

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
2180 Milvia Street
Redwood Conference Room, 6th Floor
Berkeley, CA 94704
DATE: December 2, 2019 TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: LBellow@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 981-6812 (V) OR 981-6347 (TDD) AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING DATE. PLEASE REFRAIN FROM WEARING SCENTED PRODUCTS TO THIS MEETING.

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on November 4, 2019
- V. Approval of 2020 Personnel Board Meeting Schedule
- VI. Request for Extension of Temporary Assistant Human Resources Analyst
- VII. Recommendation to Amend the Classification of Senior Equipment Supervisor and Senior Electrical Supervisor
- VIII. Recommendation to Establish Mental Health Nurse Classification Series
- IX. Recommendation to Approve Petition to Modify Unit to Accrete Legislative Aides (continued from the November 4, 2019 Personnel Board Meeting)

INFORMATION ITEMS:

- X. Annual EEO Workforce Report – Discussion Only
- XI. Lobbyist Registration Ordinance (01/01/20) – Discussion Only
- XII. Director’s Report – Updates from HR Director – Discussion Only
- XIII. Temporary Employee Report – Discussion Only
- XIV. Copies of Berkeley Matters - Discussion Only
- XV. New Agenda Items: Discussion of Items to be Placed on the Next Agenda – Discussion Only
- XVI. Adjournment

If you are unable to attend a meeting please call 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
PERSONNEL BOARD MINUTES
DATE: November 4, 2019 TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: LBellow@cityofberkeley.info**

I. Call to Order 7:02 p.m.

II. Roll Call

Members Present: Jenny Wenk (Chair), Sharon Kidd (Vice Chair), Darryl Bartlow, Mary Kay Lacey, Robert Dixon, Sam Frankel

Members Absent: Aviva Gilbert

Staff Present: LaTanya Bellow (Director of Human Resources); David White (Deputy City Manager); Melanie Popper (Employee Relations Manager); Wilhelmina Parker (Training Officer); Dana d'Angelo, Katherine Cabrera (Human Resources); Soli Alpert, Chris Naso, Angie Chen, Sandy Barnard, Molly Jones, Lorenzo Lewis (Mayor and City Council)

Public Attendance: Jose Martinez (SEIU 1021)

III. Public Comments None

ACTION ITEMS:

IV. Approval of Minutes of Meeting on October 7, 2019

Action: MSC: (Bartlow/Frankel) to approve the minutes of the meeting on October 7, 2019

Vote: Ayes: Wenk, Kidd, Bartlow, Lacey, Dixon, Frankel
 Noes: None
 Abstains: None
 Absent: Gilbert

V. Request for Extension of Temporary Office Specialist II

Action: MSC: (Lacey/Kidd) to approve the request for extension of Temporary Office Specialist II

Vote: Ayes: Wenk, Kidd, Bartlow, Lacey, Dixon, Frankel
 Noes: None
 Abstains: None
 Absent: Gilbert

VI. Recommendation to Approve Petition to Modify Unit to Accrete Legislative Aides

Action: Opened public hearing to modify unit to accrete Legislative Aides to continue on December 2nd, 2019

Vote: Ayes: Wenk, Kidd, Bartlow, Lacey, Dixon, Frankel

Noes: None
Abstains: None
Absent: Gilbert

INFORMATION ITEMS:

- VII. Update Regarding City of Berkeley Diversity, Equity & Inclusion (DEI) & Ethics Program – Updates from Training Officer – Discussion Only
- VIII. Director’s Report – Updated from HR Director – Discussion Only
- IX. Temporary Employee Report – Discussion Only
- X. Copies of Berkeley Matters - Discussion Only
- XI. New Agenda Items: Discussion of Items to be Placed on the Next Agenda – Discussion Only
 - a. Continue the public hearing to modify unit to accrete Legislative Aides

XII. Adjournment

Action: MSC: (Kidd/Dixon) to adjourn the meeting in honor of Anita Eblé at 8:19 p.m.

Vote: Ayes: Wenk, Kidd, Bartlow, Lacey, Dixon, Frankel
Noes: None
Abstains: None
Absent: Gilbert



Human Resources Dept.

December 2, 2019

To: Members of the Personnel Board
From: LaTanya Bellow, Director of Human Resources
Subject: 2020 Personnel Board Meeting Schedule

Personnel Board meetings are regularly scheduled for the first Monday of each month, except when the date conflicts with a holiday, and then the meeting is held on the Tuesday. Below are the proposed dates for the 2020 Personnel Board meetings.

Personnel Board Meeting Dates – 2020		
Month	Meeting Day & Date	Time
January	Monday, 1/6/20	7:00 p.m.
February	Monday, 2/3/20	7:00 p.m.
March	Monday, 3/2/20	7:00 p.m.
April	Monday, 4/6/20	7:00 p.m.
May	Monday, 5/4/20	7:00 p.m.
June	Monday, 6/1/20	7:00 p.m.
July	Recess	
August	Recess	
September	Tuesday, 9/8/20	7:00 p.m.
October	Monday, 10/5/20	7:00 p.m.
November	Monday, 11/2/20	7:00 p.m.
December	Monday, 12/7/20	7:00 p.m.



Department of Human Resources

To: Personnel Board
From: LaTanya Bellow, Director of Human Resources
Date: December 2, 2019
Subject: Request for Extension of Temporary Assistant Human Resources Analyst

I am requesting the Personnel Board to approve the extension of the temporary appointment of Matthan Churchill, Temporary Assistant Human Resources Analyst, for an additional six (6) months. Mr. Churchill has been working as a temporary, full-time, benefited Assistant Human Resources Analyst since December 16, 2018. He was hired to temporarily under fill an Associate HR Analyst role that was assigned to the ERMA implementation project. The ERMA project is still in progress and will likely not launch until July 2020. Matt has been working in recruitments and given the loss of our Senior Human Resource Analyst and Associate Human Resources Analyst, his continued service is essential. In addition, he provides support in report development and new technology implementation. Therefore, we are requesting an extension of an additional 6 months, until June 16, 2020, for his provisional assignment.

The extension of Mr. Churchill's assignment will allow Human Resources to complete the recruitment, which is underway.



Department of Human Resources

December 2, 2019

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: Recommendation to Amend the Classification of Senior Equipment Supervisor and Senior Electrical Supervisor

BACKGROUND

Phillip Harrington, Director of Public Works and Local One had a Meet and Confer meeting and agreed to revise the Senior Equipment Supervisor and Senior Electrical Supervisor classifications minimum requirement of possessing a valid "A" or "B" driver's license to desirable. Possessing this license is not required for these two Supervisor levels.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Revise the Senior Equipment Supervisor and Senior Electrical Supervisor classification effective December 2, 2019

Attachments:

- A. Senior Equipment Supervisor Classification with revisions
- B. Senior Electrical Supervisor Classification with revisions
- C. Corporation Yard Organizational Chart

cc: Phillip Harrington, Director of Public Works
Daryl Witbeck, Public Works Operations Manager
Cecil Lopez, Associate Human Resources Analyst



Class Code:
14530

Senior Equipment Supervisor

Bargaining Unit: Public Employees Union, Local One

CITY OF BERKELEY
Established Date: Dec 1, 1988
Revision Date: ~~Oct 8, 2009~~ Dec 2, 2019

SALARY RANGE

46.34 - \$56.03 Hourly
\$3,707.24 - \$4,482.06 Biweekly
\$8,032.35 - \$9,711.12 Monthly
\$96,388.24 - \$116,533.46 Annually

DESCRIPTION:

DEFINITION

Under general direction of the Equipment Superintendent, plans, organizes, schedules and directs the maintenance, repair and overhaul of a large fleet of automobiles, trucks and construction equipment; directs, through subordinate supervisors, the work of staff assigned to the division; performs related work as assigned.

CLASS CHARACTERISTICS

This class has overall responsibility for the management of the preventive maintenance and repair program for City vehicles and equipment. This class is distinguished from Equipment Superintendent, which is at the division head 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. Plans, organizes, coordinates, administers and directs the maintenance and repair of a wide variety of automobiles, trucks and construction equipment;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the section;
3. Prepares budgetary estimates of staff, equipment and materials required for projected activities;
4. Provides technical assistance to staff;
5. Resolves a variety of routine personnel and administrative matters including disciplinary actions

of assigned staff;

6. Researches new operational techniques, methods and equipments and recommends their application; requisitions necessary materials and supplies to maintain an adequate inventory;
7. Develops, reviews and updates written work instructions and schedules; including disciplinary of assigned staff;
8. Personally responds to inquiries and complaints;
9. Attends meetings with other Department and City staff and concerned organizations;
10. Resolves a variety of routine personnel administrative matters;
11. Keeps records and makes periodic or special reports on work performed, including personnel records, accident reports, shop and field orders, backlog reports and maintenance records and requisitions;
12. Investigates legal claims against the City related to division activities and prepares reports of findings;
13. Assists Superintendent in preparing detailed budget requests for repair activities;
14. Participates in long term planning to assess future needs;
15. Directly supervises Mechanic Supervisors; researches new operational methods, techniques and equipment and recommends their application;
16. Ensures that activities are carried out in a safe and efficient manner;
17. Directs the maintenance of an adequate inventory of necessary tools, supplies, materials and equipment;
18. Reviews or prepares plans, specifications and bids for contract work and inspects work performed to deter non compliance to standards;
19. Develops, reviews and updates written maintenance instructions and schedules;
20. Ensures current registration and licensing of fleet vehicles and compliance with relevant codes;
21. Recommends the purchase, sale or disposal of new and used vehicles and equipment;
22. Makes spare keys and automated fueling cards as necessary;
23. Manages defensive driving training program for City employees

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;

2. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards;

3. Principles and practices of budget development and administration;

4. Theories, principles, methods, materials and equipment used in the overhaul, repair and maintenance of gasoline and diesel powered vehicles and equipment, trucks and heavy construction equipment;

5. Safety practices, safe work methods and safety regulations related to the work;

6. Microcomputer applications related to the work.

Skill in:

1. Planning, organizing, coordinating, directing, assigning, reviewing and evaluating the work of others;

2. Selecting, motivating, and evaluating staff and providing for their training and development;

3. Analyzing complex technical and administrative problems, evaluating alternatives and recommending or adopting effective courses of action;

4. Developing and implementing goals, objectives, policies, procedures, work standards and internal controls;

5. Preparing clear and concise records, reports, correspondence and other written materials;

6. Exercising independent judgment and initiative within general policy guidelines;

7. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Skill in:

1. Planning, organizing, coordinating, directing, assigning, reviewing and evaluating the work of others;

2. Selecting, motivating, and evaluating staff and providing for their training and development;

3. Analyzing complex technical and administrative problems, evaluating alternatives and recommending or adopting effective courses of action;

4. Developing and implementing goals, objectives, policies, procedures, work standards and internal controls;

5. Preparing clear and concise records, reports, correspondence and other written materials;

6. Exercising independent judgment and initiative within general policy guidelines;

7. Establishing and maintaining effective working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from high school and six (6) years of increasingly responsible journey level mechanic experience which included two (2) years at the supervisory level equivalent to the Mechanic Supervisor class. Course completion in appropriate trade school or technical coursework in diesel or gasoline powered mechanics may be substituted for up to one (1) year of the required experience.

OTHER REQUIREMENTS

~~Must possess a valid class "B" California driver's license and have a satisfactory driving record.~~
Class "A" or Class "B" California driver's license is desirable upon appointment. Must have a satisfactory driving record.

CLASSIFICATION HISTORY:

Revised ~~2/94~~ 12/19



Class Code:
14050

Senior Electrical Supervisor

Bargaining Unit: Public Employees Union, Local One

CITY OF BERKELEY
Established Date: Oct 1, 1988
Revision Date: ~~Oct 8, 2008~~ Dec. 2, 2019

\$56.71 - \$62.19 Hourly
\$4,536.53 - \$4,975.50 Biweekly
\$9,829.14 - \$10,780.24 Monthly
\$117,949.73 - \$129,362.90 Annually

DESCRIPTION:

DEFINITION

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

CLASS CHARACTERISTICS

This class has overall responsibility for the management of the facilities Maintenance Division and is the first line supervisor for the Electricians and/or Communications Technicians. This class is distinguished from Facilities Maintenance Superintendent, which is at the division head level and has responsibilities for both facilities and electrical maintenance work.

EXAMPLES OF DUTIES:

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

1. Plans, organizes, coordinates, administers and directs the electrical installation and maintenance and electronic communications systems programs;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the section;
3. Provides for staff training and development;
4. Prepares budgetary estimates of the staffing, material and equipment requirements for projected activities;
5. Provides technical assistance to staff;

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

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

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

6. Micro computer applications related to the work;
7. Codes, ordinances, and regulations pertaining to the work.

Skill in:

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

MINIMUM QUALIFICATIONS:

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

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

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

OTHER REQUIREMENTS

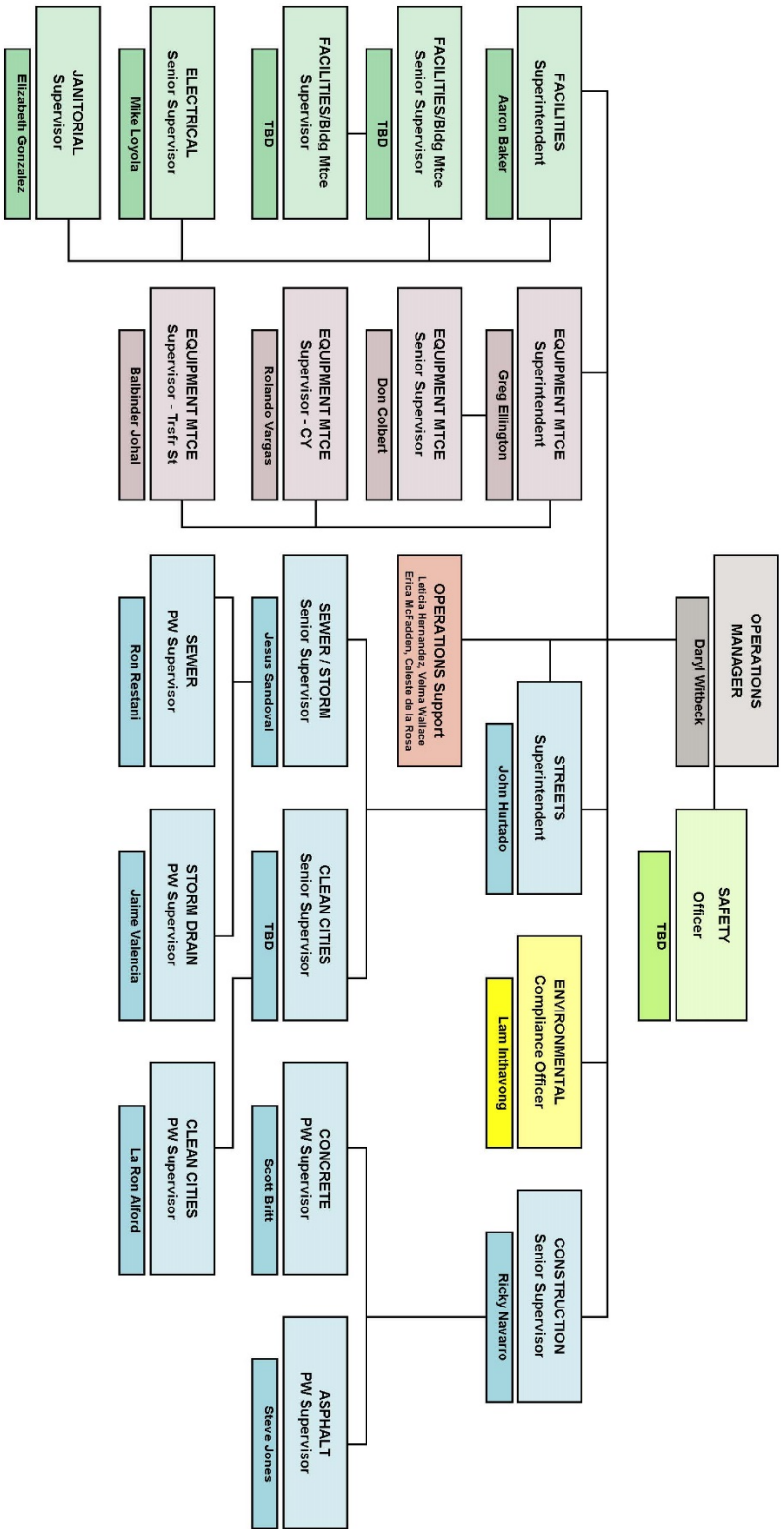
~~A Must obtain a class "B" Learner's Permit prior to appointment and obtain a class "B" driver's license within 12 weeks of appointment~~ is desirable upon appointment. Must have a satisfactory driving record.

CLASSIFICATION HISTORY:

Revised: ~~02/91 & 04/96~~ 12/19

Attachment C

PUBLIC WORKS CY OPERATIONS





Human Resources Dept.

December 2, 2019

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: Recommendation to Establish Mental Health Nurse Classification Series

BACKGROUND AND CLASSIFICATION

The Director of the Health, Housing and Community Services (HHCS) requested that the Human Resources Department propose solutions to address the recruitment and retention challenges of the Registered Nurse classification in the Mental Health Division.

The Human Resources Department recommends the creation of a Mental Health Nurse classification series in order to address recruitment and retention challenges, to align the level of the position based on the current and future needs of the Health, Housing, and Community Services Department (HHCS), and to allow for pay equity. This is needed to ensure that the City remains competitive in the demanding labor market for this profession, in order for the City to continue providing essential health services, and to support one of the City Council's top priorities related to homelessness.

For a number of years, the City has had difficulties in recruiting and retaining Registered Nurses in Mental Health. The Registered Nurse Classification was established in October 1988 and was initially housed only in the Public Health Division. Subsequent to the creation of the Registered Nurse classification, the Mental Health Division has used Registered Nurses to serve the severely and persistently mentally ill patients of Berkeley and Albany. The Mental Health Division currently has three full-time, and two part-time RN positions – and expects to grow in the next year due to the planned addition of a nurse for the Homeless Outreach & Treatment Team.

Mental Health Nurses are in high demand in both the private and public sector. The City must be able to recruit in an expeditious manner by streamlining our recruitment process and removing delays which are sometimes caused by sharing a list with the Public Health Division. The City takes pride in having a Mental Health Division to provide the critical and competitive mental health services to an extremely vulnerable, sensitive, and at-risk population, and the services provided by the employees in this classification are essential to these services.

Subject: Mental Health Nurse Series

Page 2

As a result, staff reviewed the existing nursing classification series and conducted an updated salary survey for Registered Nurses with experience and training in mental health in the 8 surrounding Bay Area counties. After a comprehensive review and analysis of information gathered, staff recommends the creation of Mental Health Nurse classification. This will allow the City to be able to attract a qualified applicant pool during the recruitment process.

At present, Registered Nurses with experience and training in mental health and assigned to the Mental Health Division earn 24% below the market median of the 8 Bay Area counties. The nationwide and local shortage of Mental Health Nurses is problematic, and many public and private are competing for a small pool. The proposal will align the salary to the current market base median.

The proposed classification series has been reviewed by Public Employees Union Local One and SEIU Local 1021 CSU – both unions concurred with the recommendations and salaries.

SALARY

The Human Resources Department contracted with CPS HR Consulting to conduct a salary survey; and made a base salary recommendation in consideration of the market agencies with comparable classes. CPS HR Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients.

CPS HR Consulting surveyed all comparable jurisdictions as prescribed in the SEIU Local 1021 CSU & Local 1 MOUs and found the data to reflect that the City of Berkeley is below in the labor market when comparing base salary and total compensation categories. CPS HR states that salary and total compensation appear to be a significant driver in unfavorable attraction and retention efforts.

After considering the internal relationships among classifications, staff is recommending a monthly salary range of \$9,348.02 - \$11,363 for the Mental Health Nurse; \$9,815.87 - \$11,931.92 for the Senior Mental Health Nurse; and \$10,307.24 - \$12,528.52 for the Supervising Mental Health Nurse. The proposed top step amount for the Supervising Mental Health Nurse is approximately 10% and 5% above the top step for the two subordinate positions (Mental Health Nurse and Senior Mental Health Nurse, respectively). The monthly salary top step for the Registered Nurse classification is \$9,359.29, making the proposed top step amount for the Mental Health Nurse approximately 21% higher.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Establish the classifications of Mental Health Nurse, Senior Mental Health Nurse, and Supervising Mental Health Nurse. The Mental Health Nurse and Senior Mental

Subject: Mental Health Nurse Series

Page 3

Health Nurse classifications will be non-exempt from the overtime provisions of the Fair Labor Standards act (FLSA). The Supervising Mental Health Nurse classification will be exempt from the overtime provisions of the Fair Labor Standards act (FLSA) and eligible for Administrative Leave. The Mental Health Nurse and Senior Mental Health Nurse classifications will be represented by SEIU Local 1021 CSU with monthly salaries ranges of \$9,348.02 \$9,815.42 \$10,306.19 \$10,821.50 \$11,363.00 and \$9,815.87 \$10,306.66 \$10,821.99 \$11,363.09 \$11,931.92 respectively. The Supervising Mental Health Nurse will be represented by Local 1, with a monthly salary range of \$10,307.24 \$10,822.6 \$11,363.73 \$11,931.92 \$12,528.52.

Attachments:

- A. Mental Health Nurse Classification
- B. Senior Mental Health Nurse Classification
- C. Supervising Mental Health Nurse Classification
- D. CPS HR Salary Survey Tables
- E. Organizational Chart

cc: LaTanya Bellow, Human Resources Manager
Kelly Wallace, Director of Health, Housing & Community Services
Jeffery Johns, Supervising Psychiatrist
Matthan Churchill, Assistant Human Resources Analyst



Mental Health Nurse

Class Code:
XXXXX

Bargaining Unit: Service Employees International Union,
Local 1021 (Comm Svcs & PT Rec Leaders)

CITY OF BERKELEY
Established Date: XXX 1, 2020
Revision Date: N/a

SALARY RANGE

\$53.94 - \$65.56 Hourly
\$4,315.20 - \$5,244.46 Biweekly
\$9,348.00 - \$11,363.00 Monthly
\$112,176.20 - \$136,356.00 Annually

DESCRIPTION: DEFINITION

Under general supervision, provides a full range of Mental Health Nursing services including case management, crisis intervention, health assessment, health education, and counseling in homes, clinics, and in the field to patients with severe mental illness; performs related work as assigned.

CLASS CHARACTERISTICS

This classification represents the entry level of the Mental Health Nursing series. A Mental Health Nurse, following an initial period of orientation, is expected to function at the fully qualified professional level assuming broad responsibilities requiring independence and professional judgment in utilizing mental health nursing intervention skills to treat individuals with severe mental illness. The Mental Health Nurse is distinguished from Senior Mental Health Nurse in that the latter reviews and assigns patients to Mental Health Nurses and provides direction to a nursing team and coordinates special projects and programs. Medical and administrative direction is received from the Senior Mental Health Nurse and the Supervising Mental Health Nurse.

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. Provides professional nursing care to psychiatric patients on an assigned case load in the clinic, at homes and on field visits (including encampments);
2. Collaborates on a multidisciplinary mental health team with other professionals and para-professionals in the delivery of specialized mental health services and in treatment planning;
3. Evaluates the needs of those with severe mental illness, substance use disorders, and co-morbid general medical conditions utilizing observation, patient interview, physical examination, mental status examination, and record review;
4. Observes, assesses, records, and reports the patient's behavior, condition, and response to care before, during, and after treatment and utilizes this information to re-assess and revise plan of care;
5. Develops psychiatric nursing care plans and provides nursing case management;
6. Plans strategies for solving patient care problems, establishes priorities, and coordinates activities needed to implement patient care plans;
7. Provides crisis intervention, psychoeducation, and counseling;
8. Dispenses, administers, and supervises patients' psychotropic and non-psychotropic medication and provides medication education and adherence support services;
9. Gives immunizations;
10. Explains treatment procedures to patients and provides support before, during, and after treatment;
11. Provides teaching relating to disease prevention, health promotion, treatment maintenance and rehabilitation;
12. Utilizes nursing intervention skills to prevent disease, promote healthy behavior and alleviate conditions adversely affecting the health and safety of individuals, families and the community;

Subject: Mental Health Nurse Series

Page 5

13. Acts as patient liaison and advocate to external and internal medical providers and other community resources;
14. Follows up on treatment recommendations with patient and other involved agencies to ensure effective care and guidance to individuals and families;
15. Performs selected diagnostic tests under standardized procedures;
16. Assists in developing plans for teaching patients and families about the multiple requirements of proper home care. (e.g., medications, follow-up care, health resources, etc.);
17. Teaches patients and families how to follow psychiatric and non-psychiatric treatments after discharge (eg: medication reactions, dietary changes, etc.)
18. Teaches families to recognize signs/symptoms of decompensation and appropriate interventions in the event that this occurs in the psychiatric patient;
19. Accompanies patients to medical appointments and emergency departments as needed to assist in navigating the health care system;
20. Orders medication, controls medication inventory, reconciles medication lists, and prepares medication prior authorization requests;
21. Schedules and tracks laboratory blood draws and follows-up on results;
22. Coordinates the outpatient aspect of psychiatric and non-psychiatric hospital discharges;
23. Provides clinical supervision and training to allied health professionals and para-professionals;
24. Provides essential nursing services to other City of Berkeley departments and divisions when required to respond to a needed surge in staffing (natural disasters, outbreaks etc.);
25. 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, methods, and techniques of psychiatric nursing;
2. Basic psychotropic and other common drug indications, reactions, interactions, and contraindications;
3. Best practices for treating substance use disorders;
4. Treatment methods of common chronic and acute medical conditions;
5. Cultural competence in the application of mental health treatment;
6. Laws, rules, regulations, protocols, and requirements pertinent to psychiatric nursing;
7. Safety and infection control practices and procedures;
8. Counseling, interviewing, and crisis intervention techniques;
9. Environmental, sociological, and political problems related to mental health care;
10. Community medical and social agencies and resources;
11. Child and elder abuse and neglect and domestic violence reporting laws.

Skill in:

1. Managing a caseload and establishing priorities for case management, treatment, and referrals;
2. Performing mental health nursing assessments and selected diagnostic tests;
3. Administering prescribed treatments;
4. Exercising sound independent judgment within established guidelines;
5. Assessing health and behavior;
6. Developing effective treatment and referral plans;
7. Communicating clear and accurate information regarding patients to physicians, health providers and other health members;
8. Identifying the impact of cultural differences on community health care practices;
9. Preparing clear, complete and accurate documentation, reports, and other written correspondence;
10. Establish and maintain effective and productive relationships with those contacted during the course of work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year accredited college or university, with major course work in nursing and one (1) year of mental health nursing experience or completion of a six-month senior preceptorship in mental health nursing. The relevant mental health nursing experience or preceptorship in mental health nursing must have been completed in the past five (5) years.

OTHER REQUIREMENTS

Must possess a valid license to practice as a Registered Nurse in the state of California.

CLASSIFICATION HISTORY:

Mental Health Nurse

Subject: Mental Health Nurse Series
Page 6

Classification Code	XXX
Classification Established	X/2019
FLSA Status	Non-Exempt
Admin Leave/Overtime	Overtime
Representation Unit	G3
Probationary Period	6 Months
Workers' Comp Code	XXXX



Senior Mental Health Nurse

Class Code:
XXXXX

Bargaining Unit: Service Employees International Union,
Local 1021 (Comm Svcs & PT Rec Leaders)

CITY OF BERKELEY
Established Date: XXX 1, 2019
Revision Date: N/a

SALARY RANGE

\$56.63 - \$68.84 Hourly
\$4,530.40 - \$5,507.04 Biweekly
\$9,815.87 - \$11,931.92 Monthly
\$117,790.40 - \$143,183.04 Annually

DESCRIPTION: DEFINITION

Under direction, performs Mental Health nursing duties in an assigned area and one or a combination of the following: serves as assistant supervisor for a team which includes other nurses and may also include para-professionals and/or office staff; and/or has charge of a specialized health care program; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides direct mental health nursing services and provides directional supervision for the work of professional nursing and para-professional staff on an assigned team and/or may have independent responsibility for a major specialized mental health program. This class is distinguished from the Supervising Mental Health Nurse in that the latter has primary supervisory responsibility for mental health nursing and is assigned specialized projects and programs. Medical and administrative direction is received from the Supervising Mental Health Nurse.

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. Provides professional nursing care to psychiatric patients on an assigned case load in the clinic, at homes and on field visits (including encampments);
2. Collaborates on a multidisciplinary mental health team with other professionals and para-professionals in the delivery of specialized mental health services and in treatment planning;
3. Evaluates the needs of those with severe mental illness, substance use disorders, and co-morbid general medical conditions utilizing observation, patient interview, physical examination, mental status examination, and record review;
4. Observes, assesses, records, and reports the patient's behavior, condition, and response to care before, during, and after treatment and utilizes this information to re-assess and revise plan of care;
5. Develops psychiatric nursing care plans and provides nursing case management;
6. Plans strategies for solving patient care problems, establishes priorities, and coordinates activities needed to implement patient care plans;
7. Provides crisis intervention, psychoeducation, and counseling;
8. Dispenses, administers, and supervises patients' psychotropic and non-psychotropic medication and provides medication education and adherence support services;
9. Gives immunizations;
10. Explains treatment procedures to patients and provides support before, during, and after treatment;
11. Provides teaching relating to disease prevention, health promotion, treatment maintenance and rehabilitation;
12. Utilizes nursing intervention skills to prevent disease, promote healthy behavior and alleviate conditions adversely affecting the health and safety of individuals, families and the community;
13. Acts as patient liaison and advocate to external and internal medical providers and other community resources;

Subject: Mental Health Nurse Series

Page 8

14. Follows up on treatment recommendations with patient and other involved agencies to ensure effective care and guidance to individuals and families;
15. Performs selected diagnostic tests under standardized procedures;
16. Acts as the team leader of a mental health nursing team with other professionals and para-professionals in the delivery of mental health nursing services;
17. Assigns patient cases and assists in the evaluation of nursing team staff;
18. Provides consultation and guidance to team members on difficult patient problems;
19. Assists in the training, orientation, supervision of nursing staff, allied health professionals, and para-professionals;
20. Coordinates division services with private, public and community voluntary health and social service agencies;
21. May conduct a specialized health care or training program or project;
22. Assists in planning and development of programs and preparation of funding proposals;
23. Monitors and evaluates programs, projects and special services and prepares a variety of periodic and special reports for appropriate management review;
24. Provides essential nursing services to other City of Berkeley departments and divisions when required to respond to a needed surge in staffing (natural disasters, outbreaks etc.);
25. 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, methods, and techniques of psychiatric nursing;
2. Basic psychotropic and other common drug indications, reactions, interactions, and contraindications;
3. Best practices for treating substance use disorders;
4. Treatment methods of common chronic and acute medical conditions;
5. Cultural competence in the application of mental health treatment;
6. Laws, rules, regulations, protocols, and requirements pertinent to psychiatric nursing;
7. Safety and infection control practices and procedures;
8. Counseling, interviewing, and crisis intervention techniques;
9. Environmental, sociological, and political problems related to mental health care;
10. Community medical and social agencies and resources;
11. Child and elder abuse and neglect and domestic violence reporting laws;
12. Basic supervisory principles and practices.

Skill in:

1. Managing a caseload and establishing priorities for case management, treatment, and referrals;
2. Performing mental health nursing assessments and selected diagnostic tests;
3. Administering prescribed treatments;
4. Exercising sound independent judgment within established guidelines;
5. Assessing health and behavior;
6. Developing effective treatment and referral plans;
7. Communicating clear and accurate information regarding patients to physicians, health providers and other health members;
8. Identifying the impact of cultural differences on community health care practices;
9. Preparing clear, complete and accurate documentation, reports, and other written correspondence;
10. Assisting in the evaluation of mental health nursing programs effectiveness;
11. Establish and maintain effective and productive relationships with those contacted during the course of work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year accredited school of nursing and two (2) years of mental health nursing experience or a master's degree in psychology, nursing, or other relevant field. The relevant mental health nursing experience must have been completed in the past five (5) years.

OTHER REQUIREMENTS

Must possess a valid license to practice as a Registered Nurse in the state of California.

CLASSIFICATION HISTORY:

Senior Mental Health Nurse

Subject: Mental Health Nurse Series
Page 9

Classification Code	XXXX
Classification Established	X/2019
FLSA Status	Non-Exempt
Admin Leave/Overtime	Overtime
Representation Unit	G3
Probationary Period	6 Months
Workers' Comp Code	XXXX



Supervising Mental Health Nurse

Class Code:
xxxx

Bargaining Unit: Public Employees Union, Local One

CITY OF BERKELEY
Established Date: XXX #, 2019
Revision Date: N/a

SALARY RANGE

\$59.46- \$72.28 Hourly
\$4,757.19- \$5782.39 Biweekly
\$10,307.24- \$12,528.52 Monthly
\$123,686.89- \$150,342.19 Annually

DESCRIPTION: DEFINITION

Under general direction, supervises Mental Health Nursing and support staff who provide mental health services to community residents; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory and highest level in the professional mental health nursing series with responsibility for nursing program planning, development, implementation, direction, supervision, and evaluation. This class is distinguished from the Senior Mental Health Nurse by its full supervisory responsibility over all mental health nursing activities and staff. Medical and administrative direction is received from the Supervising Psychiatrist.

EXAMPLES OF DUTIES:

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

1. Plans, organizes, directs, assigns, reviews, and evaluates the work of mental health nursing and support staff;
2. Trains, orients, and supervises nursing staff, allied health professionals, and para-professionals;
3. Participates in the development and implementation of goals, objectives, policies, and procedures for mental health nursing activities;
5. Monitors and manages work load and productivity;
6. Participates in the preparation and administration of the budget;
8. Personally performs professional nursing direct care in the areas of program responsibility;
9. Participates in the selection of staff, and provides for their training and professional development;
11. Conducts or directs the preparation of analytical studies;
12. Prepares grant funding proposals to governmental agencies and other organizations;
13. Maintains established standards of mental health nursing and ensures services are rendered in conformance with State standards for local health jurisdictions, and department policy and procedure;
14. Develops statistical information systems and analyzes data in support of program planning and

development;

15. Assists in protocol development and updates Procedure and Protocol Manual;
16. Represents the City with community organizations, other agencies, and the general public;
17. Prepares a variety of periodic and/or special reports;
19. Evaluates mental health issue impacts on City programs and operations, and recommends policy and procedure improvements;
20. Provides essential nursing services to other City of Berkeley departments and divisions when required to respond to a needed surge in staffing (natural disasters, outbreaks etc.);
21. 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, methods, and techniques of psychiatric nursing;
2. Basic psychotropic and other common drug indications, reactions, interactions, and contraindications;
3. Best practices for treating substance use disorders;
4. Treatment methods of common chronic and acute medical conditions;
5. Cultural competence in the application of mental health treatment;
6. Laws, rules, regulations, protocols, and requirements pertinent to psychiatric nursing;
7. Safety and infection control practices and procedures;
8. Counseling, interviewing, and crisis intervention techniques;
9. Environmental, sociological, and political problems related to mental health care;
10. Community medical and social agencies and resources;
11. Child and elder abuse and neglect and domestic violence reporting laws;
12. Principles and practices of effective employee supervision, including selection, training, evaluation and discipline;
13. Principles and practices of program development and management, including funding sources, grant proposal writing, program evaluation and fiscal management;
14. Principles and practices of budgetary preparation, administration and control;
15. Methods and procedures for developing and evaluating program quality control assurance and effectiveness;

Skill in:

1. Managing a caseload and establishing priorities for case management, treatment, and referrals;
2. Performing mental health nursing assessments and selected diagnostic tests;
3. Administering prescribed treatments;
4. Exercising sound independent judgment within established guidelines;
5. Assessing health and behavior;
6. Developing effective treatment and referral plans;
7. Communicating clear and accurate information regarding patients to physicians, health providers and other health members;
8. Identifying the impact of cultural differences on community health care practices;
9. Preparing clear, complete and accurate documentation, reports, and other written correspondence;
10. Assisting in the evaluation of mental health nursing programs effectiveness;
11. Identifying the impact of cultural differences on community health care practices;
12. Preparing clear, complete and accurate documentation, reports, and other written correspondence;
13. Plan, implement, coordinate, and evaluate the effectiveness of public health programs;
14. Plan, organize assign, review, evaluate and direct the work of assigned staff;
15. Identify program funding sources, and prepare grant application proposals, contracts and budgets;
16. Interpret, explain and apply laws, regulations and policies relating to public health nursing programs and practices;
17. Identify and understand cultural patterns influencing community health practices;
18. Represent the City with health officials, community organizations, other agencies, and the general public;
19. Establish and maintain effective and productive relationships with those contacted during the course of work.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four-year accredited school of nursing and three years of mental health nursing experience or a master's degree in psychology, nursing, or other relevant field. The relevant mental health nursing experience must have been completed in the past five (5) years.

Subject: Mental Health Nurse Series
Page 12

OTHER REQUIREMENTS

Must possess a valid license to practice as a Registered Nurse in the state of California.

CLASSIFICATION HISTORY:

Supervising Mental Health Nurse

Classification Code

XXXX

Classification Established

X/2019

FLSA Status

Exempt

Admin Leave/Overtime

Admin Leave

Representation Unit

P1

Probationary Period

12 Months

Workers' Comp Code

XXXX

CPS Mental Health Nurse – Total Compensation Report (Tables)

*Table 2: Agency Percent (%) Above/Below Labor Market Medians and Means
by Classification*

Classification	# of matches	Base Salary					Total Compensation				
		City Max Base	Market Median	City % to Market Median	Market Mean	City % to Market Mean	Agency Max	Market Median	City % to Market Median	Market Mean	City % to Market Mean
Mental Health Nurse	8	N/A	\$11,363	N/A	\$11,327	N/A	N/A	\$14,551	N/A	\$14,531	N/A
Public Health Nurse	8	\$9,670	\$10,726	-10.92%	\$10,744	-11.10%	\$11,898	\$14,255	-19.81	\$13,869	-16.56%
Registered Nurse	7	\$8,909	\$10,457	-17.37%	\$10,389	-16.61%	\$11,126	\$14,212	-27.74%	\$13,506	-21.39%
Senior Public Health Nurse	8	\$10,603	\$11,333	-6.88%	\$12,062	-13.76%	\$12,845	\$14,545	-13.24%	\$15,242	-18.67%
<i>Average</i>				-11.72%		-13.82			-20.26%		-18.87

Subject: Mental Health Nurse Series
Page 14

Raw Datasheets:

CPS HR CONSULTING		Mental Health Nurse																		
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Educational Incentive	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation		
City of Berkeley	No Comparable / Current Classification																			
City and County of San Francisco	Registered Nurse, Psychiatric Care	\$10,632	\$13,964					\$1,424									\$866	\$16,254		
County of Alameda	Registered Nurse II	\$8,291	\$10,230					\$2,667									\$783	\$13,680		
County of Contra Costa	Register Nurse II	\$8,982	\$11,217	\$280					\$3,175	\$102							\$858	\$15,633		
County of Marin	Mental Health Registered Nurse	\$9,480	\$11,523					\$1,701									\$882	\$14,106		
County of San Mateo	Community Mental Health Nurse	\$10,294	\$11,509		\$115				\$3,087	\$103	\$16						\$167	\$14,997		
County of Santa Clara	Psychiatric Nurse II	\$10,627	\$15,311						\$2,785	\$118	\$10						\$1,171	\$19,395		
County of Solano	Mental Health Nurse	\$7,119	\$8,653	\$216				\$1,521									\$662	\$11,052		
County of Sonoma	Psychiatric Nurse	\$6,752	\$8,208					\$1,698						\$600			\$628	\$11,134		
	Base Salary Median		\$11,363															Total Compensation Median	\$14,551	
	Base Salary Mean		\$11,327																Total Compensation Mean	\$14,531
	Percentage Above or Below Median		N/A																Percentage Above or Below Median	N/A
	Percentage Above or Below Mean		N/A																Percentage Above or Below Mean	N/A
	Total Matches:		8																	

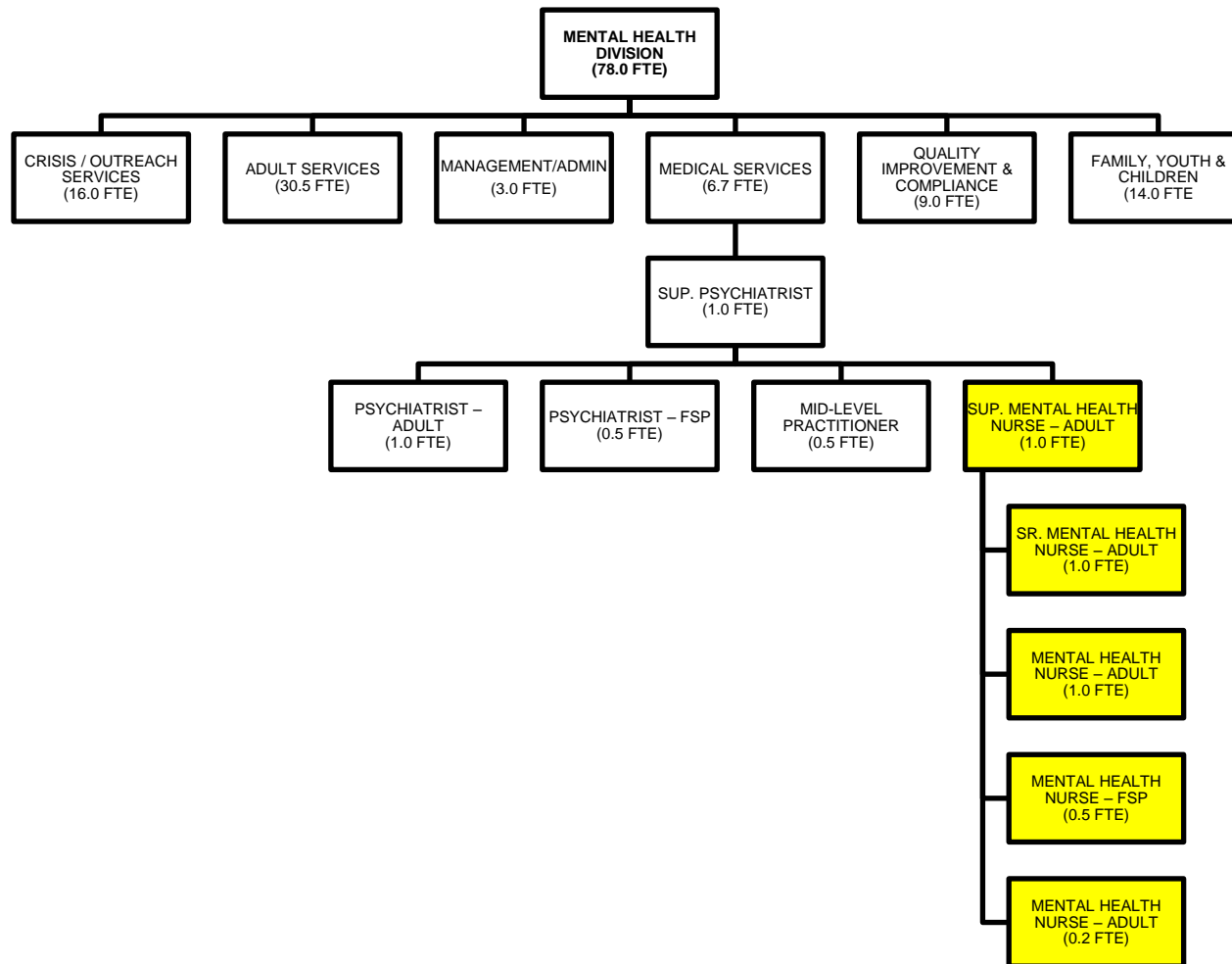
Subject: Mental Health Nurse Series
Page 15

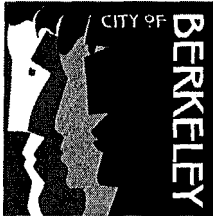
CPS HR CONSULTING		Public Health Nurse																
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Educational Incentive	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of Berkeley	Public Health Nurse	\$8,298	\$9,670		\$181				\$1,723	\$184							\$140	\$11,898
City and County of San Francisco	Public Health Nurse	\$10,632	\$13,964					\$1,424									\$866	\$16,254
County of Alameda	Senior Public Health Nurse	\$6,952	\$10,230					\$2,667									\$654	\$13,551
County of Contra Costa	Public Health Nurse	\$8,982	\$11,779	\$280					\$3,175	\$102							\$826	\$16,163
County of Marin	Public Health Nurse I/II	\$7,486	\$9,856					\$1,701									\$732	\$12,289
County of San Mateo	Public Health Nurse	\$9,738	\$11,509		\$115				\$3,087	\$103	\$16						\$167	\$14,997
County of Santa Clara	Public Health Nurse I/II	\$8,256	\$11,221						\$2,785	\$118	\$10						\$826	\$14,960
County of Solano	Public Health Nurse	\$7,296	\$8,868	\$222				\$1,521									\$678	\$11,289
County of Sonoma	Public Health Nurse I/II	\$6,468	\$8,521					\$1,698						\$600			\$631	\$11,450
	Base Salary Median		\$10,726														Total Compensation Median	\$14,255
	Base Salary Mean		\$10,744														Total Compensation Mean	\$13,869
	Percentage Above or Below Median		-10.92%														Percentage Above or Below Median	-19.81%
	Percentage Above or Below Mean		-11.10%														Percentage Above or Below Mean	-16.56%
	Total Matches:		8															
CPS HR CONSULTING		Registered Nurse																
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Educational Incentive	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of Berkeley	Registered Nurse	\$8,037	\$8,909		\$181				\$1,723	\$184							\$129	\$11,126
City and County of San Francisco	Registered Nurse	\$10,632	\$13,964					\$1,424									\$866	\$16,254
County of Alameda	Registered Nurse II	\$8,291	\$10,230					\$2,667									\$783	\$13,680
County of Contra Costa	Registered Nurse	\$8,555	\$10,683	\$267					\$3,175	\$102							\$817	\$15,044
County of Marin	Clinic Registered Nurse II	\$7,270	\$9,298					\$1,701									\$711	\$11,710
County of San Mateo	Ambulatory Care Nurse	\$9,530	\$11,263		\$113				\$3,087	\$103	\$16						\$163	\$14,745
County of Santa Clara	Clinical Nurse II	\$9,356	\$12,229						\$2,785	\$118	\$10						\$841	\$15,983
County of Solano	Clinical Registered Nurse	\$6,015	\$7,312	\$183				\$1,521									\$559	\$9,575
County of Sonoma	Staff Nurse II	\$6,086	\$8,133					\$1,698						\$600			\$622	\$11,053
	Base Salary Median		\$10,457														Total Compensation Median	\$14,212
	Base Salary Mean		\$10,389														Total Compensation Mean	\$13,506
	Percentage Above or Below Median		-17.37%														Percentage Above or Below Median	-27.74%
	Percentage Above or Below Mean		-16.61%														Percentage Above or Below Mean	-21.39%
	Total Matches:		8															3/6/2019

Subject: Mental Health Nurse Series
Page 16

CPS HR CONSULTING		Senior Public Health Nurse																
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Retirement Pickup	Educational Incentive	Cafeteria Plan	Health	Dental	Vision	Life	Disability	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of Berkeley	Senior Public Health Nurse	\$9,087	\$10,603			\$181			\$1,723	\$184							\$154	\$12,845
City and County of San Francisco	Nurse Manager	\$12,346	\$17,977					\$1,424									\$924	\$20,325
County of Alameda	Senior Public Health Nurse	\$6,952	\$8,545					\$2,667									\$654	\$11,866
County of Contra Costa	Public Health - Nurse Program Manager	\$9,690	\$11,779	\$294					\$3,175	\$102							\$834	\$16,185
County of Marin	Supervising Public Health Nurse	\$8,960	\$10,887					\$1,701									\$821	\$13,409
County of San Mateo	Senior Public Health Nurse	\$9,741	\$12,177			\$122			\$3,087	\$103	\$16						\$177	\$15,681
County of Santa Clara	Public Health Nurse Manager I	\$13,132	\$16,010						\$2,785	\$118	\$10						\$896	\$19,819
County of Solano	Public Health Nurse (Senior)	\$8,119	\$9,869	\$247				\$1,521									\$755	\$12,392
County of Sonoma	Supervising Public Health Nurse	\$7,615	\$9,255					\$1,698						\$600			\$708	\$12,261
	Base Salary Median		\$11,333														Total Compensation Median	\$14,545
	Base Salary Mean		\$12,062														Total Compensation Mean	\$15,242
	Percentage Above or Below Median		-6.88%														Percentage Above or Below Median	-13.24%
	Percentage Above or Below Mean		-13.76%														Percentage Above or Below Mean	-18.67%
	Total Matches:		8															

PROPOSED ORGANIZATIONAL CHART: MENTAL HEALTH DIVISION – MEDICAL STAFF





Human Resources Department

October 30, 2019

To: Members of the Personnel Board

From: LaTanya Bellow, Director of Human Resources

Subject: Recommendation to Approve Petition To Modify Unit To Accrete Legislative Aides/Assistants

BACKGROUND

A. The Petition

On September 24, 2019, SEIU Local 1021 submitted a unit modification petition seeking to add Legislative Aides (currently referred to by the City as Legislative Assistants) to its Community Services Unit. In simple terms, the union would like to unionize legislative aides/assistants who work with City Council members and the mayor. These Aides/Assistants are currently unrepresented.

Although Local 1021 asserts that the Aides/Assistants are non-management and non-confidential, this may not be true as some Aides/Assistants appear to have access to councilmembers' confidential and closed-session emails and correspondences. They may also overhear their telephone conversations due to shared offices on the 5th floor of the 2180 Milvia Street building.

B. The Signature Cards

Initially, SEIU's Petition was incomplete pursuant to Resolution 43,397-N.S. (Sections 6 and 11) which requires proof of at least 30% support of the Aides/Assistants by signature card. On October 16, 2019, SEIU provided nine (9) signature cards of the eighteen (18) legislative aides, followed by three (3) signature cards on the following day. The filing date with appropriate materials was deemed October 17, 2019, when the final signature cards were produced to the City.

C. Procedure for Evaluation And Approval Of Petition

Pursuant to the EERO, adopted by the City of Berkeley in Resolution No. 43, 397-N.S. in 1969, a public hearing must be held no less than fifteen (15) nor more than forty-five (45) days from the filing of the petition. Using October 17, 2019 as the official filing date, a public hearing by the personnel board must be held prior to December 1, 2019. Accordingly, the City has placed this item on the November 4, 2019 Personnel Board agenda for evaluation and approval.

D. Legislative Aide/Assistant Duties And Background

Here at the City, most Aides/Assistants are *hired directly by the Council members with little or no formal policies instituted as to confidentiality and segregation of closed session material to avoid undermining the City's labor-management positions.* Each Aide/Assistant works between 20-40 hours per week and all share their offices internally with a councilmember, except for the mayor's aides. The Aides/Assistants are responsible for addressing constituent concerns, answering phones, scheduling meetings, and most notably researching confidential and closed session information, as well as sorting through emails and correspondence.

In April of 2019, Berkeley's Council supported the passage of AB 969, now codified at Government Code 3599.50 et seq. as the Legislature Employer-Employee Relations Act. The Act provides for unionization of state legislative employees with some exceptions, including staff directors, chiefs of staff and chief consultants. Other cities have also recently unionized their legislative aides, including San Francisco and the City of Oakland. Other jurisdictions have contemplated whether Aides/Assistants should be a stand-alone unit and are subject to California's presumption of 'at-will' status despite being unionized. The Aides/Assistants in Oakland are not permitted in closed session nor are they privy to either confidential or closed session materials via email, telephone, in person or amongst each other. On October 25, 2019, the City notified the union that it would not oppose Local 1021's unit modification and would place the matter on the November 4, 2019 Personnel Board Agenda. The City of Berkeley reserves the right to bargain for appropriate provisions as to these Legislative Aides/Assistants.

RECOMMENDATION.

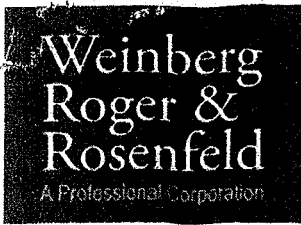
The Personnel Board is recommended to approve SEIU Local 1021 CSU's September 24, 2019 Petition to Accrete Legislative Aides/Assistants.

cc: Melanie Popper, *Employee Relations Manager, Employee Relations*
Alicia Platt, *Senior Human Resources Analyst, Transactions/Employee Relations*

Attachments:

- A. September 24, 2019 Petition for Modification of a Representation Unit By Accretion
- B. October 25, 2019 Notice of Non-Opposition to Petition
- C. Resolution No. 43-397-N.S.

**ATTACHMENT A: SEPTEMBER 24, 2019
PETITION FOR MODIFICATION OF A
REPRESENTATION UNIT BY
ACCRETION**



1001 Marina Village Parkway, Suite 200
Alameda, California 94501
TELEPHONE: 510-337-1001
FACSIMILE: (510) 337-1023
Alan Crowley
acrowley@unioncounsel.net

September 24, 2019

Via Email [hr@cityofberkeley.info] and U.S. Mail

Ms. LaTanya Bellows
Director of Personnel
City of Berkeley
2180 Milvia Street, 1st floor
Berkeley, CA 94704

STEWART WEINBERG
DAVID A. ROSENFELD
WILLIAM A. SOKOL
ANTONIO RUIZ
MATTHEW J. GAUGER
ASHLEY K. IKEDA*
LINDA BALDWIN JONES
PATRICIA A. DAVIS
ALAN G. CROWLEY
KRISTINA L. HILLMAN *
EMILY P. RICH
BRUCE A. HARLAND
CONCEPCION E. LOZANO-BATISTA
CAREN P. SENCER
ANNIE YEN
KRISTINA M. ZINZEN
JANNAH V. MANANSALA
MANUEL A. BOIGUES▼
KERIANNE R. STEELE*
GARY P. PROVENCER
EZEKIEL D. CARDER▼
MONICA T. GUIZAR
LISL R. SOTO
JOLENE KRAMER
ALEJANDRO DELGADO

CAROLINE N. COHEN
XOCHITL A. LOPEZ
CAITLIN E. GRAY
TIFFANY CRAIN ALTAMIRANO*
DAVID W.M. FUJIMOTO
ADAM J. THOMAS
LIZET A. RAMIREZ
ALEXANDER S. NAZAROV
ERIC J. WIESNER
THOMAS GOTTHEIL (1988-2010)
JERRY P.S. CHANG*
ANDREA C. MATSUOKA
KATHARINE R. McDONAGH
BENJAMIN J. FUCHS*
CHRISTINA L. ADAMS▼

OF COUNSEL

ROBERTA D. PERKINS
NINA FENDEL
TRACY L. MAINGUY*
ROBERT E. SZYKOWNY
ANDREA K. DON
LORI K. AQUINO*
SHARON A. SEIDENSTEN

* Admitted in Hawaii
▼ Also admitted in Nevada
▲ Also admitted in Illinois
▶ Also admitted in New York and Alaska
* Also admitted in Florida
▲ Also admitted in Minnesota

**Re: Service Employees International Union, Local 1021
City of Berkeley
PETITION FOR MODIFICATION OF A REPRESENTATION UNIT BY
THE ACCRETION OF CERTAIN POSITIONS**

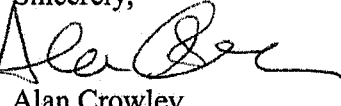
Dear Director of Personnel:

Our office represents Service Employees International Union, Local 1021 (“Local 1021”). Local 1021 seeks to represent the Legislative Aids of the Mayor and Council by accreting them into its Community Services Unit (“CSU”). The Legislative Aids of the Mayor and the Council have signed petitions and authorizations to have Local 1021 represent them. Pursuant to the City of Berkeley’s Employer-Employee Relations Ordinance, Section 11, the window period to modify the unit is open.

If the City of Berkeley disputes Local 1021’s representation that a majority of the Legislative Aids desire to be accreted into the CSU bargaining unit, please let us know whom to contact and Local 1021 will provide proof of majority support. Pursuant to Government Code section 3507.1, the City is required to grant recognition to Local 1021 upon proof that a majority of the Legislative Aids wish to be represented by Local 1021.

It is legal and appropriate for the City of Berkeley to accrete the Legislative Aid positions into the CSU bargaining unit as all of the factors in Section 5 of the City’s ERO have been met. The Legislative Aids are not managerial or confidential employees. They share an internal and occupational community of interest with other employees in the CSU unit. These classifications are in similar represented bargaining units in the City of San Francisco and the City of Oakland. Including the Legislative Aids in the CSU unit will not have a negative effect on the efficient operations of the City or on employer-employee relations.

Please contact me if you have any questions.

Sincerely,

Alan Crowley

AGC:mc
opeiu 29 afl-cio(1)
148425\1046224

cc: Mr. Jose Martinez
Mr. Peter Masiak

**ATTACHMENT B: OCTOBER 25, 2019
NOTICE OF NON-OPPOSITION TO PETI-
TION**

October 25, 2019

Via E-mail & U.S. Mail

Alan Crowley, Attorney
Weinberg Roger & Rosenfeld
1001 Marina Parkway, Suite 200
Alameda, CA 94501

Re: Unit Modification Petition

Dear Mr. Crowley:

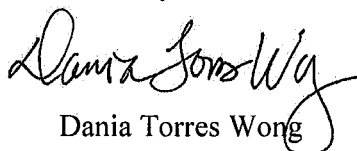
On September 24, 2019, Service Employees International Union, Local 1021 (Local 1021) filed a unit modification petition seeking to add Legislative Aides to its Community Services Unit.

Pursuant to City of Berkeley (City) Resolution No. 43, 397, Section 11 (b)(1), Local 1021 filed the requisite authorization cards on October 16, 2019 and October 17, 2019 (the City deems the latter date to be the official filing date of the petition). The City has checked the authorization cards submitted and determined that they represent at least thirty percent (30%) of the employees in the Legislative Aide classification.

This letter shall constitute Notice that the City does not oppose Local 1021's unit modification petition. This matter will be placed on the Personnel Board's November 4, 2019, meeting agenda for their approval.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,



Dania Torres Wong

cc: LaTanya Bellow
Jose Martinez

**ATTACHMENT C: RESOLUTION NO.
43,397 N.S.**

RESOLUTION NO. 43,397 - N. S.

ADOPTING RULES AND REGULATIONS FOR A MINISTRATION OF EMPLOYER-EMPLOYEE RELATIONS.

BE IT RESOLVED by the Council of the City of Berkeley as follows:

The following rules and regulations for administration of employer-employee relations in the City of Berkeley pursuant to the Meyers- Miliias-Brown Act (Government Code Sections 3500 - 3511), hereinafter referred to as the Act, are hereby adopted:

Section 1. Definitions

As used in this resolution:

- a. "Employee organization" and "recognized employee organization" shall be as' defined in Section 3501 of the Act.
- b. "Managerial employee" is the City Manager, Assist- ant City Manager, Assistant to the City Manager, department heads and those who are authorized to act in their place and stead in their absence, and all employees who are assigned to supervise or direct the work or program of any division of any department.
- c. "Confidential employee" is any employee having a confidential relationship to any managerial employee with respect to employer-employee relations.
- d. "Personnel Board" is the Personnel Board of the City of Berkeley.

Section 2. City Responsibilities and Rights

To insure that the City is able to carry out its statutory functions and responsibilities, the following matters will not be subject to the meet and confer process, but shall be within the exclusive discretion of the City: the right to direct the work force; to select and determine the number and types of employee required; to determine the content of job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with the requirements determined by the City; to establish and change work schedules and assignments; to lay off employees for lack of work; to expand or diminish services; to subcontract any work or operations; to determine and change methods of operations; to determine and change work locations and the processes and materials to be employed; to take all necessary actions to perform its functions in emergencies. Notwithstanding the foregoing, employees and authorized representatives of employees may meet and confer with the City Manager regarding the practical consequences resulting from the exercise of such rights and responsibilities by the City.

Section 3. City Representative

The City Manager or his designated representative or representatives shall be the City's representative in employer-employee relations.

Section 4. Peace Officers

Peace officers, as that term is defined in Section 830.1 of the the California Penal Code, shall not join or participate in any employee organization except an employee organization which is composed solely of such peace officers, which concerns itself solely and exclusively with the wages, hours, working conditions, welfare programs and advancement of the academic and vocational training in furtherance of the police profession, and which is not subordinate to any other organization.

Section 5. Representation Unit

A representation unit is a grouping of employees that may appropriately be represented by a single employee organization. Representation units shall be designated by the Personnel Board in the manner hereinafter specified. In making such designation, consideration shall be given to such features as internal and occupational com - munity of interest, history of representation, and the effect of the representation unit on the efficient operation of the City and sound employer-employee relations.

The following limitations shall apply:

- a. No class of position and no employee shall be included in more than one representation unit.
- b. Managerial employees and confidential employees shall not be included in a representation unit including other types of employees.
- c. Peace officers shall not be included in a representation unit containing employees who are not peace officers.
- d. Professional employees shall have the right not to be included in a representation unit containing nonprofessional employees.
- e. Employees not having probationary or permanent status shall not be included in a representation unit containing employees having probationary or permanent status.

Section 6. Petition for Certification

An employee organization may file a petition with the Director of Personnel to be certified as the

recognized employee organization for a specified representation unit. The petition shall contain;

- a. Name of employee organization.
- b. Names and addresses of principal officers and/ or representatives of the employee organization.
- c. Description of the general composition of the representation unit proposed.
- d. A statement by the employee organization to the effect that it has been designated as a representative by at least thirty percent (30%) of the employees in the proposed representation unit.
- e. A statement that the employee organization has no restriction on membership based on race, color, creed, sex, or national origin, that it has a positive program for making members of minority groups aware of employment opportunities within its jurisdiction, and that it will work with the City Manager to increase recruitment of such minorities in the City service.

The petition shall be accompanied by satisfactory evidence that the employee organization has in fact been designated by thirty percent (30%) or more of the employees in the proposed representation unit. Such evidence may be either in the form of signed cards authorizing such representation or of a list of members of the employee organization certified by the officers of the employee organization. Such evidence shall be for the confidential use of the Personnel Board.

Section 7. Public Hearing

Not less than fifteen (15) nor more than forty-five (45) days after the filing of the petition for certification, the Personnel Board shall hold a public hearing thereon. At least ten days prior to the date of such public hearing, written notice thereof shall be given by the Director of Personnel to the petitioning employee organization and to all other persons and organizations who have theretofore filed with the Director of Personnel a written request to receive such notice. At said public hearing, all persons having an interest in the matter shall be heard. Any public hearing may be continued from time to time.

In the event that the employee organization has been designated by seventy-five percent (75%) or more of the employees in the proposed representation unit, no public hearing shall be held unless within fifteen (15) days after the filing of the petition for certification a public hearing is requested by the City Manager, any affected employee or any organization having an interest in the matter.

Section 8. Action by Personnel Board

Within ten (10) days after conclusion of the public hearing, or if no public hearing is held then

within twenty (20) days after the filing of the petition for certification, the Personnel Board shall make its determination concerning the designation of the representation unit. In making such determination the Personnel Board may either:

- a. Designate as a representation unit the proposed representation unit or the proposed representation unit with such modifications as are deemed appropriate by the Personnel Board; or
- b. Designate one (1) or more representation units which vary from the proposed representation unit on the basis that such unit or units resolve conflicting claims, better reflect a community of interest, or for reasons of administrative feasibility; or
- c. Dismiss the petition on the grounds of insufficient showing of representation, or because the proposed representation unit includes managerial employees or confidential employees with non-managerial or non-confidential employees, or because the proposed representation unit is not deemed by the Personnel Board to be an appropriate representation unit.

Section 9. Election

- a. If one (1) or more representation units have been designated, within thirty (30) days after such designation a secret election shall be conducted among the employees of the designated representation unit or units to determine the wishes of employees as to representation. Such election shall be conducted by the Director of Personnel in accordance with procedures approved by the Personnel Board.
- b. Any employee organization other than the petitioning employee organization may intervene for the purpose of having its name listed on the ballot used in such election, provided it submits to the Director of Personnel a request to be included, together with evidence as provided in Section 6 above that it represents at least ten percent (10%) of the employees in the designated representation unit.
- c. The ballot shall list by name the petitioning employee organization and any intervening employee organization qualifying under b. above and shall give employees the choice among each of these or of not being represented. In case a majority of the valid votes cast are for any one (1) employee organization, the name of such employee organization shall be forwarded to the City Manager for certification as the recognized employee organization for the specified representation unit. If a majority of votes cast are in favor of not being represented then no employee organization shall be certified. If no choice receives a majority of votes, then the Director of Personnel shall, within fifteen (15) days following the election conduct a runoff election between the two highest choices (that is, either between two employee organizations, or one employee organization and no representation).
- d. Within five (5) days after the election, or runoff election if one is held, allegations that the

election was improperly conducted may be filed with the Director of Personnel by any interested party. If the Personnel Board after a public hearing determines that such allegations are justified, it shall order a new election within thirty (30) days after such determination.

Section 10. Certification

The City Manager shall certify the employee organization chosen at the election as the recognized employee organization for the specified representation unit.

Section 11. Modification of Designated Representation Unit; Decertification; Certification of New Employee Organization

- a. A petition for modification of a designated representation unit, decertification of a recognized employee organization or certification of a new employee organization may be filed with the Director of Personnel during the period from September 1 to October 31 in any year, provided that at the time of such filing one (1) year has elapsed from the date of certification of the recognized employee organization for the representation unit in question.
- b. Such petition may be filed by
 - (1) The recognized employee organization as a disavowal of interest or for modification of the existing representation unit. In the event the petition requests an enlargement of the representation unit, the petition shall be accompanied by authorization cards signed by at least thirty percent (30%) of all employees in the new group proposed to be added; or
 - (2) Another employee organization, provided the petition is accompanied by authorization cards signed by at least thirty percent (30%) of all employees in the currently designated representation unit; or
 - (3) Any group of employees consisting of at least thirty percent (30%) of all employees in the representation unit; or
 - (4) The City Manager for reasons related to substantial changes in City functions, organizational structure, or job classifications.
- c. Such petitions shall be handled in the same manner as petitions filed pursuant to Section 6.

Section 12. Duty to Represent

Every recognized employee organization shall have the duty to represent fairly all employees

within its representation unit.

In the exercise of this duty, it shall not discriminate on the basis of organizational membership, race, color, creed, sex, or national origin.

Section 13. Non-Recognized Employee Organizations

Nothing in this resolution shall prevent any employee organization which does not seek recognition as a recognized employee organization from representing the members of such employee organization before the Personnel Board, City Manager and City Council with respect to wages, hours and other terms and conditions of employment, but in such case the meet and confer process will not be followed.

Copies sent 10/20/69

To:

Personnel

City Manager

RESOLUTION

No 43,397 N.S.

Adopted by the Council of the City of Berkeley by the following vote:

Ayes: Councilmen DeoBonis, May, McLaren, Price, Sweeney, Single, and President Johnson

Noes: None

Absent: Councilmen Dellums and Widener

Attest

City Clerk and Clerk of the Council

Mayor and President of the Council



Human Resources Dept.

September 30, 2019

To: Dee Williams-Ridley, City Manager
From: Ravinder Rangi, Equal Employment Opportunity & Diversity Officer
Subject: **FY 2019 YEAR END WORK FORCE REPORT**

This report is an analysis of minority and female representation within the City's work force as of June 30, 2019. The analysis relies on information from the Census Bureau which provides work force statistical data based on the 2010 census. The data is provided in a format called the EEO Tabulation, which breaks down the work force statistical information based on race, ethnicity, gender and occupational groups. The tabulation serves as the primary external benchmark for comparing the race and gender composition of each employer's work force to its available labor market. In an effort to provide current labor market data for comparison, the Census Bureau has also implemented the American Community Survey (ACS) which produces periodic estimates of relevant labor market data according to where people work at the time of survey. More specifically, the ACS is synonymous with the term "relevant labor market", which refers to the pool of persons in the labor force who are available, qualified¹ and residing within the geographical area from which the employer typically attracts employees. Throughout the report, "ACS" and "relevant labor market" will be used interchangeably.

This report includes an analysis of each department's work force by race and gender composition, compared against the Alameda County ACS (relevant labor market). Included in the analysis are summaries of hire and promotional data. The departmental summaries are a simple assessment of the departments' diversity and parity with the ACS. Parity is the measurement tool used to determine whether an employer's minority and female representation figures equal, exceed or are below minority and female representation available in the relevant labor market (not population). Please note that for the purpose of comparison with the ACS, only African Americans, Hispanics, Asians, and Two or More Races will be discussed because the remaining minority groups' numbers are too small to be considered statistically significant for the purpose of measuring parity with the relevant labor market. Consistent with the City's policy of promoting a diverse work force, where the data shows that parity has not been achieved, the EEO Office will continue to monitor and research alternative ways to increase diversity in the applicant pools.

The analysis only includes budgeted positions for full-time or part-time career employees. Temporary or hourly budgeted positions, vacant or filled, are not included. Therefore, there may be differences between certain departments' work force totals in this report compared to budgeted position totals.

¹ Civilians who are at least 16 years of age and possess or are capable of acquiring skills required for entry level in a job category.

FY 2019 YEAR END WORK FORCE REPORT

CONTENTS

City's Diverse Work Force	5
Figure 1: City of Berkeley Work Force by Race as of June 30, 2019.....	5
Work Force Comparison From One Year Ago	6
Figure 2: City of Berkeley Year Over Year Work Force Comparison (June 2018 vs. June 2019).....	6
Work Force Diversity	7
Figure 3: City of Berkeley Work Force Parity Comparison with the Alameda County ACS	7
Hires:	8
Figures 4 and 5: City of Berkeley Hires Parity Compared to Alameda County ACS (Year End FY 2019).....	9
Hires by Occupational Categories	10
Figure 6: City of Berkeley Hires by Occupational Categories and Race/Ethnicity (Year End FY 2019).....	10
Promotions:	11
Figures 7 and 8: City of Berkeley Promotions Parity Compared to Alameda County ACS (Year End FY 2019).....	12
Promotions by Occupational Categories	13
Figure 9: City of Berkeley Promotions by Occupational Categories and Race/Ethnicity (Year End FY 2019).....	13
Separations:	14
Figure 10 and 11: City of Berkeley Separations by Categories (Year End FY 2019)..	15
Separations by Occupational Categories	16
Figure 12: City of Berkeley Separations by Occupational Categories and Race/Ethnicity (Year End FY 2019).....	16
Department Directors:	17
Figures 13 and 14: City of Berkeley Parity in Director and Deputy Director Positions Compared to Alameda County ACS (Year End FY 2019)	18
Managers and Supervisors:	19
Figures 15 and 16: City of Berkeley Parity in Manager and Supervisor (non-Directors) Positions Compared to Alameda County ACS (Year End FY 2019)	20
Work Force Data by Departments:	21
Berkeley Police Department:	22
Figures 17 and 18: Police Department Parity Compared to Alameda County ACS (Year End FY 2019).....	23
Berkeley Fire Department:	24
Figures 19 and 20: Fire Department Parity Compared to Alameda County ACS (Year End FY 2019).....	25

FY 2019 YEAR END WORK FORCE REPORT

City Attorney’s Office, Auditor’s Office, City Clerk’s Office, Economic Development, Police Review Commission:..... 26
 Figures 21 and 22: Various Department/Division Parity Compared to Alameda County ACS (Year End FY 2019)..... 27

City Manager’s Office: 28
 Figures 23 and 24: City Manager’s Office Parity Compared to Alameda County ACS (Year End FY 2019)..... 29

Finance Department: 30
 Figures 25 and 26: Finance Department Parity Compared to Alameda County ACS (Year End FY 2019)..... 31

Health, Housing and Community Services Department:..... 32
 Figures 27 and 28: Health, Housing and Community Services Department (HHCS) Hires Parity Compared to Alameda County ACS (Year End FY 2019) 33
 Figures 29 and 30: Health, Housing and Community Services Department (HHCS) Parity Compared to Alameda County ACS (Year End FY 2019) 34

Human Resources Department: 35
 Figures 31 and 32: Human Resources Department Parity Compared to Alameda County ACS (Year End FY 2019) 36

Information Technology Department: 37
 Figures 33 and 34: Information Technology Department Parity Compared to Alameda County ACS (Year End FY 2019) 38

Parks, Recreation & Waterfront Department: 39
 Figures 35 and 36: Parks, Recreation and Waterfront Department Parity Compared to Alameda County ACS (Year End FY 2019) 40

Planning Department:..... 41
 Figures 37 and 38: Planning Department Parity Compared to Alameda County ACS (Year End FY 2019)..... 42

Public Works Department: 43
 Figures 39 and 40: Public Works Department Hires Parity Compared to Alameda County ACS (Year End FY 2019) 44
 Figures 41 and 42: Public Works Department Parity Compared to Alameda County ACS (Year End FY 2019)..... 45

Library Services:..... 46
 Figures 43 and 44: Library Services Department Parity Compared to Alameda County ACS (Year End FY 2019)..... 47

Rent Board:..... 48
 Figures 45 and 46: Rent Board Parity Compared to Alameda County ACS (Year End FY 2019)..... 49

Attachment 1: Population of Departments by Ethnicity & Gender..... 51

Attachment 2: City Work Force by Occupational Categories, Race & Gender 52

Attachment 3: City Attorney’s Office Work Force By Occupational Categories, Race & Gender 53

FY 2019 YEAR END WORK FORCE REPORT

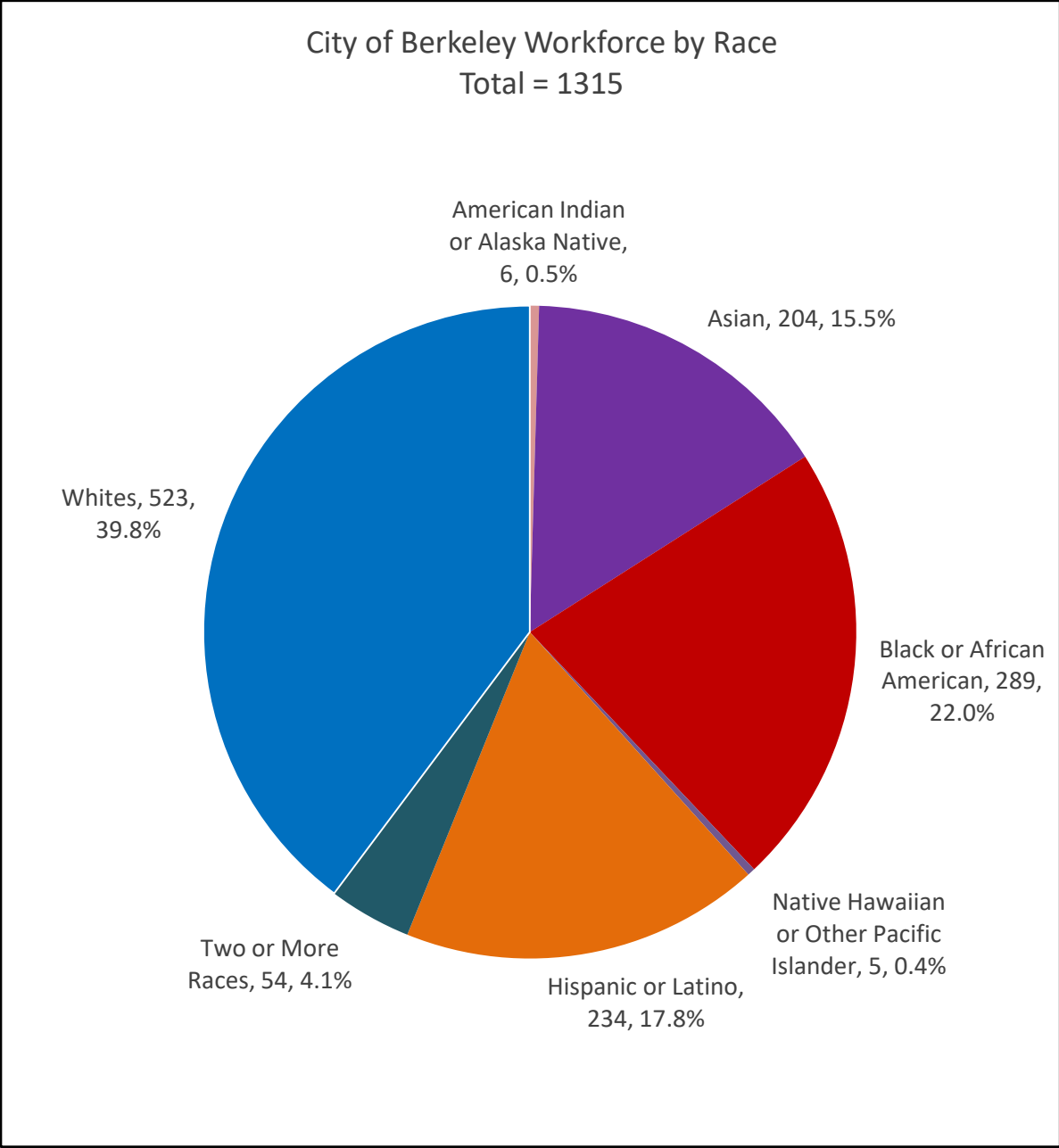
Attachment 4: City Auditor’s Office Work Force By Occupational Categories, Race & Gender.. 54
Attachment 5: City Clerk’s Office Work Force By Occupational Categories, Race & Gender 55
Attachment 6: City Manager’s Office Work Force By Occupational Categories, Race & Gender56
Attachment 7: Economic Development Work Force By Occupational Categories, Race & Gender
..... 57
Attachment 8: Finance Department Work Force By Occupational Categories, Race & Gender. 58
Attachment 9: Fire Department Work Force By Occupational Categories, Race & Gender 59
Attachment 10: HHCS Work Force By Occupational Categories, Race & Gender..... 60
Attachment 11: Human Resources Work Force By Occupational Categories, Race & Gender . 61
Attachment 12: IT Department Work Force By Occupational Categories, Race & Gender 62
Attachment 13: Library Services Work Force By Occupational Categories, Race & Gender 63
Attachment 14: PRW Department Work Force By Occupational Categories, Race & Gender ... 64
Attachment 15: Planning Department Work Force By Occupational Categories, Race & Gender
..... 65
Attachment 16: Police Department Work Force By Occupational Categories, Race & Gender.. 66
Attachment 17: Police Review Commission Work Force By Occupational Categories, Race &
Gender..... 67
Attachment 18: Public Works Department Work Force By Occupational Categories, Race &
Gender..... 68
Attachment 19: Rent Board Work Force By Occupational Categories, Race & Gender..... 69
EEO Occupational Categories Listing 70
Managers and Supervisors Job Titles Listing 71

FY 2019 YEAR END WORK FORCE REPORT

CITY'S DIVERSE WORK FORCE

The chart below depicts the City's total workforce and shows the diversity in the workplace.

Figure 1: City of Berkeley Work Force by Race as of June 30, 2019



FY 2019 YEAR END WORK FORCE REPORT

WORK FORCE COMPARISON FROM ONE YEAR AGO

The City's overall work force decreased by 1.9% from a year ago. Comparison of the work force from the previous year demonstrate the following changes:

Figure 2: City of Berkeley Year Over Year Work Force Comparison (June 2018 vs. June 2019)

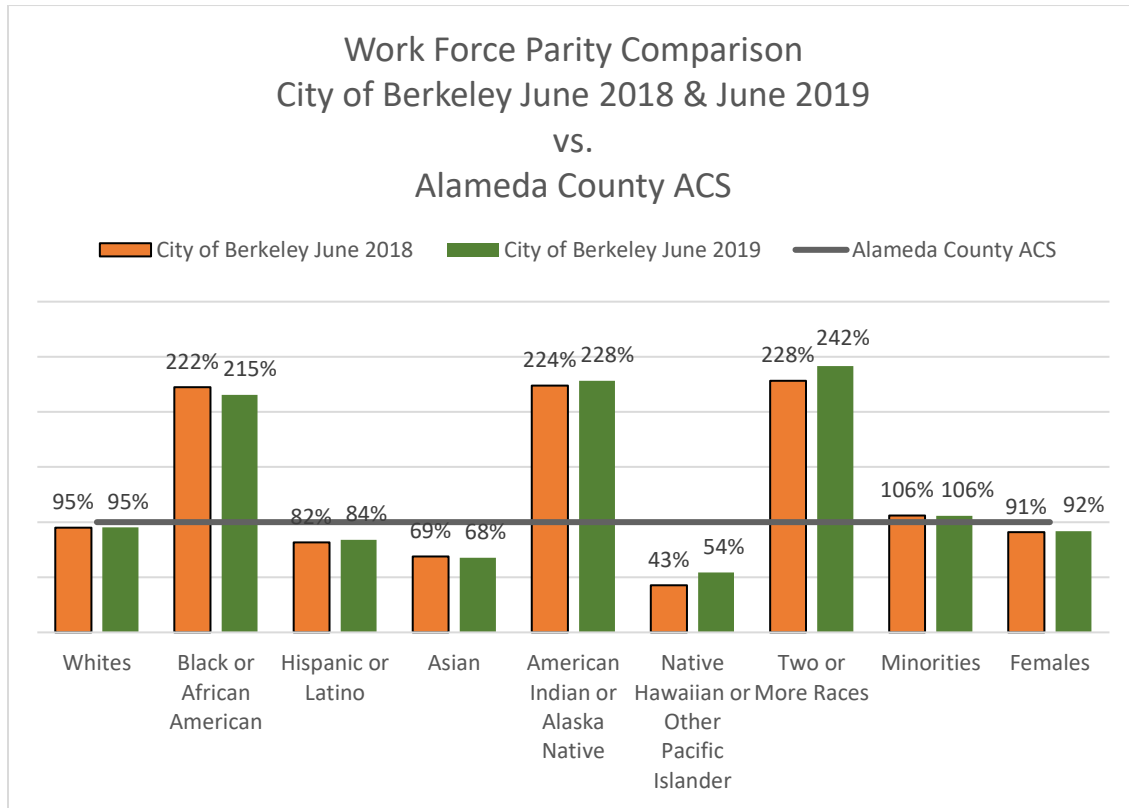
Category	June 2018		June 2019		Change (June 2019 / June 2018)	
	# of Employees	City %	# of Employees	City %	# of Employees	City %
Race and Ethnicity						
Whites	531	39.6%	523	39.8%	-8	-1.5%
Black or African American	304	22.7%	289	22.0%	-15	-4.9%
Hispanic or Latino	232	17.3%	234	17.8%	2	0.9%
Asian	211	15.7%	204	15.5%	-7	-3.3%
American Indian or Alaska Native	6	0.4%	6	0.5%	0	0.0%
Native Hawaiian or Other Pacific Islander	4	0.3%	5	0.4%	1	25.0%
Two or More Races	52	3.9%	54	4.1%	2	3.8%
Total	1340	100.0%	1315	100.0%	-25	-1.9%
Other Protected Categories						
Minorities	809	60.4%	792	60.2%	-17	-2.1%
Females	548	40.9%	544	41.4%	-4	-0.7%

FY 2019 YEAR END WORK FORCE REPORT

WORK FORCE DIVERSITY

The following chart demonstrates the City of Berkeley’s workforce parity with the Alameda County American Community Survey. The chart includes data from all departments within the City of Berkeley. A department by department breakdown of this data is provided later in this report.

Figure 3: City of Berkeley Work Force Parity Comparison with the Alameda County ACS



As shown above, the City’s minority parity ratings remain commendable. It is noteworthy that the African American work force exceed their availability in the Alameda County ACS by 115%. The Hispanic work force increased to 234 employees, which increased its parity rating slightly from 82% a year ago to 84% this year. This increase is encouraging in view of the historically low representation of this ethnic group. The City’s minority work force population experienced a slight decrease by 17 from 809 to 792 employees, which still exceeds 100% parity with the ACS figures. The minority parity figures are indicative of the City’s commitment to a diverse work force. The female population continues to show commendable parity figures, hovering at 92% currently.

FY 2019 YEAR END WORK FORCE REPORT

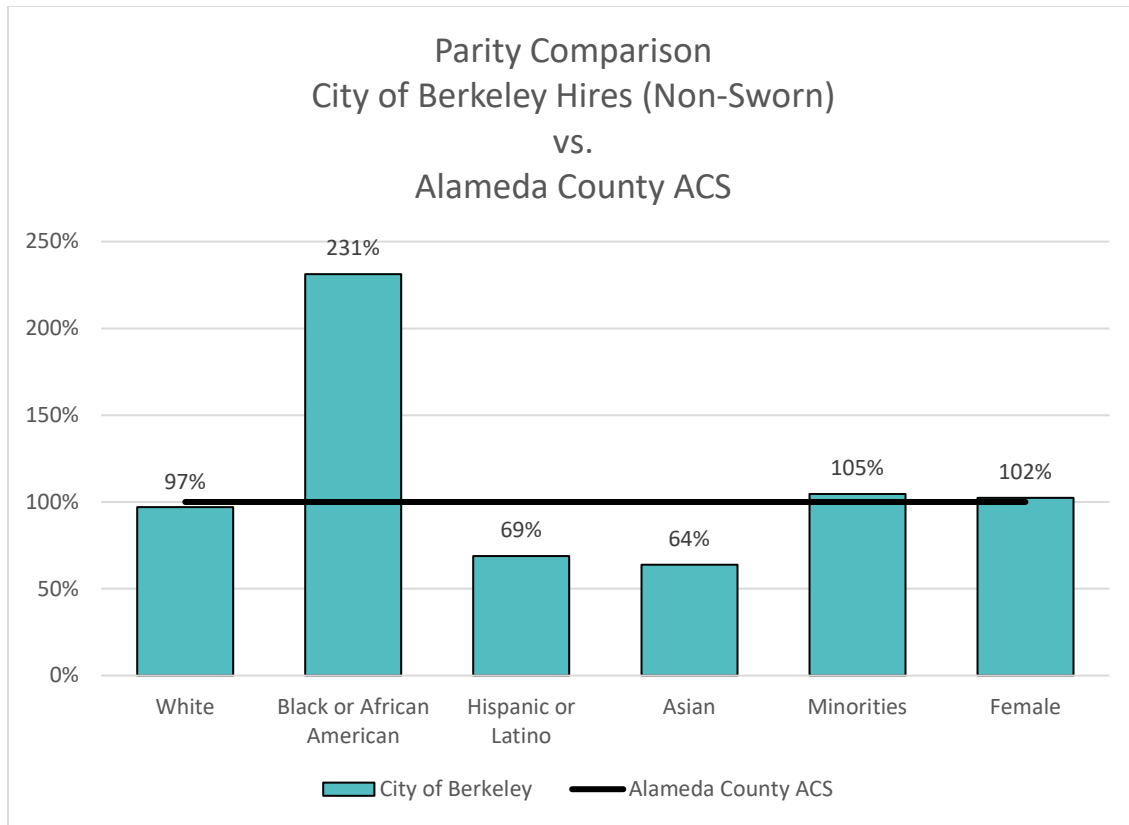
HIRES:

The City hired 89 new employees (non-sworn personnel) in fiscal year 2019 (FY 2019). The collective hires of Minorities (53) represent 59% of new hires. Although there was a decrease in the overall number of employees hired during fiscal year 2019, the number of minority hires remains commendable when compared to FY 2018. African American new hires (21) exceed 100% parity with the Alameda ACS account for 23% of non-sworn employees hired during fiscal year 2019. Female hires accounted for almost half (46%) of the hires in excess of relevant labor market figures and also have exceeded parity at 102%.

The following chart and table demonstrate the City of Berkeley's parity in hiring, as compared to the Alameda County American Community Survey. (See Figures 4 & 5.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 4 and 5: City of Berkeley Hires Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Non-Sworn Hires	% of Hires	% Representation in Alameda County ACS
Race and Ethnicity			
White	36	40.4%	41.7%
Black or African American	21	23.6%	10.2%
Hispanic or Latino	13	14.6%	21.2%
Asian	13	14.6%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	1	1.1%	0.7%
Two or More Races	5	5.6%	1.7%
Total	89	100.0%	98.6%
Other Protected Categories			
Minorities	53	59.6%	56.9%
Female	41	46.1%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

HIRES BY OCCUPATIONAL CATEGORIES

Review of the Professional occupational categories revealed that there were thirty-three (33) hires in that occupational category during FY 2019. Minorities accounted for 45% of the Professional hires, and 60% of all hires during the relevant time period. Female hires reflected 64% among Professionals. (See below.)

Figure 6: City of Berkeley Hires by Occupational Categories and Race/Ethnicity (Year End FY 2019)

Occupational Categories	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	Total	Minorities	Female
Officials/Managers	7 78%	1 11%	0	1 11%	0	0	0	9	2 22%	1 11%
Professionals	18 55%	2 6%	2 6%	8 24%	0	1 3%	2 6%	33	15 45%	21 64%
Clerical	1 9%	8 73%	1 9%	0	0	0	1 9%	11	10 91%	9 82%
Technicians	4 50%	1 12%	0	3 38%	0	0	0	8	4 50%	1 13%
Skilled Craft	2 67%	1 33%	0	0	0	0	0	3	1 33%	3 100%
Maintenance	2 13%	6 40%	5 33%	1 7%	0	0	1 7%	15	13 87%	3 20%
Non-Sworn Personnel	2 20%	2 20%	5 50%	0	0	0	1 10%	10	8 80%	3 30%
Totals	36	21	13	13	0	1	5	89	53 60%	41 46%

This collective hiring data demonstrates that employment opportunities with the City are accessible to all persons.

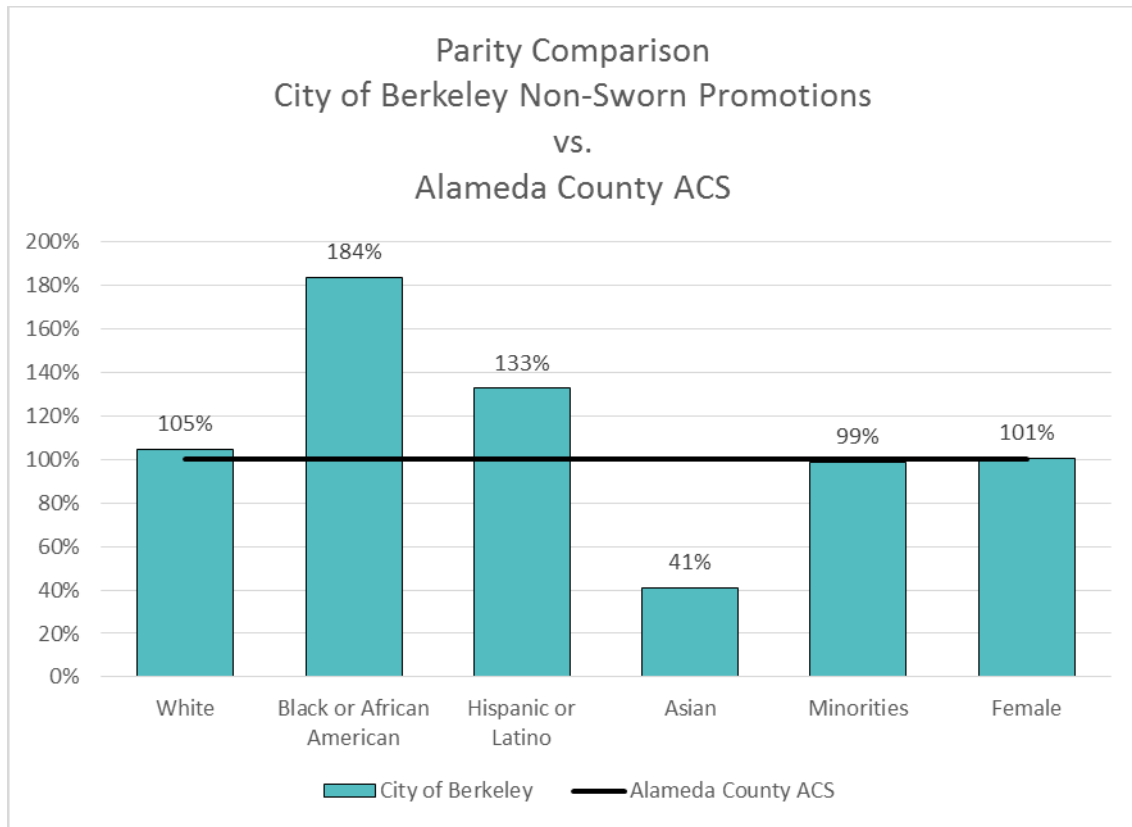
FY 2019 YEAR END WORK FORCE REPORT

PROMOTIONS:

There were 64 promotions among non-sworn personnel during this fiscal year. Review of the promotions revealed that 36 or 56% of the recipients of promotions were minority group members. It is noteworthy that promotions in two of the ethnic groups, African Americans and Hispanics, exceeded 100% parity with the ACS; with minority promotions close to parity at 99%. (See Figures 7 & 8.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 7 and 8: City of Berkeley Promotions Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Non-Sworn Employees Promoted	% of Promotions	% Representation in Alameda County ACS
Race and Ethnicity			
White	28	43.8%	41.7%
Black or African American	12	18.8%	10.2%
Hispanic or Latino	18	28.1%	21.2%
Asian	6	9.4%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	0	0.0%	1.7%
Total	64	100.0%	98.6%
Other Protected Categories			
Minorities	36	56.3%	56.9%
Female	29	45.3%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

PROMOTIONS BY OCCUPATIONAL CATEGORIES

Review of promotions by occupational categories revealed that Minorities received 67% of the promotions in the Clerical category and 80% of the promotions among Maintenance. Females received 70% of promotions among Professionals. Review FY 2019 promotions revealed that Minorities were in the majority of the promotions in four out of six occupational categories. Collectively, these figures reinforce the City’s commitment to diversity at all levels within its work force. (See below.)

Figure 9: City of Berkeley Promotions by Occupational Categories and Race/Ethnicity (Year End FY 2019)

Promotions by Occup. Categories	White	Black or African Amer.	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Haw. or Other Pacific Islander	Two or More Races	Total	Minorities	Female
Officials/Managers	3 38%	2 25%	3 38%	0	0	0	0	8	5 63%	3 38%
Professionals	14 70%	2 10%	2 10%	2 10%	0	0	0	20	6 30%	14 70%
Clerical	5 33%	3 20%	5 33%	2 13%	0	0	0	15	10 67%	9 60%
Technicians	4 66%	0	1 17%	1 17%	0	0	0	6	2 33%	0
Skilled Craft	0	0	0	1 100%	0	0	0	1	1 100%	0
Maintenance	2 20%	3 30%	5 50%	0	0	0	0	10	8 80%	1 10%
Non-Sworn Personnel	0	2 50%	2 50%	0	0	0	0	4	4 100%	2 50%
Totals	28	12	18	6	0	0	0	64	36 56%	29 45%

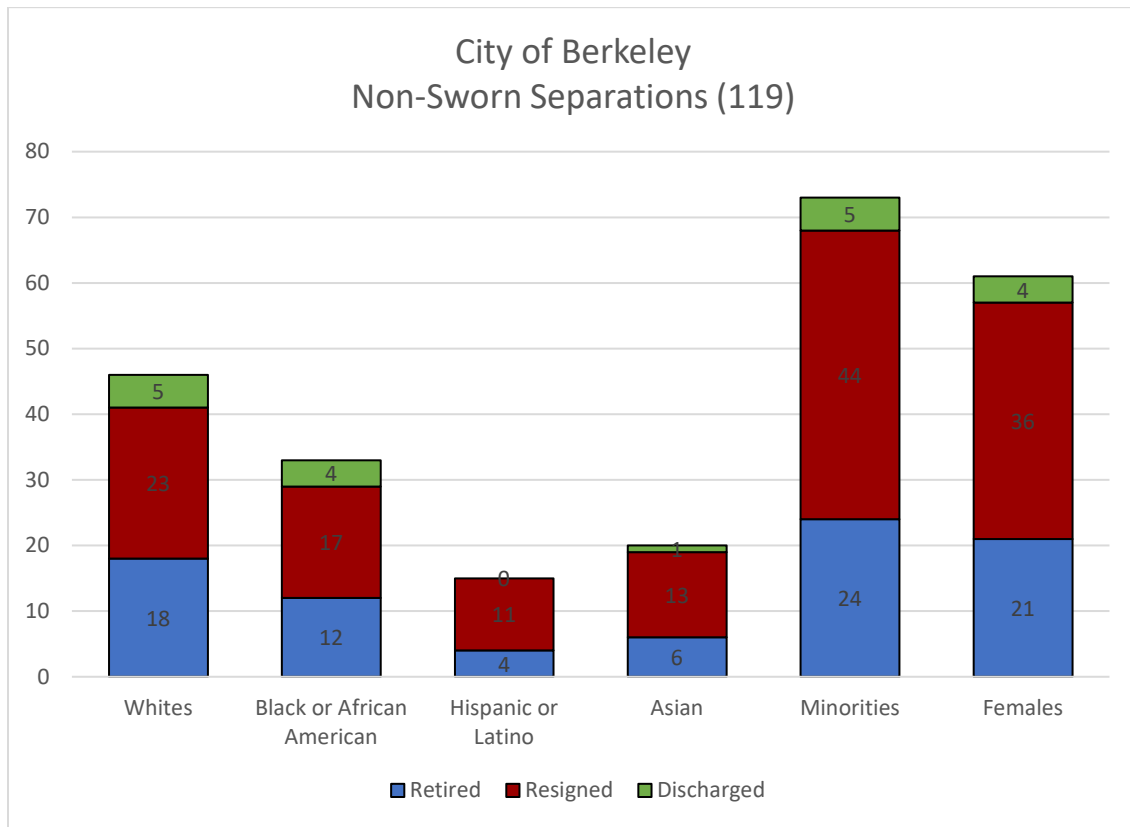
FY 2019 YEAR END WORK FORCE REPORT

SEPARATIONS:

A total of 119 non-sworn personnel separated from the City in fiscal year 2019. The record reflects that 73 or 61% of the separations were Minorities, and 24 or 33% of the minority separations were retirements. Female separations revealed similar retirement numbers (21) accounting for 34% of the separations within that group. Accordingly, the separation figures, though higher than last fiscal year, reflect an increasingly mobile work force and do not infer any employment patterns that would be considered problematic.

FY 2019 YEAR END WORK FORCE REPORT

Figure 10 and 11: City of Berkeley Separations by Categories (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	Retired		Resigned		Discharged		City Totals	
Race and Ethnicity								
Whites	18	39%	23	50%	5	11%	46	39%
Black or African American	12	36%	17	52%	4	12%	33	28%
Hispanic or Latino	4	27%	11	73%	0	0%	15	13%
Asian	6	30%	13	65%	1	5%	20	17%
American Indian or Alaska Native	0	0%	0	0%	0	0%	0	0%
Native Hawaiian or Other Pacific Islander	0	0%	1	100%	0	0%	1	1%
Two or More Races	2	50%	2	50%	0	0%	4	3%
Total	42	35%	67	56%	10	8%	119	
Other Protected Categories								
Minorities	24	33%	44	60%	5	7%	73	61%
Females	21	34%	36	59%	4	7%	61	51%

FY 2019 YEAR END WORK FORCE REPORT

SEPARATIONS BY OCCUPATIONAL CATEGORIES

The separation data revealed that twelve or 57% out of twenty-one separations among Officials/Managers and thirty (30) out of 47 or 64% of the separations in the Professional occupational categories were Minorities respectively.

Figure 12: City of Berkeley Separations by Occupational Categories and Race/Ethnicity (Year End FY 2019)

Occupational Categories	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races	Total		Minorities	Female
Officials/Managers	9 43%	7 33%	2 10%	3 14%	0	0	0	21		12 57%	10 48%
Professionals	17 36%	8 17%	4 9%	15 32%	0	0	3 6%	47		30 64%	30 64%
Clerical	3 18%	8 47%	5 29%	1 6%	0	0	0	17		14 82%	12 71%
Technicians	7 88%	0	0	0	0	0	1 13%	8		1 13%	2 25%
Skilled Craft	1 25%	1 25%	1 25%	1 25%	0	0	0	4		3 75%	2 50%
Maintenance	4 33%	6 50%	2 17%	0	0	0	0	12		8 67%	0
Non-Sworn Personnel	6 60%	3 30%	1 10%	0	0	0	0	10		4 40%	5 50%
Totals	47	33	15	20	0	0	4	119		72 61%	61 51%

FY 2019 YEAR END WORK FORCE REPORT

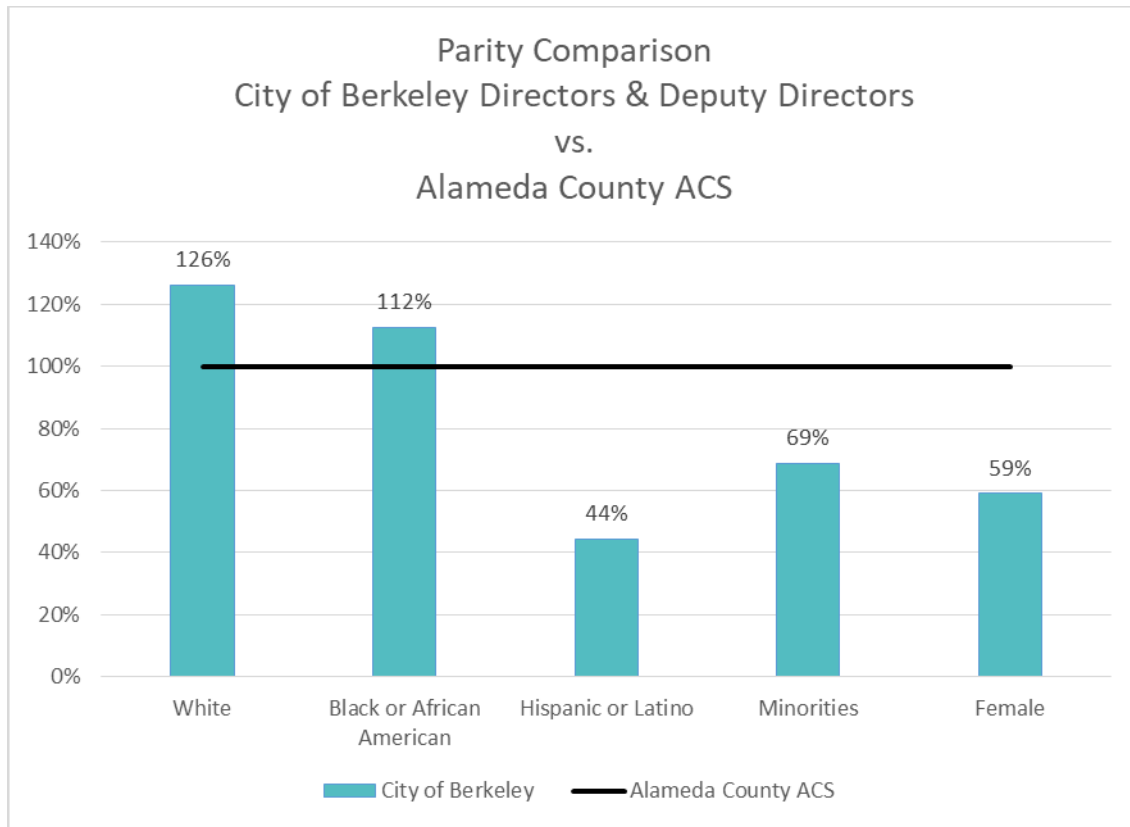
DEPARTMENT DIRECTORS:

A review of the City's Department Director and Deputy Director positions disclosed that African Americans have exceeded 100% parity and Minorities are at 69% parity with the ACS. Hispanic and Asian figures are below parity.

The following data includes Director and Deputy Director in all departments within the City of Berkeley. (See Figures 13 & 14.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 13 and 14: City of Berkeley Parity in Director and Deputy Director Positions Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Directors/ Deputy Directors	% of Directors/ Deputy Directors	% Representation in Alameda County ACS
Race and Ethnicity			
White	14	70.0%	55.5%
Black or African American	2	10.0%	8.9%
Hispanic or Latino	1	5.0%	11.3%
Asian	1	5.0%	20.6%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.5%
Two or More Races	2	10.0%	2.1%
Total	20	100.0%	99.1%
Other Protected Categories			
Minorities	6	30.0%	43.6%
Female	5	25.0%	42.4%

FY 2019 YEAR END WORK FORCE REPORT

MANAGERS AND SUPERVISORS:

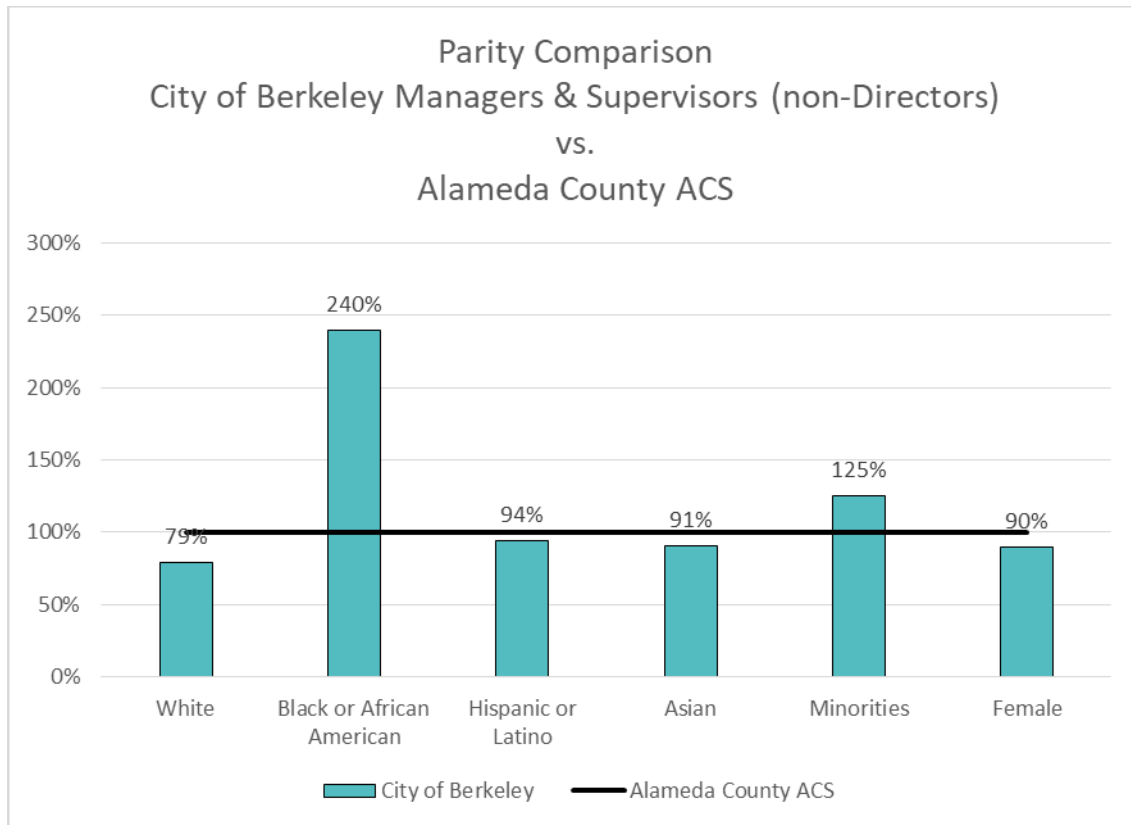
This group is comprised of a large array of positions from every department in the City. The positions consist of Budget Manager, Audit Manager, Economic Development Manager, Senior Systems Analyst, Senior Public Works Supervisor, Library Services Manager, Manager of Aging Services, Public Works Maintenance Supervisor, Health Services Supervisor to name a few. (See Managers and Supervisors Job Titles Listing.)

This group is comprised of 90 managerial classifications (non-sworn) which typically function in a supervisory capacity. More specifically, these classifications are occupied by 150 City personnel. Among Minorities, African Americans have exceeded parity by 140% of their availability in the relevant labor market. During FY 2019, parity rating for Hispanics was 94% and for Asians it was 91%. This data shows the diversity within the managerial group as Minorities occupy 82 or 54% of these positions which exceeds their availability in the relevant labor market.

The following data includes Managers and Supervisors within the City of Berkeley work force. (See Figures 15 & 16.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 15 and 16: City of Berkeley Parity in Manager and Supervisor (non-Directors) Positions Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Managers/ Supervisors	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	66	44.0%	55.5%
Black or African American	32	21.3%	8.9%
Hispanic or Latino	16	10.7%	11.3%
Asian	28	18.7%	20.6%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	2	1.3%	0.5%
Two or More Races	6	4.0%	2.1%
Total	150	100.0%	99.1%
Other Protected Categories			
Minorities	82	54.7%	43.6%
Female	57	38.0%	42.4%

FY 2019 YEAR END WORK FORCE REPORT

WORK FORCE DATA BY DEPARTMENTS:

The City is comprised of eighteen departments². The departments vary in size from three (3) employees in the Police Review Commission to 270 employees in the Public Works Department. There is minority representation in every department. Ten of the seventeen departments have a minority work force that equals or exceeds 50%. (Attachment 1.) The City's African American work force representation figures exceed the ACS in every occupational category except Females in Service Maintenance and males in Protective Services. Similarly, Females are present in every occupational category and occupy 47% of the positions in the Officials and Managers' occupational category and 61% of the positions in the Professional occupations. In both instances, their figures exceed the relevant ACS market data. (Attachment 2.)

In Health, Housing and Community Development, where there was the largest number of non-sworn personnel hired during the first half of this fiscal year, a table displaying the hire totals, percentages and parity ratings is provided along with a summary table of the Department's overall work force. However, there were departments whose hires and promotions were too small to be statistically significant. In those instances, only a written summary is provided along with the department's summary table of its work force.

² Elected Officials are not included in this total.

FY 2019 YEAR END WORK FORCE REPORT

BERKELEY POLICE DEPARTMENT:

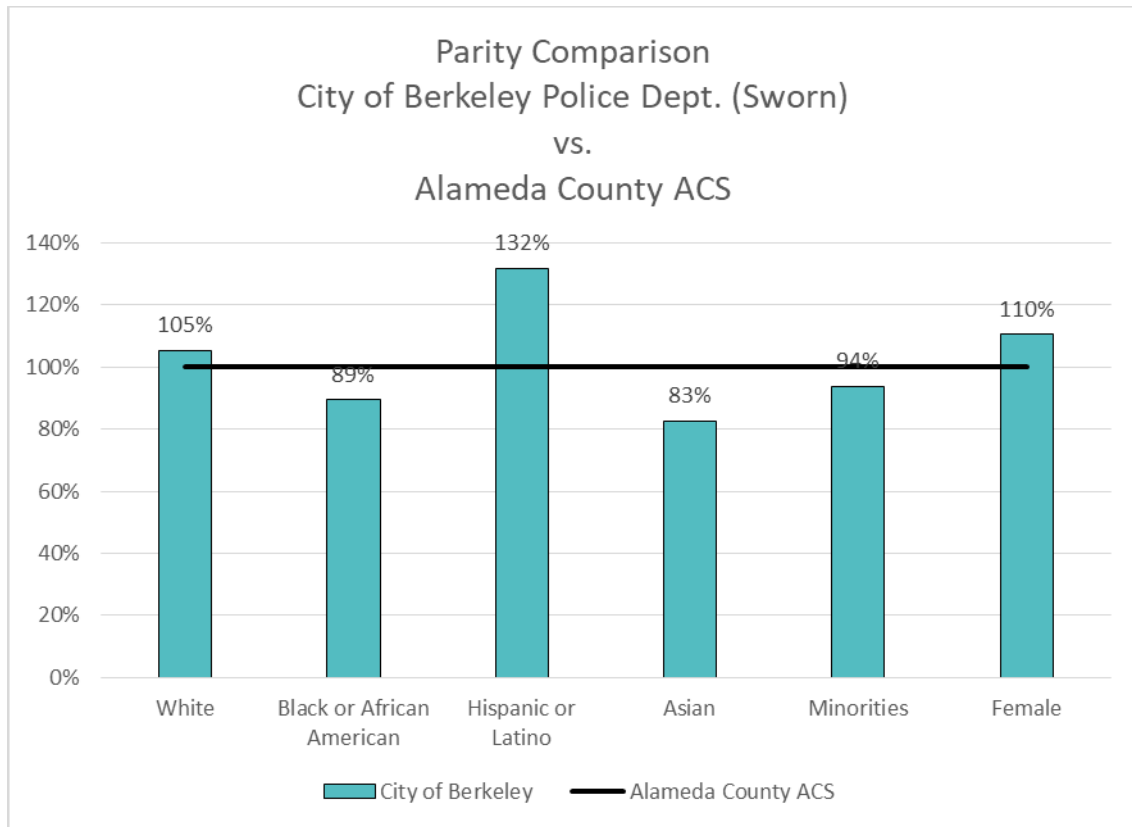
The Police Department continues to expand their recruitment and outreach efforts towards diversifying their work force. The Police Department had fifteen hires (sworn personnel) in FY 2019. The new hires included 10 Minorities, or 66% of all new sworn personnel, and four Females.

With the above hires, the Department's work force had a total of 152 sworn personnel by end of FY 2019. (Attachment 16.) The Hispanic and female work forces have exceeded 100% parity with the Alameda ACS. The remaining work force representations are hovering around 89% for African Americans, 83% for Asians, and Minorities overall at 94%.

The following includes data on sworn employees in the Berkeley Police Department. (See Figures 17 and 18.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 17 and 18: Police Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Sworn Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	88	57.9%	55.0%
Black or African American	21	13.8%	15.5%
Hispanic or Latino	20	13.2%	10.0%
Asian	18	11.8%	14.3%
American Indian or Alaska Native	0	0.0%	0.3%
Native Hawaiian or Other Pacific Islander	0	0.0%	2.9%
Two or More Races	5	3.3%	2.0%
Total	152	100.0%	100.0%
Other Protected Categories			
Minorities	64	42.1%	45.0%
Female	24	15.8%	14.3%

FY 2019 YEAR END WORK FORCE REPORT

BERKELEY FIRE DEPARTMENT:

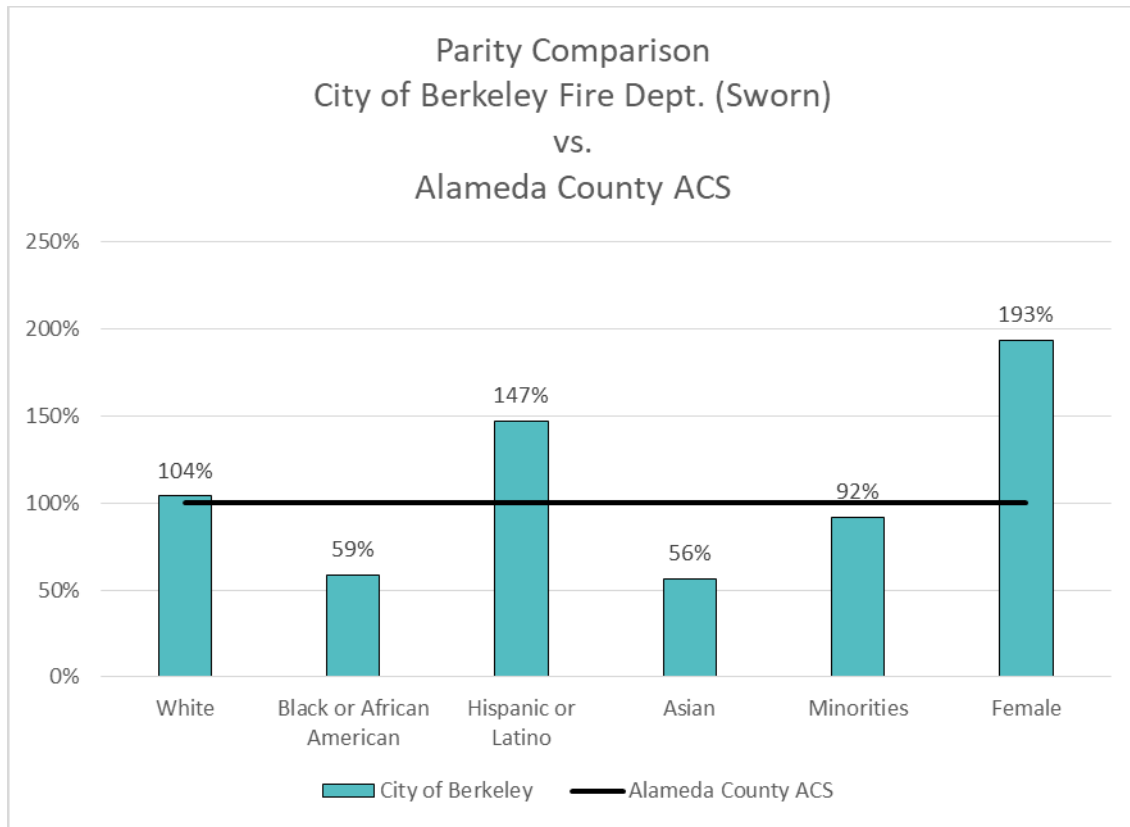
The Department shows a total work force of 132 sworn personnel in FY 2019. The Fire Department ultimately hired nine (9) employees during the relevant time period including one African American, three Hispanics, and one female.

The Department has met or exceeded 100% parity for Hispanics and Females. African Americans and Asians are below their availability in the relevant labor market at 59% and 56% respectively. Minorities are at 92% parity. The Fire Department continues to address underrepresentation within its work force by expanding their outreach efforts. (Attachment 9.)

The following includes data on sworn employees in the Berkeley Fire Department. (See Figures 19 & 20.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 19 and 20: Fire Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Sworn Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	92	69.7%	67.0%
Black or African American	9	6.8%	11.6%
Hispanic or Latino	19	14.4%	9.8%
Asian	7	5.3%	9.4%
American Indian or Alaska Native	2	1.5%	0.0%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.0%
Two or More Races	3	2.3%	2.2%
Total	132	100.0%	100.0%
Other Protected Categories			
Minorities	40	30.3%	33.0%
Female	12	9.1%	4.7%

FY 2019 YEAR END WORK FORCE REPORT

**CITY ATTORNEY'S OFFICE, AUDITOR'S OFFICE, CITY CLERK'S OFFICE,
ECONOMIC DEVELOPMENT, POLICE REVIEW COMMISSION:**

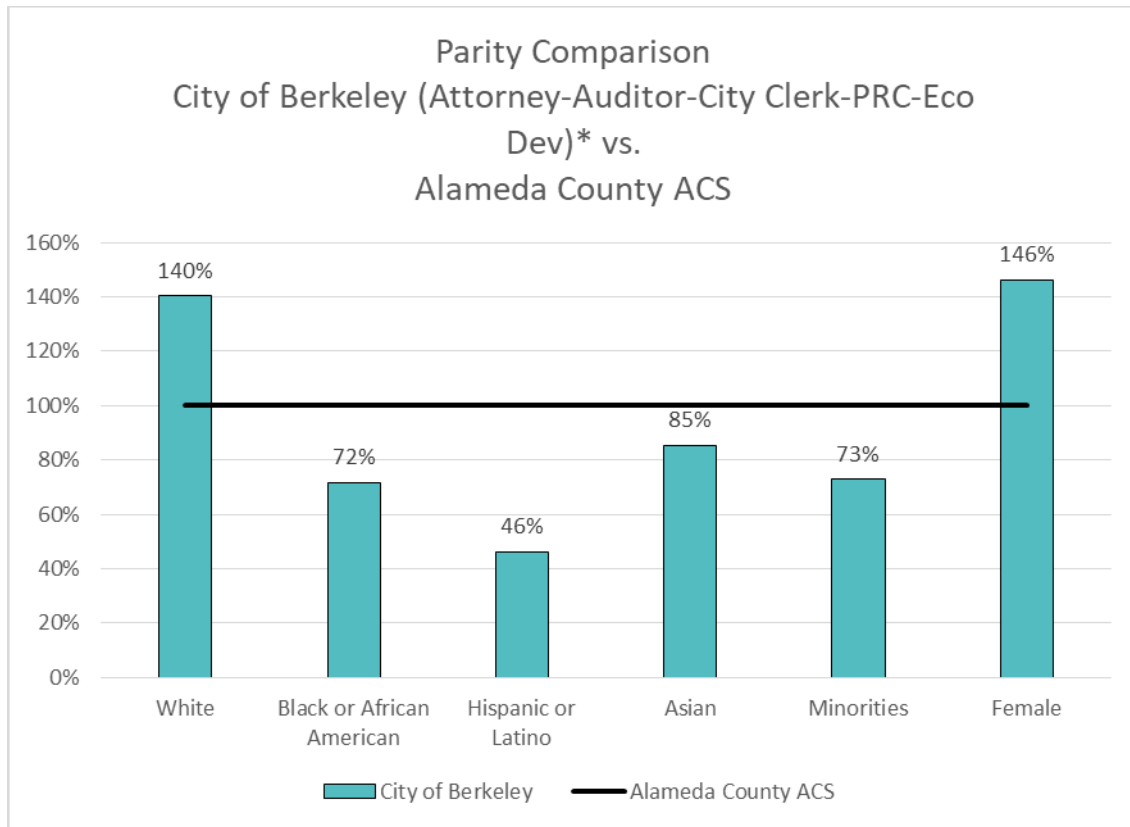
The five departments are combined for review because each department has a small staff consisting of no more than thirteen employees. Separately, any statistical analysis would be considered insignificant.

Collectively, the five departments' work force reveals that Females' parity figures have exceeded 100%. Asians, Minorities as a group, and African Americans are below parity at 85%, 73%, and 72% respectively; and Hispanics are also below parity. (Attachments 3, 4, 5, 7, and 17.)

The following includes data on all employees in the departments and divisions discussed above. (See Figures 21 & 22.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 21 and 22: Various Department/Division Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Departments/ Divisions	% Representation in Alameda County ACS
Race and Ethnicity			
White	24	58.5%	41.7%
Black or African American	3	7.3%	10.2%
Hispanic or Latino	4	9.8%	21.2%
Asian	8	19.5%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	2	4.9%	1.7%
Total	41	100.0%	98.6%
Other Protected Categories			
Minorities	17	41.5%	56.9%
Female	27	65.9%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

CITY MANAGER'S OFFICE:

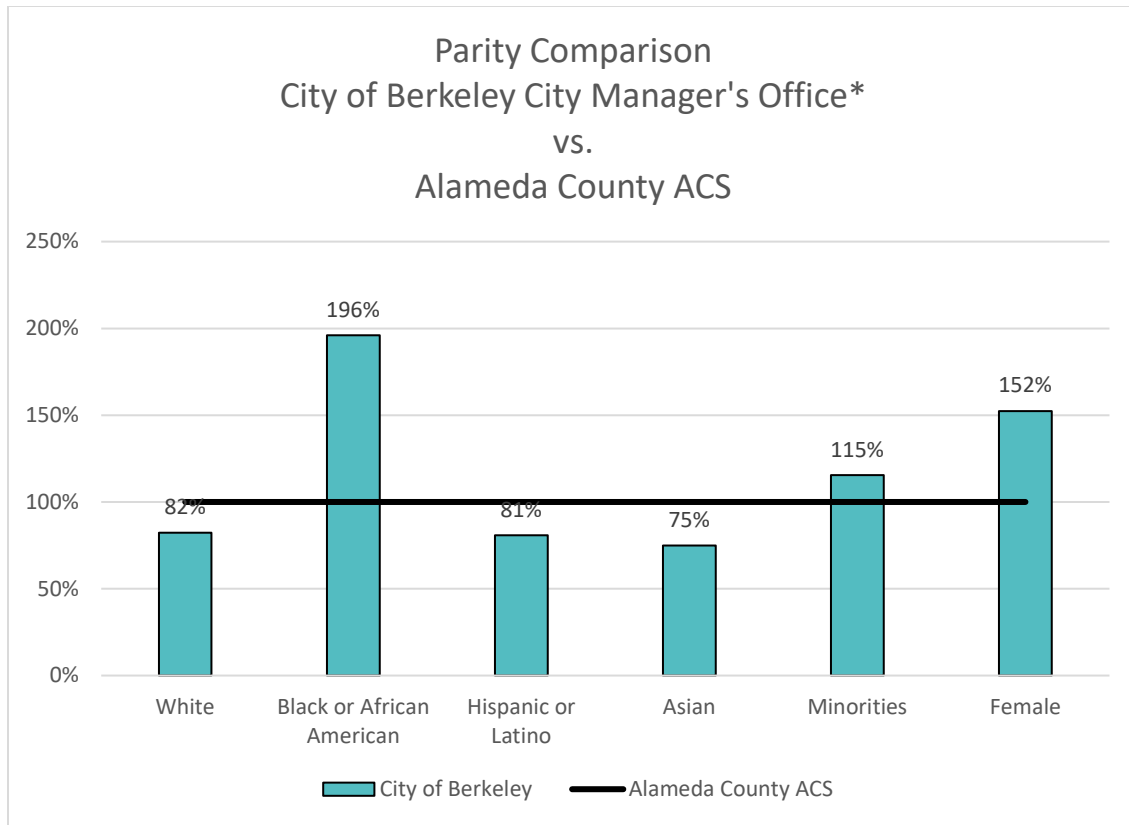
The City Manager's staff increased to thirty-five (35) employees during FY 2019, a gain of five employees from last fiscal year.

The Department exceeds 100% parity for African Americans, Minorities as a group, and Females. Hispanics and Asians are below parity at 81% and 75% respectively. (Attachment 6.)

The following includes data on all employees in the City Manager's Office. (See Figures 23 & 24.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 23 and 24: City Manager’s Office Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Departments/ Divisions	% Representation in Alameda County ACS
Race and Ethnicity			
White	12	34.3%	41.7%
Black or African American	7	20.0%	10.2%
Hispanic or Latino	6	17.1%	21.2%
Asian	6	17.1%	22.9%
American Indian or Alaska Native	1	2.9%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	3	8.6%	1.7%
Total	35	100.0%	98.6%
Other Protected Categories			
Minorities	23	65.7%	56.9%
Female	24	68.6%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

FINANCE DEPARTMENT:

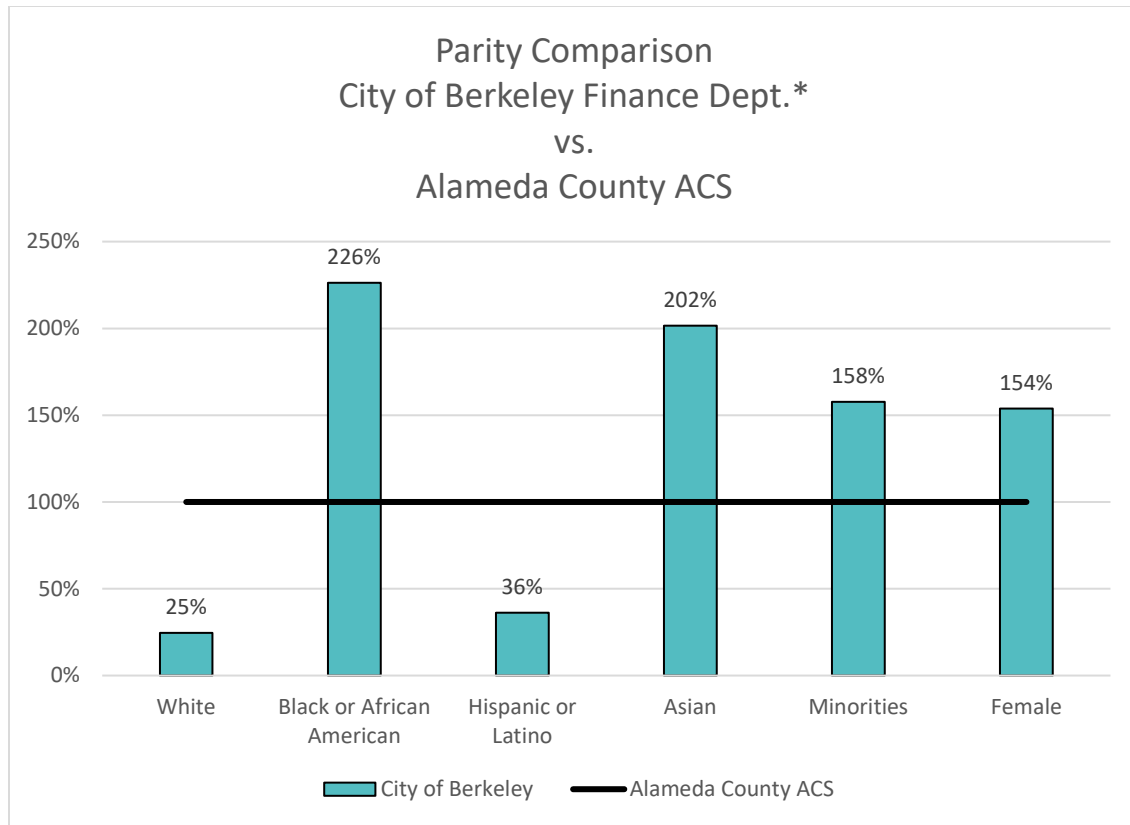
The Finance Department's work force decreased to thirty-nine (39) employees since last fiscal year.

The Department's work force has exceeded 100% parity for African Americans, Asians, Minorities as a group, and Females. Their Hispanic parity percentage remains below parity with the ACS. (Attachment 8.)

The following includes data on all employees in the Finance Department. (See Figures 25 & 26.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 25 and 26: Finance Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Departments/ Divisions	% Representation in Alameda County ACS
Race and Ethnicity			
White	4	10.3%	41.7%
Black or African American	9	23.1%	10.2%
Hispanic or Latino	3	7.7%	21.2%
Asian	18	46.2%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	1	2.6%	0.7%
Two or More Races	4	10.3%	1.7%
Total	39	100.0%	98.6%
Other Protected Categories			
Minorities	35	89.7%	56.9%
Female	27	69.2%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

HEALTH, HOUSING AND COMMUNITY SERVICES DEPARTMENT:

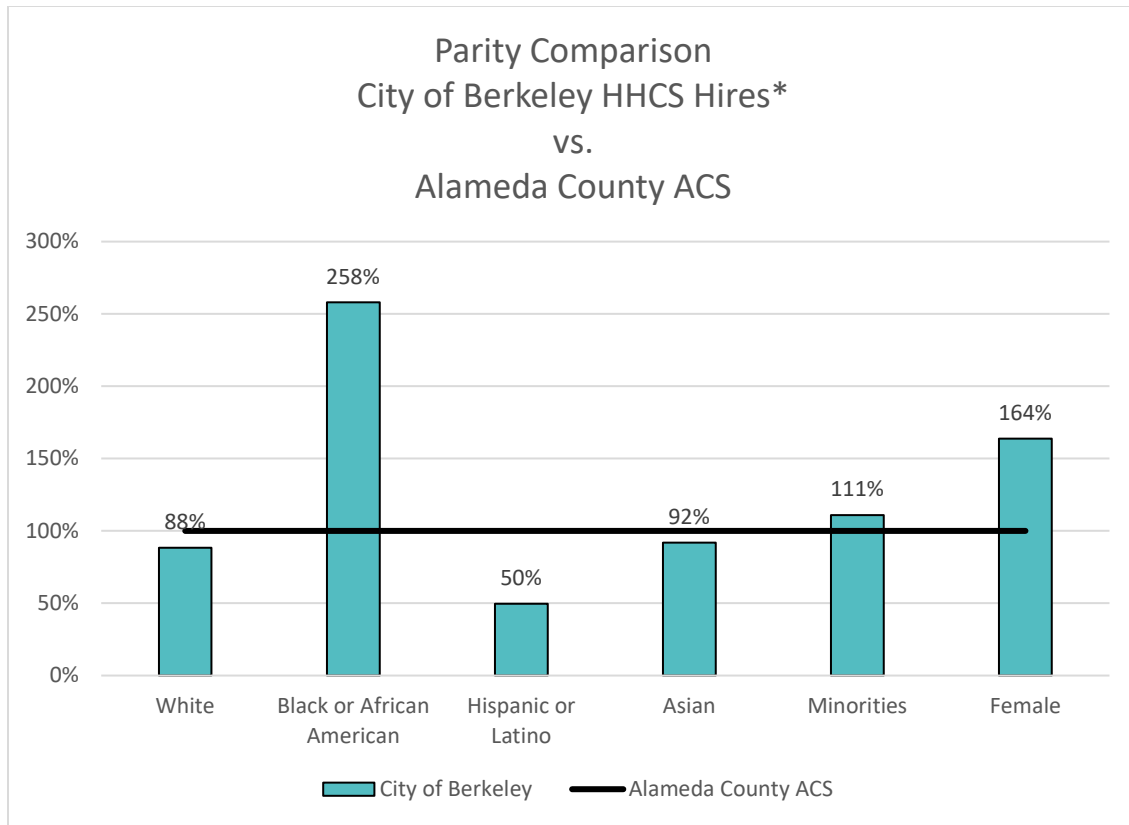
The work force decreased slightly to 170 employees from last fiscal year. The Department hired nineteen (19) employees during this fiscal year 2019. This group of hires included fourteen (14) Females and twelve (12) Minorities. The figures demonstrate robust hiring of African Americans, Minorities, and Females exceeding parity. (See Figures 27 to 28).

The Department has exceeded 100% parity with the ACS for African Americans, Hispanics, Females, and Minorities. (Attachment 10.)

The following includes data on all employees in the Health, Housing and Community Services Department. (See Figures 29 to 30).

FY 2019 YEAR END WORK FORCE REPORT

Figures 27 and 28: Health, Housing and Community Services Department (HHCS) Hires Parity Compared to Alameda County ACS (Year End FY 2019)

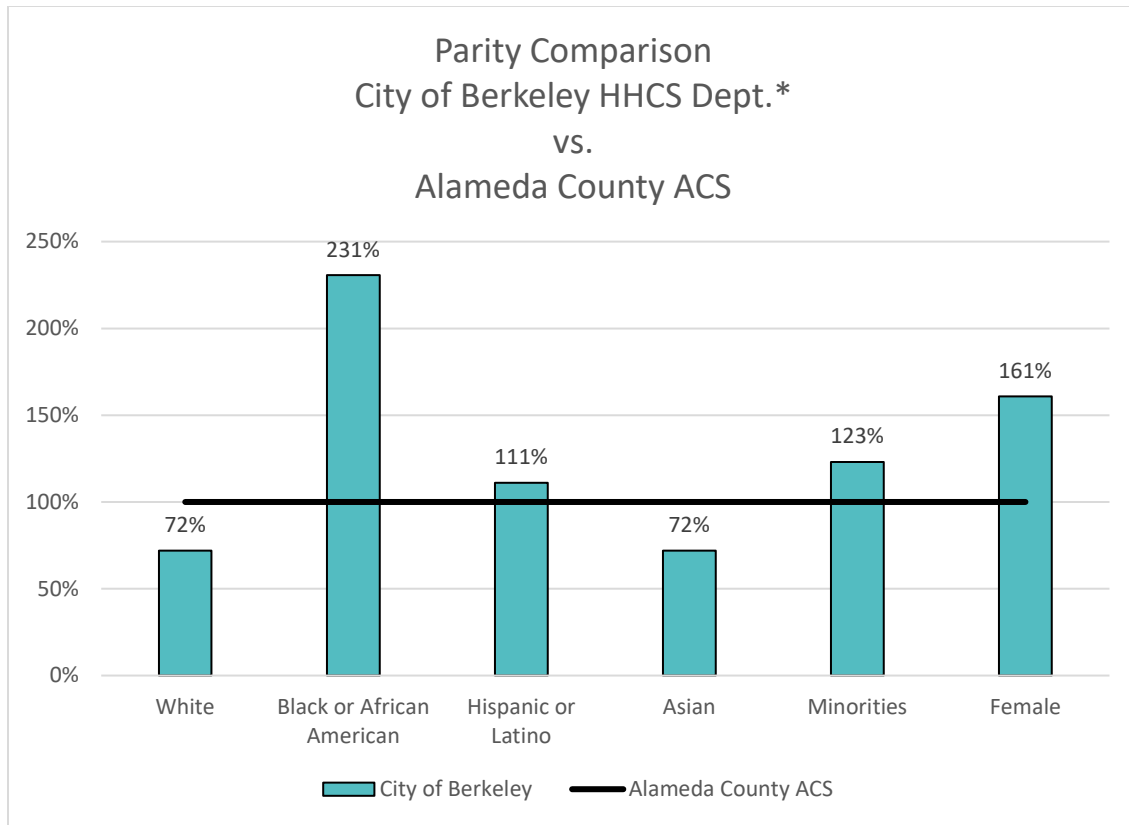


**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Hires	% Hires	% Representation in Alameda County ACS
Race and Ethnicity			
White	7	36.8%	41.7%
Black or African American	5	26.3%	10.2%
Hispanic or Latino	2	10.5%	21.2%
Asian	4	21.1%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	1	5.3%	1.7%
Total	19	100.0%	98.6%
Other Protected Categories			
Minorities	12	63.2%	56.9%
Female	14	73.7%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

Figures 29 and 30: Health, Housing and Community Services Department (HHCS) Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	51	30.0%	41.7%
Black or African American	40	23.5%	10.2%
Hispanic or Latino	40	23.5%	21.2%
Asian	28	16.5%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	1	0.6%	0.7%
Two or More Races	10	5.9%	1.7%
Total	170	100.0%	98.6%
Other Protected Categories			
Minorities	119	70.0%	56.9%
Female	123	72.4%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

HUMAN RESOURCES DEPARTMENT:

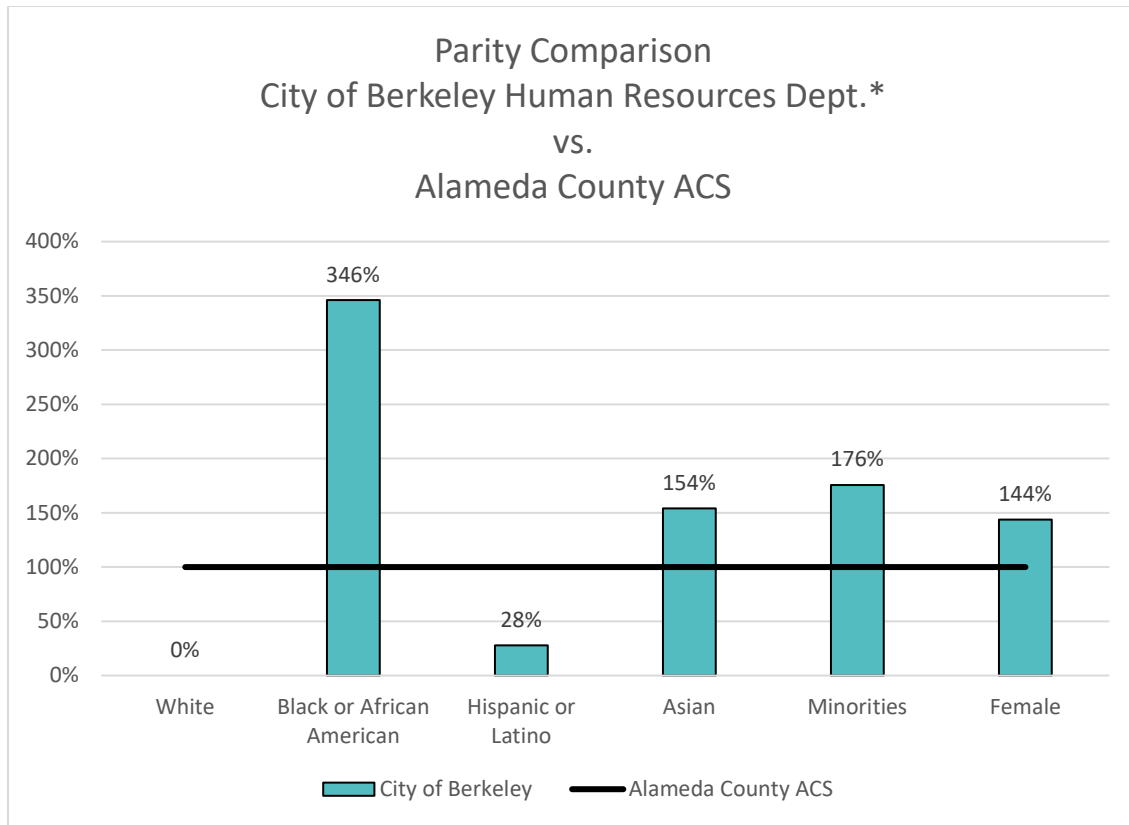
The Human Resources Department is one of the smaller staffs consisting of seventeen (17) employees. There were five new hires during the fiscal year, all of which were Minorities.

The Department's work force shows African Americans, Asians, Minorities, and Females exceeding parity for the relevant labor market. (Attachment 11.)

The following includes data on all employees in the Human Resources Department. (See Figures 31 & 32.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 31 and 32: Human Resources Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	0	0.0%	41.7%
Black or African American	6	35.3%	10.2%
Hispanic or Latino	1	5.9%	21.2%
Asian	6	35.3%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	1	5.9%	0.7%
Two or More Races	3	17.6%	1.7%
Total	17	100.0%	98.6%
Other Protected Categories			
Minorities	17	100.0%	56.9%
Female	11	64.7%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

INFORMATION TECHNOLOGY DEPARTMENT:

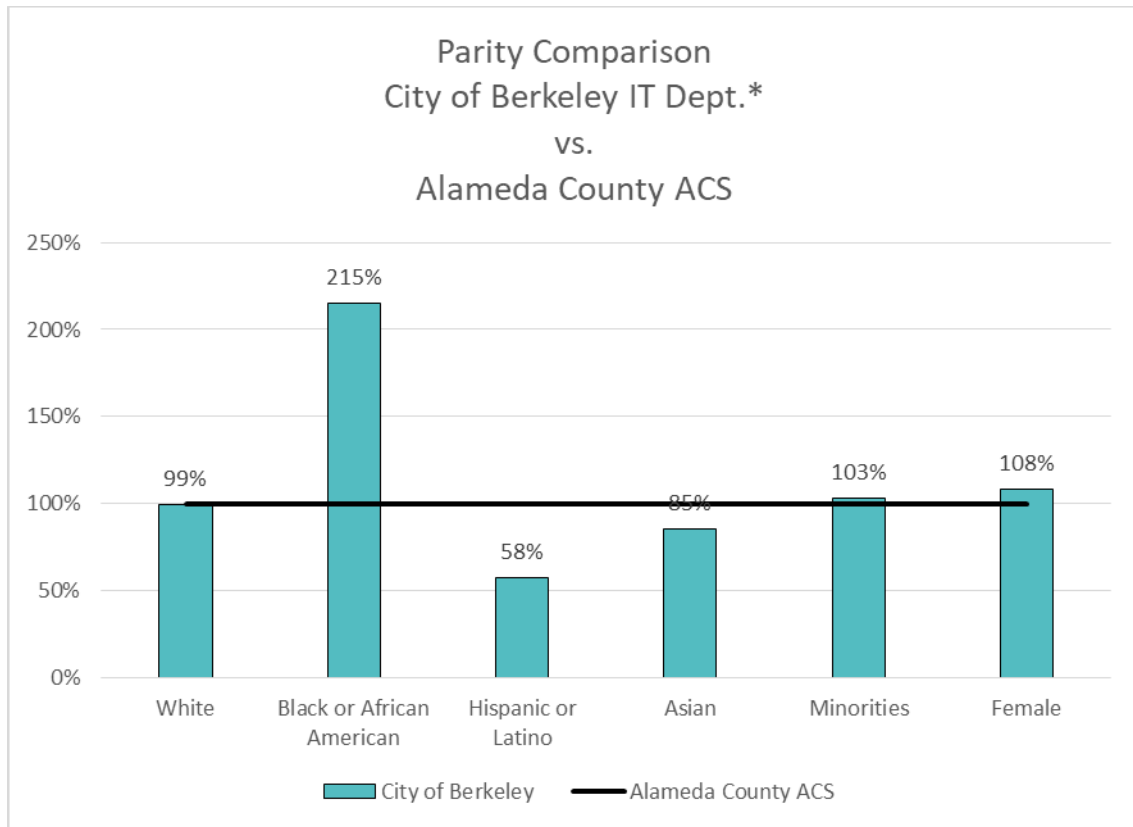
The Department's work force decreased slightly from 42 employees to 41 employees in this fiscal year.

The IT work force has exceeded 100% parity for African Americans, Minorities as a group, and Females. Hispanics and Asians are below parity at 58% and 85% respectively. (Attachment 12.)

The following includes data on all employees in the Information Technology Department. (See Figures 33 & 34.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 33 and 34: Information Technology Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	17	41.5%	41.7%
Black or African American	9	22.0%	10.2%
Hispanic or Latino	5	12.2%	21.2%
Asian	8	19.5%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	1	2.4%	0.7%
Two or More Races	1	2.4%	1.7%
Total	41	100.0%	98.6%
Other Protected Categories			
Minorities	24	58.5%	56.9%
Female	20	48.8%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

PARKS, RECREATION & WATERFRONT DEPARTMENT:

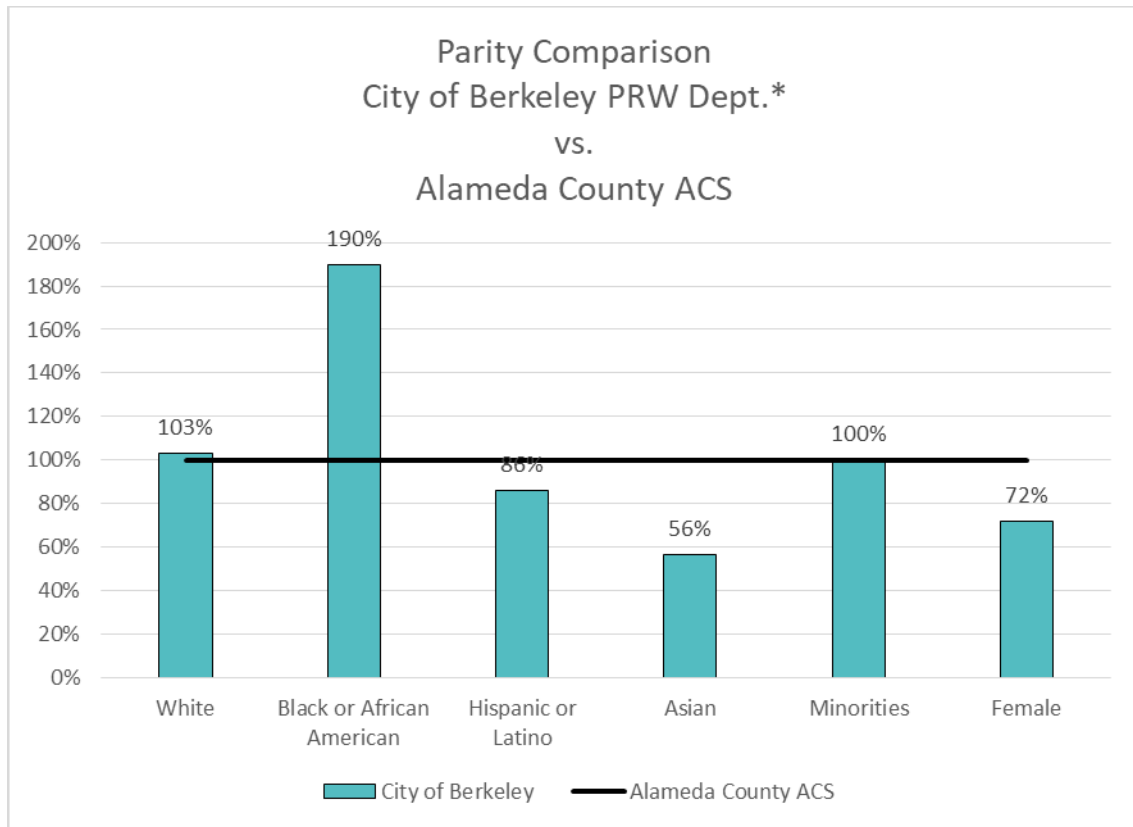
The Parks, Recreation and Waterfront Department's work force was 93 employees during FY 2019, a decrease from 98 employees last fiscal year.

The Department exceeds parity with the ACS for African Americans and Minorities. Hispanics are showing a rating of 86% parity and Females are at 72%. (Attachment 14.)

The following includes data on all employees in the Parks, Recreation and Waterfront Department. (See Figures 35 to 36.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 35 and 36: Parks, Recreation and Waterfront Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	40	43.0%	41.7%
Black or African American	18	19.4%	10.2%
Hispanic or Latino	17	18.3%	21.2%
Asian	12	12.9%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	1	1.1%	0.7%
Two or More Races	5	5.4%	1.7%
Total	93	100.0%	98.6%
Other Protected Categories			
Minorities	53	57.0%	56.9%
Female	30	32.3%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

PLANNING DEPARTMENT:

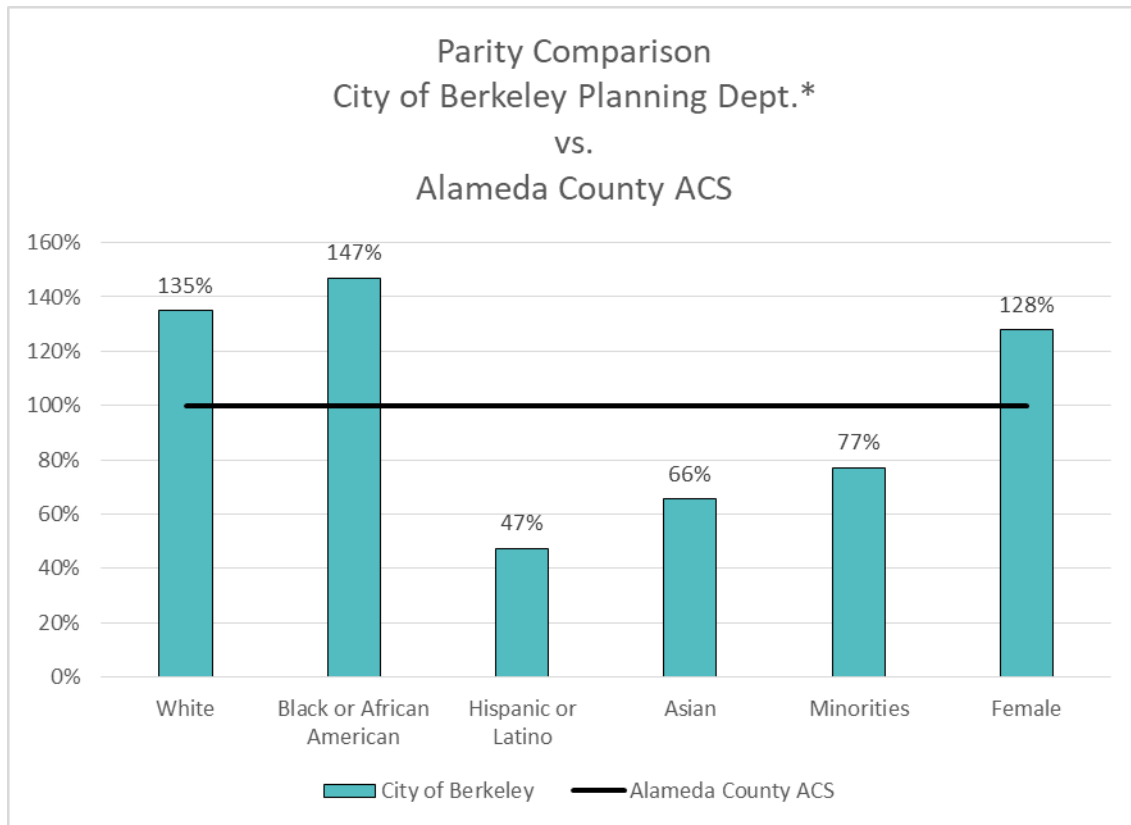
The Department's work force remained at 80 employees this fiscal year.

The work force exceeds 100% parity for African Americans and Females. The parity figures for Hispanic and Asian employees remain below parity compared to the relevant labor market at 47% and 66% respectively. Minorities are below parity, but show a higher percentage at 77%. (Attachment 15.)

The following includes data on all employees in the Planning Department. (See Figures 37 to 38.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 37 and 38: Planning Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	45	56.3%	41.7%
Black or African American	12	15.0%	10.2%
Hispanic or Latino	8	10.0%	21.2%
Asian	12	15.0%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	3	3.8%	1.7%
Total	80	100.0%	98.6%
Other Protected Categories			
Minorities	35	43.8%	56.9%
Female	46	57.5%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

PUBLIC WORKS DEPARTMENT:

The Public Works Department has the largest staff in the City with 270 employees. This is a decrease from 278 employees during last fiscal year.

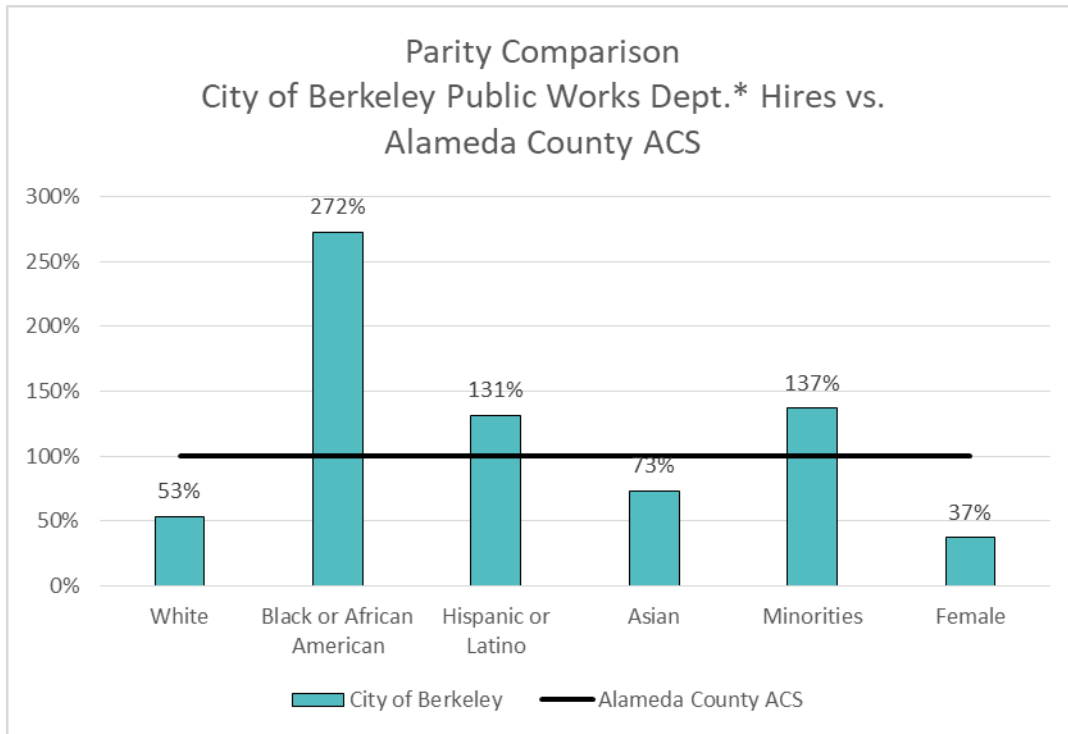
The Department hired eighteen (18) employees during this fiscal year, fourteen of which were Minorities. The numbers of African American, Hispanic, and Minorities hired during this fiscal year exceeded parity. There were sixteen promotions in the Department, which included ten Minorities as a group comprised of three African Americans, six Hispanics, and one Asian. The promotions included four Females.

The Department's minority representation remains over 76%, which exceeds 100% parity with the ACS. African Americans, Hispanics, and Minorities as a whole have exceeded 100% parity with their availability in the ACS. Asians remain below parity at 53%. The Females' below parity figure of 36% is mitigated by the low percentage of Females in labor and maintenance occupations in the relevant labor market, and therefore, is not considered an unfavorable rating under the circumstances. (Attachment 18.)

The following includes data on all employees in the Public Works Department. (See Figures 39 to 42.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 39 and 40: Public Works Department Hires Parity Compared to Alameda County ACS (Year End FY 2019)

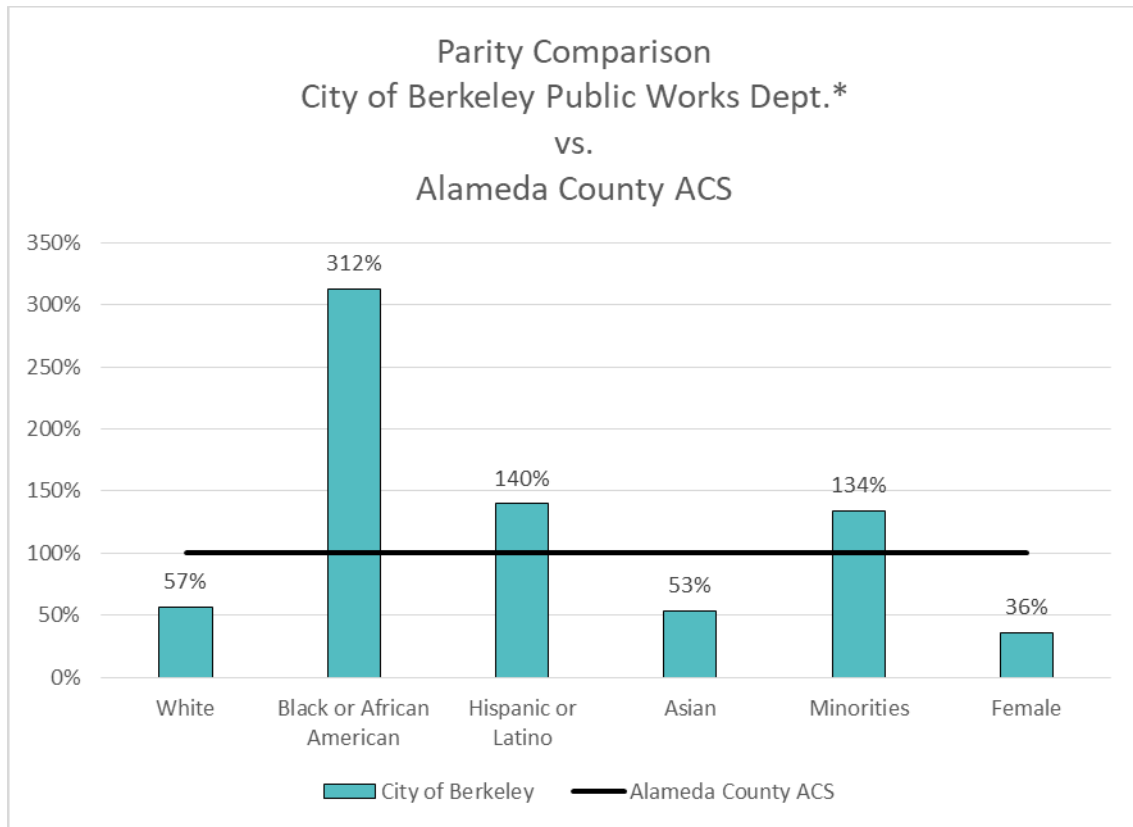


**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Hires	% Hires	% Representation in Alameda County ACS
Race and Ethnicity			
White	4	22.2%	41.7%
Black or African American	5	27.8%	10.2%
Hispanic or Latino	5	27.8%	21.2%
Asian	3	16.7%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	1	5.6%	1.7%
Total	18	100.0%	98.6%
Other Protected Categories			
Minorities	14	77.8%	56.9%
Female	3	16.7%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

Figures 41 and 42: Public Works Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	64	23.7%	41.7%
Black or African American	86	31.9%	10.2%
Hispanic or Latino	80	29.6%	21.2%
Asian	33	12.2%	22.9%
American Indian or Alaska Native	2	0.7%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	5	1.9%	1.7%
Total	270	100.0%	98.6%
Other Protected Categories			
Minorities	206	76.3%	56.9%
Female	44	16.3%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

LIBRARY SERVICES:

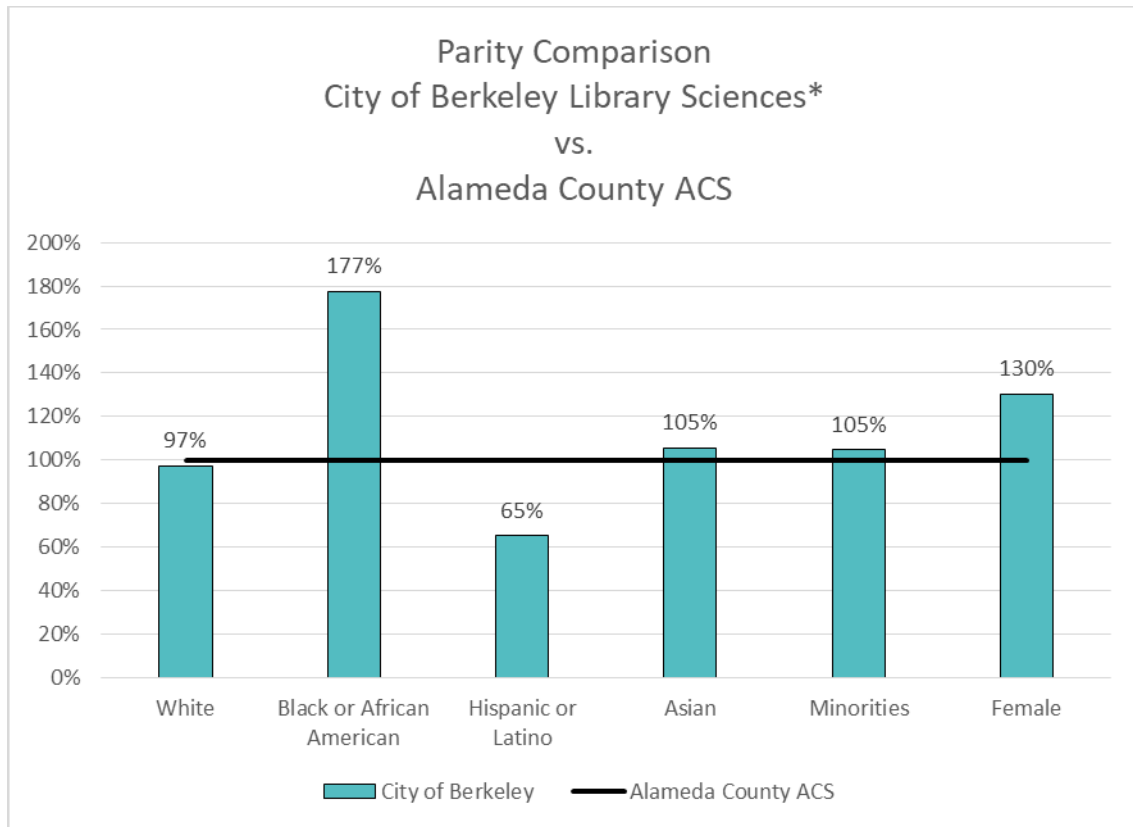
The Library staff decreased to 116 employees from 123 in FY 2019. The Department hired four employees total including an Asian female that was hired in a Professional position.

The staff has exceeded 100% parity for African Americans, Asians, Minorities as a group and Females. The Hispanic work force shows an underrepresentation at 65% parity. (Attachment 13.)

The following includes data on all employees in the Library Services Department. (See Figures 43 & 44.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 43 and 44: Library Services Department Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	47	40.5%	41.7%
Black or African American	21	18.1%	10.2%
Hispanic or Latino	16	13.8%	21.2%
Asian	28	24.1%	22.9%
American Indian or Alaska Native	1	0.9%	0.2%
Native Hawaiian or Other Pacific Islander		0.0%	0.7%
Two or More Races	3	2.6%	1.7%
Total	116	100.0%	98.6%
Other Protected Categories			
Minorities	69	59.5%	56.9%
Female	68	58.6%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

RENT BOARD:

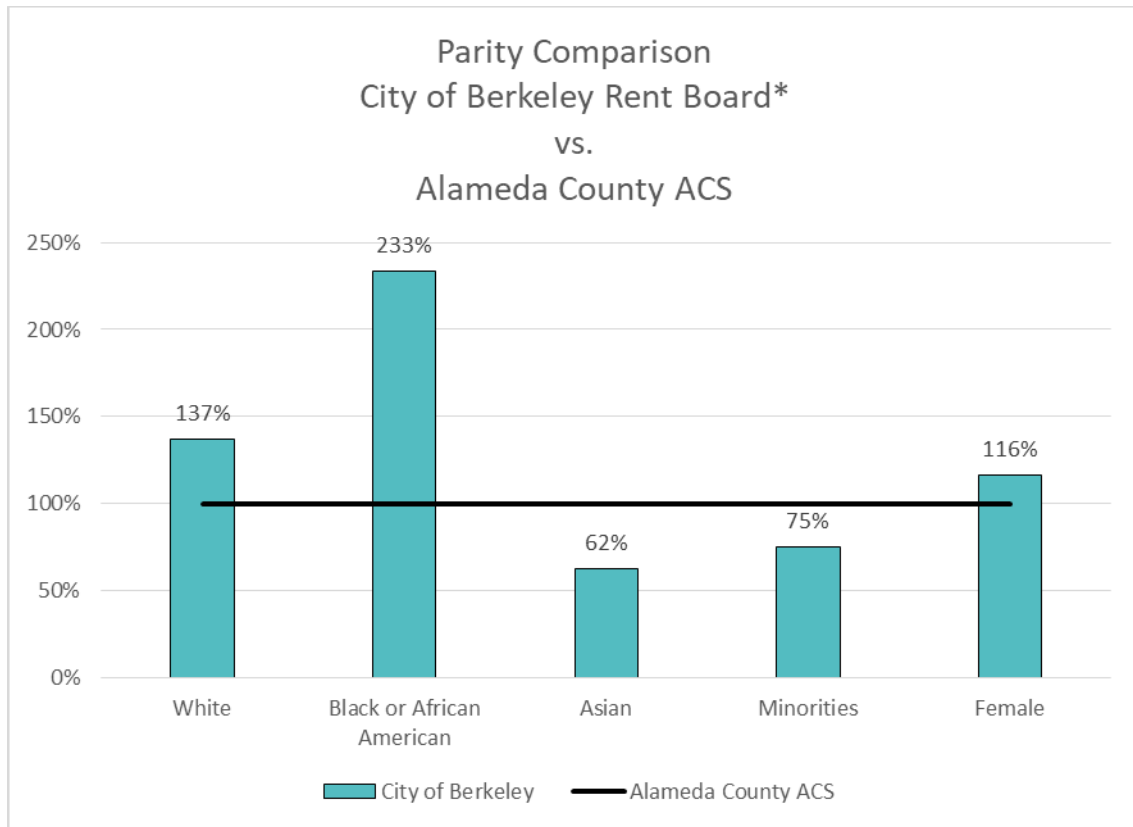
The Rent Board shows a decrease from 23 to 21 employees during FY 2019. There were two new hires during the relevant time period; both of whom were Minorities consisting of an African American male and female.

It has exceeded 100% parity for African Americans and Females. The Asian work force is below their availability in the ACS at 62%. (Attachment 19.)

The following includes data on all employees in the Rent Board. (See Figures 45 & 46.)

FY 2019 YEAR END WORK FORCE REPORT

Figures 45 and 46: Rent Board Parity Compared to Alameda County ACS (Year End FY 2019)



**Certain groups are not displayed on graph due to statistical insignificance.*

Category	# of Employees	% in Department	% Representation in Alameda County ACS
Race and Ethnicity			
White	12	57.1%	41.7%
Black or African American	5	23.8%	10.2%
Hispanic or Latino	0	0.0%	21.2%
Asian	3	14.3%	22.9%
American Indian or Alaska Native	0	0.0%	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.7%
Two or More Races	1	4.8%	1.7%
Total	21	100.0%	98.6%
Other Protected Categories			
Minorities	9	42.9%	56.9%
Female	11	52.4%	45.0%

FY 2019 YEAR END WORK FORCE REPORT

If you have any questions regarding the work force report, feel free to contact me at (510) 981-6811.

Approved for distribution:

LaTanya Bellow, Director of Human Resources

Attachments

- Attachment 1: Population of Departments by Ethnicity & Gender (6/30/19)
- Attachment 2: City Work Force by Occupational Categories, Race & Gender (6/30/19)
- Attachments 3-19 Work Force Reports by Departments (6/30/19)
- Attachment 20 EEO Occupational Categories Listing
- Attachment 21 Managers and Supervisors Job Titles Listing included in analysis

cc: Dee Williams-Ridley, City Manager

NOTE: The analysis of the departments' work forces in the following charts will include more than one ACS as the database for comparison of the various occupational groups: The State of California (ACS); and Bay Area ACS which incorporates San Francisco, Oakland and Fremont metropolitan areas. In 1989 the City Council determined that these designated ACS markets were most likely to provide the City with sufficient numbers of qualified applicants for the specific occupational categories.

FY 2019 MID-YEAR WORK FORCE REPORT

ATTACHMENT 1: POPULATION OF DEPARTMENTS BY ETHNICITY & GENDER

DEPARTMENTS	As of JUNE 30, 2019																		
	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		Two or More Races		MINORITIES	
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	T	%
CITY ATTORNEY	9	2	7	1	5	0	0	0	1	0	1	0	0	0	0	0	1	3	33.3%
CITY AUDITOR *	13	5	8	1	6	0	0	0	0	3	2	0	0	0	0	1	0	6	46.2%
CITY CLERK	8	4	4	3	3	0	0	1	0	0	1	0	0	0	0	0	0	2	25.0%
CITY MANAGER	35	11	24	2	10	1	6	1	5	4	2	0	0	1	0	2	1	23	65.7%
ECONOMIC DEVELOPMENT	8	2	6	1	4	1	1	0	1	0	0	0	0	0	0	0	0	3	37.5%
FINANCE	39	12	27	4	0	1	8	2	1	3	15	1	0	0	0	1	3	35	89.7%
FIRE	148	126	22	84	12	9	2	19	2	8	6	0	0	2	0	4	0	52	35.1%
HEALTH, HOUSING & COMMUNITY SERVICES	170	47	123	21	30	6	34	10	30	7	21	0	1	0	0	3	7	119	70.0%
HUMAN RESOURCES	17	6	11	0	0	2	4	0	1	3	3	0	1	0	0	1	2	17	100.0%
INFORMATION TECHNOLOGY	41	21	20	11	6	3	6	2	3	4	4	0	1	0	0	1	0	24	58.5%
LIBRARY	116	48	68	24	23	10	11	6	10	8	20	0	0	0	1	0	3	69	59.5%
PARKS, RECREATION & WATERFRONT	93	63	30	27	13	10	8	15	2	6	6	1	0	0	0	4	1	53	57.0%
PLANNING	80	34	46	24	21	3	9	4	4	3	9	0	0	0	0	0	3	35	43.8%
POLICE	244	159	85	85	26	30	32	21	12	20	8	0	0	0	0	3	7	133	54.5%
POLICE REVIEW COMMISSION	3	1	2	0	0	1	0	0	1	0	1	0	0	0	0	0	0	3	100%
PUBLIC WORKS	270	226	44	54	10	69	17	74	6	22	11	0	0	2	0	5	0	206	76.3%
RENT BOARD	21	10	11	7	5	2	3	0	0	1	2	0	0	0	0	0	1	9	42.9%
TOTAL	1315	777	538	349	174	148	141	155	79	92	112	2	3	5	1	25	29	792	60.2%
CITY REPRESENTATION		59.1%	40.9%	26.5%	13%	11.3%	10.7%	11.8%	6.0%	7.0%	8.5%	0.2%	0.2%	0.4%	0.1%	1.9%	2.2%		
GROUP REPRESENTATION				40%		22%		18%		16%		0%		0%		4%			

* NOTE: Elected Officials are not included in totals.

Attachment 1

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 2: CITY WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
CITY OF BERKELEY	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
CITY REPRESENTATION	1315	777	538	349	174	148	141	155	79	93	111	2	3	5	1	25	29	792
		59.1%	40.9%	26.5%	13.2%	11.3%	10.7%	11.8%	6.0%	7.1%	8.4%	0.2%	0.2%	0.4%	0.1%	1.9%	2.2%	60.2%
CALIFORNIA ACS		54.7%	45.3%	24.3%	20.5%	2.5%	2.7%	19.6%	14.2%	7.0%	6.7%	0.2%	0.2%	0.2%	0.2%	0.6%	0.6%	54.7%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	112	59	53	33	17	9	12	13	10	2	10	0	2	0	0	2	2	62
		52.7%	47.3%	29.5%	15.2%	8.0%	10.7%	11.6%	8.9%	1.8%	8.9%	0.0%	1.8%	0.0%	0.0%	1.8%	1.8%	55.4%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	289	113	176	52	75	16	24	13	21	27	47	0	2	1	0	4	7	162
		39.1%	60.9%	18.0%	26.0%	5.5%	8.3%	4.5%	7.3%	9.3%	16.3%	0.0%	0.7%	0.3%	0.0%	1.4%	2.4%	56.1%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	220	52	168	20	27	11	60	10	29	10	39	0	1	0	1	1	11	173
		23.6%	76.4%	9.1%	12.3%	5.0%	27.3%	4.5%	13.2%	4.5%	17.7%	0.0%	0.5%	0.0%	0.5%	0.5%	5.0%	78.6%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	55	34	21	17	8	2	5	3	3	9	5	0	0	0	0	3	0	30
		61.8%	38.2%	30.9%	14.5%	3.6%	9.1%	5.5%	5.5%	16.4%	9.1%	0.0%	0.0%	0.0%	0.0%	5.5%	0.0%	54.5%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%
SKILLED CRAFT REPRESENTATION	85	72	13	30	4	12	5	18	4	9	0	0	0	1	0	2	0	51
		84.7%	15.3%	35.3%	4.7%	14.1%	5.9%	21.2%	4.7%	10.6%	0.0%	0.0%	0.0%	1.2%	0.0%	2.4%	0.0%	60.0%
METRO BAY AREA ACS		93.6%	6.4%	40.1%	2.3%	4.5%	0.5%	32.9%	1.3%	13.0%	2.1%	0.8%	0.1%	0.3%	0.0%	1.0%	0.0%	56.5%
SERVICE MAINTENANCE REPRESENTATION	192	168	24	26	3	63	10	65	6	9	3	1	0	1	0	3	2	163
		87.5%	12.5%	13.5%	1.6%	32.8%	5.2%	33.9%	3.1%	4.7%	1.6%	0.5%	0.0%	0.5%	0.0%	1.6%	1.0%	84.9%
ALAMEDA ACS		59.3%	40.7%	14.2%	10.1%	6.4%	5.3%	25.0%	12.9%	11.6%	10.8%	0.7%	0.3%	0.2%	0.2%	0.8%	0.7%	74.9%
PROTECTIVE SERVICES REPRESENTATION	362	279	83	167	34	39	23	39	12	25	7	0	0	2	0	7	7	161
		77.1%	22.9%	46.1%	9.4%	10.8%	6.4%	10.8%	3.3%	6.9%	1.9%	0.0%	0.0%	0.6%	0.0%	1.9%	1.9%	44.5%
ALAMEDA ACS		80.7%	19.3%	35.6%	7.6%	17.4%	4.9%	10.7%	2.7%	11.9%	3.6%	1.3%	0.3%	0.4%	0.1%	2.2%	0.2%	55.7%

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 3: CITY ATTORNEY'S OFFICE WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
CITY ATTORNEY'S OFFICE	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	9	2	7	1	5	0	0	0	1	1	0	0	0	0	0	0	1	3
		22.2%	77.8%	11.1%	55.6%	0.0%	0.0%	0.0%	11.1%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	33.3%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	5	2	3	1	2	0	0	0	1	1	0	0	0	0	0	0	0	2
		40.0%	60.0%	20.0%	40.0%	0.0%	0.0%	0.0%	20.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	3	0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	1	1
		20.0%	80.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	20.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	33.3%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%

2010 ACS Data

ATTACHMENT 3

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 4: CITY AUDITOR'S OFFICE WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
CITY AUDITOR'S OFFICE	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	13	5	8	1	6	0	0	0	0	3	2	0	0	0	0	1	0	6
		38.5%	61.5%	7.7%	46.2%	0.0%	0.0%	0.0%	0.0%	23.1%	15.4%	0.0%	0.0%	0.0%	0.0%	7.7%	0.0%	46.2%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		50.0%	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	6	2	4	0	3	0	0	0	0	1	1	0	0	0	0	1	0	3
		33.3%	66.7%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	16.7%	16.7%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	50.0%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	3	1	2	0	1	0	0	0	0	1	1	0	0	0	0	0	0	2
		33.3%	66.7%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	33.3%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	2	1	1	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1
		50.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%

2010 ACS Data

ATTACHMENT 4

*City Auditor is not included in the total count because he/she is an elected official.

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 5: CITY CLERK'S OFFICE WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
CITY CLERK'S OFFICE	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	8	4	4	3	3	0	0	1	0	0	1	0	0	0	0	0	0	2
		50.0%	50.0%	37.5%	37.5%	0.0%	0.0%	12.5%	0.0%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	4	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		50.0%	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	3	2	1	1	0	0	0	1	0	0	1	0	0	0	0	0	0	2
		66.7%	33.3%	33.3%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%

2010 ACS Data

ATTACHMENT 5

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 6: CITY MANAGER'S OFFICE WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
CITY MANAGER'S OFFICE	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	35	11	24	2	10	1	6	1	5	4	2	0	0	1	0	2	1	23
		31.4%	68.6%	5.7%	28.6%	2.9%	17.1%	2.9%	14.3%	11.4%	5.7%	0.0%	0.0%	2.9%	0.0%	5.7%	2.9%	65.7%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	8	3	5	1	2	0	2	0	0	1	0	0	0	0	0	1	1	5
		37.5%	62.5%	12.5%	25.0%	0.0%	25.0%	0.0%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	12.5%	12.5%	62.5%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	9	1	8	0	4	1	3	0	1	0	0	0	0	0	0	0	0	5
		11.1%	88.9%	0.0%	44.4%	11.1%	33.3%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	55.6%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	6	1	5	0	1	0	1	0	1	1	2	0	0	0	0	0	0	5
		16.7%	83.3%	0.0%	16.7%	0.0%	16.7%	0.0%	16.7%	16.7%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	83.3%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	3	1	2	0	2	0	0	0	0	1	0	0	0	0	0	0	0	1
		33.3%	66.7%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%
SERVICE MAINTENANCE REPRESENTATION	9	5	4	1	1	1	0	1	3	0	0	0	0	1	0	1	0	7
		55.6%	44.4%	11.1%	11.1%	11.1%	0.0%	11.1%	33.3%	0.0%	0.0%	0.0%	0.0%	11.1%	0.0%	11.1%	0.0%	77.8%
ALAMEDA ACS		59.3%	40.7%	14.2%	10.1%	6.4%	5.3%	25.0%	12.9%	11.6%	10.8%	0.7%	0.3%	0.2%	0.2%	0.8%	0.7%	74.9%

2010 ACS Data

ATTACHMENT 6

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 7: ECONOMIC DEVELOPMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
ECONOMIC DEVELOPMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	8	2	6	1	4	1	1	0	1	0	0	0	0	0	0	0	0	3
ALAMEDA ACS		25.0%	75.0%	12.5%	50.0%	12.5%	12.5%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	37.5%
		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CALIFORNIA ACS		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	5	1	4	0	3	1	0	0	1	0	0	0	0	0	0	0	0	2
METRO BAY AREA ACS		20.0%	80.0%	0.0%	60.0%	20.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%
		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	2	0	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1
ALAMEDA ACS		0.0%	100.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%

2010 ACS Data

ATTACHMENT 7

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 8: FINANCE DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
FINANCE DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	39	12	27	4	0	1	8	2	1	3	15	1	0	0	0	1	3	35
ALAMEDA ACS		30.8%	69.2%	10.3%	0.0%	2.6%	20.5%	5.1%	2.6%	7.7%	38.5%	2.6%	0.0%	0.0%	0.0%	2.6%	7.7%	89.7%
OFFICIALS/MANAGERS REPRESENTATION	5	3	2	0	0	1	0	0	0	1	2	1	0	0	0	0	0	5
CALIFORNIA ACS		60.0%	40.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	20.0%	40.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
PROFESSIONALS REPRESENTATION	12	4	8	3	0	0	1	0	0	1	6	0	0	0	0	0	1	9
METRO BAY AREA ACS		33.3%	66.7%	25.0%	0.0%	0.0%	8.3%	0.0%	0.0%	8.3%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.3%	75.0%
ADMINISTRATIVE SUPPORT REPRESENTATION	20	5	15	1	0	0	7	2	0	1	6	0	0	0	0	1	2	19
ALAMEDA ACS		25.0%	75.0%	5.0%	0.0%	0.0%	35.0%	10.0%	0.0%	5.0%	30.0%	0.0%	0.0%	0.0%	0.0%	5.0%	10.0%	95.0%
TECHNICIANS REPRESENTATION	2	0	2	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2
METRO BAY AREA ACS		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

2010 ACS Data

ATTACHMENT 8

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 9: FIRE DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
FIRE DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT * REPRESENTATION	132	120	12	83	9	9	0	17	2	6	1	0	0	2	0	3	0	40
		90.9%	9.1%	62.9%	6.8%	6.8%	0.0%	12.9%	1.5%	4.5%	0.8%	0.0%	0.0%	1.5%	0.0%	2.3%	0.0%	30.3%
ALAMEDA ACS		95.3%	4.7%	63.2%	3.8%	11.3%	0.3%	9.8%	0.0%	8.8%	0.6%	0.0%	0.0%	0.0%	0.0%	2.2%	0.0%	33.0%
CHIEF, DEPUTY CHIEF REPRESENTATION	2	2	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1
		100.0%	0.0%	50.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
ALAMEDA ACS		96.4%	3.6%	78.6%	3.6%	10.7%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.8%
ASSIST-BATTALION CHIEF REPRESENTATION	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ALAMEDA ACS		96.4%	3.6%	78.6%	3.6%	10.7%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.8%
CAPTAIN I REPRESENTATION	4	4	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	2
		100.0%	0.0%	50.0%	0.0%	0.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
ALAMEDA ACS		96.4%	3.6%	78.6%	3.6%	10.7%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.8%
CAPTAIN II REPRESENTATION	26	24	2	20	1	1	0	2	1	0	0	0	0	1	0	0	0	5
		92.3%	7.7%	76.9%	3.8%	3.8%	0.0%	7.7%	3.8%	0.0%	0.0%	0.0%	0.0%	3.8%	0.0%	0.0%	0.0%	19.2%
ALAMEDA ACS		96.4%	3.6%	78.6%	3.6%	10.7%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.8%
FIRE & DEPUTY MARSHAL REPRESENTATION	2	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1
		100.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
ALAMEDA ACS		96.4%	3.6%	78.6%	3.6%	10.7%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.8%
FIRE INSPECTOR REPRESENTATION	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
ALAMEDA ACS		100.0%	0.0%	30.4%	0.0%	26.1%	0.0%	26.1%	0.0%	17.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	69.6%
FIREFIGHTERS REPRESENTATION	88	80	8	54	7	7	0	11	2	3	0	0	0	1	0	3	0	27
		90.9%	9.1%	61.4%	8.0%	8.0%	0.0%	12.5%	2.3%	3.4%	0.0%	0.0%	0.0%	1.1%	0.0%	3.4%	0.0%	30.7%
ALAMEDA ACS		94.6%	5.4%	62.8%	4.2%	10.1%	0.3%	10.5%	0.0%	8.4%	0.8%	0.0%	0.0%	0.0%	0.0%	2.9%	0.0%	33.0%
PARAMEDIC SUPERVISOR REPRESENTATION	6	5	1	2	1	0	0	2	0	1	0	0	0	0	0	0	0	3
		83.3%	16.7%	33.3%	16.7%	0.0%	0.0%	33.3%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
ALAMEDA ACS		96.4%	3.6%	78.6%	3.6%	10.7%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.8%
NON - SWORN REPRESENTATION	16	6	10	1	3	0	2	2	0	2	5	0	0	0	0	1	0	12
		37.5%	62.5%	6.3%	18.8%	0.0%	12.5%	12.5%	0.0%	12.5%	31.3%	0.0%	0.0%	0.0%	0.0%	6.3%	0.0%	75.0%
ALAMEDA ACS		57.9%	42.1%	19.7%	19.7%	2.0%	10.2%	11.4%	11.0%	19.7%	0.8%	0.0%	0.0%	0.8%	0.0%	2.4%	0.8%	59.1%

2010 ACS Data

* Total does not include Non-Sworn personnel.

Attachment 9

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 10: HHCS WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
HEALTH, HOUSING & COMMUNITY SERVICES	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	170	47	123	21	30	6	34	10	30	7	21	0	1	0	0	3	7	119
ALAMEDA ACS		27.6%	72.4%	12.4%	17.6%	3.5%	20.0%	5.9%	17.6%	4.1%	12.4%	0.0%	0.6%	0.0%	0.0%	1.8%	4.1%	70.0%
OFFICIALS/MANAGERS REPRESENTATION	20	6	14	3	4	0	6	1	2	1	2	0	0	0	0	1	0	13
CALIFORNIA ACS		30.0%	70.0%	15.0%	20.0%	0.0%	30.0%	5.0%	10.0%	5.0%	10.0%	0.0%	0.0%	0.0%	0.0%	5.0%	0.0%	65.0%
PROFESSIONALS REPRESENTATION	96	35	61	17	19	4	11	7	14	6	13	0	0	0	0	1	4	60
METRO BAY AREA ACS		36.5%	63.5%	17.7%	19.8%	4.2%	11.5%	7.3%	14.6%	6.3%	13.5%	0.0%	0.0%	0.0%	0.0%	1.0%	4.2%	62.5%
ADMINISTRATIVE SUPPORT REPRESENTATION	27	1	27	0	1	0	10	1	9	0	4	0	1	0	0	0	1	26
ALAMEDA ACS		3.7%	100.0%	0.0%	3.7%	0.0%	37.0%	3.7%	33.3%	0.0%	14.8%	0.0%	3.7%	0.0%	0.0%	0.0%	3.7%	96.3%
TECHNICIANS REPRESENTATION	2	0	2	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1
METRO BAY AREA ACS		0.0%	100.0%	0.0%	50.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
SKILLED CRAFT REPRESENTATION	15	2	13	0	4	0	5	1	4	0	0	0	0	0	0	1	0	11
METRO BAY AREA ACS		13.3%	86.7%	0.0%	26.7%	0.0%	33.3%	6.7%	26.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.7%	0.0%	73.3%
SERVICE MAINTENANCE REPRESENTATION	10	3	7	1	1	2	2	0	0	0	2	0	0	0	0	0	2	8
ALAMEDA ACS		30.0%	70.0%	10.0%	10.0%	20.0%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	80.0%
		59.3%	40.7%	14.2%	10.1%	6.4%	5.3%	25.0%	12.9%	11.6%	10.8%	0.7%	0.3%	0.2%	0.2%	0.8%	0.7%	74.9%

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 11: HUMAN RESOURCES WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
HUMAN RESOURCES DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	17	6	11	0	0	2	4	0	1	3	3	0	1	0	0	1	2	17
		35.3%	64.7%	0.0%	0.0%	11.8%	23.5%	0.0%	5.9%	17.6%	17.6%	0.0%	5.9%	0.0%	0.0%	5.9%	11.8%	100.0%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	9	4	5	0	0	1	3	0	0	3	1	0	1	0	0	0	0	9
		44.4%	55.6%	0.0%	0.0%	11.1%	33.3%	0.0%	0.0%	33.3%	11.1%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	100.0%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	6	1	5	0	0	1	1	0	1	0	2	0	0	0	0	0	1	6
		16.7%	83.3%	0.0%	0.0%	16.7%	16.7%	0.0%	16.7%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%	100.0%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%

2010 ACS Data

ATTACHMENT 11

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 12: IT DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
INFORMATION TECHNOLOGY DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	41	21	20	11	6	3	6	2	3	4	4	0	1	0	0	1	0	24
		51.2%	48.8%	26.8%	14.6%	7.3%	14.6%	4.9%	7.3%	9.8%	9.8%	0.0%	2.4%	0.0%	0.0%	2.4%	0.0%	58.5%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	6	2	4	1	3	0	0	0	0	0	1	0	0	0	0	1	0	2
		33.3%	66.7%	16.7%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	33.3%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	21	16	5	7	1	3	0	2	1	4	2	0	1	0	0	0	0	13
		76.2%	23.8%	33.3%	4.8%	14.3%	0.0%	9.5%	4.8%	19.0%	9.5%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	61.9%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	11	1	10	1	2	0	5	0	2	0	1	0	0	0	0	0	0	8
		9.1%	90.9%	9.1%	18.2%	0.0%	45.5%	0.0%	18.2%	0.0%	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	72.7%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	3	2	1	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1
		66.7%	33.3%	66.7%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	33.3%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%

2010 ACS Data

ATTACHMENT 12

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 13: LIBRARY SERVICES WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
LIBRARY SERVICES	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	116	48	68	24	23	10	11	6	10	8	20	0	0	0	1	0	3	69
		41.4%	58.6%	20.7%	19.8%	8.6%	9.5%	5.2%	8.6%	6.9%	17.2%	0.0%	0.0%	0.0%	0.9%	0.0%	2.6%	59.5%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	5	2	3	2	2	0	0	0	1	0	0	0	0	0	0	0	0	1
		40.0%	60.0%	40.0%	40.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	33	11	22	8	12	2	2	0	0	1	8	0	0	0	0	0	0	13
		33.3%	66.7%	24.2%	36.4%	6.1%	6.1%	0.0%	0.0%	3.0%	24.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	39.4%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	74	31	43	13	9	7	9	6	9	5	12	0	0	0	1	0	3	52
		41.9%	58.1%	17.6%	12.2%	9.5%	12.2%	8.1%	12.2%	6.8%	16.2%	0.0%	0.0%	0.0%	1.4%	0.0%	4.1%	70.3%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
SKILLED CRAFT REPRESENTATION	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
METRO BAY AREA ACS		93.6%	6.4%	40.1%	2.3%	4.5%	0.5%	32.9%	1.3%	13.0%	2.1%	0.8%	0.1%	0.3%	0.0%	1.0%	0.0%	56.5%
SERVICE MAINTENANCE REPRESENTATION	3	3	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	2
		100.0%	0.0%	33.3%	0.0%	33.3%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%
ALAMEDA ACS		59.3%	40.7%	14.2%	10.1%	6.4%	5.3%	25.0%	12.9%	11.6%	10.8%	0.7%	0.3%	0.2%	0.2%	0.8%	0.7%	74.9%

2010 ACS Data

ATTACHMENT 13

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 14: PRW DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
PARKS, RECREATION & WATERFRONT DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	93	63	30	27	13	10	8	15	2	6	6	1	0	0	0	4	1	53
ALAMEDA ACS		67.7%	32.3%	29.0%	14.0%	10.8%	8.6%	16.1%	2.2%	6.5%	6.5%	1.1%	0.0%	0.0%	0.0%	4.3%	1.1%	57.0%
OFFICIALS/MANAGERS REPRESENTATION	17	8	9	5	6	1	1	0	0	0	2	0	0	0	0	2	0	6
CALIFORNIA ACS		47.1%	52.9%	29.4%	35.3%	5.9%	5.9%	0.0%	0.0%	0.0%	11.8%	0.0%	0.0%	0.0%	0.0%	11.8%	0.0%	35.3%
PROFESSIONALS REPRESENTATION	11	7	4	2	2	1	0	2	0	1	2	0	0	0	0	1	0	7
METRO BAY AREA ACS		63.6%	36.4%	18.2%	18.2%	9.1%	0.0%	18.2%	0.0%	9.1%	18.2%	0.0%	0.0%	0.0%	0.0%	9.1%	0.0%	63.6%
ADMINISTRATIVE SUPPORT REPRESENTATION	8	0	8	0	3	0	3	0	1	0	1	0	0	0	0	0	0	5
ALAMEDA ACS		0.0%	100.0%	0.0%	12.5%	0.0%	50.0%	0.0%	12.5%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	62.5%
SKILLED CRAFT REPRESENTATION	22	22	0	10	0	2	0	5	0	4	0	0	0	0	0	1	0	12
METRO BAY AREA ACS		100.0%	0.0%	45.5%	0.0%	9.1%	0.0%	22.7%	0.0%	18.2%	0.0%	0.0%	0.0%	0.0%	0.0%	4.5%	0.0%	54.5%
SERVICE MAINTENANCE REPRESENTATION	32	25	7	9	1	6	4	8	1	1	1	1	0	0	0	0	0	22
ALAMEDA ACS		78.1%	21.9%	28.1%	3.1%	18.8%	12.5%	25.0%	3.1%	3.1%	3.1%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%	68.8%
PROTECTIVE SERVICES REPRESENTATION	3	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	1	1
ALAMEDA ACS		33.3%	66.7%	33.3%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	33.3%
		57.9%	42.1%	19.7%	19.7%	2.0%	10.2%	11.4%	11.0%	19.7%	0.8%	0.0%	0.0%	0.8%	0.0%	2.4%	0.8%	59.1%

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 15: PLANNING DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
PLANNING DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	80	34	46	24	21	3	9	4	4	3	9	0	0	0	0	0	3	35
		42.5%	57.5%	30.0%	26.3%	3.8%	11.3%	5.0%	5.0%	3.8%	11.3%	0.0%	0.0%	0.0%	0.0%	0.0%	3.8%	43.8%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	11	8	3	5	1	0	1	2	0	1	1	0	0	0	0	0	0	5
		72.7%	27.3%	45.5%	9.1%	0.0%	9.1%	18.2%	0.0%	9.1%	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	45.5%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	31	6	25	6	17	0	1	0	1	0	4	0	0	0	0	0	2	8
		19.4%	80.6%	19.4%	54.8%	0.0%	3.2%	0.0%	3.2%	0.0%	12.9%	0.0%	0.0%	0.0%	0.0%	0.0%	6.5%	25.8%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	13	5	8	3	1	2	3	0	2	0	1	0	0	0	0	0	1	9
		38.5%	61.5%	23.1%	7.7%	15.4%	23.1%	0.0%	15.4%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%	69.2%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	25	15	10	10	2	1	4	2	1	2	3	0	0	0	0	0	0	13
		60.0%	40.0%	40.0%	8.0%	4.0%	16.0%	8.0%	4.0%	8.0%	12.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	52.0%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%

2010 ACS Data

ATTACHMENT 15

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 16: POLICE DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
POLICE DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT * REPRESENTATION	152	128	24	75	13	17	4	17	3	16	2	0	0	0	0	3	2	64
		84.2%	15.8%	49.3%	8.6%	11.2%	2.6%	11.2%	2.0%	10.5%	1.3%	0.0%	0.0%	0.0%	0.0%	2.0%	1.3%	42.1%
ALAMEDA ACS		85.7%	14.3%	47.7%	7.4%	11.7%	3.8%	9.6%	0.4%	11.8%	2.5%	2.9%	0.0%	0.3%	0.0%	1.8%	0.3%	45.0%
POLICE CHIEF REPRESENTATION	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ALAMEDA ACS		80.2%	18.7%	49.5%	13.2%	20.9%	0.0%	8.7%	0.0%	0.0%	6.6%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	38.4%
CAPTAINS REPRESENTATION	4	3	1	2	1	0	0	0	0	1	0	0	0	0	0	0	0	1
		75.0%	25.0%	50.0%	25.0%	0.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%
ALAMEDA ACS		80.2%	18.7%	49.5%	13.2%	20.9%	0.0%	8.7%	0.0%	0.0%	6.6%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	38.4%
LIEUTENANTS REPRESENTATION	9	8	1	5	1	1	0	0	0	2	0	0	0	0	0	0	0	3
		88.9%	11.1%	55.6%	11.1%	11.1%	0.0%	0.0%	0.0%	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%
ALAMEDA ACS		80.2%	18.7%	49.5%	13.2%	20.9%	0.0%	8.7%	0.0%	0.0%	6.6%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	38.4%
SERGEANTS REPRESENTATION	30	22	8	16	5	2	0	2	1	2	1	0	0	0	0	0	1	9
		73.3%	26.7%	53.3%	16.7%	6.7%	0.0%	6.7%	3.3%	6.7%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	30.0%
ALAMEDA ACS		80.2%	18.7%	49.5%	13.2%	20.9%	0.0%	8.7%	0.0%	0.0%	6.6%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	38.4%
POLICE OFFICERS REPRESENTATION	111	97	14	52	6	15	4	16	2	11	1	0	0	0	0	3	1	53
		87.4%	12.6%	46.8%	5.4%	13.5%	3.6%	14.4%	1.8%	9.9%	0.9%	0.0%	0.0%	0.0%	0.0%	2.7%	0.9%	47.7%
ALAMEDA ACS		86.4%	13.6%	47.3%	6.6%	10.4%	4.3%	9.8%	0.4%	13.3%	2.0%	3.3%	0.0%	0.0%	0.0%	2.0%	0.3%	45.8%
NON - SWORN REPRESENTATION	92	31	61	10	13	13	28	4	9	4	6	0	0	0	0	0	5	69
		33.7%	66.3%	10.9%	14.1%	14.1%	30.4%	4.3%	9.8%	4.3%	6.5%	0.0%	0.0%	0.0%	0.0%	0.0%	5.4%	75%
ALAMEDA ACS		57.9%	42.1%	19.7%	19.7%	2.0%	10.2%	11.4%	11.0%	19.7%	0.8%	0.0%	0.0%	0.8%	0.0%	2.4%	0.8%	59.1%

2010 ACS Data

ATTACHMENT 16

*Total does not include non-sworn personnel

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 17: POLICE REVIEW COMMISSION WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
POLICE REVIEW COMMISSION	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	3	1	2	0	0	1	0	0	1	0	1	0	0	0	0	0	0	3
		33.3%	66.7%	0.0%	0.0%	33.3%	0.0%	0.0%	33.3%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
		100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%

2010 ACS Data

ATTACHMENT 17

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 18: PUBLIC WORKS DEPARTMENT WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
PUBLIC WORKS DEPARTMENT	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	270	226	43	54	10	69	17	74	6	22	11	0	0	2	0	5	0	206
		83.7%	15.9%	20.0%	3.7%	25.6%	6.3%	27.4%	2.2%	8.1%	4.1%	0.0%	0.0%	0.7%	0.0%	1.9%	0.0%	76.3%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	22	19	3	12	1	3	1	4	0	0	1	0	0	0	0	0	0	9
		86.4%	13.6%	54.5%	4.5%	13.6%	4.5%	18.2%	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.9%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	32	15	17	3	5	2	2	2	2	6	8	0	0	1	0	1	0	24
		46.9%	53.1%	9.4%	15.6%	6.3%	6.3%	6.3%	6.3%	18.8%	25.0%	0.0%	0.0%	3.1%	0.0%	3.1%	0.0%	75.0%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	15	0	15	0	2	0	10	0	2	0	1	0	0	0	0	0	0	13
		0.0%	100.0%	0.0%	13.3%	0.0%	66.7%	0.0%	13.3%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	86.7%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%
TECHNICIANS REPRESENTATION	16	13	3	5	2	1	0	0	0	5	1	0	0	0	0	2	0	9
		81.3%	18.8%	31.3%	12.5%	6.3%	0.0%	0.0%	0.0%	31.3%	6.3%	0.0%	0.0%	0.0%	0.0%	12.5%	0.0%	56.3%
METRO BAY AREA ACS		54.7%	45.3%	27.4%	17.3%	2.6%	3.1%	6.2%	5.6%	16.1%	17.2%	0.4%	0.4%	0.1%	0.1%	1.2%	1.1%	54.1%
SKILLED CRAFT REPRESENTATION	47	47	0	20	0	10	0	12	0	4	0	0	0	1	0	0	0	27
		100.0%	0.0%	42.6%	0.0%	21.3%	0.0%	25.5%	0.0%	8.5%	0.0%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	57.4%
METRO BAY AREA ACS		93.6%	6.4%	40.1%	2.3%	4.5%	0.5%	32.9%	1.3%	13.0%	2.1%	0.8%	0.1%	0.3%	0.0%	1.0%	0.0%	56.5%
SERVICE MAINTENANCE REPRESENTATION	138	132	6	14	0	53	4	56	2	7	0	0	0	0	0	2	0	124
		95.7%	4.3%	10.1%	0.0%	38.4%	2.9%	40.6%	1.4%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	1.4%	0.0%	89.9%
ALAMEDA ACS		59.3%	40.7%	14.2%	10.1%	6.4%	5.3%	25.0%	12.9%	11.6%	10.8%	0.7%	0.3%	0.2%	0.2%	0.8%	0.7%	74.9%

FY 2019 YEAR END WORK FORCE REPORT

ATTACHMENT 19: RENT BOARD WORK FORCE BY OCCUPATIONAL CATEGORIES, RACE & GENDER

As of JUNE 30, 2019																		
RENT BOARD	TOTAL	M	F	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		ASIAN		NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER		AMERICAN INDIAN AND ALASKA NATIVE		TWO OR MORE RACES		MINORITIES
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	
DEPARTMENT REPRESENTATION	21	10	11	7	5	2	3	0	0	1	2	0	0	0	0	0	1	9
		47.6%	52.4%	33.3%	23.8%	9.5%	14.3%	0.0%	0.0%	4.8%	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%	4.8%	42.9%
ALAMEDA ACS		55.0%	45.0%	23.3%	18.4%	4.8%	5.4%	12.9%	8.3%	11.9%	11.0%	0.4%	0.3%	0.1%	0.1%	0.9%	0.8%	56.9%
OFFICIALS/MANAGERS REPRESENTATION	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CALIFORNIA ACS		59.1%	40.9%	37.9%	23.7%	2.1%	2.5%	9.6%	7.4%	8.1%	6.2%	0.1%	0.2%	0.2%	0.2%	0.6%	0.6%	37.8%
PROFESSIONALS REPRESENTATION	13	7	6	5	4	1	1	0	0	1	1	0	0	0	0	0	0	4
		53.8%	46.2%	38.5%	30.8%	7.7%	7.7%	0.0%	0.0%	7.7%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.8%
METRO BAY AREA ACS		49.0%	51.0%	29.2%	29.0%	2.4%	3.0%	3.6%	4.5%	12.3%	12.8%	0.1%	0.1%	0.1%	0.1%	0.8%	0.9%	40.7%
ADMINISTRATIVE SUPPORT REPRESENTATION	7	2	5	1	1	1	2	0	0	0	1	0	0	0	0	0	1	3
		28.6%	71.4%	14.3%	14.3%	14.3%	28.6%	0.0%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%	42.9%
ALAMEDA ACS		40.5%	59.5%	17.5%	23.4%	4.2%	8.1%	7.4%	11.7%	9.9%	13.4%	0.4%	0.6%	0.1%	0.2%	0.6%	1.2%	57.8%

2010 ACS Data

ATTACHMENT 19

FY 2019 MID-YEAR WORK FORCE REPORT

EEO OCCUPATIONAL CATEGORIES LISTING

The distinctive characteristics of each occupational category and the various job classifications which make up the various categories are provided below:

1 Officials and Managers: Occupations in which employees set or execute broad policies, direct individual departments or special phases of the City's operations. Typical classifications include department directors and deputy directors, chiefs and assistant chiefs, superintendents and controllers.

2 Professionals: Occupations which require specialized and theoretical knowledge, typically acquired through college training or work experience. Typical classifications include personnel or labor relations workers, social workers, doctors and psychologists, lawyers, management analysts, accountants, engineers, rehabilitation counselors, etc.

3 Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or equivalent on-the-job training. Typical classifications include computer programmers, surveyors, licensed nurses, building/housing inspectors, graphic designers and accounting technicians.

4 Administrative Support: Occupations which entail administrative support, workers responsible for internal and external communications, recording and retrieval of data/information. Typical classifications include secretaries, office and accounting specialists, library assistants and aides, customer services specialists, dispatchers, and payroll clerks.

5 Skilled Craft: Occupations which require special manual skill and comprehensive knowledge of the processes involved, which are acquired through on-the-job training, experience, or through apprenticeship formal training. Typical classifications include mechanics, electricians, forestry climbers, skilled machining occupations, carpenters, heavy equipment operators, administrative assistants, animal control officers, portable meals coordinators and library specialists.

6 Service Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, which include the upkeep and care of buildings, facilities or grounds of public property. Typical classifications include truck and bus drivers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction workers.

8 Protective Service Workers: Occupations which are entrusted with public safety. Typical classifications include police and fire.

FY 2019 YEAR END WORK FORCE REPORT

MANAGERS AND SUPERVISORS JOB TITLES LISTING

1. Accounting Manager
2. Administration & Fiscal Services Manager
3. Animal Services Manager
4. Assistant Building & Safety Manager
5. Assistant City Clerk
6. Assistant To The City Manager
7. Audit Manager
8. Budget Manager
9. Building & Safety Manager
10. Circulation Services Manager
11. Code Enforcement Officer
12. Communications Manager
13. Crime Scene Supervisor
14. Customer Service Manager
15. Deputy City Attorney III
16. Economic Development Manager
17. Employee Relations Manager
18. Environmental Health Supervisor
19. Energy Program Manager
20. Equal Employment Opportunity & Diversity Officer
21. Equipment Superintendent
22. Facilities Maintenance Superintendent
23. General Services Manager
24. Hazardous Materials Manager
25. Health Nutrition Program Coordinator
26. Health Officer
27. Health Planning, Education & Promotion Supervisor
28. Health Services Supervisor
29. Housing Inspector Supervisor
30. Land Use Planning Manager
31. Library Information System Administrator
32. Library Literacy Program Coordinator
33. Library Services Manager
34. Manager of Aging Services
35. Manager of Engineering
36. Manager of Environmental Health
37. Manager of Housing & Community Services
38. Manager of Mental Health Services
39. Manager, Family Health and Nursing Services
40. Mechanic Supervisor
41. Mental Health Clinical Supervisor

FY 2019 YEAR END WORK FORCE REPORT

42. Mental Health Program Supervisor
43. Occupational Health & Safety Officers
44. Parking Enforcement Manager
45. Parking Services Manager
46. Parks Superintendent
47. Permit Center Coordinator
48. Police Review Commission Officer
49. Principle Planner
50. Psychiatrist Supervisor
51. Public Works Maintenance Supervisor
52. Public Works Operations Manager
53. Public Works Supervisor
54. Records Manager
55. Recreation & Youth Services Manager
56. Recreation Coordinator
57. Recreation Program Supervisor
58. Revenue Collection Manager
59. Revenue Development Supervisor
60. Senior Accountant
61. Senior Behavioral Health Clinician
62. Senior Building Maintenance Supervisor
63. Senior Buyer
64. Senior Citizen Center Director
65. Senior Community Develop Project Coordinator
66. Senior Electrical Supervisor
67. Senior Equipment Supervisor
68. Senior Forestry Supervisor
69. Senior Health Management Analyst
70. Senior Health Service Program Specialist
71. Senior Human Resources Analyst
72. Senior Landscape Gardener Supervisor
73. Senior Management Analyst
74. Senior Public Works Supervisor
75. Senior Solid Waste Supervisor
76. Senior Systems Analyst
77. Solid Waste & Recycling Manager
78. Solid Waste Supervisor
79. Supervising Building Inspector
80. Supervising Civil Engineer
81. Supervising Librarian
82. Supervising Psychiatrist
83. Supervising Public Health Nursing

FY 2019 YEAR END WORK FORCE REPORT

- 84. Supervising Public Safety Dispatcher
- 85. Supervising Traffic Engineer
- 86. Traffic Maintenance Supervisor
- 87. Training Officer
- 88. Transportation Manager
- 89. Waterfront Manager
- 90. Waterfront Supervisor



City Clerk Department

November 18, 2019

To: Members of Berkeley Boards and Commissions

From:  Mark Numainville, City Clerk

Subject: Berkeley Lobbyist Registration Ordinance

On October 2, 2018 the City Council adopted Chapter 2.09 of Berkeley Municipal Code creating a new lobbyist registration system. The effective date of this ordinance is January 1, 2020. As an appointed City official, contacts you have with members of community, agencies, organizations, businesses, etc. may be covered by the ordinance.

To be clear, your service as a commissioner does not itself create any obligation or requirement for you under the ordinance. Rather, as an appointed City official, you may on the receiving end of covered lobbying activities.

The requirement to register applies broadly. The definition of a “Local Government Lobbyist” includes any individual who is paid specifically to communicate with any elected or appointed City official or employee for the purpose of influencing any proposed or pending governmental action of the City; or any person whose duties as a salaried employee, officer or director of any corporation, organization or association include communication with any elected or appointed City official or City employee, for the purpose of influencing any proposed or pending governmental action of the City. See Section 2.09.050.M for the complete definition. There are also may exceptions and caveats to the requirements of the ordinance.

Once registered, a Local Government Lobbyist must file quarterly disclosures with the City (or annual disclosures if the lobbyist is a sole proprietorship or works for a lobbying firm with four or fewer employees). Your name and the subject of the lobbying activity may appear in these disclosures if you were lobbied on a proposed or pending governmental action. The lobbying disclosure forms are public documents and will be posted on the City’s website.

The attached ordinance and Lobbyist Registration Manual provides additional background on the registration, disclosure, and activity requirements and regulations.

If you have questions about the requirements, please contact the City Clerk Department at clerk@cityofberkeley.info.

UNREPRESENTED TEMPORARY REPORT
DECEMBER 2019

Employee Name	BU	Employee Status Description	Actual Position Title	Department	Trans Date	NTE Date
CHURCHILL, MATTHAN A	Z3	CAREER F/T - PROVISIONAL	ASSISTANT HUMAN RESRCS ANLST	Human Resources	6/16/2019	12/16/2019
SANDOVAL, LETICIA M	Z3	TEMP - AT WILL BENEF	OFFICE SPECIALIST II UNREP	Rent Board	7/8/2019	1/8/2020
WALLACE, KELLY D	Z1	CAREER F/T - PROVISIONAL	DIRECTOR HEALTH HSG COM SRVS	HHCS	7/14/2019	1/14/2020
WHITE, LAWRENCE S	XD	TEMP - AT WILL NON BEN	MARINA ASSISTANT HRLY	Parks, Rec & Waterfront	7/14/2019	1/14/2020
SWANSON, KRISTIN	XD	TEMP - AT WILL NON BEN	ANIMAL SERVICES ASSISTANT HRLY	City Manager	10/7/2019	4/6/2020



FROM THE SENIOR EXECUTIVE TEAM

SEASON'S GREETINGS

An open letter and a heartfelt wish for a wonderful Thanksgiving to our City of Berkeley One City Team!

Dear City of Berkeley One City Team:

On Thursday, November 28th, we pause to celebrate what we hope to be a wonderful Thanksgiving day for all. As we move into the holiday season, the Senior Executive Team (SET) members are GRATEFUL to utilize this opportunity to thank, acknowledge and appreciate the dedicated staff who work together in myriad ways, reflective of OUR shared commitment to support execution of citywide [Strategic Plan](#) Goals, aspirations and values.

For example, accomplishments to date for the year 2019 include (to name a few...and the list continues).



NONE of this could have been accomplished without your day to day contributions, and as you disperse to celebrate in your diverse ways, please know that your efforts are noted, appreciated and valued.

Wishing you a Safe, Rejuvenating and Happy Thanksgiving!

From the City of Berkeley Senior Executive Team

Launched

- GIS community portal
- Apply for Residential Parking Permits Online
- Building Eye Permits Portal
- 311 Community Connections Portal
- Berkeley Police Recruitment Website
- Daytime Mental Health Crisis Line
- Census 2020 Complete Count Committee

Implemented

- Wildfire Evacuation Drills
- Policy Committees
- Expansion of Rental Housing Safety Program
- West Campus Pool Year Round hours
- Paving 40 streets (6.6 mi throughout our neighborhoods)

Received

- Upgrade to Bond Rating
- Recognition for Center Street Garage (x10 awards)

Completed

- Public Wi-Fi in 15 city Buildings
- City's First Pickle ball Courts
- Over 500 sidewalk and curb repairs



◀ PICTURED FROM TOP LEFT: Phillip Harrington, Kelly Wallace, Scott Ferris, Andrew Greenwood, David White, Dee Williams-Ridley, Paul Buddenhagen, Erin Steffen, Henry Oyekanmi, Timothy Burroughs, Savita Chaudhary, Mark Numainville, Teresa Berkeley, Matthai Chakko, Tasha Tervalon, Jordan Klein

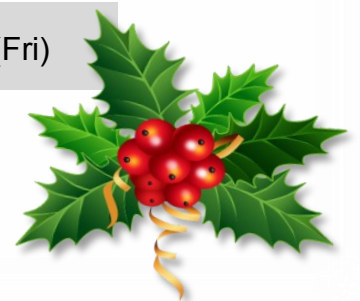
NOT PICTURED: David Branigan, LaTanya Bellow, Fari-mah Brown

BERKELEY MATTERS ● NOVEMBER 22, 2019

HOLIDAYS • 2020

∨
2020
∨

New Year's Day	Jan 1 st (Wed)
Martin Luther King Jr.'s Birthday	Jan 20 th (Mon)
Abraham Lincoln's Birthday	Feb 12 th (Wed)
George Washington's Birthday <i>(observed 3rd Mon in Feb)</i>	Feb 17 th (Mon)
Malcolm X's Birthday <i>(observed on Mon / Fri nearest May 19th)</i>	May 18 th (Mon)
Memorial Day <i>(observed on last Mon in May)</i>	May 25 th (Mon)
Independence Day	July 3 rd (Fri)
Labor Day <i>(observed on 1st Mon in Sept)</i>	Sept 7 th (Mon)
Indigenous Peoples' Day <i>(observed on 2nd Mon in Oct)</i>	Oct 12 th (Mon)
Veteran's Day	Nov 11 th (Wed)
Thanksgiving Day	Nov 26 th (Thurs)
Day after Thanksgiving Day	Nov 27 th (Fri)
Christmas Day	Dec 25 th (Fri)





UPCOMING CLASSES

<p>3C's: COB 101</p> 	<p>Participants will learn how to:</p> <ul style="list-style-type: none"> • Articulate the role of the public sector employee • Identify Berkeley's government structure, funding sources, role of elected officials, role of staff & key department functions • Gain clarity on City priorities & key policies & procedures • Apply strategies for increased success as a COB employee 	<p>Nov 26th 8:30 - 11:30a OR Jan 15, 2020 8:30 - 11:30a</p>
<p>Progressive Discipline & Investigations</p> 	<p>This interactive two hour training is designed to equip Managers and Supervisors with a clear understanding of: disciplinary policies, effective supervision, evaluations, progressive discipline, Skelly rights, and more. This training is for managers and supervisor only.</p>	<p>Jan 13, 2020 10a - 12p</p>
<p>New Employee Orientation</p> 	<p>The goals of the New Employee Orientation are to educate the new employee about the governmental structure of this organization, the different departments and their functions, the general history and culture of Berkeley, important personnel policies, and the employee's role as a disaster worker. All new employees are required to attend a New Employee Orientation. New Employee Orientation sessions will be held once each quarter.</p>	<p>Jan 21, 2020 8:30a - 4:30p</p>
<p>Supervisory Union Academy</p> 	<p>As a supervisor, you will learn the basics of the MOUs in a union-friendly environment. Topics covered include: grievance process, sick leave, overtime pay, common time-card coding issues, workers compensation, common leave issues and the disciplinary process (including Skellys) as outlined in the applicable MOU.</p>	<p>Jan 27, 2020 10a - 5p</p>
<p>3C's: Advanced Conflict Resolution Skills</p> 	<p>Have you ever had a conflict and wished you could have handled it better? We have all experienced the stress that accompanies having unresolved conflicts with co-workers or family members. Conflicts that don't get resolved or are resolved badly don't go away. Instead they go underground causing people to feel resentful and/or to avoid each other. The effects in the workplace can lead to a loss of productivity, absenteeism, ill will and turnover. Managing conflict skillfully is an important tool wherever we sit in the organization. Recognizing the creative potential of conflict and developing communication skills that lead to productive interactions is crucial.</p>	<p>Jan 29, 2020 9a - 12p</p>
<p>Managing Your Career</p> 	<p>Whether you are a new employee or you've been with the City for many years and want to navigate the next phase of your career, "Managing your Career" is a very useful training for learning how to navigate the recruitment and hiring process here in the City of Berkeley and integrates best practice interviewing and resume writing techniques. Participants are also given tips and thoughts on overall career development.</p>	<p>Jan 30, 2020 8:30a - 12:30p</p>

The BROWN BAG LUNCH & LEARN SERIES

CLASS	WHEN	WHERE
<p>The Pursuit of Happiness</p> <p>Happiness is the experience of joy or contentment, combined with a sense that life is good, meaningful, and worthwhile. Happiness can improve all areas of our lives – this session will show you how to cultivate it with scientifically-proven practices</p>	<p>Dec 4th @Noon (1 hr)</p>	<p>Tupelo</p>
<p>Cheers Not Tears: Dealing with Holiday Stress</p> <p>The holidays should be a time of celebration and enjoyment but often can be stressful. Relationships and finances can become strained. This Brown Bag discusses useful tips for keeping it all in perspective so the holidays can be a time of joy.</p>	<p>Dec 18th @Noon (1 hr)</p>	<p>Corp yard</p>

The Training Division is excited to partner with Claremont EAP to bring you a series of 1 HOUR LUNCHTIME BROWN BAG TRAINING SESSIONS!

Held in a “lunch and learn” format, the brown bags are short, open-format sessions designed to provide a quick and practical overview of important topics such as: health and wellness, communication skills, stress or time management, and motivation.

The series will be hosted at alternate locations (1947 Center • Corp Yard Green Rm • etc.) to conveniently accommodate staff. Bring your lunch; connect and learn, crunch and munch!

See dates, topics and times following. Note that all sessions are held from noon to 1 and are voluntary for all staff.



Have a suggestion for a Brown Bag? Interested in leading a Brown Bag? Email the city of Berkeley’s training officer wparker@cityofberkeley.info



CURRENT RECRUITMENTS

Nov 22, 2019 • PG 10

Application materials for these recruitments are available on-line (www.cityofberkeley.info/jobs). **Applications must be submitted no later than 5pm on the closing date.** It is the applicant's responsibility to ensure that all the required materials are submitted by the closing deadline as stated on the announcement. Applications that are received after that deadline will not be accepted regardless of postmark or reason for being late. Applicants should keep a copy of all application materials submitted as the Human Resources Department does not provide copies.

During the recruitment filing period, employees requesting continuous eligibility are **required to submit an updated application**, including credentials, i.e. licensure, certificate etc. and indicate they wish to have continuous eligibility in the agency-wide questions portion of the application.

Personnel Rules and Regulations allow career employees in any

classification (except sworn public safety classifications) to qualify for continuous eligibility for classifications in which his/her name appears on the eligible list. Employees who qualify for continuous eligibility will remain on the eligible list in their relative standing without being required to compete in subsequent examinations. If the employee, however, wants to improve his/her standing, the employee will be required to compete in the new examination (e.g. employee's standing on the list is in Category III and wants to improve to Categories I or II).

NOTE: If testing standards or the qualifications for the classification should change, employees will be notified that they will be required to participate in a new examination in order to re-establish eligibility.

For answers to frequently asked questions regarding recruitments please visit:

www.cityofberkeley.info/Human_Resources/Home/Frequently_Asked_Questions.aspx

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (General Fund #010) (req# 2018-00319)	Retirement	Competitive	\$57.90 to \$70.37	Apr 15, 2019	<i>Continuous</i>
Assistant Civil Engineer (Reg) (Funded by Measure T1-Infra & Facilities #607 at 70% and Capital Improvement #610 at 30%) (req# 2019-00412)	Vacancy	Competitive	\$50.70 to \$61.32	Oct 21, 2019	Dec 2, 2019 (extended)
Assistant Mental Health Clinician (Funded by Health (Short/Doyle) #065 at 40% and Mental Health State Aid Realignment #960 at 60%) (req#2019-00373)	Promotion	Competitive	\$30.78 to \$35.76	Nov 4, 2019	Nov 25, 2019
Associate Civil Engineer (Funded by Capital Improvement #610 at 70% and Permit Service Center #833 at 30%) (req# 2019-00430)	Vacancy	Competitive	\$56.96 to \$68.83	Nov 11, 2019	Dec 2, 2019
Associate Traffic Engineer (Funded by Permit Service Center #833) (req# 2019-00260)	New Position	Competitive	\$55.84 to \$67.48	Sep 23, 2019	Dec 2, 2019 (extended)
Environmental Health Supervisor (Funded by General Fund #010 at 12%, Vector Control #150 at 37.5%, Alameda County Grants #165 at 6%, One-Time Grant: No Capital Expenditures #421 at 12.5%, Sanitary Sewer Operation #830 at 26% and Alameda Abandoned Vehicle Abt Auth. # 964 at 6%) (req# 2019-00405)	Vacancy	Competitive	\$49.82 to \$57.89	Nov 11, 2019	Dec 9, 2019
Homeless Services Coordinator (Funded by General Fund #010 at 85% and One-Time Grant: No Capital Expenditures #421 at 15%) (req# 2019-00447)	Vacancy	Competitive	\$49.83 to \$60.25	Dec 2, 2019	Dec 23, 2019

CURRENT RECRUITMENTS (CONT'D)

NOV 22, 2019 • PG 11

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Information Systems Support Technician (IT Costs Allocation Fund #891) (req# 2019-00417)	Retirement	Competitive	\$34.46 to \$39.91	Nov 25, 2019	Dec 16, 2019
Mid-Level Practitioner (General Fund #010 for req# 2018-00124 FTE 47.5%; 2018-00129 FTE 47.5%) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, and Ment Hlth State Aid Real Fund #960 at 5% for req# 2016-00265 FTE 50%)	Resignation	Competitive	\$53.64 to \$59.47	<i>Continuous</i>	<i>Continuous</i>
Paralegal	To establish an eligible list	Competitive	\$36.29 to \$43.48	Nov 11, 2019	Dec 2, 2019
Police Officer Lateral (Funded by General Fund #010)	Vacancy	Competitive	\$49.24 to \$61.29	<i>Continuous</i>	<i>Continuous</i>
Psychiatrist (Funded by Health (Short/Doyle) Fund #065)	Vacancy	Competitive	\$83.65 to \$123.59	<i>Continuous</i>	<i>Continuous</i>
Public Safety Dispatcher II (Funded by General Fund #010) (req#'s 2017-00411; 2017-00452)	Resignation; New position	Competitive	\$42.93 to \$46.59	<i>Continuous</i>	<i>Continuous</i>
Registered Environmental Health Specialist (General Fund #010 at 57% and Sanitary Sewer Operation #830 at 43%) (req# 2019-00403)	Promotion	Competitive	\$44.34 to \$51.39	Nov 11, 2019	Dec 9, 2019
Registered Nurse	Vacancy	Competitive	\$47.76 to \$52.94	<i>Continuous</i>	<i>Continuous</i>
Senior Permit Specialist (General Fund #010) (req# 2019-00414)	Retirement	Promotional	\$35.31 to \$43.50	Nov 25, 2019	Dec 9, 2019
Supervising Public Health Nurse (General Fund #010 at 48% and Target Case Mgmt/Linkages # 056 at 52%) (req# 2019-00278)	Vacancy	Competitive	\$59.71 to \$70.10	Sep 2, 2019	<i>Continuous</i>



VACANCIES

NOV 22, 2019 • PG 12

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

To have your name placed on the "Transfer List" please apply online under Transfer Opportunities: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT
Librarian I (Funded by Library-Discretionary #301) (req# 2019-00453;2019-00455;2019-00456) (FTE 50% for req#'s 2019-00454;2019-00457)	Vacancy	Library	Danielle McMillian @ 981-6105 or DMcMillian@ci.berkeley.ca.us
Library Assistant (Funded by Library-Discretionary #301) (req# 2019-00452;2019-00448) (FTE 50% for req#'s 2019-00282;2019-00449;2019-00450;2019-00451)	Promotion	Library	Danielle McMillian @ 981-6105 or DMcMillian@ci.berkeley.ca.us
Senior Building Plans Examiner (Funded by Permit Service Center #833) (req# 2019-00434)	Promotion	Planning	Alexander Roshal @ 981-7445 or ALR3@ci.berkeley.ca.us
Social Services Specialist (Shelter + Care HUD #805 fund AT 50% and Target Case Management/Linkages #056 at 50%) (req# 2019-00436)	Vacancy	Health	Tanya Bustamante @ 981-5178 or tbustamante@ci.berkeley.ca.us
Solid Waste Worker (Funded by Zero Waste #820) (req# 2019-00441)	Promotion	Public Works	Manuel Hector Jr. @ 981-6362 or MHector@ci.berkeley.ca.us
Supervising Public Health Nurse (Funded by General Fund #010 at 48% and Target Case Management/Linkages #056 at 52%) (req# 2019-00278)	Vacancy	Health	Lisa Hernandez @ 981-5308 or LiHernandez@ci.berkeley.ca.us

INTERNSHIPS

If you would like to be considered for one of these paid internships, please apply online: www.cityofberkeley.info/jobs

DEPARTMENT	DIVISION
City Manager	Economic Development
Health (x3 positions)	Public Health

HELLO'S & GOODBYE'S

NOV 22, 2019 • PG 13

TYPE	NAME	CLASSIFICATION TITLE	DEPARTMENT
Appointment	[REDACTED]	Police Officer	Police
Appointment	[REDACTED]	Police Officer	Police
Appointment	[REDACTED]	Applications Program Analyst II	Info Tech
Appointment	[REDACTED]	Landscape Gardener	Parks
Appointment	[REDACTED]	Police Officer Recruit	Police
Appointment	[REDACTED]	Police Officer Recruit	Police
Appointment	[REDACTED]	Parking Enforcement Officer	Police
Appointment	[REDACTED]	Office Specialist II	Police
Appointment	[REDACTED]	Engineering Inspector	Public Wks
Appointment	[REDACTED]	Associate Civil Engineer	Parks
Appointment	[REDACTED]	Deputy City Attorney II	City Attorney
Appointment	[REDACTED]	Deputy City Attorney II	City Attorney
Promotion	[REDACTED]	Senior Building Maintenance Supv	Parks
Promotion	[REDACTED]	Solid Waste Truck Driver	Public Wks
Promotion	[REDACTED]	Skilled Laborer	Public Wks
Promotion	[REDACTED]	Community Services Specialist II	Rent Stab
Resignation	[REDACTED]	Firefighter	Fire
Resignation	[REDACTED]	Firefighter	Fire
Resignation	[REDACTED]	Associate Human Resources Analyst	Human Resources
Resignation	[REDACTED]	Hearing Examiner	Rent Stab
Resignation	[REDACTED]	Associate Management Analyst	City Mgr
Retirement	[REDACTED]	Mental Health Program Supervisor	Health