

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
***** NEW LOCATION *****
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
DATE: June 5, 2023 TIME: 7:00 P.M.

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

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

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on May 1, 2023
- V. Recommendation to Amend Assistant to the City Attorney Job Class Specification
- VI. Recommendation to Amend Junior Public Works Engineer and Assistant Public Works Engineer Job Class Specifications
- VII. Recommendation to Amend Drafting Technician and Senior Drafting Technician Job Class Specifications
- VIII. Recommendation to Amend Solid Waste Worker Job Class Specification
- IX. Recommendation to Amend Public Safety Dispatcher I and Public Safety Dispatcher II Job Class Specifications
- X. Recommendation to Establish Deputy Police Chief Job Class Specification and Salary Range

INFORMATION ITEMS:

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

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

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

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD

*** NEW LOCATION ***

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

DATE: May 1, 2023 TIME: 7:00 P.M.

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

MEETING MINUTES

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

II. Roll Call

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Jenny Wong (City Auditor); Michael Durbin (Police Captain); Amy Davidson (Deputy Director of HHCS); Monique Sims (HHCS)

Public Attendance: None

III. Public Comments

Cordell Hindler: "For next month agenda the board should consider discussing the idea of scheduling a retreat to go over the expectations for 2023. Also, I do approve of the extension of the staff in the Health, Human and community services department [sic]".

ACTION ITEMS:

IV. Approval of Minutes of Meeting on April 3, 2023

Action: MSC: (Wenk/Bartlow) to approve the minutes of the meeting on April 3, 2023.

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

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

Wyant

Action: MSC: (O'Loughlin/Wenk) to approve the request for Extension of Temporary Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny Wyant

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

VI. Recommendation Amending Fire Captain II Job Class Specification

Action: MSC: (Gilbert/Wenk) to approve the Recommendation Amending Fire Captain II Job Class Specification

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

VII. Recommendation Amending the Police Officer Recruit Job Class Specification

Action: MSC: (Lacey/Gilbert) to approve the Recommendation Amending the Police Officer Recruit Job Class Specification

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

VIII. Recommendation for Creating Lactation Counselor Job Class Specification

Action: MSC: (Wenk/O'Loughlin) to approve the Recommendation for Creating Lactation Counselor Job Class Specification

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

IX. Recommendation Amending the Audit Manager Job Class Specification

Action: MSC: (Wenk/Bartlow) to approve the Recommendation Amending the Audit Manager Job Class Specification

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

INFORMATION ITEMS:

- X. Employer of Choice Initiative – Discussion Only
- XI. Director’s Report – Updates from HR Director – Discussion Only
- XII. Copy of Berkeley Matters – Discussion Only
- XIII. Adjournment 8:17 PM



Human Resources

Date: June 5, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Amend Assistant to the City Attorney Job Class Specification

BACKGROUND

The City of Berkeley Human Resources Department and City Attorney's Office seek to amend the Assistant to the City Attorney job class specification to remove an administrative error referencing membership in the California Bar Association.

DISCUSSION

The Personnel Board and City Council previously established the job class specification of Assistant to the City Attorney in October 2022. The position provides highly responsible, specialized administrative and analytical support within the City Attorney's Office. It was modeled after the Assistant to the City Manager job class specification that performs similar support on issues that have significant City or community implications. Based on the job duties that fall outside the scope of legal analysis, it does not require a law degree or licensure as an attorney.

The minimum qualifications currently include, "Must be a current member of the California State Bar Association." This error will need to be removed to correctly reflect this classification as a non-attorney classification.

SALARY

There is no salary impact.

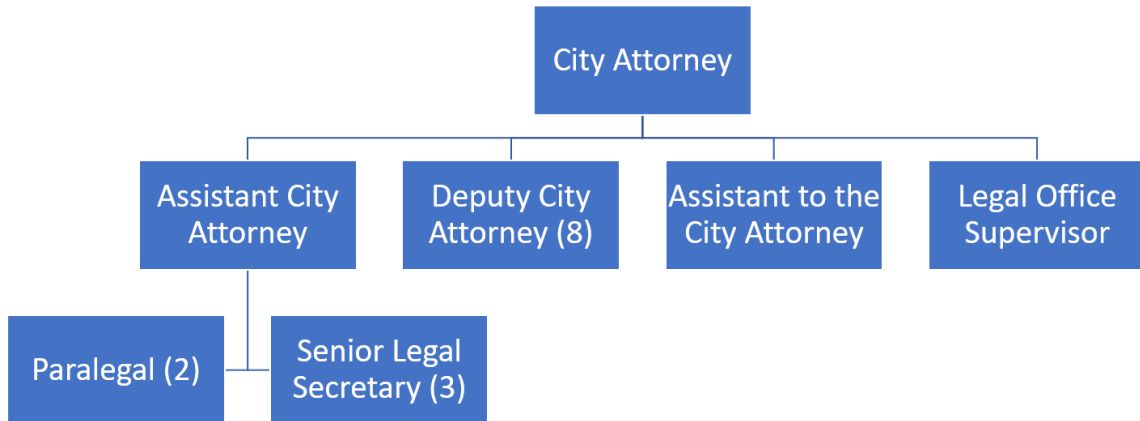
RECOMMENDATION

The Personnel Board is requested to approve the following: Amend job class specification of Assistant to the City Attorney as outlined.

ATTACHMENTS

1. Organizational Chart – City Attorney's Office
2. Job Class Specification with Proposed Revisions – Assistant to the City Attorney
3. City Council Staff Report – October 11, 2022

Attachment 1: Organizational Chart – City Attorney's Office





Assistant to the City Attorney

Class Code:
9023

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY

Established Date: ~~Oct 11, 2022~~ June 5, 2023

SALARY RANGE

\$66.33 - \$87.16 Hourly
\$5,306.01 - \$6,972.74 Biweekly
\$11,496.35 - \$15,107.59 Monthly
\$137,956.21 - \$181,291.14 Annually

DESCRIPTION:

DEFINITION

Under direction, provides highly responsible and specialized administrative and analytical and support within the City Attorney's Office and performs related work as assigned.

CLASS CHARACTERISTICS

The Assistant to the City Attorney is a single level classification within the City Attorney's Office. This class performs sensitive, complex and difficult analytical work as a member of the City Attorney's staff, including providing analytical support on issues that have significant City or community implications. Incumbents have considerable latitude for the exercise of independent judgment, particularly when representing the City Attorney's Office in meetings with other agencies, boards and commissions and community groups.

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. Represents and supports the City Attorney's Office with employee and citizen group discussions, and meetings; monitors pending items and keeps the City Attorney informed about matters of importance; provides the City Attorney with accurate and timely information to support decision-making and policy direction;

2. Assists in the preparation, development, and administration of the department operating budget;
3. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to the operations of the City Attorney's Office;
4. Researches, evaluates, and prepares statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyzes and makes recommendations in the development and administration of assigned program area;
5. Investigates, analyzes, develops and prepares special studies or projects and corresponding documentation and technical reports;
6. Negotiates and administers contracts; ensures compliance with department procedures, City policies, and pertinent laws, regulations and ordinances;
7. Assists in the development and analysis of departmental policies, procedures and systems;
8. Receives, researches, and responds to questions from outside agencies, other City departments and the general public;
9. Prepares and presents staff reports and presentations at various City Council, commission/board, and other governmental meetings; drafts City Council documents; serves on various committees and task forces;
10. Conducts research, administers special projects and assures implementation of programs developed and initiated by the City Attorney;
11. Consults with the City Attorney and Deputy City Attorneys in solving administrative issues.
12. Represent the City Attorney's Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;
13. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
14. Performs related work 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, practices and techniques of project management;

2. Principles and practices of public administration, including principles of organization, budgeting, fiscal analysis, long-range financial planning, and the functions and activities of a municipal government;
3. Pertinent local, state and federal rules, regulations and laws;
4. Modern office procedures and computer equipment;
5. Principles and practices of organizational analysis and management;
6. Methods of complex research and technical report writing.

Ability to:

1. Effectively represent the City in contacts with governmental agencies, community groups, and various business and professional organizations;
2. Conduct analytical, management, and operational studies, evaluating alternatives, and making sound, effective recommendations;
3. Gain cooperation through discussion and persuasion;
4. Interpret and apply City and department policies, procedures, rules and regulations;
5. Evaluate programs and services from an operational and productivity standpoint;
6. Prepare clear, concise and competent reports, correspondence and other written materials;
7. Communicate clearly and concisely, both orally and in writing;
8. Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from an accredited college or university with major course work in business administration, public administration, or related field and four (4) years of increasingly responsible analytical experience in a municipal government environment that included the development and administration of programs.

OTHER REQUIREMENTS:

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. ~~Must be a current member of the California State Bar Association.~~
Must be willing and able to attend evening meetings.

CLASSIFICATION HISTORY:

Established: 10/11/2022

Revised: 06/05/2022



Office of the City Manager

CONSENT CALENDAR

October 11, 2022

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Donald Ellison, Interim Director of Human Resources
 Subject: Classification and Salary: Assistant to the City Attorney

RECOMMENDATION

Adopt a Resolution to establish the Assistant to the City Attorney classification with a monthly stepped salary range of \$11,497.20- \$15,107.73 effective October 11, 2022.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The City Attorney has identified the need for a non-attorney classification that can perform sensitive, complex and difficult analytical work. Policy proposals and referrals from the City Council and City Departments often require monitoring and research that falls outside the scope of legal analysis, including providing analytical support on issues that have significant City or community implications.

There is a need for monitoring, research, and writing related to a wide range of City projects that have significant City or community implications. Currently these functions are being performed by attorneys, but they do not always require legal expertise. A highly organized and analytical person with policy expertise and strong writing skills could perform these tasks for the City Attorney's Office at less expense to the City, thereby freeing up attorney time to be used for exclusively for tasks that require legal expertise.

The City Attorney's Office provides legal advice and support to the entire City, including the City Council, City Manager, all City Departments, as well as appointed City Boards and Commissions. Legal advice and support includes litigating on behalf of the City, drafting or reviewing contracts, leases, ordinances, and resolutions, advising on ballot measures, acting as the Risk Manager for the City, and providing legal advice to staff engaged in affordable housing, homelessness response work, pandemic response work, land-use and zoning, infrastructure projects, economic development efforts and major policy initiatives such as the Re-Imagining Public Safety Task Force and other multi departmental projects that may have legal implications.

The Human Resources Department contracted with Bryce Consulting to create the Assistant to the City Attorney. The City Attorney would like the salary to be comparable to the Assistant to the City Manager. This job is very similar to the Assistant to the City Manager classification, and therefore the proposed salary range is identical. Staff is recommending a monthly salary range of \$11,497.20- \$15,107.73.

Assistant to the City Attorney	Salary (Monthly)
Classification Step 1	\$11,497.20
Classification Step 5	\$15,107.73

BACKGROUND

The Personnel Board discussed and voted unanimously to send this classification to the City Council for approval at its September 6, 2022 meeting (Vote: Ayes: Bartlow, Dixon, Lacey, Wenk, Karpinski, Gilbert, Noes: None Abstains: None).

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Donald E. Ellison, Human Resources, Human Resources, (510) 981-6807.

Attachments:

- 1. Resolution
Exhibit A: Classification Specification and Salary Schedule
- 2. Organizational Chart

RESOLUTION NO. -N.S.

CLASSIFICATION: ASSISTANT TO THE CITY ATTORNEY UNREPRESENTED

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

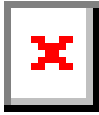
WHEREAS, the Human Resources Department has completed a classification review and recommended establishing the Assistant to the City Attorney.

WHEREAS, the City Attorney has identified the need for a non-attorney classification that can perform sensitive, complex and difficult analytical work. Policy proposals and referrals from the City Council and City Departments often require monitoring and research that falls outside the scope of legal analysis, including providing analytical support on issues that have significant City or community implications.

WHEREAS, the Personnel Board recommended on September 6, 2022 to establish the classification and salary range of Assistant to the City Attorney exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and Unrepresented, effective October 11, 2022

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Classification for Assistant to the City Attorney is established, with a salary range and classification specification as shown on Exhibit A, effective October 11, 2022.

Exhibit A: Assistant to the City Attorney, Classification Specification and Salary Schedule



Class Code:
XXXXX

Assistant to the City Attorney

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: XXXX

SALARY RANGE

\$66,325.1 - \$87,159.2 Hourly
\$5,306.40 - \$6,972.80 Biweekly
\$11,497.20 - \$15,107.73 Monthly
\$137,966.40 - \$181,292.80 Annually

DESCRIPTION:

DEFINITION

Under direction, provides highly responsible and specialized administrative and analytical and support within the City Attorney's Office and performs related work as assigned.

CLASS CHARACTERISTICS

The Assistant to the City Attorney is a single level classification within the City Attorney's Office. This class performs sensitive, complex and difficult analytical work as a member of the City Attorney's staff, including providing analytical support on issues that have significant City or community implications. Incumbents have considerable latitude for the exercise of independent judgment, particularly when representing the City Attorney's Office in meetings with other agencies, boards and commissions and community groups.

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. Represents and supports the City Attorney's Office with employee and citizen group discussions, and meetings; monitors pending items and keeps the City Attorney informed about matters of importance; provides the City Attorney with accurate and timely information to support decision-making and policy direction;
2. Assists in the preparation, development, and administration of the department operating budget;
3. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to the operations of the City Attorney's Office;
4. Researches, evaluates, and prepares statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyzes and makes recommendations in the development and administration of assigned program area;
5. Investigates, analyzes, develops and prepares special studies or projects and corresponding documentation and technical reports;
6. Negotiates and administers contracts; ensures compliance with department procedures, City policies, and pertinent laws, regulations and ordinances;
7. Assists in the development and analysis of departmental policies, procedures and systems;
8. Receives, researches, and responds to questions from outside agencies, other City departments and the general public;
9. Prepares and presents staff reports and presentations at various City Council, commission/board, and other governmental meetings; drafts City Council documents; serves on various committees and task forces;
10. Conducts research, administers special projects and assures implementation of programs developed and initiated by the City Attorney;
11. Consults with the City Attorney and Deputy City Attorneys in solving administrative issues.
12. Represent the City Attorney's Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;
13. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
14. Performs related work 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, practices and techniques of project management;
2. Principles and practices of public administration, including principles of organization, budgeting, fiscal analysis, long-range financial planning, and the functions and activities of a municipal government;
3. Pertinent local, state and federal rules, regulations and laws;
4. Modern office procedures and computer equipment;
5. Principles and practices of organizational analysis and management;

6. Methods of complex research and technical report writing.

Ability to:

1. Effectively represent the City in contacts with governmental agencies, community groups, and various business and professional organizations;
2. Conduct analytical, management, and operational studies, evaluating alternatives, and making sound, effective recommendations;
3. Gain cooperation through discussion and persuasion;
4. Interpret and apply City and department policies, procedures, rules and regulations;
5. Evaluate programs and services from an operational and productivity standpoint;
6. Prepare clear, concise and competent reports, correspondence and other written materials;
7. Communicate clearly and concisely, both orally and in writing;
8. Establish and maintain effective working relationships with those contacted in the course of work.

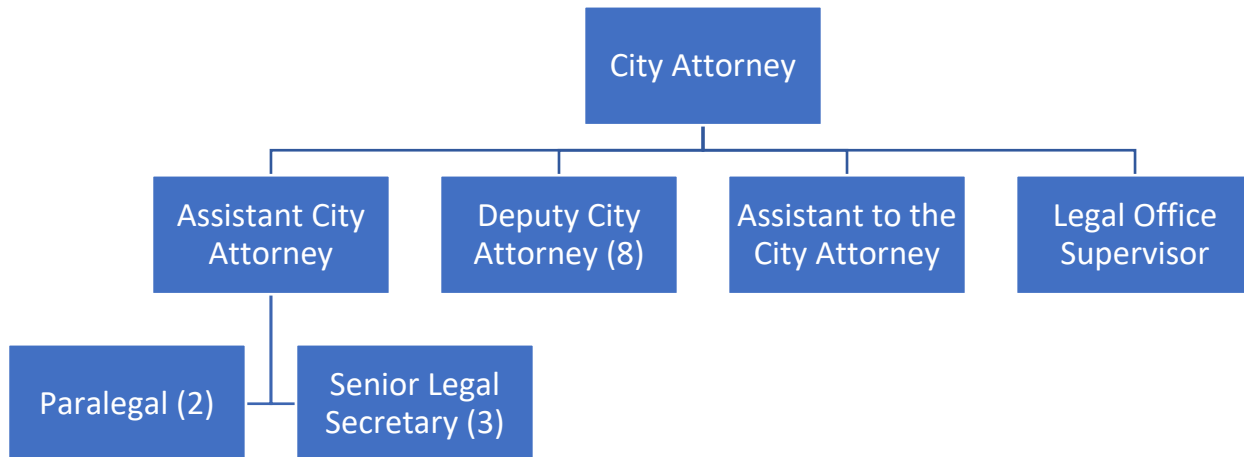
MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from an accredited college or university with major course work in business administration, public administration, or related field and four (4) years of increasingly responsible analytical experience in a municipal government environment that included the development and administration of programs.

OTHER REQUIREMENTS:

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing and able to attend evening meetings.





Human Resources

Date: June 5, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Amend Junior Public Works Engineer and Assistant Public Works Engineer Job Class Specifications

BACKGROUND

The City of Berkeley Human Resources Department and Public Works Department seek to amend the Junior Public Works Engineer and Assistant Public Works Engineer job class specifications to correct references to the Civil Engineer classification series.

DISCUSSION

The Junior Public Works Engineer and Assistant Public Works Engineer job class specification series includes duties related to engineering, but does not require licensure as a California Professional Engineer (PE). Our recommendation is to correct erroneous references to the Civil Engineer job classifications, which represent a different series.

SALARY

There is no salary impact.

RECOMMENDATION

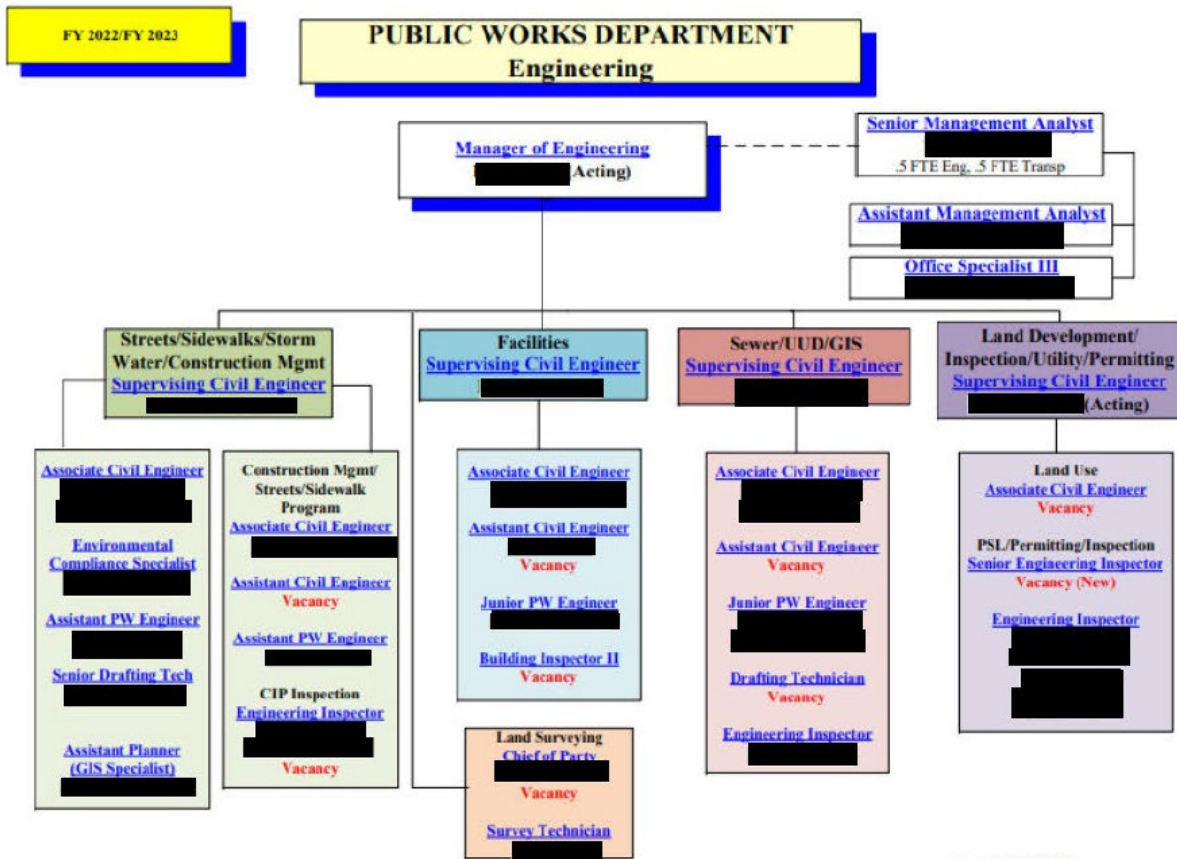
The Personnel Board is requested to approve the following: Amend job class specification of Junior Public Works Engineer and Assistant Public Works Engineer as outlined.

ATTACHMENTS

1. Organizational Chart – Public Works
2. Job Class Specification with Proposed Revisions – Junior Public Works Engineer
3. Job Class Specification with Proposed Revisions – Assistant Public Works Engineer

cc: Monica Walker, Human Resources Manager

Attachment 1: Public Works Department



Revised 04/30/2023



Assistant Public Works Engineer

Class Code:
2044

Bargaining Unit: Public Employees Union,
Local One

CITY OF BERKELEY
Established Date: Oct 9, 2008
Revision Date: ~~Oct 9, 2008~~ June 5, 2023

SALARY RANGE

\$52.49 - \$63.22 Hourly
\$4,199.20 - \$5,057.60 Biweekly
\$9,098.27 - \$10,958.13 Monthly
\$109,179.20 - \$131,497.60 Annually

DESCRIPTION:

DEFINITION

Under general supervision, is responsible for applying engineering knowledge to problems involved in design, specification and inspection of construction projects for sewers, streets, structures, parks and related public works projects. The work is performed in the field and in the office. Performs related duties as required.

CLASS CHARACTERISTICS

Assistant Public Works Engineer ~~and Assistant Civil Engineer (REG) are is~~ the journey level in this series. Under supervision, incumbents perform a variety of difficult engineering work and exercise a greater latitude of independent judgment. This class is distinguished from Assistant Associate Civil Engineer which functions as a project leader with supervisory responsibilities, whereas this class may have limited lead responsibility over professional or technical staff. by the Assistant Civil Engineer possessing a California Professional Engineer (PE) registration.

This class is required to exercise a considerable amount of independent judgment in designing plans and making general engineering and plan checking calculations for projects, also acts as a resident Civil eEngineer in checking for contract compliance with engineering standards and specifications. ~~With California Registration, incumbent may sign off on engineering specifications and plans.~~

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. Designs and prepares drawings and engineering specifications for street, sanitary sewer, storm sewer, sidewalks, street lights and other public works construction projects;
2. Is responsible for making general engineering and plan checking calculations for public works projects;
3. Prepares quantity and cost estimates for construction projects;
4. Checks field data and survey party notes and assists in transferring data to maps and other required records;
5. When necessary makes the more complex construction inspections at site to confirm that contractual obligations on engineering standards are being met; checks the test results made by para professional engineering personnel on slump tests, soil tests, cement and asphalt mix tests;
6. Does structural design work on structures, storm sewer replacement projects, street improvement and repair projects, parks and recreational facility projects as necessary;
7. Assists in the training and, when necessary, the direction of para professional and support staff;
8. Makes the more complex construction inspections on site to confirm contractual compliance to engineering and construction standards;
9. Checks the test results made by technical engineering personnel on slump tests, soil tests, cement and asphalt mix tests;
10. Reviews plans and applications for conformance to applicable codes, regulations and ordinances;
11. Reviews parcel maps for conformance with requirements of the Subdivision Map Act;
12. Assists in the training and direction of entry level professional and technical support staff as assigned;
13. 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 civil engineering including design and construction;

2. Mathematics related to Engineering;
3. Construction materials, methods and equipment;
4. Microcomputer engineering applications;
5. Applicable codes, regulations, standards relating to public works engineering;
6. Safety practices pertaining to the work.

Skill in:

1. Performing detailed analysis of designs, specifications and plans;
2. Applying engineering principles and techniques to evaluating and solving simple to difficult civil engineering problems;
3. Exercising sound, independent judgment in managing assigned projects;
4. Dealing tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufacturers and others;
5. Preparing clear, concise and accurate reports and correspondence;
6. 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 a four-year college or university with major coursework in civil engineering and two (2) years of professional civil engineering experience in design and construction work at a level equivalent to the Junior Public Works Engineer class. Possession of a valid California certificate as an Engineer in Training is desirable.

SPECIAL STATUS

Possession of a California State Certification of Registration as a professional engineer will entitle incumbents to the higher classification of Assistant Civil Engineer (Registered) appointment to which is Exempt from the competitive service.

OTHER REQUIREMENTS

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

CLASSIFICATION HISTORY:

Revised 11/90



Junior Public Works Engineer

Class Code:
2122

Bargaining Unit: Public Employees Union,
Local One

CITY OF BERKELEY
Established Date: Oct 9, 2008
Revision Date: ~~Oct 9, 2008~~ June 5, 2023

SALARY RANGE

\$44.20 - \$53.24 Hourly
\$3,536.00 - \$4,259.20 Biweekly
\$7,661.33 - \$9,228.27 Monthly
\$91,936.00 - \$110,739.20 Annually

DESCRIPTION:

DEFINITION

Under supervision, performs a variety of ~~professional civil~~ engineering field and office work which may include design, specification and inspection of construction projects for sewers, streets, structures, parks and related public works projects; performs related work as assigned.

CLASS CHARACTERISTICS

Junior Public Works Engineer is the entry-level class in this series. Initially under close supervision, incumbents perform a variety of ~~professional civil~~ engineering assignments. With experience and on the job training, the work becomes progressively more diversified and difficult and requires increasing independence of judgment. This class is distinguished from Assistant Civil Public Works Engineer in that Junior Civil Public Works Engineers work under direct supervision, receive training and are expected to gain the proficiency to successfully advance to the Assistant Public Works Engineer level.

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. Designs and prepares drawings and engineering specifications for street, sanitary sewer, storm sewer, street lights and other public works construction projects;

2. Makes general engineering and plan checking calculations for public works projects;
3. Prepares quantity and cost estimates for construction projects;
4. Checks field data and survey party notes for conformance to Subdivision Map Act and makes the transfer of data to maps and other required records;
5. Makes construction inspections at site to confirm contractual compliance to engineering and construction standards; may check the test results made by para professional engineering personnel on slump tests, soil tests, cement and asphalt mix tests;
6. Does structural design work on structures, storm sewer replacement projects, street improvement and repair projects, parks and recreational facility projects as necessary;
7. Assists in the training and direction of entry level professional and technical support staff as assigned;
8. 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 civil engineering including design and construction;
2. Mathematics related to Engineering;
3. Construction materials, methods and equipment;
4. Microcomputer engineering applications;
5. Applicable codes, regulations, standards relating to public works engineering;
6. Safety practices pertaining to the work.

Skill in:

1. Performing detailed analysis of designs, specifications and plans;
2. Applying engineering principles and techniques to evaluating and solving simple to difficult ~~civil~~ engineering problems;
3. Exercising sound, independent judgment in managing assigned projects;
4. Dealing tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufacturers and others;

5. Preparing clear, concise and accurate reports and correspondence;
6. 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 a four-year college or university with major coursework in civil engineering. Possession of a valid California certificate as an Engineer in Training is desirable.

OTHER REQUIREMENTS

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

CLASSIFICATION HISTORY:

Title Revised 11/90

Revised: 06/05/2023



Human Resources

Date: June 5, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation Amending Drafting Technician and Senior Drafting Technician Job Class Specifications

BACKGROUND

The City of Berkeley Human Resources Department and Public Works Department seek to revise the Drafting Technician and Senior Drafting Technician job class specifications to more accurately reflect the current duties of the classifications and industry standards.

DISCUSSION

The requirement for duties related to drafting has diminished greatly over the years with the increasing use of computer-aided design (CAD) software, shifting the current duties of these job specifications towards more engineering-related work, as it relates to the office and field environments. References to “drafting” in the job classification title and related job duties are no longer relevant to current engineering duties and industry standards.

These references also cause recruitment challenges. Prospective applicants with qualifications more closely aligned to current engineering industry standards may not be attracted to what they believe to be a “drafting” job, even though the job duties that are actually being performed in these classifications (and needed by the Department) are aligned with prospective candidates’ qualifications. Revisions to the job classification title and modernization of the duties will not only be more reflective of the current duties and industry, they will also help attract new candidates to the job.

SALARY

There is no salary impact.

RECOMMENDATION

The Personnel Board is requested to approve the following: Revise job class specifications of Drafting Technician and Senior Drafting Technician as outlined.

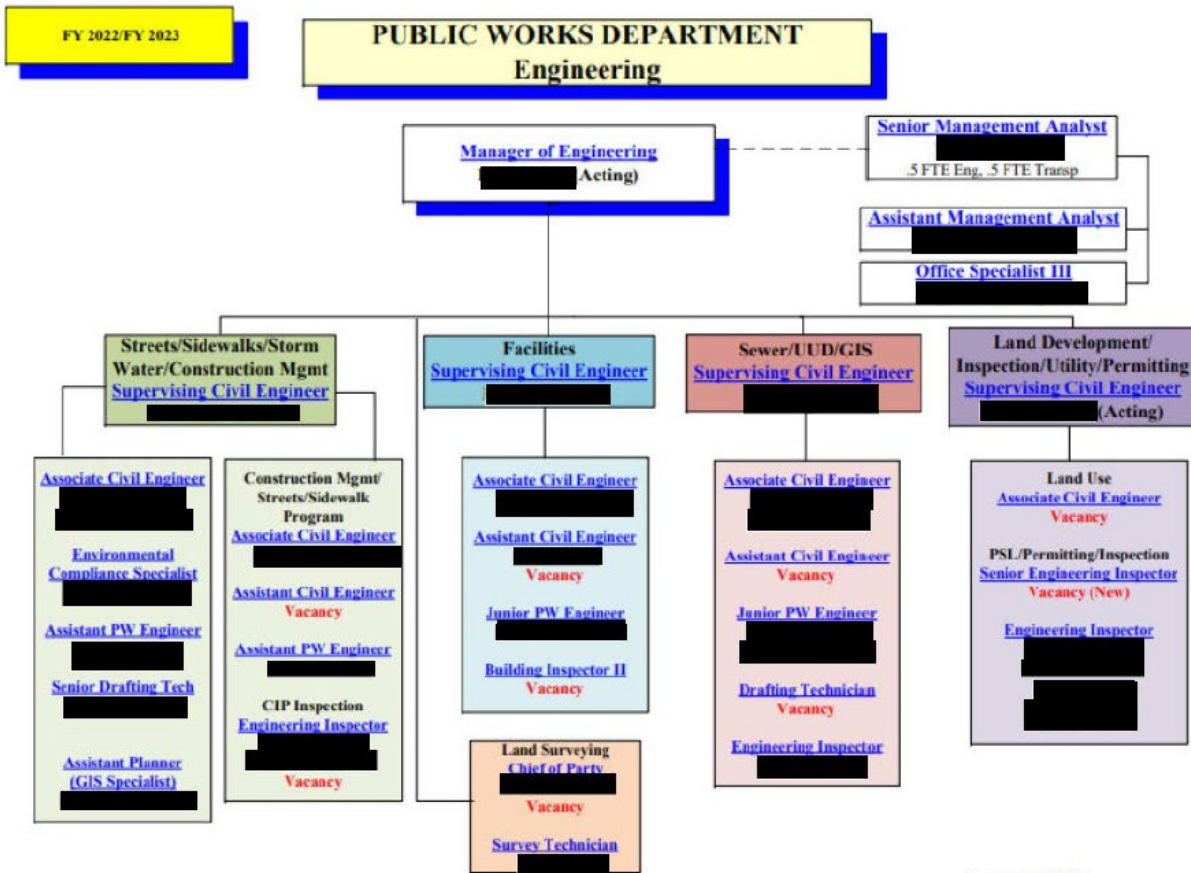
ATTACHMENTS

1. Organizational Chart – Public Works Department

2. Job Class Specification with Proposed Revisions – Drafting Technician
3. Job Class Specification with Proposed Revisions – Senior Drafting Technician

cc: Monica Walker, Human Resources Manager

Attachment 1: Organizational Chart – Public Works



Revised 04/30/2023



Drafting Engineering Technician

Class Code:
3018

Bargaining Unit: Public Employees Union,
Local One

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ June 5, 2023

SALARY RANGE

\$37.44 - \$44.99 Hourly
\$2,995.20 - \$3,599.20 Biweekly
\$6,489.60 - \$7,798.27 Monthly
\$77,875.20 - \$93,579.20 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs varied simple to complex drafting-engineering work and computations; prepares detailed construction drawings, tracings and profiles of streets, sewers, and related structures; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey level class of the drafting series. Under general supervision, performs difficult to complex work requiring the use of independent judgment. It is distinguished from Senior Drafting-Engineering Technician, which is a lead level class responsible for assigning and reviewing the work of Engineering Drafting Technician and for performing the most complex civil engineering and building project assignments.

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. Uses computer-aided or manual drafting equipment to prepare ink and pencil plans and maps

for public works projects from field survey and engineering notes;

2. Prepares graphic displays for presentation to official groups and other interested parties;

3. Resolves citizen inquiries at the public counter and over the telephone; respond to inquiries and complaints from contractors, engineers, and other City staff and the public regarding construction activities.;

4. Maintains and assists with preparation of office records and files including, but not limited to, of spreadsheets, documents, maps, drawings and surveys, bid documents, addenda, notifications, records requests, website content, and other data;

5. Performs fieldwork to gather data, take photos and measurements, and post notices. Posts information to drawings, records and maps;

6. Researches, compiles, checks and verifies the accuracy of information required to complete assignments;

7. Calculates material and quantity take-offs from drawings;

8. Performs various administrative tasks, including coordinating with staff for material and equipment purchases in support of the Engineering Division. Confers with division staff and outside personnel to obtain required information; ~~reproduces drawings and records as required;~~

Assistant with preparation of bid documents, addenda, notifications and other data;

Assist with coordination and agendas for meetings with consultants and contractors.

9. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles, practices, techniques, terminology, methods and equipment used in engineering drafting;

2. Algebra, geometry and trigonometry as applied to drafting engineering work;

Engineering maps and records.

Scale representation on maps and plans

Modern office practices, procedures, methods, and equipment.

3. Basic methods and practices of public works design and construction.

Skill in:

1. Performing simple to relatively complex drafting engineering assignments from general instructions;
2. Preparing ~~neat and accurate drafting assignments;~~ accurate engineering records and correspondence.
3. Using modern drafting engineering materials, tools and equipment, including but not limited to, drafting machines, blueprint machines, micro computers, plotters, scanners, and calculators;
4. Interpreting maps, drawings, scale dimensions, and field survey notes;
5. Making accurate mathematical calculations;
6. Using and interpreting readings from engineering and architectural scales;
7. Exercising critical judgment ~~in selecting scale, sheet size, views and sections required and their arrangement;~~
8. ~~Dealing tactfully and effectively with the public and City staff;~~ Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;
9. Learning the use of ~~computer-aided drafting (CADD) engineering~~ hardware and software.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school, including or supplemented by one (1) year of coursework ~~in mechanical drawing or drafting engineering~~, and mathematics related to drafting engineering, including algebra, geometry and trigonometry, and two (2) years of experience in civil engineering ~~drafting~~. Possession of an A.A. Associate's degree in Civil Engineering ~~technology~~ or a closely related field may be substituted for a maximum of one (1) year of required experience. Municipal public works drafting engineering experience is desirable.

OTHER REQUIREMENTS

Must possess the ability to work in a standing position for extended periods. ~~Some positions may require possession of a valid California driver's license and a satisfactory driving record.~~ When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.



Senior ~~Drafting~~ Engineering Technician

Class Code:
3040

Bargaining Unit: Public Employees Union,
Local One

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ June 5, 2023

SALARY RANGE

\$41.08 - \$49.34 Hourly
\$3,286.40 - \$3,947.20 Biweekly
\$7,120.53 - \$8,552.27 Monthly
\$85,446.40 - \$102,627.20 Annually

DESCRIPTION:

DEFINITION

Under general supervision, assigns and reviews the work of ~~Drafting-Engineering~~ Technicians; performs varied complex drafting work and computations; prepares detailed construction drawings for both civil engineering and building projects; performs related work as assigned.

CLASS CHARACTERISTICS

This is a lead level class which performs the most complex drafting assignments requiring the use of independent judgment. This class is distinguished from ~~Drafting-Engineering~~ Technicians in that the latter perform responsible ~~drafting-engineering technician~~ work, whereas this class is assigned the most complex drafting work and assigns and reviews the work of ~~Drafting-Engineering~~ Technicians and Drafting Aides.

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. Assigns, reviews and coordinates the technical work of the ~~Drafting-Engineering~~ Technicians

and participates in evaluating their performance;

2. Trains Engineering Drafting Technicians in ~~the use of the computer aided drafting system (CADD)~~ engineering duties;

3. Plans, assigns and reviews the work of Drafting Engineering Technicians to ensure the meeting of schedules and engineering project requirements;

4. Uses computer aided or manual drafting engineering equipment to prepare ~~ink and pencil~~ plans and maps for public works projects from field survey and engineering notes and for new buildings and/or renovation of existing buildings based on architectural sketches and notes;

5. Maintains and assists with preparation of files office records and files including, but not limited to, spreadsheets, documents, maps, archival records of maps, ~~public works~~ drawings, ~~building drawings~~ and surveys, bid documents, addenda, notifications, records requests, website content, and other data;

Prepare displays for presentation to official groups and other interested parties

;Resolves citizen inquiries at the public counter and over the telephone; Respond to inquiries and complaints from contractors, engineers, and other City staff and the public regarding construction activities.

Prepare ~~traffic~~ maps and charts as may be required by ~~the Traffic Engineer staff~~;

Researches, compiles, checks and verifies the accuracy of information required to complete assignments;

6. Performs various administrative tasks, including coordinating with staff for material and equipment purchases in support of the Engineering Division. Confers with other Public Works division representatives and engineering personnel, concerning design and construction schedules; schedules and coordinates the required inspection and ~~drafting work meetings~~;

7. ~~Calculates material and quantity take offs from drawings; reproduces drawings and records as required;~~

8. 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, practices, techniques, terminology, methods, and equipment used in drafting engineering, including the use of computer aided drafting (CADD);

2. Principles and practices of basic supervision and mentorship;

Algebra, geometry and trigonometry as applied to drafting engineering work;

Engineering maps and records.

Scale representation on maps and plans

Modern office practices, procedures, methods, and equipment.

3. ~~Principles and practices of basic supervision;~~
4. Methods and practices of public works design and construction;
5. ~~Basic supervisory principles and practices.~~

Skill in:

1. Assigning, reviewing and evaluating the work of others;
2. Training others in the use of ~~computer aided drafting (CADD);~~ engineering hardware and software
3. Performing complex drafting assignments from general instructions;
4. Preparing neat and accurate drafting assignments;
5. Using modern drafting engineering materials, tools and techniques, including, but not limited to, the operation of computer aided ~~drafting equipment, drafting machines, blueprint machines, micro computers, plotters, scanners,~~ and calculators;
6. Interpreting maps, drawings, scale dimensions, field survey notes ~~and architectural sketches and notes;~~
7. Making accurate mathematical calculations;
8. Using and interpreting readings from both engineering and architectural scales;
9. Exercising critical judgment; ~~in selecting scale, sheet size, views and sections required and their arrangement;~~
10. ~~Dealing tactfully and effectively with the public and City staff.~~ Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school and four (4) years of work experience in a combination of civil engineering and architectural ~~drafting~~engineering. Possession of a Associate's degree in Civil Engineering or a closely related field may be substituted for a maximum of one (1) year of required experience. Municipal public works ~~drafting~~engineering as well as supervisory or project management experience is desirable.

OTHER REQUIREMENTS

Must possess the ability to work in a standing position for extended periods; ~~may require possession of a valid California driver's license and a satisfactory driving record.~~ When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.



Human Resources

Date: June 5, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Amend Solid Waste Worker Job Class Specification

BACKGROUND

The City of Berkeley Human Resources Department and Public Works Department seek to amend the Solid Waste Worker job class specification to clarify the requirement for a Class B commercial driver's license with no air brakes restrictions.

DISCUSSION

The Zero Waste Division of Public Works provides waste collection services for City residents, multi-family properties, and businesses. Solid Waste Workers operate vehicles that contain air brakes, which requires employees to possess a Class B commercial driver's license with no air brakes restrictions, issued by the California Department of Motor Vehicles (DMV).

When candidates take the DMV test to obtain a commercial driver's license, they are automatically qualified to drive a commercial vehicle with air brakes, unless they do not pass the air brake component during the DMV test, in which case their license will be restricted and notated as *(L) – No Air brake equipped CMV*.¹ Per the [California Department of Motor Vehicles Commercial Handbook](#),¹ "If an applicant does not take or fails the air brake component of the knowledge test, or performs the skills test in a vehicle not equipped with air brakes, DMV must indicate on the CLP or CDL, if issued, that the person is restricted from operating a CMV equipped with any type of air brakes."

The current job class specification states that candidates "Must possess a valid California Class B driver's license." Because a candidate must possess a license with no air brakes restrictions, the City wishes to amend the job class specification to specifically state, "Must possess a valid California Class B commercial driver's license with no air brakes restriction," which reflects the actual requirement for the job and allows the City to screen applications for this requirement with greater accuracy.

There are a number of job class specifications that require air brakes, and the City will be bringing these job class specifications to a future Personnel Board Meeting for amendment. The Solid Waste Worker job class specification is being presented as a stand-alone recommendation due to an impending recruitment and current vacancies that are impacting operations.

SALARY

There is no salary impact.

¹ California Department of Motor Vehicles. (2019-2021). *California Commercial Driver Handbook*.
https://www.dmv.ca.gov/web/eng_pdf/com1hdbk.pdf

RECOMMENDATION

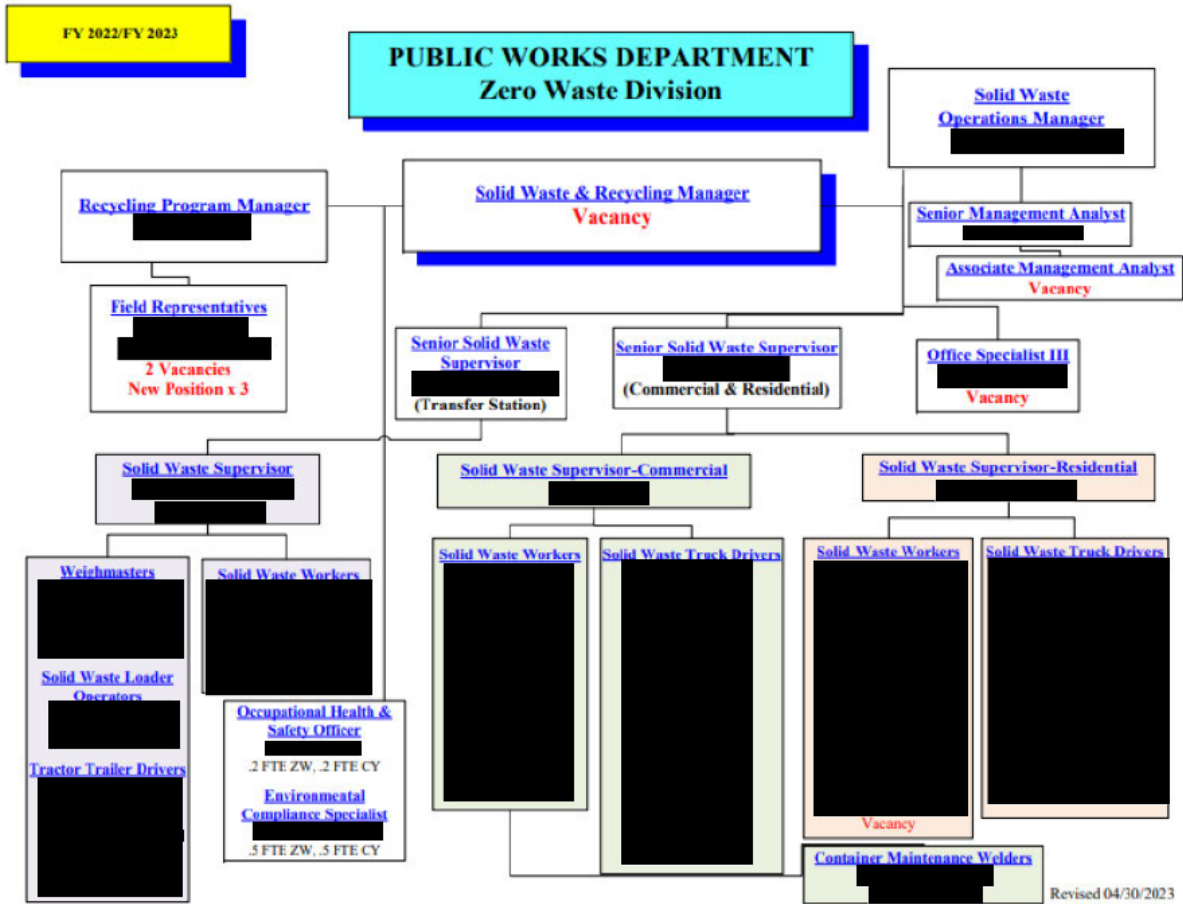
The Personnel Board is requested to approve the following: Revise job class specification of Solid Waste Worker as outlined.

ATTACHMENTS

1. Organizational Chart – Public Works Department
2. Job Class Specification with Proposed Revisions – Solid Waste Worker
3. DMV Handbook Excerpt - Air Brakes – Highlighted

cc: Monica Walker, Human Resources Manager

Attachment 1: Organizational Chart – Public Works Department





Solid Waste Worker

Class Code:
6069

Bargaining Unit: Service Employees
International Union, Local 1021 (Maintenance
& Clerical)

CITY OF BERKELEY
Established Date: Oct 7, 2008
Revision Date: ~~Oct 7, 2008~~ June 5, 2023

SALARY RANGE

\$33.50 - \$36.04 Hourly
\$2,680.00 - \$2,883.20 Biweekly
\$5,806.67 - \$6,246.93 Monthly
\$69,680.00 - \$74,963.20 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs heavy manual labor in the collection and disposal of solid waste and recycling materials; occasionally drives solid waste collection truck; may compete for assignments in the Weighmaster classification. Incumbents are expected to follow all the rules and regulations of the division, department and City including all applicable local, state and federal laws; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey level class performing refuse collection duties on an assigned route or sorting recyclable materials for reclamation at the transfer station. Some positions may be assigned to maintenance and sanitization of solid waste collection containers at the transfer station. Incumbents are expected to provide good customer service, to learn the legal requirements and environmental aspects of the position, and the City of Berkeley's policies governing the collection, storage and disposal of integrated solid waste. Incumbents are expected to learn and follow the legal requirements and environmental aspects of the position, and the City of Berkeley's policies governing the collection, storage and disposal of integrated solid waste. Solid Waste Worker is distinguished from Solid Waste Truck Driver, which has lead responsibility for a collection crew and is primarily responsible for driving a truck.

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.

NOTE: Incumbents may be assigned to one or more of the three assignment areas as described below.

Collection:

1. Observes and follows all safety practices related to the solid waste and recycling industry;
2. Informs the driver of unsafe/unsanitary conditions or containers;
3. Transport solid waste container from curbside or backyard to truck;
4. Lifts exempt containers manually, uses hydraulic lift and tips for carts and dumpsters; operates packing device on truck;
5. Returns wheeled disposal containers to original locations;
6. Picks up spilled solid waste from the ground;
7. May assist in moving the truck from along assigned route;
8. Checks route book to ensure correct billing for customers based upon type of service and number and size of containers;
9. Reports exceptions and notifies customers; and
10. Assists driver in unloading and cleaning the truck at the transfer station;

Disposal:

11. Assists in recovering materials from the waste stream for diversion from the landfill;
12. Places recovered materials in designated areas;
13. Loads reclaimed materials into designated container or area cart or loader;
14. Transports to designated recycling bin for unloading; directs incoming vehicles to available dump area
15. Ensures safety on or near the tipping floor;
16. Uses shovel and broom to maintain area clean and free of debris;
17. As necessary, operates small wheeled-loader and the fork-lift;
18. Operates industrial power sweeper;
19. Assists drivers in cleaning tractor-trailers;

20. Assists with fire and dust control;

21. Recognizing and safe handling of potentially hazardous or infectious waste and the associated environmental impacts;

22. Notifies supervisor of maintenance required on equipment;

23. Cleans door tracks and secures transfer station building at end of day;

24. Performs minor maintenance and janitorial work on facilities;

Container Maintenance:

25. Picks up and delivers commercial containers and curbside carts;

26. Assists in cleaning and maintaining containers as assigned;

27. Assists in maintaining container, by lubricating wheels, applying rust inhibitors and changing wheels and lids; and

28. Performs related duties as assigned in all three assignment areas.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Proper lifting and carrying techniques; and
2. Safety practices and equipment related to the work;

Skill in and ability to:

1. Lift and carry heavy weights in a safe manner;
2. Perform manual labor requiring stamina for prolonged periods;
3. Read and write at a level sufficient to complete basic records;
4. Follow appropriate safety practices, applicable laws, internal policies and procedures;
5. Follow written and oral instructions; and
6. Use hand tools such as brooms and shovels.

MINIMUM QUALIFICATIONS:

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

Equivalent to completion of high school and one (1) year of experience performing heavy manual labor requiring physical stamina for prolonged periods.

OTHER REQUIREMENTS

Must possess a valid California Class "B" commercial driver's license with no air brakes restriction, a satisfactory driving record, and sufficient strength and stamina to lift and carry objects weighing up to 80 pounds for prolonged periods. Must report changes in status of ~~drivers~~driver's license. Must be willing to work early morning, evening, holiday and weekend shifts, out of doors in all weather conditions, exposed to heavy traffic and disagreeable and potentially hazardous substances.

CLASSIFICATION HISTORY:

Established: 03/1990

Revision: 03/1991

Revision: 09/2003 (title Changed from Refuse Worker)

Revision: 06/2023 (Addition of No Air Brakes Restriction)

RESTRICTIONS

Restrictions may be added to a CLP/CDL based upon the type of vehicle and equipment that the driver uses for the skills test. There are 10 standardized restriction codes.

NOTE: If a CLP is issued with a “P” or “S” endorsement, it must also contain a Restriction P—No passenger in a CMV bus restriction.

If a CLP is issued with a “N” endorsement, it must also contain a Restriction X—No cargo in a CMV tank vehicle.

1. **(E)—No manual transmission:** If an applicant performs the skills test in a vehicle equipped with an automatic transmission, DMV must indicate on the CDL, if issued, that the person is restricted from operating a CMV equipped with a manual transmission. For the purpose of the skills test and restriction, an automatic transmission includes any transmission not operating fully on the gearshift and clutch principle.
2. **(K)—Intrastate only:** If an applicant certifies their status as either Non-Excepted Intrastate (NA) or Excepted Intrastate (EA), the state must indicate on the CDL, if issued, that the person is restricted from operating a CMV in Interstate commerce. States may impose this restriction for reasons other than those specified above.
3. **(L)—No Air brake equipped CMV:** If an applicant does not take or fails the air brake component of the knowledge test, or performs the skills test in a vehicle not equipped with air brakes, DMV must indicate on the CLP or CDL, if issued, that the person is restricted from operating a CMV equipped with any type of air brakes. For the purposes of the skills test and restriction, air brakes include any braking system operating fully or partially on the air brake principle.
4. **(M)—No Class A passenger vehicle:** If an applicant applying for a “P” endorsement performs the skills test in a passenger vehicle requiring a Class B CDL, DMV must indicate on the CDL, if issued, that the person is restricted from operating a passenger vehicle requiring a Class A CDL.
5. **(N)—No Class A and B passenger vehicle:** If an applicant applying for a “P” endorsement performs the skills test in a passenger vehicle requiring a Class C CDL, DMV must indicate on the CDL, if issued, that the person is restricted from operating a passenger vehicle requiring a Class A or B CDL.
6. **(O)—No tractor-trailer CMV:** If an applicant performs the skills test in a combination vehicle for a Class A CDL with the power unit and towed unit connected with a pintle hook or other non fifth-wheel connection, DMV must indicate on the CDL, if issued, that the person is restricted from operating a tractor-trailer combination connected by a fifth-wheel that requires a Class A CDL. An applicant who passes a skills test using a combination vehicle that is not a truck tractor semi-trailer combination, but is otherwise equipped with a fifth-wheel, will be issued a CDL with Restriction “O”.
7. **(P)—No passenger in CMV bus:** A CLP holder with a “P” endorsement is prohibited from operating a CMV carrying passengers, other than federal/state auditors and inspectors, test examiners, other trainees, and the CDL holder accompanying the CLP holder as prescribed by CFR, Title 49 §383.25(a)(1) of this part.
(S)—A CLP holder with an “S” endorsement is prohibited from operating a school bus with passengers, other than federal/state auditors and inspectors, test examiners, other trainees, and the CDL holder accompanying the CLP holder as prescribed by CFR, Title 49 §383.25(a)(1) of this part.
8. **(V)—Medical variance:** If DMV is notified according to CFR, Title 49 §383.73(o)(3) that the driver has been issued a medical variance, DMV must indicate the existence of such a medical variance on the Commercial Driver License Information System (CDLIS) driver record and the CDL document, if issued, using Restriction “V”.
9. **(X)—No cargo in CMV tank vehicle:** A CLP holder with an “N” endorsement may only operate an empty tank vehicle and is prohibited from operating any tank vehicle that previously contained HazMat that has not been purged of any residue.



Human Resources

Date: June 5, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Amend Public Safety Dispatcher I and Public Safety Dispatcher II Job Class Specifications

BACKGROUND

The City of Berkeley Human Resources Department and Police Department seek to amend the Public Safety Dispatcher I and Public Safety Dispatcher II job class specifications to add online testing options and revise minimum qualifications to address recruitment challenges.

DISCUSSION

Public Safety Dispatchers are the heart of communications between the community and the City's Police and Fire Departments, serving as the first point of contact for all emergency calls. The Police Department has 36 authorized positions for Public Safety Dispatchers; of these, a large number are currently vacant, and three employees are eligible for retirement. Existing staff is subject to mandatory overtime to meet staffing requirements, causing burnout, sick leave, and work injuries. Despite robust recruiting efforts, the department continues to struggle with filling these vacancies.

To address these challenges, the department has implemented creative and robust recruiting strategies, continuous recruitments, and frequent testing for new applicants. In addition, revisions to the job class specifications are being proposed. The entry level classification of Public Safety Dispatcher I currently states as a minimum qualification, "one year of full-time experience requiring independent decision making and a high level of public contact." Many candidates possess the qualities and attributes that this requirement seeks to measure, including customer service and critical thinking; however, these candidates may not possess one year of full-time experience, causing them to be prematurely screened out of the exam process.

The need to include these competencies is diminished by the rigorous exam process, which evaluates these competencies in addition to many others that are a predictor of success on the job, at various stages of the recruitment, including the POST Entry-Level Selection Test Battery (PELLETB), oral board examination questions, and background investigation.

Other changes include allowing online typing tests, in addition to the typing tests offered at physical locations such as business and trade schools, to allow more flexibility for candidates who are often working during normal business hours when onsite typing tests are offered. To ensure validation of scores, the proposed revision includes the requirement that final candidates must demonstrate minimum net typing speed onsite at the Police Department.

The proposed changes have also been made to Public Safety Dispatcher II, the journey level classification of the series.

The proposed recommendations to remove the decision making and public contact requirement from the job class specification phase, and adding an online typing test option, will foster a broader, more diverse pool of applications, after which measures are in place to assess for the qualities needed for success on the job.

SALARY

There is no salary impact.

RECOMMENDATION

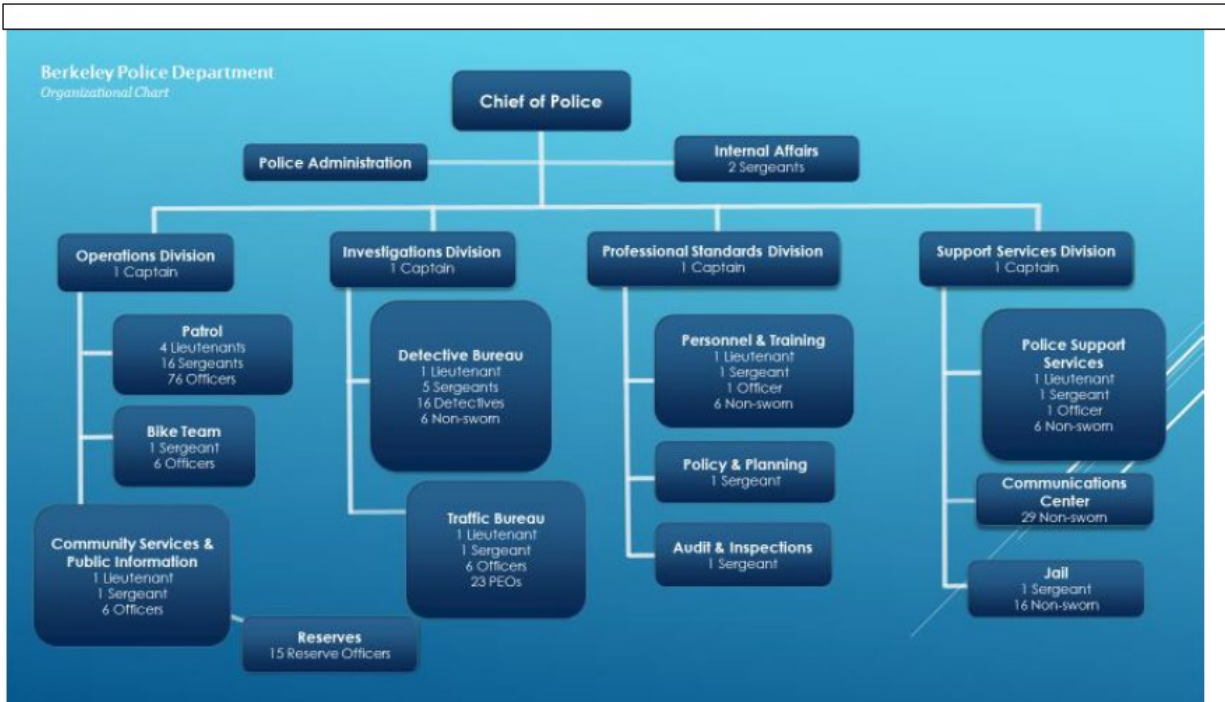
The Personnel Board is requested to approve the following: Revise job class specifications of Public Safety Dispatcher I and Public Safety Dispatcher II as outlined.

ATTACHMENTS

1. Organizational Chart – Police Department
2. Job Class Specification with Proposed Revisions – Public Safety Dispatcher I
3. Job Class Specification with Proposed Revisions – Public Safety Dispatcher II

cc: Monica Walker, Human Resources Manager

Attachment 1: Organizational Chart – Police Department





Public Safety Dispatcher I

Class Code:
7016

Bargaining Unit: Service Employees
International Union, Local 1021 (Maintenance
& Clerical)

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: Jul 1, 2016

SALARY RANGE

\$33.15 - \$36.22 Hourly
\$2,652.00 - \$2,897.60 Biweekly
\$5,746.00 - \$6,278.13 Monthly
\$68,952.00 - \$75,337.60 Annually

DESCRIPTION:

DEFINITION

Under close supervision, learns to receive 911 system emergency and non-emergency calls; dispatches assignments according to police and fire procedures; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher I is the entry-level trainee class in the professional public safety dispatching series. Under close supervision, incumbents are trained in providing technical communications support and computer information processing for police, fire, animal control, parking enforcement, and public works functions in a limited capacity. In addition to learning dispatch and call screening, incumbents are trained to perform varied record-keeping and information retrieval in support of public safety activities. This class is distinguished from the Public Safety Dispatcher II in that the latter is the journey-level classification in the series. The Public Safety Dispatcher I and the Public Safety Dispatcher II report directly to the Supervising Public Safety Dispatcher.

Public Safety Dispatcher I incumbents are expected to gain knowledge and experience through on-the-job training and demonstrate proficiency to promote to Public Safety Dispatcher II upon successful completion of the Public Safety Dispatcher Training Program through a non-competitive personnel action.

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines;
2. Obtains essential information from reporting parties about the nature of the emergency;
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information;
4. Assesses all incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher;
5. Assesses pending calls for service; determines available and appropriate police and/or fire resources; dispatches police and/or fire resources via two-way radio and/or telephone, and updates information related to the incident in the Computer Aided Dispatch system;
6. Monitors and controls all public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel;
7. Prepares broadcasts of critical police emergency calls and general information bulletins via radio;
8. Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event;
9. Enters all calls for service;
10. Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service;
11. Dispatches assignments for other City resources;
12. Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested;
13. May refer calls to other resources including other City departments, and governmental and private agencies;
14. May issue case numbers to citizens who report incidents;
15. May be required to manually process calls for service using applicable dispatch procedures; and
16. 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. General public safety radio and telephone communications systems;
2. Police and fire emergency procedures; and
3. Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Ability to:

1. Remain calm and make rapid and sound independent judgments in -emergency situations;
2. Communicate tactfully and effectively with the public and public safety personnel; obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand;
3. Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety;
4. Operate complex radio, telephone, and various computer systems with proficiency;
5. View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals;
6. Maintain appropriate documentation of events, details, and conversations;
7. Follow oral and written instructions;
8. Perform work with a high standard of customer service, professional conduct, and civic responsibility;
9. Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships;
10. Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required; stand or sit for extended periods of time;
11. Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information;
- ~~12.~~ 13. Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing; and
- ~~13.~~ 14. Perform routine clerical and record-keeping duties.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school ~~and the equivalent of one (1) year full time experience requiring independent decision making and a high level of public contact. A Peace Officer Standards and Training Basic Dispatch certificate may be substituted for six (6) months of the required experience.~~

OTHER REQUIREMENTS

Possession of a typing certificate verifying the ability to accurately type a minimum of 35 net words per minutes (wpm). Certification may be from an online typing test or a recognized business school, an employment or temporary agency, and must be dated within the past twelve (12) months from the application final filing date. ~~No online certificates will be accepted.~~ Candidates may be required to take on-site typing test as part of the selection process. Must be able to pass a medical and psychiatric evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

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

CLASSIFICATION HISTORY:

Title: Public Safety Dispatcher I
Classification Code: 7224
Established: 6/1998
Revised (code changed from 9014): 7/2002
Revised (code changed from 82240): 7/2014
Revised: 7/2016
Revised: 06/2023
FLSA Status: Non-exempt
Admin Leave / Overtime: Overtime
Representation Unit: J
Probationary Period: 15-months
Workers' Comp Code: 8810



Public Safety Dispatcher II

Class Code:
7018

Bargaining Unit: Service Employees
International Union, Local 1021 (Maintenance
& Clerical)

CITY OF BERKELEY
Established Date: Oct 6, 2008
Revision Date: Jul 1, 2016

SALARY RANGE

\$45.98 - \$49.90 Hourly
\$3,678.40 - \$3,992.00 Biweekly
\$7,969.87 - \$8,649.33 Monthly
\$95,638.40 - \$103,792.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs professional public safety dispatching work; receives 911 system emergency and non-emergency calls; dispatches assignments according to police and fire procedures; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher II is the journey-level class in the professional public safety dispatching series, a specialized public safety civilian class, providing technical communications support and computer information processing for police, fire, animal control, parking enforcement and public works functions in a limited capacity. In addition to dispatching and call screening, incumbents perform varied record keeping, information retrieval and similar work in support of public safety activities. The work requires exercise of considerable independence and judgement. This class is distinguished from the Supervising Public Safety Dispatcher in that the latter provides work assignment and direction, and is responsible for the more difficult and complex assignments.

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines;
2. Obtains essential information from reporting parties about the nature of the emergency;
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information;
4. Assesses incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher;
5. Assesses pending calls for service; determines available and appropriate police and/or fire resources; dispatches police and/or fire resources via two-way radio and/or telephone, and updates information related to the incident in the Computer Aided Dispatch system;
6. Monitors and controls all public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel;
7. Prepares broadcasts of critical police emergency calls and general information bulletins via radio;
8. Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event;
9. Enters all calls for service;
10. Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service;
11. Dispatches assignments for other City resources;
12. Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested;
13. May refer non-emergency calls to other resources including other City departments, and governmental and private agencies;
14. May issue case numbers to citizens who report incidents;
15. May be required to manually process calls for service using applicable dispatch procedures; ~~and~~
- ~~15-16.~~ Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing;
- ~~16-17.~~ 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. Terminology used in police, fire, and related emergency radio, and telephone communications;

2. Operation of computer and communication equipment including telephone, radio, paging, and related systems;
3. Police and fire emergency procedures; and
4. Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Ability to:

1. Remain calm and make rapid and sound independent judgments in emergency situations;
2. Obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand;
3. Communicate tactfully and effectively with the public, and public safety personnel;
4. Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety;
5. Operate complex radio, telephone, and various computer systems, and use correct telephone answering techniques, and policies and procedures;
6. View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals;
7. Maintain appropriate documentation of events, details, and conversations;
8. Follow oral and written instructions;
9. Perform work with a high standard of customer service, professional conduct, and civic responsibility;
10. Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships;
11. Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required, and to stand or sit for extended periods of time;
12. Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information;
13. Read and interpret street maps; and
14. Perform routine clerical and record-keeping duties.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school

AND

Successful completion of the City's Public Safety Dispatcher Training Program

OR

The equivalent of two (2) years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a

consolidated public safety agency (dispatching police and fire)

OR

The equivalent of three (3) years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a non-consolidated public safety agency, and possession of a Peace Officer Standards and Training (P.O.S.T.) Dispatch certificate.

OTHER REQUIREMENTS:

Possession of a typing certificate verifying the ability to accurately type a minimum of 35 net words per minute (wpm). Certification may be from an online typing test or a recognized business school, employment or temporary agency, and must be dated within the past twelve (12) months from the application final filing date. ~~No online certificates will be accepted.~~ Candidates may be be required to take on-site typing test as part of the selection process. Must be able to pass a medical and psychiatric evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

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

CLASSIFICATION HISTORY:

Title: Public Safety Dispatcher II
Classification Code: 7223
Established: 12/1988
Revised: 10/1992
Revised: 06/1994
Revised: 11/1997
Revised: 06/1998
Revised (code changed from 9015): 07/2002
Revised (code changed from 82230): 07/2014
Revised: 07/2016
Revised: 06/2023
FLSA Status: Non-Exempt
Admin Leave / Overtime: Overtime
Representation Unit: J
Probationary Period: 15-months
Workers' Comp Code: 8810



Human Resources

Date: June 5, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Establish Deputy Police Chief Job Class Specification and Salary Range

BACKGROUND

The City of Berkeley Human Resources Department and Police Department seek to establish the job class specification and salary range of Deputy Police Chief.

DISCUSSION

The City Manager's Office, Police Department, and Human Resources Department identified the need for the new job class specification of Deputy Police Chief, a single class position to act as second in command and to serve as the department head in the absence of the Police Chief.

The position will provide professional and administrative support, as well as oversight of day-to-day operations, and will assist the Police Chief in meeting the City's public safety goals and objectives and the demands for police services in Berkeley's diverse communities, including the divisions of Operations, Investigations, Police Support Services, Policy and Planning, as well as Audit and Inspection.

Moreover, the addition of this position will create a succession plan and career ladder within the Command Staff. During periods of leadership change, having a Deputy Police Chief who can serve in the Chief's absence will help maintain the continuity of the Police Department's operations, presence in the community, and relationships with other City departments.

The Human Resources Department contracted with independent consultant Tina Lee Rodriguez to conduct a classification and compensation study for the creation of the Deputy Police Chief classification. The study included a job analysis, a review of the police class series within the City and comparable classifications of surrounding police agencies, salary market research to determine competitive compensation, and internal alignment of the salary level.

SALARY

Based on comparable classifications of surrounding police agencies, as well as internal alignment with existing Police Command staff classifications, staff is recommending an hourly salary range of \$96.1538 - \$125.0000. This range is within the market mean and median for the Bay Area municipalities that have Deputy Police Chief and Assistant Police Chief positions. The maximum base pay is also approximately 19.95% above the Police Captain maximum base pay and 16.08% below the Police Chief maximum base pay, which is an appropriate spread.

FISCAL IMPACT

There are currently four Police Captain positions, with one vacant. The vacant position will be converted to a Deputy Police Chief position in the upcoming budget. The difference between the base pay of the budgeted position of Police Captain and Deputy Police Chief is approximately \$44,000.00, not including benefits and other costs.

RECOMMENDATION

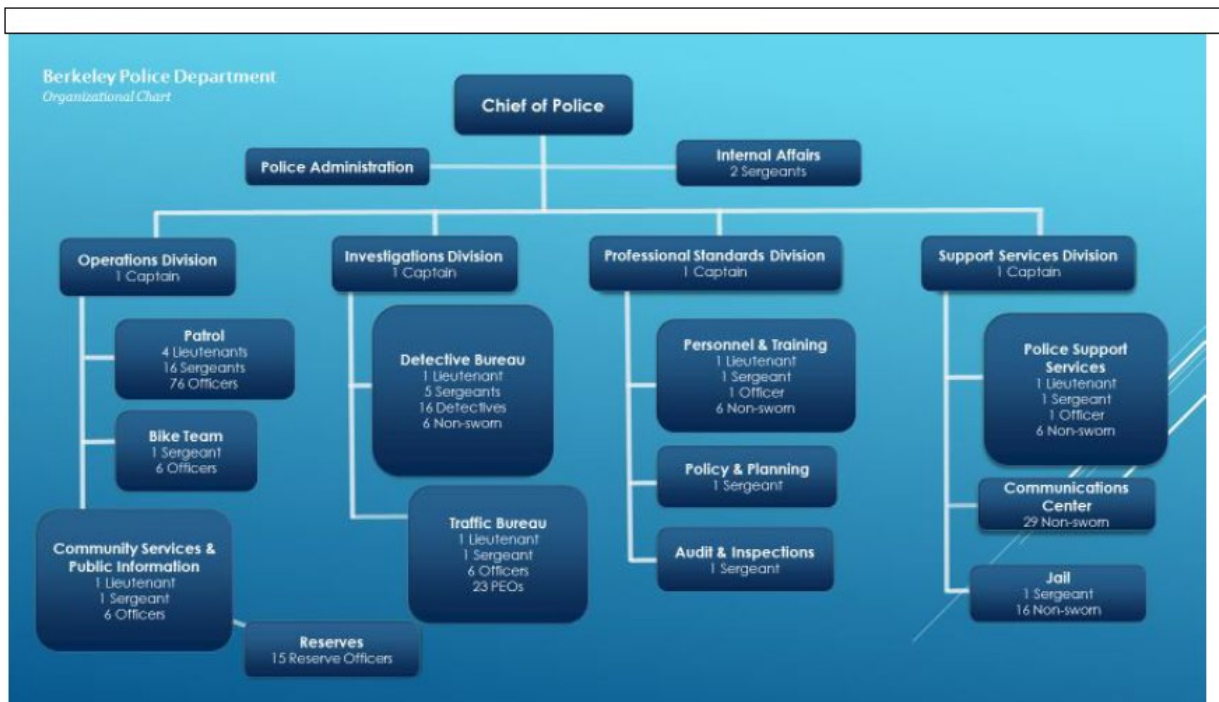
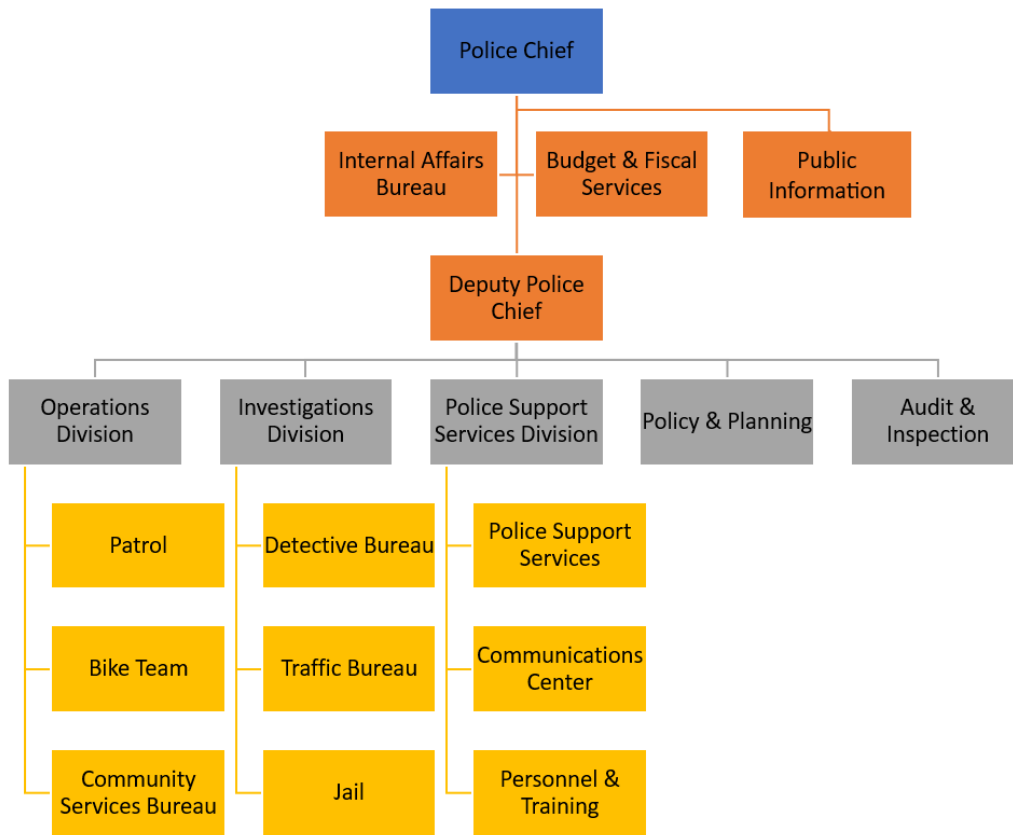
Approve the establishment of the new Deputy Police Chief classification and hourly salary range of \$96.1538 - \$125.0000.

ATTACHMENTS

1. Organizational Chart – Police Department
2. Proposed Job Class Specification – Deputy Police Chief

cc: Monica Walker, Human Resources Manager

Attachment 1: Organizational Chart – Police Department





Deputy Police Chief

Class Code:
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY
Established Date: July XX, 2023

SALARY RANGE

\$96.1538 - \$125.000 Hourly
\$7,692.3077 - \$10,000.0000 Biweekly
\$16,666.6667 - \$21,666.6667 Monthly
\$200,000.0000 - \$260,000.0000 Annually

DESCRIPTION:

DEFINITION

Under administrative direction, provides professional and administrative assistance to the Police Chief in planning, organizing, coordinating and directing the City's police services and law enforcement program; provides highly responsible and technical staff assistance to the Police Chief, including fiscal and personnel management and policy development and implementation; coordinates and supervises the activities of divisions and units within the Police Department; assumes command of the Police Department in the absence of the Police Chief; and performs related duties as required.

CLASS CHARACTERISTICS

This single class position serves as an administrative and professional assistant to the Police Chief in policy development, program planning, risk management, training, fiscal and personnel management, administration, and division operations. This classification is the second in command for the Police Department and acts as the Department Head in the absence of the Police Chief.

This class is distinguished from the Police Captain classification in that the incumbent is responsible for overall operations of the divisions and units within the Police Department; has departmentwide authority; and works with considerable latitude and independent judgment in developing, interpreting, and applying broad policies, rules, and regulations, and implementing and evaluating performance management systems, procedures, and standards for the department.

EXAMPLES OF DUTIES:

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

1. Assists the Police Chief with the day-to-day administrative and technical operations of the Police Department;

2. Plans, organizes, coordinates, and directs the work of divisions and units in City police functions, including patrol, law enforcement, crime investigation, community services, operation of the City jail, Communications Center, Traffic/Parking Enforcement, Property room, maintenance of police records, and related support services;
3. Assumes command of the department in the absence of the Police Chief;
4. Assists in the development and implementation of policies, goals, objectives, procedures, and work standards for the department;
5. Evaluates programs, functions, activities, and procedures to ensure compliance with legal and regulatory requirements, efficient and effective operations of the department, and that organizational goals and objectives are met;
6. Monitors developments related to police service matters, evaluates their impact on City operations, and implements policy and procedure improvements;
7. Evaluates the progress of program plans to determine if command-wide objectives are accomplished economically and within budget and personnel allocation;
8. Oversees the development of performance management systems, procedures, and standards for program evaluation to ensure that financial and operational targets are met;
9. Works closely with the department's senior management to develop and deliver an overall strategy focused on developing and managing effective operational processes and procedures;
10. Works closely with the City Manager, the City Council, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems;
11. Represents the City and works closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff;
12. Prepares a wide variety of reports or presentations for City management or outside agencies;
13. Directs the selection, supervision, and work evaluation of department personnel;
14. Monitors and directs employee relations and grievance procedures;
15. Provides for staff development and supervisory training programs;
16. Provides staff and technical assistance to boards and commissions; and
17. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Roles and responsibilities of the Police Department and its personnel;
2. Administrative principles and methods including goal setting, program development and implementation, delegation and employee supervision;
3. Principles and practices of law enforcement, investigation, patrol, community policing and problem-solving strategies services, school and traffic safety, and related police services;
4. Crime prevention services, including crime prevention through environmental design and construction of new buildings and surrounding landscaping;
5. Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence;
6. Principles and practices of budget development and administration;
7. City Administrative Regulations, Personnel Rules and Regulations, Memoranda Agreements, and the City Council agenda and report processes;
8. Special event and demonstration planning; and
9. Disaster preparedness and terrorism response.

Skill in and ability to:

1. Plan, organize, administer and coordinate the City's police services program;
2. Recognize and mitigate risks and liabilities;
3. Select, motivate, and evaluate staff and provide for their training and professional development;
4. Develop and implement goals, objectives, policies, procedures, work standards and internal controls;
5. Analyze complex technical and administrative police services problems and projects, evaluate alternative solutions, and adopt effective courses of action;
6. Prepare clear and concise reports, correspondence, and other written materials;
7. Complete a wide variety of written projects in a timely manner;
8. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff;
9. Make oral presentations in a variety of settings such as departmental meetings, community meetings, and service clubs;

10. Exercise sound independent judgment within general guidelines; and

11. Make quick and effective decisions in emergencies.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year college or university with major coursework in criminology, social science, business or public administration, or a related field, and at least four (4) years of full-time paid experience equivalent to a Police Captain and/or Police Lieutenant in the City of Berkeley Police Department. Completion of a post graduate degree in an applicable field is desirable.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. Must be able to meet physical, psychological and background standards. Must be willing to work evening, night, weekend, and holiday call-ins. Must be able to maintain firearms qualification. Must possess a P.O.S.T. Management Certificate.

CLASSIFICATION HISTORY:

Classification Code	XXXX
Classification Established	July XX, 2023
FLSA Status	Exempt
Admin Leave / Overtime	Admin Leave
Representation Unit	Unrepresented
Probationary Period	One Year
Workers' Comp Code	7720

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



All-Staff Appreciation Event – June 15

What's New

[RECRUITMENTS -
PAGE 3](#)

.....

[CITYWIDE TRAININGS -
PAGE 10](#)

.....

[WORKING ADVANTAGE
SAVINGS - PAGE 13](#)

We are excited to announce that our highly anticipated All-Staff Appreciation Event is just around the corner.

Mark your calendars for June 15, 2023, from 11:30 am to 3:00 pm, as we gather at the vibrant Civic Center Park to celebrate each and every one of you-our incredible team!

This event is our special way of expressing gratitude for your hard work, dedication, and unwavering commitment to our organization's success. It's a time to relax, enjoy, and appreciate the achievements we've accomplished together.

Expect a delightful afternoon filled with exciting activities, engaging entertainment, and scrumptious treats that will tantalize your taste buds. We have carefully planned a variety of surprises and experiences that are sure to create memorable moments and foster a strong sense of camaraderie.

So, get ready to immerse yourself in a celebration of unity, teamwork, and appreciation. It's a chance to unwind, connect with colleagues from different departments, and forge stronger bonds within our incredible team.

Please note that more detailed information and an official invitation will follow soon. In the meantime, make sure to save the date and keep your calendars clear for this remarkable event.

We genuinely value each and every one of you, and we cannot wait to celebrate together on June 15th at Civic Center Park. We believe this event will be a testament to our collective achievements and the exceptional spirit that defines our team.

Thank you for your unwavering dedication, and we look forward to a truly memorable All-Staff Appreciation Event!

Warmest regards,

Dee Williams-Ridley, City Manager



• **HR ADMINISTRATION**

ARAM KOUYOUMDJIAN, HR DIRECTOR

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

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

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

• **EMPLOYEE RELATIONS**
• **LRCC**

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

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

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

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

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

• **CITYWIDE TRAINING**

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

• **BENEFITS**

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

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

• **RECRUITMENTS**
• **EXAMS/TESTS**

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

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

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

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

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

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

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

• **TRANSACTIONS**

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

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

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

• **EEO MATTERS**

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

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



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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$32.80 to \$35.72	March 12, 2023	Continuous
Accounting Office Specialist III (Req#2023-01158)	Vacancy	Promotional	\$37.99 to \$41.41	February 21, 2023	Continuous
Accounting Technician	Vacancy	Promotional	\$37.38 to \$45.00	December 19, 2022	Continuous
Administrative Secretary (Temporary) (Req#2023-01159)	Vacancy	Competitive	\$38.06 to \$45.61	May 8, 2023	May 22, 2023
Assistant Civil Engineer	Vacancy	Competitive	\$54.86 to \$66.35	November 11, 2022	Continuous
Assistant Management Analyst	Vacancy	Competitive	\$39.30 to \$46.35 \$38.81 to \$45.81	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$52.49 to \$63.22	April 24, 2023	Continuous
Assistant Recreation Coordinator	Vacancy	Competitive	\$31.83 to \$37.01	Continuous	Continuous
Assistant to the City Attorney (Req#2023-01100)	Vacancy	Competitive	\$66.33 to \$87.16	April 24, 2023	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$60.43 to \$73.02	November 11, 2022	Continuous
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.55 to \$53.45	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	I: \$46.09 to \$54.68 II: \$49.40 to \$58.60	April 3, 2023	Continuous
Civic Arts Coordinator (Req#2023-01261)	Vacancy	Competitive	\$47.76 to \$57.71	May 22, 2023	June 19, 2023
Community Development Project Coordinator (Req#2022-00756E, 2021-00439E)	Promotion	Competitive	\$50.42 to \$60.96	August 1, 2022	Continuous
Deputy City Attorney II/III	Vacancy	Competitive	\$67.50 to \$95.43	Continuous	Continuous
Electrician (Req#2020-00113E, 2021-00095E, 2021-00353E)	Vacancy	Competitive	\$48.29 to \$52.92	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Epidemiologist	Vacancy	Competitive	\$41.70 to \$50.69	Continuous	Continuous
Field Representative (Req#2022-00786E, 2022-00658E, 2022-00780E, 2023-01215)	Vacancy	Competitive	\$36.21 to \$39.38	April 17, 2023	May 22, 2023
Fire Prevention Inspector (Sworn)	To Establish a List	Competitive	\$60.13 to \$66.29	Continuous	Continuous
Firefighter Paramedic	Vacancy	Competitive	\$32.18 to \$41.96	Continuous	Continuous
Firefighter Paramedic Lateral	Vacancy	Competitive	\$32.18 to \$41.96	Continuous	Continuous
Housing Inspector I (Certified) (Req#2023-01138)	Vacancy	Competitive	\$41.48 to \$49.21	March 20, 2023	Continuous
Junior Public Works Engineer	Vacancy	Competitive	\$44.20 to \$53.24	April 24, 2023	Continuous
Marina Assistant (Req#2020-00066)	Promotion	Competitive	\$32.96 to \$34.94	Continuous	Continuous
Mealsite Coordinator (Temporary) (Req#2023-01188)	Vacancy	Competitive	\$28.99 to \$30.39	May 22, 2023	June 5, 2023
Mechanic (Req#2021-00022E, 2021-00179E)	Vacancy	Competitive	\$44.60 to \$47.28	Continuous	Continuous
Medical Director	Vacancy	Competitive	\$90.41 to \$102.71	February 13, 2023	Continuous
Mental Health Clinical Supervisor (Req#2019-00213E)	Vacancy	Competitive	\$50.56 to \$62.08	July 4, 2022	Continuous
Mental Health Nurse (Req#2021-00263E, 2022-00798E, 2023-01103)	Vacancy	Competitive	\$57.22 to \$69.55	July 20, 2020	Continuous
Mid-Level Practitioner (Req#2018-00129, 2019-00221, 2016-00265)	Vacancy	Competitive	\$58.04 to \$64.35	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$37.29 to \$40.72 \$36.84 to \$40.49	Continuous	Continuous
Paramedic	Vacancy	Competitive	\$30.00 to \$45.00	Continuous	Continuous
Police Officer Lateral	Vacancy	Competitive	\$52.76 to \$65.67	Continuous	Continuous
Police Officer Recruit (Req#2021-00233E)	Resignation	Competitive	\$43.18	June 20, 2022	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Psychiatrist	Vacancy	Competitive	\$90.52 to \$133.73	Continuous	Continuous
Public Health Nurse (Req#2021-00096E)	Vacancy	Competitive	\$53.36 to \$62.24	Continuous	Continuous
Public Safety Dispatcher I (Req#2021-00280E, 2021-00251E)	Vacancy	Competitive	\$32.18 to \$35.17	April 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$45.98 to \$49.90	Continuous	Continuous
Recreation Coordinator (Req#2023-010999)	Vacancy	Competitive	\$37.71 to 43.78	May 8, 2023	May 29, 2023
Registered Nurse	Vacancy	Competitive	\$51.68 to \$57.28	Continuous	Continuous
Retired Annuitant	Vacancy	Competitive	\$18.33 to \$137.21	May 22, 2023	Continuous
Revenue Development Specialist I/II (Req#2022-00891E, 2022-00890E, 2022-00889E, 2022-00888E)	Vacancy	Competitive	\$48.42 to \$57.49	December 19, 2022	Continuous
Revenue Development Supervisor (Req#2021-00085E)	Resignation	Competitive	\$51.63 to \$62.41	December 19, 2022	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$49.95 to \$58.31	September 26, 2022	Continuous
Senior Citizen Center Director (Req#2023-01211)	Vacancy	Competitive	\$43.18 to \$51.33	May 8, 2023	May 29, 2023
Senior Engineering Inspector (Req#2022-00903E)	Vacancy	Competitive	\$50.95 to \$61.37	April 24, 2023	May 29, 2023
Senior Information Systems Specialist (Req#2022-00543E)	Retirement	Competitive	\$48.56 to \$57.87	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.26 to \$64.40	Continuous	Continuous
Senior Systems Analyst (Req#2022-00995, 2022-00996)	Vacancy Retirement	Competitive	\$57.98 to \$70.62	December 27, 2022	Continuous
Service Technician	Vacancy	Competitive	\$37.44 to \$39.73	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$62.73 to \$73.65	Continuous	Continuous

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

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

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

To have your name placed on the transfer list:



Classification	Reason	Department	Contact
Accounting Office Specialist II (Req#2022-00829E)	Vacancy	Finance	Emily Teruya @ 981-7261 Eteruya@berkeleyca.gov
Accounting Office Specialist II (Req#2023-01271)	Vacancy	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov
Accounting Office Specialist III (Req#2023-01273)	Vacancy	Fire	Stacie Clarke @ 981-5507 stclarke@berkeleyca.gov
Assistant City Clerk (Req#2023-01174)	Vacancy	City Clerk	Mark Numainville @ 981-6909 Mnumainville@berkeleyca.gov
Assistant Civil Engineer (Req#2022-00738E, 2022-00876E, 2023-01089)	Vacancy	Public Works	Ronald Nevels @ 981-6439 Rnevels@berkeleyca.gov
Assistant Civil Engineer (Req#2023-01185)	Vacancy	PRW	Evelyn Chan @ 981-6430 Echan@berkeleyca.gov
Community Services Specialist II (Req#2023-01074)	Vacancy	HHCS	Yvette Katuala @ 981-7654 Ykatuala@berkeleyca.gov
Customer Services Specialist III (Req#2023-01186, 2022-01017)	Vacancy	Information Technology	Kathy Cassidy Kcassidy@berkeleyca.gov
Customer Services Supervisor (Temporary) (Req#2023-01187)	Vacancy	Information Technology	Kathy Cassidy Kcassidy@berkeleyca.gov
Health Services Program Specialist (Req#2021-00457E)	Promotion	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov
Health Services Supervisor (Req#2023-01095)	Vacancy	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov
Mechanic (Req#2022-00491E, 2021-00407E, 2021-00388E)	Vacancy	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov
Police Officer (Req#2022-00479)	Vacancy	Police	Mike Durbin @ 981-5760 Mdurbin@berkeleyca.gov
Police Officer (Req#2022-00480)	Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov
Principal Planner (Req#2022-00904E)	Vacancy	Public Works	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov
Social Services Specialist (Req#2023-01270)	Vacancy	City Manager	Peter Radu @ 981-7045 Pradu@berkeleyca.gov
Vector Control Technician (Req#2023-01063)	Vacancy	HHCS	Ronald Torres @ 981-5261 RoTorres@berkeleyca.gov

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

Temporary vacancies with an eligible list

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

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

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

Classification	Reason	Department	Contact	Duration
Accounting Office Specialist II (Req#2023-01164)	Vacancy	Planning	Chandra Vogt @ 981-7541 Cvogt@berkeleyca.gov	NTE 6 months
Community Services Specialist II (Req#2022-00754E)	Promotion	HHCS	Rhianna Babka-Fleming @ 981-5410 Rbabka@berkeleyca.gov	NTE 6 months
Community Services Specialist II (Req#2022-00779E)	Vacancy	HHCS	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov	NTE 6 months
Community Services Specialist II (Req#2023-01242)	Vacancy	HHCS	Katherine Hawn @ 981-5411 Khawn@berkeleyca.gov	NTE 1 year
Health Services Program Specialist (Req#2021-00373E)	Vacancy	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov	NTE 6 months
Health Services Program Specialist (Req#2023-01189)	Vacancy	HHCS	James Allard @ 981-5377 Jallard@berkeleyca.gov	NTE 1 year
Intern (Req#2023-01209)	Vacancy	Public Works	Ronald Nevels @ 981-6439 Rnevels@berkeleyca.gov	NTE 1 year
Intern (Req#2023-01231)	Vacancy	Police Accountability	Hansel Aguilar @ 981-4960 Haguilar@berkeleyca.gov	NTE 4 months
Intern (Req#2023-01234, 2023-01235)	Vacancy	HHCS	Lisa Hernandez @ 981-5308 Lihernandez@berkeleyca.gov	NTE 6 months
Office Specialist II (Req#2023-01265)	Vacancy	Planning	Christina Franco @ 981-7443 Cfranco@berkeleyca.gov	NTE 1 year
Senior Service Aide (Req#2023-01236)	Vacancy	HHCS	Katherine Brown @ 981-5191 Kbrown@berkeleyca.gov	NTE 6 months

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

Temporary vacancies without an eligible list

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

Classification	Department	Duration	Contact	Opening Date	Closing Date
Administrative Secretary (Req#2023-01159)	Public Works	NTE 6 months	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov	May 8, 2023	May 22, 2023
Mealsite Coordinator (Req#2023-01188)	HHCS	NTE 6 months	Katherine Brown @ 981-5191 Kbrown@berkeleyca.gov	May 22, 2023	June 5, 2023

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



To have your name placed on the transfer list:



For promotional only vacancies:



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

<u>Type</u>	<u>Name</u>	<u>Classification</u>	<u>Department</u>
<u>Appointments</u>	Jayson Wechter	Police Accountability Investigator	Police Accountability
	Laura Zurita	Human Resources Technician	Human Resources
	Perry Nalle	Assistant Recreation Coordinator	PRW
<u>Promotions</u>	Nakisha Clayton	Office Specialist III	Police
	Yunyi Chen	Assistant Management Analyst	Planning
	Carlos Ventura	Landscape Equipment Operator	PRW
	Veena Channon	Social Services Specialist	HHCS
	Shana Amenaghawon	Program Manager II	City Manager's Office
	Wingyin Wong	Senior Management Analyst	HHCS
	James Opie	Library Assistant	Library
	Courtney Kolb	Library Assistant	Library
<u>Retirements</u>	Ruben Torres	Traffic Maintenance Worker II	Public Works
	Merlin Edwards	Social Services Specialist	HHCS

LIST OF MANDATORY CITYWIDE TRAININGS - TO REGISTER



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

LIST OF UPCOMING CLASSES - TO REGISTER



Training Date	Topic	Audience	Location
May 24, 2023 9:00am-11:30am	Calpers - Retiring Well: Members within 10 years of retirement	All City Staff	Zoom - click here
May 24, 2023 12:00pm-1:00pm	Brown Bag - Guidelines for Adapting to Change	All City Staff	Zoom - click here
May 25, 2023 9:00am-12:00pm	Microsoft Excel 1, Day 2	All City Staff	Zoom - click here
May 26, 2023 9:00am-12:00pm	3Cs - Diversity, Equity, and Inclusion with Emotional Intelligence	All City Staff	Zoom - click here
May 31, 2023 9:00am-11:00am	Adapting to the New Normal Workplace	All City Staff	Zoom - click here
June 8, 2023 8:00am-12:00pm	New Employee / New Supervisor Orientation	New Employees to the City	Zoom - click here
June 8, 2023 8:00am-5:00pm	New Employee / New Supervisor Orientation	New Employees who are also New Supervisors to the City	Zoom - click here
June 8, 2023 1:00pm-5:00pm	New Employee / New Supervisor Orientation	Existing City Employees recently promoted into a supervisory role	Zoom - click here

2023 NEW EMPLOYEE ORIENTATION SCHEDULE -



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

CATASTROPHIC LEAVE REQUEST DONATION FOR NICOLE TRAYLOR

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

CATASTROPHIC LEAVE REQUEST DONATION FOR DEON CATLETT

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

CATASTROPHIC LEAVE REQUEST DONATION FOR JONAH LOPP

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



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

[CLICK HERE](#)

EMPOWER 457 - CITY OF BERKELEY DEFERRED COMPENSATION PLAN

HOW'S YOUR FINANCIAL WELLNESS STACKING UP?

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

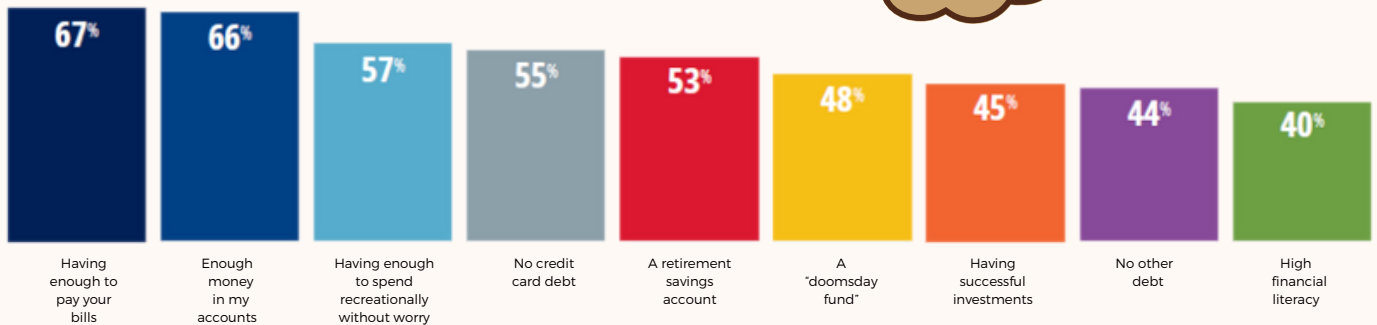
- CREATING AN EMERGENCY FUND
- REDUCING YOUR HIGH-INTEREST DEBT
- SAVING FOR LARGER PURCHASES

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



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

[CLICK HERE](#)



WITH THE CALPERS 457 PLAN YOU BENEFIT FROM:

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

LEARN MORE BY SCHEDULING A ONE-ON-ONE MEETING

TO SCHEDULE AN APPOINTMENT ONLINE

[CLICK HERE](#)

**OR YOU CAN EMAIL NANCY.GARRITY@VOYA.COM
OR CALL 888-713-8244 EXT.2**

Your work-life balance and general well-being are as important to us as the work you contribute. That's why we're excited to offer your savings marketplace, your one-stop shop for exclusive and convenient savings on the products, services, and experiences you know and love. **NOTE: Use your personal email address when you sign up! This will allow you to access at your leisure. (household members can use the site as well)**

More perks. More savings. More of what makes you happy.

We're here to support your personal and financial well-being through exclusive deals and limited-time offers on the products, services and experiences you need and love.



START SAVING ON

- Electronics • Appliances • Apparel • Cars • Flowers • Fitness Memberships
- Gift Cards • Groceries • Hotels • Movie Tickets • Rental Cars • Special Events
- Theme Parks • And More!

Getting Started is Easy.

Maximize your time away from the workplace and start saving today!

VISIT

<https://cobsavings.savings.workingadvantage.com>

NEED HELP? [CALL US: 1-800-565-3712](tel:1-800-565-3712)

POWERED BY
working
ADVANTAGE

Savings Website

Tutorial Video

Terms of Use

Terms of Sale

Privacy Policy

[CLICK HERE](#)

[CLICK HERE](#)

[CLICK HERE](#)

[CLICK HERE](#)

[CLICK HERE](#)

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.