

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
May 6, 2024
7:00 p.m.

Secretary: Aram Kouyoumdjian, Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
akouyoumdjian@berkeleyca.gov

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date. To submit an e-mail comment, email hr@berkeleyca.gov with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150-word limit. Time limits on public comments will apply.

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Meeting Minutes for April 1, 2024 with Corrections
- V. Recommendation to Revise Job Class Specification – Paramedic (R)

INFORMATION ITEMS:

- VI. Report by Director of Human Resources – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. Adjournment

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; however, if included in any communication to a City board, commission or committee, this information 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, California, 94704.

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
April 1, 2024
7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
hr@berkeleyca.gov

MEETING MINUTES

- I. Call to Order 7:01 pm
- II. Roll Call 7:01 pm

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

Members Absent: Mary Kay Lacey

Staff Present: Aram Kouyoumdjian (Director of Human Resources)
Monica Walker (Human Resources Manager)
Benita Torres (Office Specialist II)

Public Attendance: None

- III. Public Comments None

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on March 4, 2024 with Corrections

Action: MSC (Karpinski, Bartlow) to approve the minutes of the meeting on March 4, 2024.

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

- V. Recommendation to Revise Job Class Specification – Paramedic (R)

Action: MSC (Wenk, Bartlow) to approve recommendation to Revise Job Class Specification – Paramedic (R)

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

VI. Recommendation to Revise Job Class Specification and Salary Range-Legislative Aide

VII. Action: MSC (Dixon, O'Loughlin) to approve recommendation to Revise Job Class Specification and Salary Range-Legislative Aide with Language Changed from "Affairs" to "Work"

Vote: Ayes: Dixon, Gilbert, O'Loughlin
Noes: Bartlow, Wenk
Abstains: Karpinski
Absent: Lacey

VIII. Recommendation to Approve New Personnel Rule 11.09-Reinstatement of Sick Leave

Action: MSC (Gilbert, Karpinski) to approve recommendation to Approve New Personnel Rule 11.09-Reinstatement of Sick Leave

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

INFORMATION ITEMS:

IX. Report by Director of Human Resources – Discussion Only

X. Copy of Berkeley Matters – Discussion Only

XI. Adjournment 7:52 PM



Human Resources

PERSONNEL BOARD

May 6, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specification – Paramedic (R)

RECOMMENDATION

Revise the job class specification of Paramedic (R) as outlined.

FISCAL IMPACT

There will be no fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The City seeks to expand the minimum requirements to ensure that candidates possess the required certification to perform the essential duty of driving an ambulance upon hire.

BACKGROUND

By adding the California Ambulance Certificate (AMB), issued by the Department of Motor Vehicles (DMV), in an effort to ensure that candidates will be able to drive an ambulance upon hire. This will require the applicants to show proof of their AMB certification prior to receiving a confirmation offer letter and start date. Human Resources will post information on how to obtain the needed DMV certification in the recruitment bulletin and encourage candidates to begin the process early, during the recruitment and pre-employment background process.

RECOGNIZED EMPLOYEE ORGANIZATION

The revisions to the job class specification have undergone the meet and confer process with the Berkeley Fire Fighters Association Local 1227 I.A.F.F.

RATIONALE FOR RECOMMENDATION

This change will ensure that candidates will possess the required certification to perform the essential duty of driving an ambulance upon hire.

ALTERNATIVE ACTIONS CONSIDERED

None.

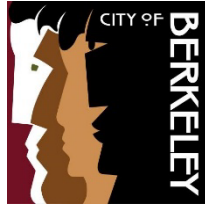
CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

ATTACHMENTS

1. Proposed Job Class Specification – Paramedic (R)
2. Department of Motor Vehicles – Ambulance Certificate Requirements

Revise Job Class Specification – Paramedic (R)



PARAMEDIC (R)
CLASS CODE 9031

SALARY

\$30.00 - \$40.00 Hourly
\$2,400.00 - \$3,200.00 Biweekly
\$5,200.00 - \$6,933.33 Monthly
\$62,400.00 - \$83,200.00 Annually

Employees hired into the Paramedic classification after the establishment of this salary range on September 12, 2023.

DEFINITION:

Under general supervision, responds to medical emergencies, and other emergency and nonemergency situations, and takes appropriate action; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the journey level class, fully competent to perform responsible to provide emergency medical services response, performing all duties required to effectively respond to emergency medical situations at the advanced life support level. Incumbents may be assigned to an ambulance or other specialized response unit typically in two-person crews.

Example 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.

- Provides first responder medical emergency care at the advanced life support level as defined by the State of California and Alameda County;
- Operates ambulances and other department vehicles;
- Operates within applicable federal, state county and city laws, regulations and guidelines including the Health Insurance Portability and Accountability Act (HIPAA);
- Completes accurate and thorough documentation of patient care;
- Cleans, services, and ensures operational readiness of apparatus and equipment;
- Participates in training and maintains/improves skills;
- Participates in various staff support assignments including but not limited to: maintenance of stations, apparatus and other facilities and performs scheduled inspections of departmental equipment;
- Works with the community in a variety of educational, public relations, and service programs;
- Presents in a professional manner and demonstrates behavior in accordance with state, county and city policies;
- Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;
- Performs related duties as assigned.

Revise Job Class Specification – Paramedic (R)

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:

Principles and practices of emergency medical care at the basic and advanced life support levels;
Safety practices and precautions pertaining to the work;
Applicable federal, state, county and City regulations, practices and procedures;
Medical terminology and documentation.

Ability to:

Provide first responder emergency medical response at the advanced life support level;
Safely operate emergency apparatus and equipment;
Follow and provide oral and written directions;
Establish and maintain effective working relationships with those encountered in the course of the work;
Maintain accurate records and prepare clear and concise reports, and other written materials;
Remain calm, make sound decisions, and respond appropriately in emergency situations;
Communicate clearly and concisely, orally and in writing;
Maintain Alameda County accreditation

Minimum Qualifications

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:

MINIMUM QUALIFICATIONS – BY DATE OF APPLICATION

Graduation from high school or GED equivalent.
Valid California Paramedic License, National Registry Paramedic Certification Card, or be actively participating in a Paramedic Field Internship Program.
Valid California Driver's License with a satisfactory driving record.
Current American Heart Association CPR for the Healthcare Provider, ACLS, PALS, PHTLS/ITLS (or equivalents as determined by the Fire Chief) cards.
Proof of vaccination to include: Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza.
Titers demonstrating immunity may be substituted for the proof of vaccination.

MINIMUM QUALIFICATIONS – BY DATE OF APPOINTMENT

~~A~~Valid California Paramedic license.
~~The e~~Core courses required to be an Alameda County accredited Paramedic.
California Ambulance Certificate (AMB), issued by the Department of Motor Vehicles (DMV).
Successful completion of background investigation including ~~a~~Live Scan fingerprinting.
Successful completion of physical ability exam according to the specifications of the fire department.

OTHER REQUIREMENTS

Must be able to travel within and outside the City of Berkeley to meet the program needs and to fulfil job responsibilities. 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 maintain facial hair in such a manner as to ensure proper fitting and operation of Cal-OSHA compliant N95 and P100 particulate respirators. Must be willing to work shifts as structured in the Fire Department. Must successfully complete on-going assessment of health and wellness as required by the City.

Classification History
Class Title: Paramedic (R)
Classification Code 9031

Internal

Revise Job Class Specification – Paramedic (R)

Classification Established: 09/12/2023

Revision: 04/01/2024 – Paramedic Internship

Revision: 05/06/2024 – Ambulance Certificate

FLSA Status Non-Exempt / Overtime

Representation Unit B

Probationary Period 12 Months

Workers' Compensation Code 8810

Revise Job Class Specification – Paramedic (R)

<https://www.dmv.ca.gov/portal/driver-education-and-safety/dmv-safety-guidelines-actions/driver-license-certificates-and-endorsements/>

Ambulance Drivers

Under [CVC §13372](#), DMV may refuse, revoke or suspend an ambulance driver certificate of any person who gives any cause, before or after issuance of the certificate, for discretionary refusal of certification. If there is an immediate risk to safety due to a physical or mental condition, an action under [CVC §13953](#) may be taken.

Requirements

What do I need to drive an ambulance?

A California Ambulance Driver Certificate (DL 61) is a document issued by DMV authorizing a person to drive an ambulance used to respond to emergency calls.

Ambulance driver certificates are not required for persons driving ambulances:

- In the line of duty as salaried, regular, full-time police officers, deputy sheriffs, or members of a fire department of a public agency.
- Into California to provide interstate emergency service only, but based out of state, if the drivers are appropriately licensed or certified by the state of origin.
- Possess a valid Emergency Medical Technician I (EMT-1) certificate, if renewing an ambulance certificate. EMT certificates may vary in format, but they must contain:
 - The customer's name.
 - The certificate's issue date and expiration date.
 - The certifying agency's (or person's) name and address.
 - The printed name and signature (or facsimile) of the person authorized to sign for the agency.
 - A statement that the person named on the EMT-1 certificate has fulfilled the requirements for EMT-1 certification in California.

The EMT-1 certificate is **not** required for:

- California licensed physicians, registered nurses, emergency care physician assistants, or paramedics certified by a county health officer.
- Volunteer ambulance drivers. See volunteer ambulance driver conditions for exemption.

Volunteers, part-time employees, or members of a department whose duties are primarily clerical or administrative in nature must obtain an ambulance driver certificate to drive an ambulance.

To apply for an Ambulance Driver Certificate, you will need to:

- Be at least 18 years of age.
- Hold a driver license that is valid in California.
- Visit a DMV office (appointments are recommended).
- Pay an application fee.
- \$25 for an original certificate.
- Pass an Ambulance Driver Certification examination.
- Allow sufficient time for testing, DMV will not administer knowledge tests within 30 minutes of closing. See hours of operation for the field office you are visiting.
- Submit a completed Medical Examination Report (MER) Form (MCSA 5875) and Medical Examiner's Certification (MEC) Form (MCSA 5876).
- Submit a completed [Request for Live Scan Service Application \(DMV 8016\)](#). (Not required on renewal applications.)

Ambulance Driver Certificates are valid for a period not to exceed 5 years and 6 months from the date of issuance.

The Ambulance Driver Handbook (HPH 82.4, Revised January 2015) incorrectly states an applicant for an Ambulance Driver Certificate must hold a valid California driver license. The correct requirement is an applicant for an Ambulance Driver Certificate must hold a driver license that is valid in California. This will be reflected in the next revision of the HPH 82.4. The Ambulance Driver Handbook may be purchased at DMV field offices for \$5.

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

RECRUITMENTS..... [PAGE 3](#)

VACANCIES..... [PAGE 5](#)

CITYWIDE TRAININGS..... [PAGE 7](#)

ADMINISTRATION

Aram Kouyoumdjian, HR Director

Monica Walker, HR Manager
MWalker@berkeleyca.gov
510-981-6818

Benita Torres, Admin Support
BTorres@berkeleyca.gov
510-981-6806

BENEFITS

HRBenefits@berkeleyca.gov

Sophea Shephard
SShephard@berkeleyca.gov
510-981-6815

Laura Zurita
LZurita@berkeleyca.gov
510-981-6812

CITYWIDE TRAINING

Training@berkeleyca.gov

Wilhelmina Parker
WParker@berkeleyca.gov
510-981-6823

Alejandra Alonso
AAlonso@berkeleyca.gov
510-981-6801

EEO MATTERS

Tamela Hopson-Dudley
THopson-Dudley@berkeleyca.gov
510-981-6811

EMPLOYEE AND LABOR RELATIONS

Aram Kouyoumdjian, HR Director

Roxanne Cole
RCole@berkeleyca.gov
510-981-6804

RECRUITMENT, EXAMS & SELECTION

Jeneen Miller-Edenburg
JeMiller@berkeleyca.gov
510-981-6817

Rio Tess Musni
RMusni@berkeleyca.gov
510-981-6805

Anna Gooler
AGooler@berkeleyca.gov
510-981-6820

Michelle Yoo
MYoo@berkeleyca.gov
510-981-6802

SAFETY, ERGONOMICS, CAL/OSHA

Kevin Walker
KWalker@berkeleyca.gov
510-981-6825

Venus Thomas
VThomas@berkeleyca.gov
510-981-6819

TRANSACTIONS

Velma Wallace
VWallace@berkeleyca.gov
510-981-6808

Tiana Dickson
TDickson@berkeleyca.gov
510-981-6814

Casandra Huff
CHuff@berkeleyca.gov
510-981-6894

Feuy Saephan
FSaephan@berkeleyca.gov
510-981-6822

WORKERS' COMP, ADA, LEAVE OF ABSENCE

Claims: HRWorkersComp@berkeleyca.gov

Cari McDonald
CMcDonald@berkeleyca.gov
510-981-6816

Laura Zurita
LZurita@berkeleyca.gov
510-981-6812

To view and apply for open competitive recruitments: [CLICK HERE](#)

For promotional recruitments: [CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$33.13 - \$36.08	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Promotional	\$38.37 - \$41.83	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	Promotional	\$38.72 - \$46.62	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 - \$45.45	Continuous	Continuous
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 - \$63.86	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Associate Transportation Engineer (Req#2024-01716, 2024-01722)	Vacancy	Competitive	\$61.03 - \$73.75	March 18, 2024	Open Until Filled
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Community Development Project Coordinator	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
NEW Community Health Worker Specialist (Req#2024-02009)	Vacancy	Competitive	\$32.98 - \$38.32	April 22, 2024	May 13, 2024
Customer Services Specialist III	Vacancy	Promotional	\$38.37 - \$41.83	Continuous	Continuous
Director of Health, Housing and Community Services (Req#2024-02017)	Vacancy	Competitive	\$87.95 - \$128.63	April 18, 2024	May 15, 2024
Electrical Supervisor (Req#2023-01276)	Vacancy	Competitive	\$62.89 - \$66.60	April 15, 2024	May 6, 2024
Employee & Labor Relations Analyst (HR Analyst)	Vacancy	Competitive	\$50.93 - \$68.30	Continuous	Continuous
Employee Relations Manager	Vacancy	Competitive	\$65.40 - \$87.44	March 28, 2024	April 26, 2024
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
Forestry Technician (Req#2023-01602)	Promotion	Promotional	\$47.54 - \$50.36	April 15, 2024	May 6, 2024
Housing Development Specialist (Community Development Project Coordinator)	Promotion	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
NEW Housing Inspector II (Certified) (Req#2024-01870)	Vacancy	Competitive	\$46.09 - \$54.68	April 22, 2024	Continuous
Legislative Assistant	Vacancy	Competitive	\$37.80 - \$53.19	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Librarian I	Establish a List	Competitive	\$38.33 - \$45.96	Continuous	Continuous
Library Aide (Req#2023-01490, 2023-01652, 2023-01653)	Vacancy	Competitive	\$23.03 - \$26.95	April 15, 2024	May 10, 2024
Marina Assistant	Promotion	Competitive	\$34.28 - \$36.35	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
Mental Health Nurse	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	Competitive	\$55.53 - \$61.56	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$36.67 - \$41.13	Continuous	Continuous
Office Specialist Supervisor (Req#2024-01866)	Vacancy	Promotional	\$38.02 - \$45.93	April 8, 2024	April 29, 2024
Paramedic Supervisor I (Req#2022-00668E)	Vacancy	Promotional	\$66.41 - \$73.20	April 15, 2024	April 29, 2024
Police Officer Lateral	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$43.61	Continuous	Continuous
Program Manager II - Information Technology (Req#2023-01264)	Promotion	Competitive	\$64.90 - \$78.53	Continuous	Continuous
Psychiatrist	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Competitive	\$33.48 - \$36.58	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$46.44 - \$50.40	Continuous	Continuous
Registered Environmental Health Specialist (Req#2023-01260)	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
Registered Nurse	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
Revenue Development Specialist I/II	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
Revenue Development Supervisor	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
Senior Housing Inspector (Certified)	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Public Health Nurse	Vacancy	Competitive	\$59.02 - \$68.86	Continuous	Continuous
Senior Solid Waste Supervisor (Req#2023-01650)	Retirement	Competitive	\$52.09 - \$62.73	April 15, 2024	May 6, 2024
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Supervising Librarian	Establish a List	Competitive	\$50.25 - \$60.54	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	Continuous	Continuous

To be considered for one of the vacancies listed below, you must:

- 1) Have a career appointment in the specific classification listed AND be on the Transfer List; **OR**
- 2) Have your name on an active Eligible List for the specific classification listed.

Please 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: [CLICK HERE](#)

Classification	Reason	Department	Contact
Accounting Office Specialist III (Req#2024-02027)	Retirement	Fire	Stacie Clarke stclarke@berkeleyca.gov
Administrative Secretary (Req#2024-01945)	Promotion	Public Works	Amanda Montez Amontez@berkeleyca.gov
Community Services Specialist II (Req#2024-01861)	Promotion	HHCS - Housing	Jennifer Vasquez Jvasquez@berkeleyca.gov
Emergency Services Coordinator (Req#2023-01556, 2024-01688)	Promotion Vacancy	Fire	Keith May Kmay@berkeleyca.gov
Engineering Inspector (Req#2023-01414, 2023-01465)	Promotion Vacancy	Public Works	Ron Nevels Rnevels@berkeleyca.gov
Forestry Climber (Req#2024-02103, 2024-02104)	Promotion	PRW	Tom Dodge Tdodge@berkeleyca.gov
Office Specialist III (Req#2024-02028)	Vacancy	City Clerk	Rose Thomsen Rthomsen@berkeleyca.gov
Principal Program Manager (Req#2024-01749)	Vacancy	Fire	David Sprague Dsprague@berkeleyca.gov
Principal Program Manager (Req#2024-01832)	Vacancy	Police	Melanie Turner Mturner@berkeleyca.gov
Program Manager II - Energy & Sustainable Development (Req#2023-01617)	Vacancy	Planning	Jordan Klein Jklein@berkeleyca.gov
Supervising Librarian (Req#2023-01572)	Vacancy	Library - Reference	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Supervising Librarian (Req#2024-01726)	Vacancy	Library - Art and Music	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov

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

Temporary vacancies **with** an eligible list

To be considered for one of the vacancies listed below, you must:

- 1) Have a career appointment in the specific classification listed AND be on the Transfer List; **OR**
- 2) Have your name on an active Eligible List for the specific classification listed.

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

Classification	Reason	Department	Contact	Duration
Intern - Health Administration (Req#2024-02030)	Vacancy	HHCS	Anju Goel Agoel@berkeleyca.gov	NTE 6 months

Temporary vacancies **without** an eligible list

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

Classification	Reason	Duration	Contact	Opening Date	Closing Date
Community Health Worker Specialist (Req#2024-02009)	Vacancy	NTE 6 months	Ran Tao RTao@berkeleyca.gov	April 22, 2024	May 13, 2024

To apply to the recruitment for one of these vacancies:

[CLICK HERE](#)

To have your name placed on the transfer list:

[CLICK HERE](#)

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

MANDATORY TRAININGS: [CLICK HERE](#)

Topic	Audience	Location
Harassment Awareness	All City Staff	Online self-paced
Ethics Awareness		
Active Shooter Awareness		
Code of Conduct Series	All supervisors and managers	Online self-paced

UPCOMING CLASSES

Please register in advance using the Zoom link associated with each class.

Date	Topic	Location
May 2, 2024 9am - 12pm	Microsoft Excel Level 3, Day 1	Zoom - click here
May 9, 2024 9am - 12pm	Microsoft Excel Level 3, Day 2	
May 16, 2024 9am - 12pm	OneNote Best Tips	Zoom - click here
May 23, 2024 9am - 12pm	ERMA A - Excel for ERMA Users	Zoom - click here
June 6, 2024 9am - 12pm	Microsoft Outlook Level 1, Day 1	Zoom - click here
June 13, 2024 9am - 12pm	Microsoft Outlook Level 1, Day 2	

Please note that all internally-delivered City of Berkeley trainings are temporarily paused as we evaluate the most effective delivery strategy.

If you have any questions, please contact training@berkeleyca.gov

Welcome!

Appointments		
Name	Classification	Department
Cesar Michaca	Office Specialist II	City Manager
Maitée Rossoukhi	Communications Specialist	City Manager
Scott Gilman	Interim Director of HHCS	HHCS
Devon Mohondro	Assistant Management Analyst	HHCS
Sirkka Miller	Library Assistant	Library
Rodolfo Rojas	Community Service Officer	Police
Christy Cheung	Assistant Public Works Engineer	PRW
Ciara Corrales	Office Specialist II	Public Works
Terrance Davis	Director of Public Works	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Stephen Hylas	Deputy City Attorney III	City Attorney
Nancy Melendez	Administrative Assistant	City Manager
Colin Arnold	Assistant Fire Chief	Fire
Dana Wilcox	Fire Apparatus Operator	Fire
Justin Horner	Principal Planner	Planning
Sunshine Reece	Aquatics Coordinator	PRW
Jose Espinoza	Mechanical Sweeper Operator	Public Works
Jesus Hernandez	Mechanical Sweeper Operator	Public Works

Retirements		
Name	Classification	Department
Leslie Harris	Administrative Secretary	Finance

Your work-life balance and general wellbeing are as important as the work you contribute to the City. That's why we're excited to offer Working Advantage, your one-stop shop for exclusive and convenient savings on the products, services, and experiences you know and love.

Visit cobsavings.savings.workingadvantage.com to sign up and start saving.

NOTE: Use your personal email address so that you can access the website at your leisure. Your household members can use the site too!

The Choice is Yours

Unlock the best life has to offer with exclusive savings on: Theme Parks, Attractions and Shows; Hotels, Flights and Rental Cars; Concerts, Sports and Live Events; Movie Tickets; Electronics and much more.



The World at Your Fingertips

Get unparalleled access to employee discounts from industry-leading brands in travel, entertainment and retail.



Access to Working Advantage is being offered to City of Berkeley employees as a convenience and participation is purely voluntary. Any products, services, or discounts that may be made available to you through Working Advantage are provided by Working Advantage and its partners, and not by the City of Berkeley. The City of Berkeley does not endorse or guarantee the products, services, or any other information contained in or made available by or through Working Advantage. The City of Berkeley does not exercise any editorial control over the information you may find at these locations. Please be aware that by clicking the link or otherwise engaging with Working Advantage, you may be agreeing or otherwise subjecting yourself to Working Advantage's Terms of Use, Terms of Sale, and/or Privacy Policy.

The CalPERS 457 Plan is a voluntary savings program that allows you to easily defer any amount, subject to annual limits, through payroll deductions. Get the benefit of pre-tax contributions and tax-deferred growth! The Plan is designed with your retirement goals in mind and features a simplified fee structure that helps keep more of your invested dollars in your account.



Learn more by scheduling a one-on-one meeting!

In-person appointments are available on the second Wednesday of each month. Appointments will be located in the Chinquapin conference room at 2180 Milvia St.

SCHEDULE A PHONE APPOINTMENT: [CALPERS457.TIMETAP.COM](https://calpers457.timetap.com)

SCHEDULE AN IN-PERSON APPOINTMENT: [CLICK HERE](#)

**OR CONTACT NANCY GARRITY:
NANCY.GARRITY@VOYA.COM
888-713-8244 EXT 2**

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

SCHEDULE AN APPOINTMENT: [JOSEANAYA.EMPOWERMYTIME.COM](https://joseanaya.empowermytime.com)

OR EMAIL JOSE.ANAYA@EMPOWER.COM

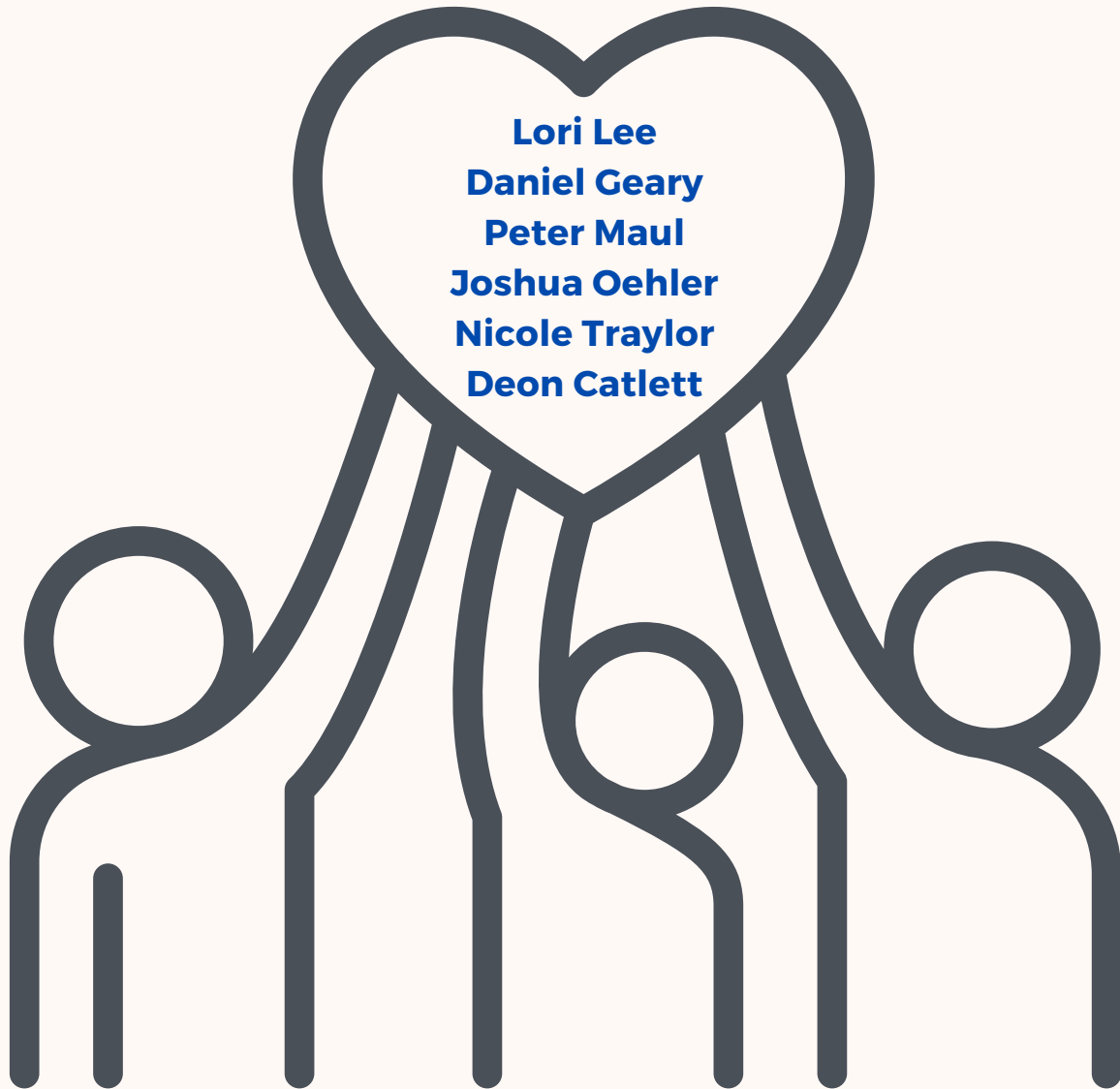
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- Comprehensive review of your investment holdings
- Personalized investment strategy using the funds offered by Empower
- Unlimited ability to meet with a locally based investment counselor to review your account

Online Advice is provided at no cost to participants, and may be of interest to those who want expert input into their investment decision-making but want to approve and implement adjustments themselves.

My Total Retirement includes two important additional features: automated monthly review of your investment asset allocation, and automated adjustments to your investment account holdings (implemented on a quarterly basis). **My Total Retirement** charges an annual fee assessed as a fixed percentage of your total account balance and may be of interest to those who prefer more of a hands-off approach with changes to their investment holdings made automatically.

The following staff are dealing with serious medical conditions and have exhausted all of their available leave. Any donations of leave would be greatly appreciated.



If you would like to donate leave, please check your [MOU](#) for allowable donations and complete the Leave Transfer Form:

[CLICK HERE](#)



2024 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan 1 New Year's Day
 Jan 15 Martin Luther King Jr.'s Birthday
 Feb 12 Lincoln's Birthday
 Feb 19 Washington's Birthday
 May 19 Malcolm X's Birthday - Obs 5/20
 May 27 Memorial Day

Jun 19 Juneteenth - Obs 6/21
 Jul 4 Independence Day
 Sept 2 Labor Day
 Oct 14 Indigenous Peoples' Day
 Nov 11 Veterans Day
 Nov 28-29 Thanksgiving Day/Day After

Dec 25 Christmas Day

- Pay Day
- Observed Holidays
- Observed VTO Days
- New Employee Orientation



City of Berkeley 2024 Pay Schedule

Payroll #	Pay Period			Payday
1	12/24/23	THRU	01/06/24	01/11/24 (Thu)
2	01/07/24	THRU	01/20/24	01/26/24
3	01/21/24	THRU	02/03/24	02/08/24 (Thu)
4	02/04/24	THRU	02/17/24	02/23/24
5	02/18/24	THRU	03/02/24	03/07/24 (Thu)
6	03/03/24	THRU	03/16/24	03/22/24
7	03/17/24	THRU	03/30/24	04/05/24
8	03/31/24	THRU	04/13/24	04/19/24
9	04/14/24	THRU	04/27/24	05/03/24
10	04/28/24	THRU	05/11/24	05/17/24
11	05/12/24	THRU	05/25/24	05/31/24
12	05/26/24	THRU	06/08/24	06/13/24 (Thu)
13	06/09/24	THRU	06/22/24	06/28/24
14	06/23/24	THRU	07/06/24	07/12/24
15	07/07/24	THRU	07/20/24	07/26/24
16	07/21/24	THRU	08/03/24	08/09/24
17	08/04/24	THRU	08/17/24	08/23/24
18	08/18/24	THRU	08/31/24	09/06/24
19	09/01/24	THRU	09/14/24	09/20/24
20	09/15/24	THRU	09/28/24	10/04/24
21	09/29/24	THRU	10/12/24	10/18/24
22	10/13/24	THRU	10/26/24	11/01/24
23	10/27/24	THRU	11/09/24	11/15/24
24	11/10/24	THRU	11/23/24	11/27/24 (Wed)
25	11/24/24	THRU	12/07/24	12/13/24
26	12/08/24	THRU	12/21/24	12/27/24

VTO days for the second half of the year have not yet been determined

When a payday falls on a VTO day or a holiday, checks will be issued a day early