

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD

*** NEW LOCATION ***

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

DATE: July 10, 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 7:03 P.M.

II. Roll Call

Members Present: Robert Dixon (Chair), Maya Karpinski, Mary Kay Lacey, Nic O'Loughlin

Members Absent: Aviva Gilbert (Vice Chair), Darryl Bartlow, Jenny Wenk

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Joy Brown (PW Operations Manager); Hamid Mostowfi (Acting Transportation Manager); Danette Perry (Parking Services Manager); Janice Chin (Manger of Public Health Services); Monique Sims (HHCS)

Public Attendance: None

III. Public Comments

Cordell Hindler: "For a future agenda, the personnel board should consider hosting a retreat to go over the goals for the remainder of 2023. Also, I am in full [sic] support of the items on the agenda."

ACTION ITEMS:

IV. Approval of Minutes of Meeting on June 5, 2023

Action: MSC: (Lacey/Dixon) to approve the minutes of the meeting on June 5, 2023.

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

V. Recommendation to Amend Electrical Supervisor and Communications Supervisor Job Class Specifications

Action: MSC: (Dixon/ O'Loughlin) to approve the Recommendation to Amend Electrical Supervisor and Communications Supervisor Job Class Specifications

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

VI. Recommendation to Amend Parking Services Manager Job Class Specification

Action: MSC: (Lacey/O'Loughlin) to approve the Recommendation to Amend Parking Services Manager Job Class Specification

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

VII. Recommendation to Establish Lactation Counselor Job Class Specification and Salary Range

Action: MSC: (Dixon/Lacey) to approve the Recommendation to Establish Lactation Counselor Job Class Specification and Salary Range

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

VIII. Revisions to the Unrepresented Employee Manual

IX. **Action:** MSC: (Dixon/Karpinski) to approve the Revisions to the Unrepresented Employee Manual

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

INFORMATION ITEMS:

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

XI. Copy of Berkeley Matters – Discussion Only

XII. Adjournment 7:48 PM