

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
February 5, 2024
7:00 p.m.

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

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MEETING AGENDA (REVISED)

[Revised to include Item VIII. Recommendation to Revise Salary Range – Electrical Supervisor and Communications Supervisor]

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

ACTION ITEMS:

- IV. Approval of Meeting Minutes for January 8, 2024
- V. Election of Chair and Vice Chair
- VI. Recommendation to Revise Job Class Specification – Forestry Climber
- VII. Recommendation to Revise Job Class Specifications – Playground Leader Trainee, Camp Staff Member, Camp Staff Leader, and Camp Staff Supervisor
- VIII. Recommendation to Revise Salary Ranges – Electrical Supervisor and Communications Supervisor

INFORMATION ITEMS:

- IX. Report by Director of Human Resources – Discussion Only
- X. Copy of Berkeley Matters – Discussion Only
- XI. Adjournment

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CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
January 8, 2023
7:00 P.M.

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

MEETING MINUTES

- I. Call to Order 7:00 pm
- II. Roll Call 7:00 pm
- Members Present: Robert Dixon (Chair), Darryl Bartlow, Jenny Wenk, Aviva Gilbert (Vice Chair)
- Members Absent: Mary Kay Lacey, Maya Karpinski, Nic O'Loughlin
- Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Benita Torres (Office Specialist II); Tamela Hopson-Dudley (HR Associate Analyst)
- Public Attendance: None
- III. Public Comments None

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on December 6, 2023

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

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

- V. Request to Adjust City Attorney Salary Range and Revised Salary

Action: MSC (Wenk, Bartlow) to approve adjustment to City Attorney Salary Range.

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

- VI. Recommendation to Reclassify Employee Relations Manager and Assistant to the City Attorney as at-will Classifications.

Action: MSC (Wenk/Bartlow) to approve Recommendation to Reclassify Employee Relations Manager and Assistant to the City Attorney.

Vote:

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

INFORMATION ITEMS:

- VII. EEO Presentation-Tamela Hopson-Dudley
- VIII. Director's Report – Updates from HR Director – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment 8:06 pm



Human Resources

PERSONNEL BOARD

February 5, 2024

To: Members of the Personnel Board
From: Aram Kouyoumdjian, Director of Human Resources
Subject: Revise Job Class Specification – Forestry Climber

RECOMMENDATION

Revise represented job class specification of Forestry Climber as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The current Forestry Climber job class specification requires a commercial driver's license (Class B) as a minimum qualification at the time of application. In an effort to increase the number of qualified candidates and address recruitment issues, the recommendation includes allowing candidates additional time - the duration of their probationary period - to obtain their required commercial driver's license.

BACKGROUND

Human Resources has been actively recruiting for this entry-level classification, and it has been a challenge to identify candidates who already possess the required commercial driver's license at the time of application, despite meeting other qualifications for the job. During the probationary period, a non-commercial (Class C) driver's license is sufficient for the job duties being performed. The recommendation is to revise the commercial driver's license requirement and require it by the end of the probationary period, as opposed to the time of application.

RECOGNIZED EMPLOYEE ORGANIZATION

The revisions to the job class specification have undergone the meet and confer process with Service Employees International Union Local 1021 – Maintenance and Clerical Chapters.

RATIONALE FOR RECOMMENDATION

This job class specification is being revised to address recruitment challenges and increase the number of qualified candidates.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Internal

Revise Job Class Specification – Forestry Climber

ATTACHMENTS

1. Proposed Job Class Specification – Forestry Climber



CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ February 5, 2024

Forestry Climber

Class Code:
5024

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

SALARY RANGE

\$40.86 - \$43.47 Hourly
\$3,268.97 - \$3,477.38 Biweekly
\$7,082.78 - \$7,534.31 Monthly
\$84,993.33 - \$90,411.78 Annually

DESCRIPTION:

DEFINITION

Under general supervision, climbs trees of various heights, using belts, lines, and similar equipment; prunes, cares for and maintains park, shade and street trees; performs related work as assigned.

CLASS CHARACTERISTICS

This is the skilled level climbing and tree trimming class in this series. This class is distinguished from Senior Forestry Climber, which is the lead level of the class

EXAMPLE OF DUTIES:

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

1. Climbs trees of various heights, often very tall trees, using belts, lines and similar equipment; using saws, axes, polesaws, pruning poles, power tools, long handled clippers and similar tools, trims, shapes and otherwise maintains street and park trees;
2. Removes dead, broken or superfluous branches or tops of trees; clears street lights and overhead wires; removes stumps, chips brush, cuts and removes roots; removes rotted tree areas by chiseling;
3. Disinfects and treats cavities with cement or other appropriate material; removes diseased standing or fallen trees;
4. Helps mix insecticides and sprays; using power sprayer, sprays trees, plants and shrubs on

Revise Job Class Specification – Forestry Climber

streets and in City parks;

5. Acts as grounds person assisting other members of the crew in trimming trees and in lowering and stacking brush, cuttings and shredded materials;

6. Drives trucks and operates and maintains power equipment such as chainsaws ranging in guide bar length from 14" 30", chipper, hydraulic buckets, root cutters and power hoists;

7. Prepares basic records, including daily worksheets, equipment inspection reports, accident reports and maintenance requests;

8. Performs general maintenance during inclement weather;

9. 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. Methods, techniques and equipment used in tree climbing, including rigging and relevant safety practices;

2. Principles and practices of arboriculture, including species identification;

3. Planting, pruning and maintenance methods;

4. Safety practices and equipment pertaining to the work;

5. Proper use and maintenance of hand and power tools, such as pruning poles, saws, axes, shovels, ladders, hydraulic pruners, power saws, brush clippers, stump cutters, hydraulic buckets, power hoists and tree climbing equipment.

Skill in:

1. Climbing very tall trees skillfully and safely;

2. Pruning, trimming and maintaining trees while working at considerable height;

3. Using appropriate safe work practices and equipment;

4. Keeping basic written records of work performed;

5. Establishing and maintaining an effective working relationship with those encountered in the course of the work;

6. Following written and oral instructions.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a high school and one (1) year of skilled experience in tree climbing, topping, trimming and maintenance of a wide variety of very tall shade and park trees.

OTHER REQUIREMENTS

Must possess and maintain a valid California non-commercial (Class C) driver's license and have a satisfactory driving record. ~~A class "B" driver's license is required.~~ Must obtain and maintain a valid California commercial (Class B) driver's license and satisfactory driving record by the end of the probationary period. Must be willing to work in tall trees and out of doors in all weather conditions. Must possess sufficient strength and stamina to lift and carry objects weighing up to 75 pounds and sufficient agility to perform job duties while working in tree tops or from ladders or hydraulic buckets.

CLASSIFICATION HISTORY:

Revised 10/90, 02/05/2024



Human Resources

PERSONNEL BOARD

February 5, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Job Class Specifications – Playground Leader Trainee, Camp Staff Member, Camp Staff Leader, and Camp Staff Supervisor

RECOMMENDATION

Revise unrepresented job class specifications of Playground Leader Trainee, Camp Staff Member, Camp Staff Leader, and Camp Staff Supervisor, as outlined.

FISCAL IMPACT

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

CURRENT SITUATION AND ITS EFFECTS

The current job class specifications are being revised to address age and education requirements at the time of application (versus at the time of appointment), as well as adjusting experience requirements, to allow for a broader pool of candidates.

BACKGROUND

The classifications of Playground Leader Trainee, Camp Staff Member, and Camp Staff Leader are used to staff summer camp programs, and have minimum age and education requirements (see chart below). Due to the number of steps involved in recruiting, hiring, and training the summer camp staff, the City begins the recruitment process in early January, when many candidates are in the midst of completing their sophomore or junior year of high school and attaining the required age as outlined. As it stands, these applicants would not meet the minimum requirements at the time of application, although they would have met these requirements by the start of summer camp. By adding “at time of appointment” after these requirements, the City is able to expand the applicant pool to include them, successfully process their applications, complete interviews, and issue offer letters of employment conditioned upon completion of the educational and age requirements.

In addition, the City seeks to remove experience requirements for the entry-level classifications of Playground Leader Trainee and Camp Staff Member. At age 16, many qualified candidates have not had the opportunity to meet the minimum qualifications, which include experience in organized recreational or educational programs related to coaching children; however, they may possess the competencies and skills needed to perform the work. Instead of requiring this experience as a minimum requirement, Human Resources and Recreation will work together to review applications for transferrable skills, design exams, and formulate interview questions to identify these competencies and skills through the recruitment, exam, and selection process.

Recommendation to Revise Job Class Specifications – Camp Staff Member, Camp Staff Leader, Camp Staff Supervisor, and Playground Leader Trainee

Other changes include revising the experience requirement for Camp Staff Supervisor to create a promotional path for Camp Staff Leaders. Many Camp Staff Leaders gain sufficient experience after one summer or season to serve in supervisory roles, and this will allow the City to provide a promotional path for those who have demonstrated capacity and readiness to be program leads.

These revisions will clarify minimum qualifications, attract an increased number of quality candidates, reduce barriers to employment, and retain employees for leadership positions within the department.

CLASSIFICATION	CURRENT MINIMUM REQUIREMENTS	PROPOSED MINIMUM REQUIREMENTS
Playground Leader Trainee	<ul style="list-style-type: none"> Minimum age of sixteen years and completion of the sophomore year of high school Some experience as a participant in a variety of recreational activities Liking for and interest in leadership of children in play activities 	<ul style="list-style-type: none"> 16 years of age and completion of sophomore year of high school at time of appointment
Camp Staff Member	<ul style="list-style-type: none"> 16 years of age and completion of sophomore year of high school Some organized recreational or educational program related to coaching children Familiarity with city recreational camp program desirable 	<ul style="list-style-type: none"> 16 years of age and completion of sophomore year of high school at time of appointment
Camp Staff Leader	<ul style="list-style-type: none"> 17 years of age and completion of junior year of high school Experience in an organized recreational or educational program related to coaching children; or experience in general maintenance, food service procedures including basic cooking. Familiarity with city recreational family camp programs desirable 	<ul style="list-style-type: none"> 17 years of age and completion of junior year of high school at time of appointment Experience in an organized recreational or educational program related to coaching children; or municipal recreation family camp programs; or experience in general maintenance, food service procedures, including basic cooking.
Camp Staff Supervisor	<ul style="list-style-type: none"> Completion of High School Two years of experience in 1) commercial, institutional, or related volume food preparation; or 2) supervising organized recreational or educational programs; or 3) an administrative, retail or cash-handling occupation Familiarity with city recreational camp programs desirable Valid food handler's license required for food service assignments 	<ul style="list-style-type: none"> Completion of high school One summer or season of progressively responsible experience in leading organized recreational or educational programs; or municipal recreation family camp programs; or volume food preparation in commercial, institutional, or related industries; or an administrative, retail or cash-handling occupation Valid food handler's license required for food service assignments

RECOGNIZED EMPLOYEE ORGANIZATION

The classifications are unrepresented and there is no requirement to undergo the meet and confer process.

RATIONALE FOR RECOMMENDATION

These job class specifications are being revised to address recruitment challenges and increase the number of qualified candidates.

ALTERNATIVE ACTIONS CONSIDERED

Internal

Recommendation to Revise Job Class Specifications – Camp Staff Member, Camp Staff Leader, Camp Staff Supervisor, and Playground Leader Trainee

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Playground Leader Trainee
2. Proposed Job Class Specification – Camp Staff Member
3. Proposed Job Class Specification – Camp Staff Leader
4. Proposed Job Class Specification – Camp Staff Supervisor



Playground Leader Trainee (Non-Career)

Class Code:
6046

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ February 5, 2024

SALARY RANGE

\$21.64 Hourly

DESCRIPTION:

DEFINITION

Under immediate supervision of higher-level recreation personnel, assists in leading children in recreation activities. This ~~class is~~ serves as an entry-level classification into the recreation field and provides used to provide inexperienced persons, who have shown an interest and ability in the recreation field, with on-the-job training. Positions in this class are intermittent, part-time or seasonal.

CLASS CHARACTERISTICS

This is a trainee level wherein incumbents participate in on-the-job training designed to provide the knowledges, skills and abilities required to lead children in recreation activities.

EXAMPLE OF DUTIES:

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

1. Assists in preserving order and discipline among younger participants at the playground or recreation center;
2. Assists higher level recreation personnel in conducting athletic and group recreational activities;
3. Assists in marking courts and diamonds and does simple maintenance of grounds and facilities;
4. Assists in the recreation center office, and helps with the issuing and collecting of supplies,

and equipment, such as balls, bats, and gloves;

5. Makes minor repairs to equipment, such as repairing nets and inflating balls;
6. Answers the telephone and gives information on the schedule of activities; and
7. Performs related work as required.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Equipment used in various sports and recreational activities.

Skill in:

1. Answering telephones and reading schedules; and
2. Encouraging participation in team sports and recreational activities.

MINIMUM QUALIFICATIONS:

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

~~Minimum age of sixteen years, c~~Completion of ~~the~~ sophomore year of high school and 16 years of age by date of appointment, ~~some experience as a participant in a variety of recreational activities, and a liking for and interest in leadership of children in play activities.~~

CLASSIFICATION HISTORY:

Created: 11/1959

Revised: 07/1999



Camp Staff Member (Non-Career Intermittent)

Class Code:
6014

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Jan 4, 2024~~ February 5, 2024

SALARY RANGE

\$81.08 - \$97.30 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under close supervision and guidance interact with campers daily in the performance of one or more of the functions which are essential to the effective operation of a City Recreational Summer Camp including but not limited to administration, food service, maintenance and recreation; perform related work as required.

CLASS CHARACTERISTICS

Most staff members are assigned to a crew, working in an organized group. In addition to fulfilling specific job duties, all staff members interact with campers in the day or evening, serve as role models for younger campers, assist with camp administration, participate in campfire shows and athletic events, serve meals, and assist Camp Staff Leaders on hikes and other outings. This class is provided with room and board while at camp and is distinguished from Camp Staff Leader, which has oversight of a crew responsible for administration, food service, maintenance and recreation.

EXAMPLE OF DUTIES:

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

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the

class if the work is consistent with the concept of the classification or is similar or closely related to another duty statement or a logical assignment to the classification.

Administration:

1. Assist with the operation of the camp store; sell items and operate a cash register, balance daily receipts, maintain cleanliness, and display merchandise; may work closely with the Camp Staff Supervisor and/or a Camp Staff Leaders as a store assistant overseeing daily store management, including, but not limited to, inventory management and cash handling;
2. Type, file, and perform the camp's bookkeeping duties;
3. Perform office administrative functions including maintaining camp records, handling mail, receives phone calls, and arranges housing for staff and campers; handle receipts for camp money and operates camp store which includes the ordering of merchandise; and
4. Perform related duties as assigned.

Food Service:

1. Assist with the preparation of a variety of food for large quantity service; may assist with food preparations for the following day's meals;
2. Set and clean tables after three family style meals per day in the dining hall; serve as liaison between cooks and campers; prepare side dishes for service; may prepare snacks or lunch bags for hikers and picnics;
3. Receive and store food items and supplies and ensures proper storage and temperature of foods for serving;
4. Clean kitchen utensils and equipment and maintains cooking area in clean and safe condition; sweep and mop kitchen or dining area; and
5. Perform related duties as assigned.

Maintenance:

1. Clean and maintain all camp facilities, including bathrooms and dish washing areas; remove and dispose or recycle garbage and other material; move luggage; make miscellaneous camp repairs; ensure overall camp cleanliness; assist with the upkeep of the maintenance shed, maintenance vehicles, tool use and inventory; and
2. Perform related duties as assigned.

Recreation:

1. Assist Camp Staff Leaders with day and evening programs;
2. Care for and supervise children of various age groups in arts and crafts such as painting, coloring, storytelling, music, athletics, swimming parties, nature projects, and campfires;

3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; instruct table tennis, softball, volleyball, basketball soccer and other camper team sports; assist with tournaments for all ages, including posting results and awarding trophies; clean and maintain all athletic facilities and surrounding areas, including monitoring equipment needs and making recommendations for replacement of equipment;
4. Assist in the operation and daily supervision of the swim areas; lifeguard and supervise recreational swimming; maintain water safety equipment and pool chairs; give group-swimming lessons, and assist with other water activities;
5. Assist with organizing and leading camper nature hikes and programs in surrounding areas; and
6. Perform 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. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
2. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
3. Techniques and materials used in the maintenance and repair of camp facilities, roadways, drainage systems and related facilities;
4. Operation and maintenance of a wide variety of hand tools and equipment common to the field;
5. Safe work methods and safety regulations pertaining to the work;
6. Sports rules and regulations, basic hiking, outdoor safety awareness, and an appreciation of the environment; and
7. Child-care practices.

Skill in and ability to:

1. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices;
2. Perform arithmetic calculations;

3. Follow oral and written instructions, exercise good judgment and state and enforce camp rules;
4. Establish and maintain effective working relationships with those contacted in the course of the work, communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
5. Control small groups of children; and
6. Drive camp vehicles.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Completion of ~~the~~ sophomore year of High-high Schoolschool, ~~and~~ 16 years of age by date of appointment, ~~plus some organized recreational or educational program related to coaching children. Familiarity with city recreational camp program is desirable.~~

OTHER REQUIREMENTS

Must be willing to ~~begin work early in the morning and~~ work a very flexible schedule which may include early mornings and evenings. When driving on City ~~(camp)~~ business, maintenance of a valid California driver's license and satisfactory driving record is required. ~~Some positions~~ Must be able to lift up to 50 ~~lb~~ pounds; ~~some Ppositions~~ assigned to lifeguarding and water-related activities ~~must have possess~~ current Senior American Red Cross Lifeguarding with CPR/AED for the Professional Rescuer and First Aid-Lifesaving certification. Previous childcare experience is desirable. Previous life guarding and instruction experience is desirable for some positions in recreation.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



Camp Staff Leader (Non-Career Intermittent)

Class Code:
6013

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Jan 4, 2024~~ February 5, 2024

SALARY RANGE

\$102.17 - \$116.77 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under supervision interact with campers daily and oversee a small crew in the performance of one or more of the functions which are essential to the effective operation of a City Recreational Summer Camp including but not limited to; food service, maintenance and recreation; perform related work as required.

CLASS CHARACTERISTICS

Camp Staff Leaders are responsible for supplies and cleanliness in their areas and programs. In addition to fulfilling specific job duties, all staff members interact with campers in the day or evening, serve as role models for campers, participate in campfire shows and athletic events, serve meals, and lead hikes and other outings. Some staff may oversee a small crew, working in an organized group. This class is provided with room and board while at camp and is distinguished from Camp Staff Supervisor, which has oversight of administration, recreation activities, and food services.

EXAMPLE OF DUTIES:

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

Food Service

1. Prepare, cook and provide a variety of food for large quantity service; make necessary food

preparations for the following day's meals;

2. Assign efficient and equitable kitchen staff schedules; direct the day-to-day work assignments in support of camp program activities;

3. Oversee the timely service of food and serves food portions at mealtimes; and

4. Set and clean tables after three family-style meals per day in the dining hall; serve as liaison between cooks and campers; prepare side dishes for service; maintain inventory of supplies;

Maintenance:

1. Supervise crews in the maintenance of all camp facilities, including bathrooms and dish washing areas; ensure the proper disposal or recycling of garbage and other material;

2. Oversee camp repairs; inspect camp for cleanliness and direct staff to correct problem areas; and

3. Supervise activities in the maintenance shed, maintenance vehicles, tool use and inventory; may serve as backup for the safe operation of the water treatment system;

Recreation:

1. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; instruct table tennis, softball, volleyball, basketball soccer and other camper team sports; assist with tournaments for all ages, including posting results and awarding trophies; clean and maintain all athletic facilities and surrounding areas, including monitoring equipment needs and making recommendations for replacement of equipment; create and oversee childcare or youth-specific activities;

2. Serve as lead to Camp Staff Members in all recreation activities;

3. Care for and supervise children of various age groups in arts and crafts such as painting, coloring, storytelling, music, athletics, swimming parties, nature projects, and campfires;

4. Organize and lead camper nature hikes in surrounding areas;

5. Establish and maintain day and evening programs for campers;

6. Supervise the swim areas and serve as lifeguard and supervise recreational swimming; maintain water safety equipment and pool chairs; may give group-swimming lessons, assist with water-related activities; and

7. Perform 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. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of

1. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
2. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;
3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
4. Techniques and materials used in the maintenance and repair of camp facilities, roadways, drainage systems and related facilities;
5. Operation and maintenance of a wide variety of hand tools and equipment common to the field;
6. Safe work methods and safety regulations pertaining to the work;
7. Sports rules and regulations; hiking, outdoor safety awareness, and an appreciation of the environment; and
8. Child-care practices and programs;

Skill in and ability to:

1. Lead a small crew in camp related functions;
2. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
3. Perform arithmetic calculations to determine ingredient portions;
4. Follow oral and written instructions;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles as required; and
10. State and enforce camp rules.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Completion of ~~the~~ junior year of High-high School/school; ~~and~~ 17 years of age ~~_plus~~
~~e~~Experience in an organized recreational or educational program related to coaching children;
or municipal recreation family camp programs; or ~~experience~~ in general maintenance, food
service procedures, including basic cooking. ~~Familiarity with city recreational family camp~~
~~programs is desirable. Previous childcare, lifeguarding, instruction, large-scale food preparation~~
~~and cooking experience is desirable.~~

OTHER REQUIREMENTS

Must be willing to ~~begin work early in the morning and~~ work a ~~very~~ flexible schedule which may
include early mornings and -evenings. When driving on City ~~(camp)~~-business, maintenance of a
valid California driver's license and satisfactory driving record is required. ~~Some positions~~
~~m~~Must be able to lift up to 50 ~~lb~~pounds; ~~some P~~positions assigned to lifeguarding and water-
related activities must ~~have~~ possess current ~~Senior Lifesaving American Red Cross Lifeguarding~~
~~with CPR/AED for the Professional Rescuer and First Aid~~ certification. ~~Previous life guarding and~~
~~instruction experience is desirable for some positions in recreation. Previous childcare~~
~~experience desirable. Experience in large scale food preparation and cooking is desirable for~~
~~some positions in the camp kitchen/dining room.~~

California Public Resources Code Section 5164 prohibits the hiring of a person for employment
at a park or recreational facility in a position having supervisory or disciplinary authority over any
minor if the person has been convicted of certain criminal offenses. California Education Code
Section 10911.5 requires that all public recreation program employers must fingerprint all
persons having direct contact with a minor. The City does not hire persons who have been
convicted of felony drug, sexual assault or physical assault crimes.



Camp Staff Supervisor

Class Code:
6015

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: ~~Oct 13, 2008~~ February 5, 2024

SALARY RANGE

\$126.98 - \$157.63 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under general supervision, interact with campers and supervise the daily operation of a department in one or more of the functions that are essential to the effective operation of a City Recreational Summer Camp including but not limited to; administration, food service and recreation; perform related work as required.

CLASS CHARACTERISTICS

At this level incumbents typically supervise an administration or food service department. In addition to fulfilling specific job duties, camp supervisors interact with campers and staff in the day or evening and serve as role models for campers. This class is provided with room and board while at camp and is distinguished from the Camp Manager, which has oversight of all camp functions.

EXAMPLE OF DUTIES:

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

Administration:

1. Supervise the cashier and accounts for all cash in the operation of the camp store; operate a cash register, balance receipts, maintain cleanliness, and may assist in the display merchandise; work closely with the Camp Manager in the oversight of the store management,

including, but not limited to, inventory management and cash handling;

2. Prepare reports, coordinate staff assignments, evaluate staff, order supplies and maintain inventory control; and

3. Coordinate and supervise the camper registration and cabin allocation process.

Food Service:

1. Prepare work schedules for kitchen and dining room staff; direct the work assignments in support of food service program; make orders for food delivery and ensure dining halls are fully supplied; keep records and prepare reports;

2. Plan large-quantity wholesome, well-balanced meals; ensure proper cooking times, approve weekly menus and may serve food portions at mealtimes;

3. Direct and assist in cleaning the kitchen, equipment and food storage facilities; maintain safety and sanitation including daily garbage disposal; may sweep and mop floors;

4. Serve as the chief cook in charge of evaluating and training kitchen and dining room staff; and

5. Perform related duties as assigned.

Recreation:

1. Supervise the development and implementation of the recreational programs, and youth-related activities;

2. Supervise Camp Staff Leaders and Members in all recreation activities;

3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; assist with tournaments for all ages; supervise the maintenance of all athletic fields and surrounding areas, including monitoring equipment and supply levels and ordering replacement equipment and supplies;

4. Establish and maintain day and evening programs for campers;

5. Supervise staff responsible for the swim areas and recreational swimming programs and facilities; and

6. Perform 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. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;
2. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
4. Computer applications and software used to track camp usage with standard desktop applications such as Microsoft Word, Microsoft Excel, camp tracking databases, and related software programs and systems; and
5. Safe work methods and safety regulations pertaining to the work.

Skill in and ability to:

1. Supervise, plan, direct and review the work of a support staff;
2. Prepare clear, concise and complete reports and other written materials, and maintain accurate records and files;
3. Exercise sound independent judgment within established guidelines;
4. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles; and
10. State and enforce camp rules.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Completion of High School or the equivalent and two one year summer or season of progressively responsible experience in leading organized recreational or educational programs; or municipal recreation family camp programs; or 4) volume food preparation in

commercial, institutional, or related ~~industries-volume food preparation~~; or ~~2) supervising organized recreational or educational programs~~; or ~~3) an administrative, retail, or cash-handling occupation. Familiarity with city recreational camp programs is desirable.~~ Valid food handler's license is required for food service assignments.

OTHER REQUIREMENTS

Must be willing to ~~begin work early in the morning and work a very flexible schedule~~ which may include early mornings and evenings. When driving on City ~~(camp)~~ business, maintenance of a valid California driver's license and satisfactory driving record is required. ~~Some positions~~ Must be able to lift up to 50 lbs/pounds. ~~Previous camp experience is desirable. Experience in large-scale food preparation as a cook is highly desirable for supervisory positions in the camp kitchen.~~

California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



Human Resources

PERSONNEL BOARD

February 5, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Salary Ranges – Electrical Supervisor and Communications Supervisor

RECOMMENDATION

Revise the salary ranges of the Electrical Supervisor and Communications Supervisor classifications, as outlined.

FISCAL IMPACT

The recommended 3% salary increase results in an increase of approximately \$4,035.00 annually at the top step per classification, plus the cost of benefits.

CURRENT SITUATION AND ITS EFFECTS

The Electrical Supervisor and Communications Supervisor job class specifications were established on May 9, 2023, and are recommended for a salary adjustment and revision to the number of steps within the range, following further study.

BACKGROUND

After undergoing subsequent compensation studies and a meet-and-confer process with the Union, the recommendation is to increase the salary ranges by 3%, and reduce the number of steps within the range to three steps (down from five steps) to align with other classifications in the International Brotherhood of Electrical Workers, Local 1245, which also have three steps. The positions are currently vacant.

RECOGNIZED EMPLOYEE ORGANIZATION

The revisions to the salary and steps have undergone the meet and confer process with the International Brotherhood of Electrical Workers, Local 1245.

RATIONALE FOR RECOMMENDATION

The salary ranges and steps for these job class specifications are being revised as a result of compensation studies and a meet-and-confer process.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Salary – Electrical Supervisor
2. Proposed Salary – Communications Supervisor



Electrical Supervisor

Class Code:
9027

Bargaining Unit: International Brotherhood of
Electrical Workers, Local 1245

CITY OF BERKELEY

Established Date: May 9, 2023

Revision Date: ~~May 24, 2023~~ February 5, 2024

SALARY RANGE

~~\$57.44 - \$64.66~~ \$62.8856 - \$66.6047 Hourly
~~\$4,595.45 - \$5,173.18~~ \$5,030.85 - \$5,328.38 Biweekly
~~\$9,956.80 - \$11,208.57~~ \$10,900.18 - \$11,544.82 Monthly
~~\$119,481.65 - \$134,502.78~~ \$130,802.10 - \$138,537.88 Annually

DESCRIPTION:

DEFINITION

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

CLASS CHARACTERISTICS

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

EXAMPLE OF DUTIES:

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

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

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

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

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

Skill in:

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

MINIMUM QUALIFICATIONS:

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

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

OTHER REQUIREMENTS

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

CLASSIFICATION HISTORY:

Established Date: May 9, 2023



Communications Supervisor

Class Code:
9028

Bargaining Unit: International Brotherhood of
Electrical Workers, Local 1245

CITY OF BERKELEY

Established Date: May 9, 2023

Revision Date: ~~May 24, 2023~~ February 5, 2024

SALARY RANGE

~~\$57.44 - \$64.66~~ ~~\$62.88~~ ~~56 - \$66.60~~ ~~47~~ Hourly
~~\$4,595.45 - \$5,173.18~~ ~~\$5,030.85 - \$5,328.38~~ Biweekly
~~\$9,956.80 - \$11,208.57~~ ~~\$10,900.18 - \$11,544.82~~ Monthly
~~\$119,481.65 - \$134,502.78~~ ~~\$130,802.10 - \$138,537.88~~ Annually

DESCRIPTION:

DEFINITION

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

CLASS CHARACTERISTICS

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

EXAMPLE OF DUTIES:

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

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

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

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and practices of design, maintenance, installation, repair and modification of electronic communications systems and equipment;
2. Methods, tools and equipment and instruments used in electronic communications systems maintenance and repair work;
3. Techniques of lead direction, including planning, assigning and monitoring work and supervising work performance of journey level employee;
4. Safe work methods and safety practices pertaining to the work;

5. Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
6. Applicable Federal Communication Commission codes and regulations;
7. Computer applications related to the work;
8. Principles and practices of effective employee supervision, including selection, training, work evaluation and participation in the City's progressive discipline process;
9. Shop mathematics, including algebra, geometry and trigonometry.

Skill in:

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

MINIMUM QUALIFICATIONS:

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

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

OTHER REQUIREMENTS

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

CLASSIFICATION HISTORY:

Established Date: May 9, 2023

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



Smart Savings Webinar

Wednesday, January 31st
12pm to 1pm

See [page 8](#) for details

[CLICK HERE TO REGISTER](#)

What's New

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

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

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

Mandatory Trainings: Compliance Success!

City Attorney's Office	100%
City Auditor's Office	100%
City Clerk	100%
City Manager's Office	100%
HHCS*	100%
Human Resources	100%
Information Technology	100%
PRW**	100%
Planning	100%
Library	99%
Finance	98%
Police	98%
Fire	96%
Public Works	95%

*excludes Youth Enrollee Interns

**excludes seasonal workers

2024 Mileage Rate

For employees who use a personal vehicle for City business:
Effective January 1, 2024, the IRS standard mileage rate for business use is 67 cents per mile, up 1.5 cents from 2023.



HR ADMINISTRATION

Aram Kouyoumdjian, HR Director

Monica Walker, Human Resources Manager
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510-981-6818

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

BENEFITS

HRBenefits@berkeleyca.gov

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

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

WORKERS' COMP, ADA, LEAVES OF ABSENCE

Claims: HRWorkersComp@berkeleyca.gov

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

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

SAFETY, ERGONOMICS, CAL/OSHA

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KWalker@berkeleyca.gov
510-981-6825

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510-981-6819

EMPLOYEE AND LABOR RELATIONS

Aram Kouyoumdjian, HR Director

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EEO MATTERS

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RECRUITMENT, EXAMS & SELECTION

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Training@berkeleyca.gov

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510-981-6801

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

For promotional recruitments: [CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$33.13 - \$36.08	Continuous	Continuous
Accounting Office Specialist III	Vacancy	Promotional	\$38.37 - \$41.83	Continuous	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 - \$45.45	Continuous	Continuous
Animal Services Assistant	Vacancy	Competitive	\$31.66 - \$33.44	Continuous	Continuous
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 - \$63.86	Continuous	Continuous
Assistant Recreation Coordinator	Vacancy	Competitive	\$32.14 - \$37.38	Continuous	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 - \$73.75	Continuous	Continuous
Audit Manager (Req#2023-01668)	Vacancy	Competitive	\$60.67 - \$79.43	January 15, 2024	February 5, 2024
Auditor I (Req#2023-01667)	Promotion	Competitive	\$39.22 - \$46.30	January 8, 2024	February 12, 2024
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 - \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 - \$59.19	Continuous	Continuous
Community Development Project Coordinator	Vacancy	Competitive	\$50.92 - \$61.57	Continuous	Continuous
Community Service Officer (Req#2023-01350)	Vacancy	Competitive	\$36.28 - \$42.26	January 22, 2024	February 19, 2024
Electrician	Vacancy	Competitive	\$49.74 - \$54.51	Continuous	Continuous
Employee & Labor Relations Analyst (HR Analyst)	Vacancy	Competitive	\$50.93 - \$68.30	Continuous	Continuous
Fire Marshal (Req#2023-01555)	Establish a List	Competitive	\$90.38 - \$99.45	December 25, 2023	February 5, 2024
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 - \$41.96	Continuous	Continuous
Forestry Climber	Establish a List	Competitive	\$40.86 - \$43.47	January 8, 2024	January 29, 2024
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 - \$49.71	Continuous	Continuous
Janitor (Req#2023-01163, 2024-01686)	Promotion Vacancy	Competitive	\$29.33 - \$30.91	January 29, 2024	February 19, 2024
Laborer (Req#2023-01634, 2023-01635, 2023-01647, 2023-01648)	Promotion	Competitive	\$33.13 - \$35.17	January 29, 2024	February 19, 2024
Legislative Assistant	Vacancy	Competitive	\$37.80 - \$53.19	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$34.28 - \$36.35	Continuous	Continuous



Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Mechanic	Vacancy	Competitive	\$45.04 - \$47.75	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 - \$65.32	Continuous	Continuous
Mental Health Nurse	Vacancy	Competitive	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	Competitive	\$55.53 - \$61.56	Continuous	Continuous
Office Specialist III	Vacancy	Promotional	\$36.67 - \$41.13	Continuous	Continuous
Paramedic	Vacancy	Competitive	\$30.00 - \$40.00	January 29, 2024	February 26, 2024
Police Aide (Req#2023-01549)	Vacancy	Competitive	\$18.33 - \$27.40	January 22, 2024	February 19, 2024
Police Officer Lateral	Vacancy	Competitive	\$52.77 - \$65.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$43.61	Continuous	Continuous
Program Manager II - Green Building (Req#2023-01680)	Vacancy	Competitive	\$64.90 - \$78.53	January 29, 2024	February 19, 2024
Program Manager II - Information Technology (Req#2023-01264)	Promotion	Competitive	\$64.90 - \$78.53	Continuous	Continuous
Psychiatrist	Vacancy	Competitive	\$91.42 - \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	Competitive	\$53.89 - \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Competitive	\$33.48 - \$36.58	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$46.44 - \$50.40	Continuous	Continuous
Registered Environmental Health Specialist (Req#2023-01260)	Vacancy	Competitive	\$47.51 - \$55.06	November 13, 2023	Open Until Filled
Registered Nurse	Vacancy	Competitive	\$52.20 - \$57.86	Continuous	Continuous
Revenue Development Specialist I/II	Vacancy	Competitive	\$39.22 - \$58.07	Continuous	Continuous
Revenue Development Supervisor	Vacancy	Competitive	\$52.15 - \$63.03	Continuous	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$50.45 - \$58.89	Continuous	Continuous
Senior Housing Inspector (Certified) (Req#2023-01660)	Promotion	Competitive	\$51.21 - \$60.75	Continuous	Continuous
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 - \$58.45	Continuous	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 - \$65.04	Continuous	Continuous
Senior Planner (Req#2023-01400)	Promotion	Competitive	\$54.77 - \$65.25	January 29, 2024	February 19, 2024
Senior Public Health Nurse (Req#2023-01598)	Vacancy	Competitive	\$59.02 - \$68.86	January 29, 2024	Continuous
Senior Systems Analyst	Vacancy	Competitive	\$58.55 - \$71.33	Continuous	Continuous
Supervising Public Health Nurse	Vacancy	Competitive	\$65.26 - \$76.62	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: [CLICK HERE](#)

Classification	Reason	Department	Contact
Accounting Office Specialist II (Req#2024-01693)	Vacancy	Public Works	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov
Administrative Assistant (Req#2024-01690)	Vacancy	City Manager's Office	Rex Brown @ 981-7014 ReBrown@berkeleyca.gov
Assistant/Associate Civil Engineer (Req#2024-01689)	Vacancy	Public Works	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov
Communications Specialist (Req#2024-01695)	Vacancy	City Manager's Office	Matthai Chakko @ 981-7008 Mchakko@berkeleyca.gov
Emergency Services Coordinator (Req#2024-01688)	Vacancy	Fire	Keith May @ 981-5508 Kmay@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
Intern - District 6 (Req#2023-01663)	Vacancy	Mayor & City Council	Laurie McWhorter @ 981-7160 LMcWhorter@berkeleyca.gov	NTE 5 months
Intern - Tobacco Prevention Program (Req#2023-01643)	Vacancy	HHCS	Rebecca Rodriguez @ 981-5337 ReRodriguez@berkeleyca.gov	NTE 6 months
Community Services Specialist I (Req#2023-01440)	Vacancy	HHCS	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov	3-year project based
Landscape Gardener (Req#2024-01691)	Vacancy	PRW	Bruce Pratt @ 981-6632 Bpratt@berkeleyca.gov	2-year project based

Temporary vacancies **without** an eligible list

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

Classification	Reason	Duration	Contact	Opening Date	Closing Date
No new vacancies. Check back next week!					

To apply to the recruitment for one of these vacancies: [CLICK HERE](#)

To have your name placed on the transfer list: [CLICK HERE](#)

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

MANDATORY TRAININGS: [CLICK HERE](#)

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

UPCOMING CLASSES

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

Date	Topic	Location
February 1, 2024 9am - 12pm	Microsoft Excel Level 1, Day 1	Zoom - click here
February 8, 2024 9am - 12pm	Microsoft Excel Level 1, Day 2	
February 15, 2024 9am - 12pm	Microsoft Excel Level 2, Day 1	Zoom - click here
February 22, 2024 9am - 12pm	Microsoft Excel Level 2, Day 2	
February 29, 2024 9am - 12pm	Microsoft Word Level 1, Day 1	Zoom - click here
March 7, 2024 9am - 12pm	Microsoft Word Level 1, Day 2	

“NEW EMPLOYEE 101” SCHEDULE: [CLICK HERE](#)

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

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

2024 EMPLOYEE ENRICHMENT WEBINARS

\$SMART \$SAVINGS: DEFERRED COMPENSATION

Wednesday, January 31st
12pm - 1pm

JANUARY

Did you know that participating in a deferred compensation plan can help you save for retirement AND maximize your paycheck?

Join us for a webinar about 457(b) plans featuring representatives from CalPERS (Nancy Garrity) and Empower (Jose Anaya).

Coming in February:
*Interview Skills to
Advance Your Career*



**CLICK OR SCAN
TO REGISTER FOR
THE WEBINAR**





PLEASE POST WHERE EMPLOYEES CAN READ EASILY
VIOLATORS SUBJECT TO PENALTIES

OFFICIAL NOTICE

Berkeley Fair Workweek Ordinance

Operational on January 12, 2024. For complete requirements of the Fair Workweek Ordinance, please refer to Berkeley Municipal Code Chapter 13.102.

Advance Notice of Work Schedules: Employers must provide each employee with an initial estimate of the employee’s work schedule in writing on or before their first day of work. Employers must provide employees with at least 14 days’ notice of their work schedules.

Offer of Work to Existing Employees: Before hiring new employees, including temporary workers, employers must first offer additional hours to existing part-time employees who 1) are qualified to do the additional work, 2) have worked for the employer for more than two weeks, and 3) whose schedules do not conflict with the additional hours. To accept an offer of additional hours, employees must notify the employer in writing within 24 hours of the offer.

Right to Rest: Employees have the right to decline work hours that occur less than 11 hours after the end of the previous shift. Employees who agree in writing to work hours with less than 11 hours rest must be paid 1.5 times their regular rate of pay for any hours worked less than 11 hours following the end of a previous shift.

Right to Request a Flexible Work Arrangement: Employees have the right to request a flexible or modified work schedule. Employers may accept, modify, or decline the employee’s request.

Predictability Pay: Employees have the right to decline any previously unscheduled hours with less than 14 days’ notice before the first day of any new schedule. When employees voluntarily agree to such changes or when an employer subtracts hours or cancels shifts, employees are owed predictability pay. Predictability pay is subject to some exceptions, including for employee-initiated schedule changes.

When a Covered Employer makes a schedule change with less than 14 days’ notice but more than 24 hours’ notice to the employee

Employer subtracts hours or cancels shifts	Employee must receive 1 hour of predictability pay
Employer adds hours or shifts	
Employer moves shifts to another date or time	

When a Covered Employer makes a schedule change with less than 24 hours’ notice to the employee

Employer subtracts hours or cancels shifts	Employee must receive 4 hours of predictability pay or the number of cancelled or reduced hours in the employee’s scheduled shift, whichever is less
Employer adds hours or shifts	Employee must receive 1 hour of predictability pay
Employer moves shifts to another date or time	

Employee rights under the City’s labor ordinances are protected from retaliation. An employee or any other person may report to any suspected violation of the labor standard ordinances. The City will investigate possible violations, access payroll records and enforce corrective action to violations of the labor standard requirements.

If you have questions, please contact your employer or the City of Berkeley:
Health, Housing, and Community Services Department
2180 Milvia Street, 2nd Floor Berkeley, CA 94704
(510) 981-5400 or TDD: (510) 981-6903
Email: HHCSMWO@berkeleyca.gov

Language Interpretation Available

Welcome!

Appointments		
Name	Classification	Department
Nikki Paetsch	Legislative Assistant	Mayor & City Council
Karissa Schiff	Public Safety Dispatcher I	Police
Erik Engdahl	Building Maintenance Mechanic	PRW
Wahid Amiri	Deputy Director of Public Works	Public Works
Anny Chin	Accounting Office Specialist III	Public Works
Jesse Peoples	Associate Civil Engineer	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Joshua Smith	Police Sergeant	Police
Wayman Blocker	Landscape Equipment Operator	PRW
Armeia Gibson	Accounting Office Specialist III	PRW
Safiya Lewis	Senior Landscape Gardener	PRW

Retirements		
Name	Classification	Department
Julie Corker-Slivinski	Assistant Management Analyst	Planning

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

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

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

The Choice is Yours

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



The World at Your Fingertips

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



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

How's your financial wellness stacking up?

Financial wellness is important and means different things to different people. Many influences in your life can affect your finances – especially your ability to save for your future. To help keep your long-term strategy on track, consider how you can improve your approach to the following important areas:



- Creating an emergency fund
- Reducing your high-interest debt
- Saving for larger purchases

SCHEDULE AN APPOINTMENT: JOSEANAYA.EMPOWERMYTIME.COM

OR EMAIL JOSE.ANAYA@EMPOWER.COM

NEW!

Effective February 1, 2024, Empower is introducing two new investment advisory services for its participants: **Online Advice** and **My Total Retirement**. Both services provide a comprehensive review of your investment holdings, a personalized investment strategy using the funds offered by Empower, and unlimited ability to meet with a locally based investment counselor to review your account

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

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

With the CalPERS 457 plan, you benefit from:

- Contributions made via automatic payroll deductions
- Pre-tax contributions and tax-deferred growth



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

NEW!

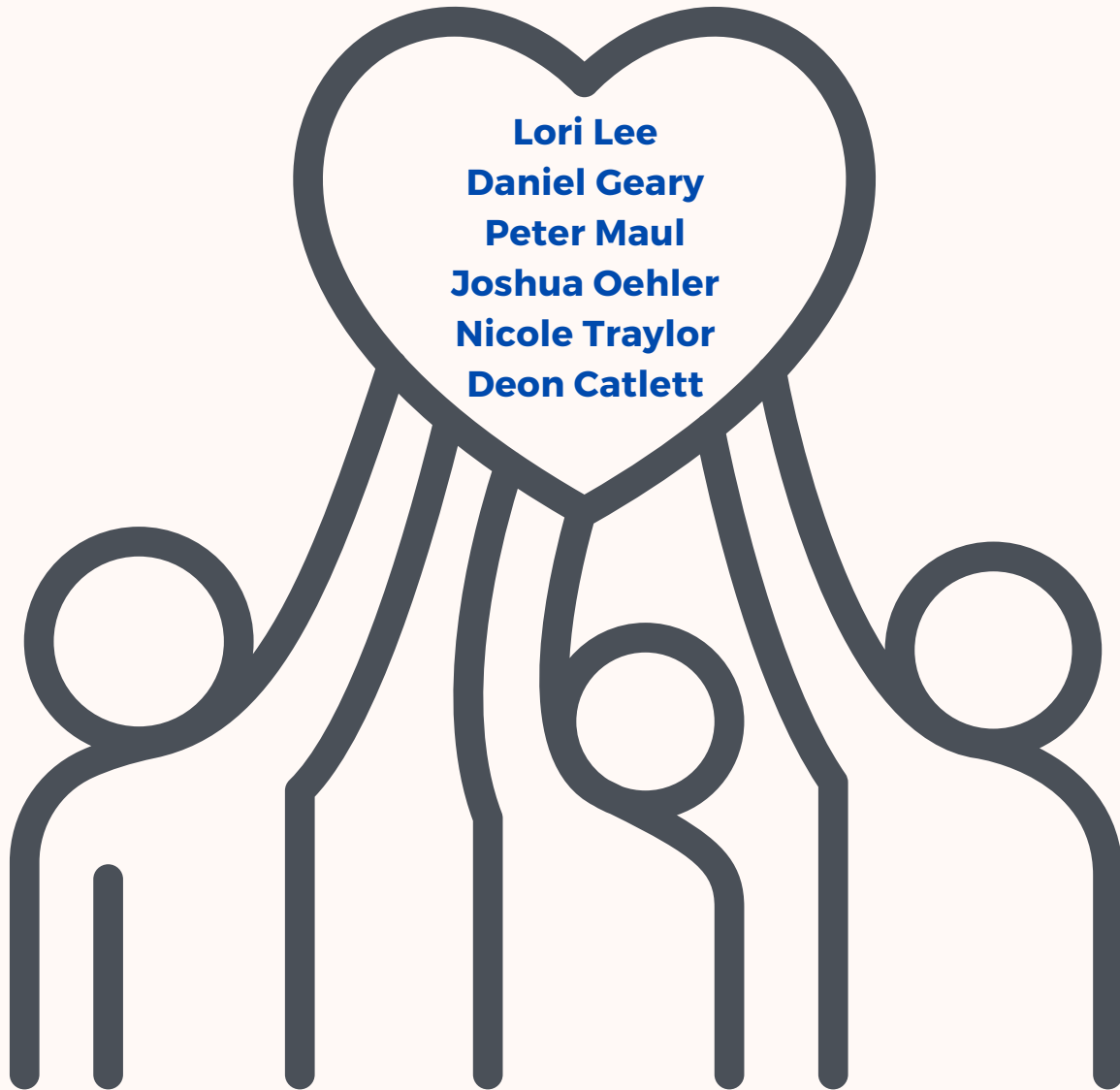
In-person appointments are available on the second Wednesday of each month. Appointments will be located in the Chinquapin conference room at 2180 Milvia St.

SCHEDULE A PHONE APPOINTMENT: CALPERS457.TIMETAP.COM/

SCHEDULE AN IN-PERSON APPOINTMENT: IDC8TXARFX.TIMETAP.COM/

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

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



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

[CLICK HERE](#)



2024 CITY CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF BERKELEY RECOGNIZED HOLIDAYS

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

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

Dec 25 Christmas Day

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



City of Berkeley 2024 Pay Schedule

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

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

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