Budget 101	All City Staff	Zoom
March 15, 2023 11:00am-3:00pm	3Cs - Collaborative Communication at Work	All City Staff	Tupelo Training Room

**FOR QUESTIONS PLEASE CONTACT WILHELMINA PARKER AT [WPARKER@CITYOFBERKELEY.INFO](mailto:WPARKER@CITYOFBERKELEY.INFO)**



**CATASTROPHIC LEAVE REQUEST DONATION FOR DEON CATLETT**

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

**CATASTROPHIC LEAVE REQUEST DONATION FOR JONAH LOPP**

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



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

[CLICK HERE](#)



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

HOW'S YOUR FINANCIAL WELLNESS STACKING UP?

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

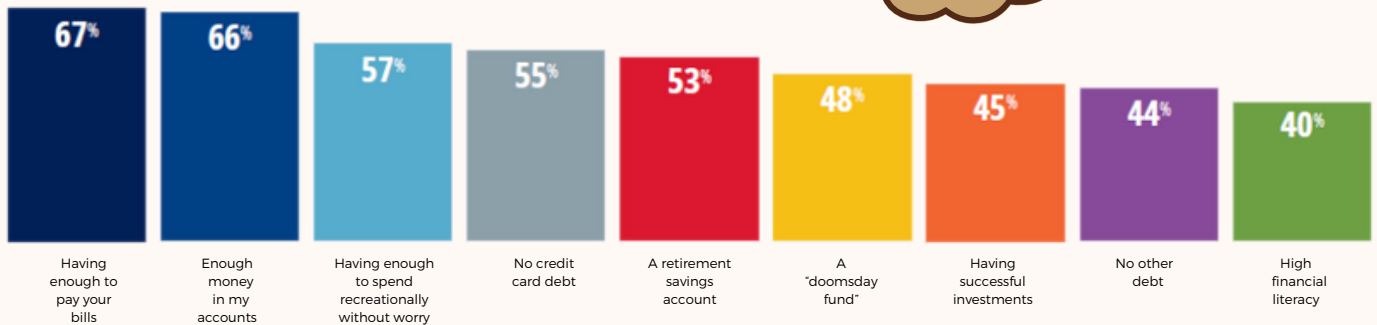
- CREATING AN EMERGENCY FUND
- REDUCING YOUR HIGH-INTEREST DEBT
- SAVING FOR LARGER PURCHASES

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



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

[CLICK HERE](#)



WITH THE CALPERS 457 PLAN YOU BENEFIT FROM:

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

LEARN MORE BY SCHEDULING A ONE-ON-ONE MEETING

**TO SCHEDULE AN APPOINTMENT ONLINE**

[CLICK HERE](#)

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



## Empowering you with information for your emotional and physical wellbeing.

### Finding Support That Works for You

Working with a coach or a therapist works best when you have a good, respectful connection. When you feel like your therapist doesn't understand you, it's easier to give up on therapy or avoid seeking help altogether. More people are turning to culturally sensitive therapy for effective care.

[Learn about culturally sensitive care:](#)

[CLICK HERE](#)

### African American Heritage Month

February is African American Heritage Month reflects on over 400 years of African American history and heritage. This article discusses the history of African American Heritage Month—also known as Black History Month, the 2023 theme, and why Americans celebrate it.

[Learn more about the annual celebration:](#)

[CLICK HERE](#)

### Checking In On New Year's goals.

How are you doing on your new year goals? We're one month in, and it's a good time to check in on your progress. Learn more about tips and tricks that lead to more successful goal setting.

[Download the Guide:](#)

[CLICK HERE](#)

### Mindfulness and Meditation Series - Body Scan

In the next skill-building webinar (coming in March), our mindfulness expert will walk you through a body scan exercise.

[Register for the webinar:](#)

[Learn how to navigate red tape after the death of a loved one. Sign-in and click "Webinar."](#)

[CLICK HERE](#)

[Learn techniques to build your self-care practice in the new year.](#)

[CLICK HERE](#)

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