

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: May 9, 2022 TIME: 7:00 P.M.**

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

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE
AND TELECONFERENCE**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Personnel Board will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/86474818950?pwd=by9MRkICUVJvQ3pjUFZoaEI3bFBIQT09>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

To join by phone: Dial 1-669-900-9128 and enter Meeting ID: 864 7481 8950, Passcode: 707800.
To submit an e-mail comment during the meeting to be read aloud during public comment, email kcabrera@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply.

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on April 4, 2022
- V. Recommendation to Establish the Classification and Salary Range of Senior Economic Development Project Coordinator
- VI. Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

INFORMATION ITEMS:

- VII. Berkeley Fire Department Staffing – Updates from Chief Roman – Discussion Only
- VIII. Director's Report – Updates from HR Director – Discussion Only
- IX. Copy of Berkeley Matters – Discussion Only
- X. Adjournment

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

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

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD MINUTES
DATE: April 4, 2022 TIME: 7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:10 P.M.

II. Roll Call

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

Members Absent: None

Staff Present: Donald Ellison (Interim Director of Human Resources); Katherine Cabrera (Human Resources); Jennifer Louis (Chief of Police); Tess Mayer (Director of Library Services)

Public Attendance: 1

III. Public Comments

Cordell Hindler said that he supports the Revision of the Tool Lending Specialist and for a future agenda item, the Personnel Board should consider planning a retreat to go over the expectations for 2022.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on March 7, 2022.

Action: MSC: (Wenk/Dixon) to approve the minutes of the meeting on March 7, 2022.

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

V. Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

Action: Per the request of Tess Mayer (Director of Library Services), the Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation is withdrawn from the agenda.

INFORMATION ITEMS:

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

VII. Berkeley Police Department Staffing – Updates from Chief Louis – Discussion Only

VIII. Copy of Berkeley Matters – Discussion Only

IX. Adjournment

Action: MSC: (Wenk/Dixon) to adjourn the meeting at 7:50 PM.

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



Human Resources Dept.

May 9, 2022

To: Members of the Personnel Board

From: Donald Ellison, Interim Director Human Resources

Subject: Recommendation to Establish the Classification and Salary Range of Senior Economic Development Project Coordinator

BACKGROUND AND CLASSIFICATION

Eleanor Hollander, Economic Development Manager, requested that the City establish the classification and salary range of Senior Economic Development Project Coordinator (Attachment A). The new classification is to establish a career ladder in the Office of Economic Development from Community Development Project Coordinator (which has an existing corresponding senior classification already established) to Economic Development Project Coordinator to Senior Economic Project Coordinator to Economic Development Manager. This offer also responds to Local 1 member's request to develop such a classification in the last contract cycle, and supports the City's Strategic Plan goals numbers 6 and 9, to "Foster a dynamic, sustainable, and locally-based economy" and "Attract and retain a talented and diverse City government workforce."

Currently, the Office of Economic Development has 7 Full Time Equivalent (FTE) positions and would like to add 1 additional FTE. The addition is illustrated in the proposed organization chart for the Office of Economic Development (Attachment B).

DISCUSSION

The Office of Economic Development (OED) is a division of the City Manager's Office, with the mission to "*assist businesses, entrepreneurs, artists and community organizations to access services, feel welcome in Berkeley, and thrive.*"

By creating an expanded economic development classification series, OED will be able to provide both a mid-level and senior position within the division. This will enable OED to attract, develop and retain the necessary talent to expand Berkeley's economic development program and provide critical supportive services to aid in the sustainable recovery of Berkeley's most pandemic impacted sectors (Tourism, Small Business, and Arts & Culture).

Economic Development Project Coordinators (EDPCs) perform a wide variety of economic development activities, and provide direction and project leadership for activities and programs of the City's Office of Economic Development; they perform complex professional work in the accomplishment of such programs including:

- COVID-19 economic response & recovery plan
- Small business support package, including changes to zoning to support small business and emerging industries in Berkeley, updating the definition of R&D (Research and Development) in the zoning code
- Civic Center Vision and Implementation Plan
- Sector-specific strategies (i.e. Berkeley Startup Cluster, Berkeley-Emeryville BIO and manufacturing support)
- Development of and support for business districts and networks (i.e. Gilman District, Women Entrepreneurs of Berkeley, COVID-19 industry-specific peer groups)
- Discovered in Berkeley business marketing campaign

EDPCs also represent the City in front of a wide array of influential decision-makers and stakeholders through both verbal & written communications including:

- Berkeley Chamber, Visit Berkeley, Business Improvement Districts (BIDs), Berkeley Business District Network (BBDN)
- East Bay Economic Development Alliance (EDA), SPUR, Bay Area Organization of Black Owned Businesses (BAOBOB)
- Berkeley Startup Cluster, Berkeley-Emeryville BIO, Bay Area Urban Manufacturing Initiative, Berkeley Cultural Trust, Biocom and the Alameda County Workforce Development Board
- Berkeley City Council, Berkeley City Council Policy Committees (i.e. LUHED)
- EDPCs prepare public reports and business communications, e.g. Citywide Economic Dashboards, OED newsletter, off-agenda memos, etc. covering complex topics in clear, digestible formats that are accessible to the general public as well as trained professionals.

Incumbents in the Economic Development Series are responsible for recruiting and leveraging high quality project-based consultants and perform critical day-to-day project management of complex OED initiatives. Economic Development incumbents provide progressive project leadership and cross training support to other OED team members, including Community Development Project Coordinators, Civic Arts Coordinators, Office Specialists, and seasonal interns. EDPCs also lead cross-departmental projects that align with the City's Strategic Plan goals and impact residents, local businesses, investors, property owners, community organizations, the built environment, and other stakeholders. Cross Departmental Initiatives and ordinance development examples include:

- Smart Cities (w/Information Technology (IT), Public Works (PW), Library, Planning, Parks, Recreation and Waterfront (PRW))
- Broadband Masterplan (w/ IT & PRW)

- Outdoor Commerce (Temporary and Permanent 2020-2021), Parklets (2018) (w/ Planning, PRW)
- Zoning changes to support small business (w/ Planning)
- Civic Center Vision Plan (Measure T1 funded, with PRW, PW, and others).

With a robustly developed career ladder in place for the Economic Development Project Coordinator series, this may lead to wider outreach and a more diverse pool of potential qualified candidates for key positions on the economic development team. The series will also create a career path for dedicated employees working in the Office of Economic Development and allow the division to retain and develop top talent that directly benefits our city's stakeholders.

It is essential to any government organization in the 21st century, especially one with the unique circumstances of Berkeley, to have talented, steadfast, staff skilled in current best practices of economic, community, and cultural development techniques and technologies. Therefore, staff recommends that the Personnel Board establish the Senior EDPC classification to enable the Office of Economic Development to continue to provide a high level of quality service to the business and artistic community of Berkeley.

SALARY

The Human Resources Department contracted with CPS HR Consulting to develop a base salary recommendation based on internal equity, and comparable cities. CPS HR Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. After considering the internal relationships among classifications and compensation at corresponding cities, HR staff is recommending a monthly salary range of \$11,219.88 - \$13,775.00.

RECOMMENDATION

1. The Personnel Board is requested to approve the following:

Establish the classification and salary range of Senior Economic Development Project Coordinator, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and member of Local 1, effective May 9, 2022.

Attachments:

- A. Senior Economic Development Project Coordinator Classification
- B. Organization Chart – Office of Economic Development

cc: Dee Williams-Ridley, City Manager
J. Miller, Human Resources



CITY OF BERKELEY
Established Date: XXXX

Class Code:
XXXXX

Senior Economic Development Project Coordinator

Bargaining Unit: Local 1

SALARY RANGE

\$64.73 - \$79.47 Hourly
\$11,219.88 - \$13,775.00 Monthly
\$134,683.56 - \$165,300.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, a Senior Economic Development Project Coordinator (EDPC) supports the Office of Economic Development's mission to *assist businesses, entrepreneurs, artists and community organizations to access services, feel welcome in Berkeley, and thrive*. Through extensive expertise in community engagement and cultural development, sector support, real estate, marketing, planning, public policy and analysis of the local economy, a Senior EDPC aids new and growing businesses and cultural organizations in Berkeley, many of whom locate here to take advantage of our rich environment of innovation and entrepreneurship.

CLASS CHARACTERISTICS

This is a senior classification of the Economic Development series, incumbents are fully competent to perform and manage complex projects and initiatives with minimal direction or supervision. The Senior Economic Development Project Coordinator performs a variety of tasks that require a high degree of independent professional skill and judgment on a daily basis at the greatest level of quality. The Senior Economic Development Project Coordinator may also provide professional deputy-level support to the Economic Development Manager.

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. The Senior Economic Development Project Coordinator performs a variety of tasks that require a high degree of professional skill and judgment, including but not limited to:

Classifications: Creation of Senior Economic Development Project Coordinator

Classification

Page 2

1. Coordinates and performs project management, administrative and technical duties necessary to achieve project objectives in the areas of economic and cultural development, small business assistance and sector support, and employment;
2. Performs a range of economic data analysis including economic impact reports for larger development projects and assessing/mapping trends in employment and innovation, sales tax and other economic/demographic indicators;
3. Prepares reports and presentations for the City Manager, City Council, task forces, work groups, various boards and commissions and the general public;
4. Works closely with Citywide and district-based business organizations, including assisting the formation and renewal of Business Improvement Districts (BIDs) and representing the City's interest on their boards of directors;
5. Assists developers and business owners considering projects in the City, including advising them on site opportunities, city requirements, and referring them to other departments as necessary;
6. Advises startups and firms seeking to grow in or relocate to Berkeley on available sites and zoning conditions and links them with property owners, brokers, and other sources of business assistance; and
7. Manages complex, multi-phase projects with diverse stakeholders from inception through approval and implementation. Such projects might involve program or policy development initiatives, business district planning efforts, internal city organizational development, grant or loan programs, commercial district, or business cluster marketing initiatives.

Other responsibilities include representing the Office of Economic Development on interdepartmental teams, external professional organizations related to economic development, and supervising other staff in the Office of Economic Development as directed by the Economic Development Manager.

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 and Examples of Duties.

Knowledge of: Principles, practices and techniques related to the project areas to which assigned; programs and methods of improving the economic development and cultural climate within the City; knowledge of effective technical assistance providers, Federal, State and local funding sources and techniques for sector support; basic administrative and budgetary principles and practices; and principles and practices of effective employee and project supervision.

Ability to: Develop, implement and evaluate complex economic and cultural development programs, related to such areas as business development and financing, real estate development and redevelopment, arts and cultural administration, sector support and employment generation; organize work, set priorities and exercise sound independent judgment within established

guidelines; interpret and apply complex rules, regulations, laws and ordinances; making persuasive oral presentations; prepare, administer and monitor project budgets; maintain accurate records and prepare clear, concise and effective correspondence, reports and other written materials; provide technical assistance and staff leadership to various boards and commissions and external professional organizations; organize, schedule and review the work of assigned staff; and establish and maintain 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:

Education

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business, arts, non-profit or public administration, economics, public policy, geography, urban or environmental planning or a closely related field. AND Equivalent to a Graduate degree from an accredited educational institution with major coursework in urban planning, public policy, business, geography, arts or public administration, economics, or a closely related field.

Experience

Ten years of professional level experience in economic or business development, employment, public policy, geography, arts or non-profit administration or similar administrative capacity. Additional experience as outlined above may be substituted for the education requirement on a year for year basis. Project management and lead or supervisory experience is desirable.

OTHER REQUIREMENTS:

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

CLASSIFICATION HISTORY:

Established: xx/xx

Represented – Local 1

Exempt

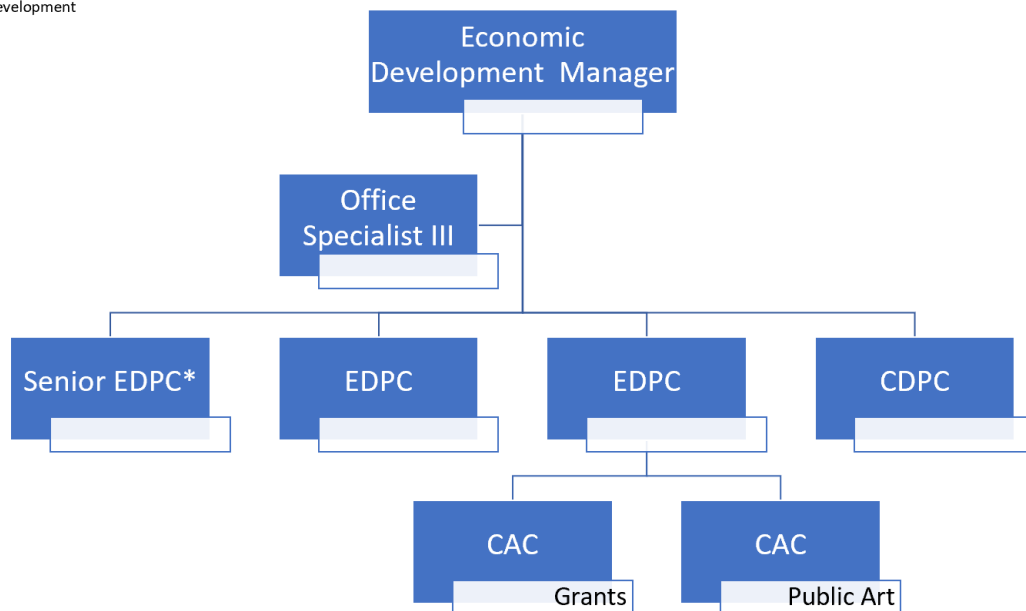
Organization Chart – Office of Economic Development

Office of Economic Development (OED)

Organization Chart



Office of Economic Development
8 FTE



CAC - Civic Arts Coordinator (Local 1)

EDPC – Economic Development Project Coordinator (Local 1)

CDPC – Community Development Project Coordinator (SEIU 1021 –Community Services Chapter)

* - Senior EDPC classification proposed



May 4, 2022

To: Members of the Personnel Board

From: Tess Mayer, Director of Library Services

Subject: Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

BACKGROUND AND CLASSIFICATION

Tess Mayer, Director of Library Services, and Andre Spearman, Representative, and Danny Walker, President, of SEIU 1021 Maintenance and Clerical Union had a Meet and Confer on February 3, 2022, to update the classification and revise the Job Duties and Compensation. The Union agreed to revise the Tool Lending Specialist job essential functions to include culinary arts and compensation for additional duties and working knowledge around the use of the culinary tools to provide information to patrons. To account for the expectation that Tool Lending Specialists will or have learned a new body of knowledge related to culinary tools, the classification will receive a 4% increase across all steps effective 03/16/2021, the date the culinary tools collections was launched.

RECOMMENDATION

The Personnel Board is requested to approve the following:

1. Revise the classification of Tool Lending Specialist, Service Employees International Union, Local 1021 (Maintenance & Clerical), with a monthly salary range of \$6,346.57 - \$7,367.81
2. Approve the classification description changes reflected below

Attachments:

- A. Tool Lending Specialist Specification

TOOL LENDING SPECIALIST

DEFINITION

Under supervision, provides tools, equipment, instructional manuals, and basic reference service regarding home maintenance and repair to patrons of the Berkeley Tool Lending Library; orders, maintains, and repairs tools and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

The Tool Lending Specialist is a skilled library support class assigned to the Berkeley Tool Lending Library. The duties require a sound working knowledge of home improvement and culinary arts used by the do-it-yourself community. This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement, building construction, culinary arts-related reference service, and the circulation of tools and home improvement equipment. ~~home maintenance and repair and the tools and equipment used in the building trades (carpentry, plumbing, electrical and painting). This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement and building construction related reference service and the circulation of tools and building construction equipment.~~

EXAMPLES OF DUTIES

1. Selects and lends a variety of culinary, building trade and gardening tools and equipment to residents of the City;
2. Recommends to the Library the purchase of tools and equipment; advises on the purchase of instructional manuals for the Tool Lending Library collection;
3. Maintains tools and equipment in an operable condition, including making necessary repairs; sends tools out to private tool repair companies when a more difficult repair is required;
4. Processes lending requests and answers patron questions in person or by phone;
5. Maintains the reserve and waiting list, retrieves overdue materials, and collects fines;
6. Advises patrons on the correct and safe use of tools and equipment; answers basic patron reference questions regarding home maintenance and repair;
7. Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, telephone inquiries, and the amount of fees and fines collected;
8. Monitors expenditures related to tool repair and purchase;
9. Attends community meetings and public hearings to explain functions of the Tool Lending Library;
10. Maintains library in a clean and orderly condition;

11. Monitors developments related to tools, equipment, and instructional material on home maintenance and repair;
12. Maintains inventory records;
13. May instruct staff or volunteers on job duties; and
14. Performs related work as assigned.

QUALIFICATIONS

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

Knowledge of:

1. Tools, equipment, and instructional manuals used in culinary tools, building repair, and construction trades;
2. Standard culinary and building maintenance repair and maintenance procedures and terminology;
3. Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending;
4. Record keeping, report preparation, and filing methods and techniques;
5. Basic business arithmetic;
6. Standard safety practices and techniques in the building trades;
7. Basic tool and equipment repair, and repair resources; and
8. Operation of standard office equipment.

Skill in and ability to:

1. Provide sound information and appropriate tools and equipment to patrons;
2. Develop and implement lending and inventory control procedures;
3. Understand and follow oral and written instructions;
4. Organize work, set priorities, and exercise sound independent judgment;
5. Prepare and maintain accurate records and reports;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Gather and evaluate data and make logical recommendations; and
8. Instruct others in work procedures.

OTHER REQUIREMENTS:

Must be able to work evenings, weekends and irregular shifts.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and two years of experience which has provided a working knowledge of the tools and equipment used in the building construction trades (carpentry, plumbing, painting, masonry, and electrical).

Established: 12/1988

Revised: 04/2004; 04/2022

cc: Tess Mayer, Director of Library Services
My Chan, Associate Human Resources Analyst

APRIL ARRIVES!



April days are here again! The GORGEOUS month of April is known for beautiful spring weather, longer days, “fun gag” days such as April Fool’s day; and now that the world appears to have steadied, **the inevitable month to get your taxes done...** but if you think all April has to offer are long days with beautiful weather, fun and a deepened relationship with your “tax person”- think again! Besides, the kaleidoscope of flowers and warmth accompanied by the staccato of adding machines to madden, gladden and sadden, the month of April provides a host of noteworthy occurrences and commemorations.

▶ **MINORITY HEALTH MONTH**



April is [National Minority Health Month \(NMHM\)](#), a time to raise awareness about health disparities that continue to affect people from racial and ethnic minority groups and encourage action through health education, early detection, and control of disease complications. The **2022 NMHM theme is *Give Your Community a Boost!*** As noted by the [HHS Office of Minority Health](#), COVID-19 vaccination, including a booster, is one of the strongest tools we have to end the COVID-19 pandemic that has [disproportionately affected communities of color](#). This theme supplements the [CDC recommendations to prevent COVID-19 transmissions](#), such as wearing a well-fitting mask, physical distancing, washing your hands often, and testing to prevent the spread of COVID-19. NIMHD joins the OMH and other federal agencies to focus on empowering people to get the facts and **give your community a boost!** *Want to learn more? Visit [National Minority Health Month \(nih.gov\)](#)*

▶ **NATIONAL CHILD ABUSE PREVENTION MONTH**

“It takes a village...”

Child Abuse prevention is a key focus and highlight of the month of April; and one which is definitely focus worthy. A daunting topic, it is an opportunity for our nation to illuminate key strategies and approaches to safeguard one of society’s most vulnerable; children.



The history of recognizing the need to protect children from abuse dates back to 1874 with the case of Mary Ellen Wilson. One hundred years later, in 1974, the Child Abuse Protection and Treatment Act (CAPTA) was passed and the federal government started providing funding to stop and prevent child maltreatment. https://fieldcenteratpenn.org/wp-content/uploads/2021/03/Sirui_NATIONAL-CHILD-ABUSE-PREVENTION-MONTH.pdf National Child Abuse Prevention Month was first observed in 1983 by proclamation by President Ronald Reagan. The Office on Child Abuse and Neglect continues to coordinate activities, prepare promotional materials and host multidisciplinary forums focused on prevention, education, and awareness on an annual basis.

Education is key to prevention, as is outreach and engagement and the Department of Health and Human Services authors and distributes an excellent resource. Vigilance and awareness are key. Review the resource here https://www.childwelfare.gov/pubPDFs/guide_2021.pdf

▶ **BLACK MATERNAL HEALTH WEEK**



Black Maternal Health Week takes place every year from April 11 –17 and was officially recognized by the White House on April 13th, 2021. The month of April is recognized in the United States as National Minority Health Month – a month-long initiative to advance health equity across the country on behalf of all racial and ethnic minorities. Additionally, we are joining dozens of global organizations who are fighting to end maternal mortality globally in advocating that the United Nations recognize April 11th as the International Day for Maternal Health and Rights. Want to learn more? Visit [Black Maternal Health Week - Black Mamas Matter Alliance](#)

The BMHW 2022 theme, “Building for Liberation: Centering Black Mamas, Black Families and Black Systems of Care”, reflects BMMA’s work in centering Black women’s scholarship, maternity care work, and advocacy across the full-spectrum of sexual, maternal, and reproductive health care, services, programs, and initiatives. Additionally, the 2022 theme reflects the critical need for learning about Black Feminist and womanist approaches in strengthening wellness structures within our communities, across the Diaspora, as a revolutionary act in the pursuit of liberation and in the global fight to END maternal mortality.

▶ **EARTH DAY**

Friday, April 22nd



Earth Day is celebrated internationally on **April 22**. It is a day to educate people about the issues affecting the planet and to raise awareness for and celebrate the efforts in place to protect the environment. As a global observance, it sometimes extends to a week-long celebration, aptly named Earth Week, and the celebrations are coordinated by the Earth Day Network across 193 countries. It is not a public holiday, so businesses and schools remain open. The first

Earth Day was celebrated on April 22, 1970, with rallies and demonstrations happening in Philadelphia, Chicago, Los Angeles, and several other American cities. The day was very successful in raising awareness about the risks that the planet faced, and after a survey, it was determined that 25% of Americans now considered the protection of the planet to be a priority. In 1990 Earth Day became an international celebration, with over 140 countries taking part in observing it that year.



Looking for ways to make a difference and celebrate EARTH DAY in our very own Berkeley? Join in and be part of the SOLUTION by volunteering to help clean the Berkeley Waterfront!

Register [here](#).

▶ **DAY OF SILENCE — Bringing Awareness to the bullying of lesbian, bisexual, gay, and transgender students.**

Friday, April 8th

Day of Silence is held every year on the **second Friday of April**. It is a student-led observance with the purpose of bringing awareness to the bullying of lesbian, bisexual, gay, and transgender students by taking a vow of complete silence for the whole day in a representation of the silencing of the LGBTQ+ community. The day is sponsored by the Gay, Lesbian and Straight Education Network (GLSEN). The **Day of Silence** was originated in 1996 by student **Maria Pulzetti of the University of Virginia**.



▶ **NATIONAL PET DAY**

Monday, April 11th

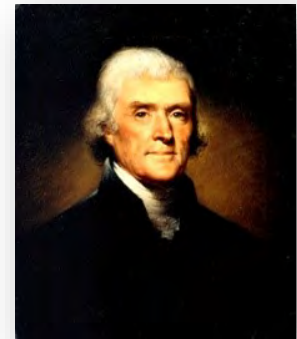


National Pet Day is an unofficial holiday that takes place every year on **April 11** and encourages people to appreciate the role that pets play in our lives. People with pets are encouraged to give them the extra appreciation that they deserve on this day. The day also brings awareness to those pets who need the most attention, the ones in shelters who need a home. It is estimated that in the United States around 80 million households have pets, of which 80 million are dogs and 86 million are cats.

▶ **THOMAS JEFFERSON'S BIRTHDAY**

Wednesday, April 13th

Every year on **April 13**, America celebrates Thomas Jefferson's Birthday. The third President of the United States was born on April 13, 1743. Jefferson is known as one of the United States' founding fathers and is the main author of the Declaration of Independence.



▶ **NATIONAL GARDENING DAY**

Thursday, April 14th



Roll up your sleeves and get your garden ready for Summer on **April 14**, as it is National Gardening Day. Gardening is a fun and relaxing hobby enjoyed by many, and this is the perfect day for those who have been wanting to take up gardening to finally gather their tools and seeds, and get their hands dirty. National Gardening Day happens at the height of Spring, so it is the perfect day to start growing your flowers, vegetables, herbs, and fruits, so they're ready to be enjoyed in the Summer. Even if you don't have a garden, you can still exercise your green fingers on houseplants, and bring the outside in.

▶ **ADMINISTRATIVE PROFESSIONALS DAY**

Wednesday, April 20th

Administrative Professionals Day is an observance that takes place **on the Wednesday of the last week of April.**

It is a day to recognize the work that administrative professionals such as secretaries, administrative assistants, receptionists, among others, do and how they are essential not only to their respective work places but also to the economy around the world. It is not a public holiday, and most people celebrate the day while at work. Here in the City of Berkeley, we emphasize building a culture of Appreciation! How will you acknowledge this day?



▶ **ARBOR DAY**

Friday, April 29th



Arbor Day in America is usually celebrated on the **last Friday of April**, although states can choose their own commemoration dates, to ensure that the environment is the best for trees to prosper. This holiday is dedicated to trees and plants, with the intent of promoting tree planting and educating about tree conservation. It is a public holiday in Nebraska, where schools and businesses are closed.

In this month of April, what stands out for you?

<https://www.calendarr.com/united-states/calendar-april-2022/>

Take a look

Share!



IMPORTANT ENROLLMENT INFORMATION

Supplemental Retirement and Income Plan II



On March 8, 2022, The City Council passed Ordinance No. 7,800- N.S. amending the Berkeley Municipal Code Chapter 4.38, Supplementary Retirement and Income Plan II, to permit participation of the Berkeley Fire Fighters Association Local 1227 I.A.F.F. This amendment allows employees represented by Berkeley Fire Fighters Association Local 1227 I.A.F.F. to enroll in the Supplementary Retirement and Income Plan II (SRIP II).

- ◇ *The City contributes 6.7% of employee's salary up to \$32,400 annually into an investment account and pays into a disability insurance benefit plan on the employee's behalf.*
- ◇ *Participants may borrow up to 50% of their account balance. There is a processing fee of \$70 and the loans are repaid through payroll deductions.*
- ◇ *The City's contributions to this on behalf of participating employees is not subject to income tax until it is paid out to the employees upon retirement or termination, or to the employee's beneficiary in the event of the employee's death.*

PLEASE NOTE: EMPLOYEES MUST ENROLL BEFORE CONTRIBUTIONS CAN BEGIN ON APRIL 22, 2022.

DEADLINE TO SUBMIT THE ENROLLMENT FORM IS THURSDAY, APRIL 14, 2022.

To enroll, complete the **Empower Participant Enrollment and Beneficiary Designation** forms and return to the Human Resources Department.

If you have any questions, please contact Amani Manning at (510) 981-6804 or Katherine Cabrera at (510) 981- 6812.

Beginning in March 2022, the **Commuter Subsidy** will no longer be administered through Benefit Resource Inc. (BRI), so employees wanting to request the Subsidy will not need to register with BRI or need to claim their Subsidy through BRI.

Employees will just need to complete the "**[Commuter Subsidy Benefit Request Form](#)**" (link) and e-mail **CommuteBenefits@cityofberkeley.info**.

Employees currently receiving the benefit do not have to complete the form.

To register, please **[click here](#)**.



The benefit will be included in the participating employees' bi-weekly pay check beginning **[March 10, 2022](#)**. The \$20 benefit will be \$9.24 per check and \$80 benefit is \$36.93 per check, minus applicable taxes.

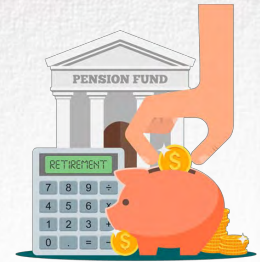
Final day to submit claims from April 2021-Feb 2022 in the BRI portal is Friday, April 29, 2022.



If you have any questions, please email **CommuteBenefits@cityofberkeley.info**

CALPERS PEPRA RAMPDOWN

In order to effectuate the ramp down for unrepresented PEPRA employees, as they do not have an MOU like employees represented by a union, it required a CalPERS cost sharing contract amendment. CalPERS only allows for one contract amendment per year so the ramp down for all PEPRA employees must have the same effective date. The timeline below illustrates the steps staff has taken, past and future effective dates of Council action to implement the PEPRA Ramp Down per CalPERS contract amendment requirements, effective date of the amendment, and prospective date of the request for the 2nd-year ramp down submission to CalPERS.



First Year Ramp Down Process		Date
1.	SEIU M&C MOU and Unrepresented Manual Approved	July 20, 2021
2.	SEIU CSU and Local 1 MOU Approved	July 29, 2021
3.	Council on Summer Recess	July 30, 2021 – September 13, 2021
4.	No Roadmap to Effectuate PEPRA Ramp Down – Developing process Unrepresented Ramp Down Requires CalPERS Contract Amendment One CalPERS Contract Amendment per year.	August 2021 & September 2021
5.	Resolution to Request CalPERS Contract Amendment Approved	October 26, 2021
6.	Revised Resolution to Request CalPERS Contract Amendment Approves	December 14, 2021
7.	Council adopted resolution to start request CalPERS Cost Share Ramp down	December 14, 2021
8.	Unrepresented Ramp Down Vote – Simple majority required	December 14, 2021 - January 4, 2022
9.	Request for CalPERS Cost Share Amendment sent to CalPERS	January 5, 2022
10.	Required contract amendment documents, including the Resolution of Intention uploaded on to MyCalPERS	February 1, 2022
11.	Council to Adopt Resolution of Intention (Twenty days must lapse)	February 22, 2022
12.	Final Ordinance Adoption	March 15, 2022
13.	Effective Date of Ordinance/Resolution	March 15, 2022
14.	Effective Pay period start date of Ramp Down	April 17, 2022
Second Year Ramp Down Process		Date
1.	Send Request for Employee Cost Share Contract Amendment	April 18, 2022
2.	CalPERS will contact the requesting agency to establish anticipated schedule of agency actions and upload required documentation	TBD

New COVID-19 Supplemental Paid Sick Leave Clarification

In compliance with Senate Bill 114, from January 1, 2022 until September 30, 2022, the City is extending COVID-19 sick leave protections and addressing the effects of the coronavirus on City of Berkeley employees who are unable to work or telework for certain qualifying reasons.

The City will provide employees up to 80 hours of COVID-19 Supplemental Paid Sick Leave benefits to employees.

Full time employees may use Up to **40 hours** (employees who work less than full time are entitled to the total number of hours normally scheduled to work in one week) for the following seven qualifying reasons:

- (1) The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health ("CDPH"), the federal Centers for Disease Control and Prevention ("CDC"), a local health officer who has jurisdiction over the workplace, or by the City's COVID-19 Prevention Program; or
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
- (4) The employee is caring for a family member who is subject to a quarantine or isolation order as described in subparagraph (1), or has been advised to quarantine as described in subparagraph (2); or
- (5) The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises; or
- (6) The employee is attending an appointment to receive a vaccine or a vaccine booster for protection against COVID-19; or
- (7) The employee is experiencing symptoms related to a COVID-19 vaccine or vaccine booster that prevents the employee from being able to work or telework.

The COVID-19 Supplemental Paid Sick Leave is in addition to any sick leave that may be available to the employee. An employee is not required to use other paid or unpaid leave before accessing leave under this policy.

Full time employees may be entitled to an additional up to **40 hours** (employees who work less than full time are entitled to the total number of hours normally scheduled to work in one week) of COVID-19 Supplemental Paid Sick Leave if the employee or a family member for whom the employee is providing care tests positive for COVID-19. An employee is not required to exhaust the initial COVID-19 supplemental paid leave (Section II of the attached policy) before accessing the additional hours provided a result of a positive COVID-19 test.

If an employee is requesting this additional leave for themselves or a family member for whom they are providing care, the employee must provide documentation of the positive test results in order to be approved for the leave. Employee should notify their supervisor of a positive test and provide documentation of the test result in one of the following two ways:

- a. electronically by sending an encrypted message by typing "[ENCRYPT]" in to the Subject line of the email to covidreporting@cityofberkeley.info; or;
- b. in person through the confidential lockbox located at the Human Resources Department, 2180 Milvia Street, 1st floor, Berkeley, CA 94704.

COVID-19 Supplemental Paid Sick Leave is retroactive to January 1, 2022. This means that an employee can use Supplemental Paid Sick Leave for any absence since January 1, 2022, that falls within one of the above seven qualifying reasons. In order to expedite payment of retroactive Supplemental Paid Sick Leave, employees should review the [Administrative Regulation 2.24](#) and complete the Request for COVID-19 Supplemental Paid Sick Leave form and submit the form to their Department Payroll Clerk.

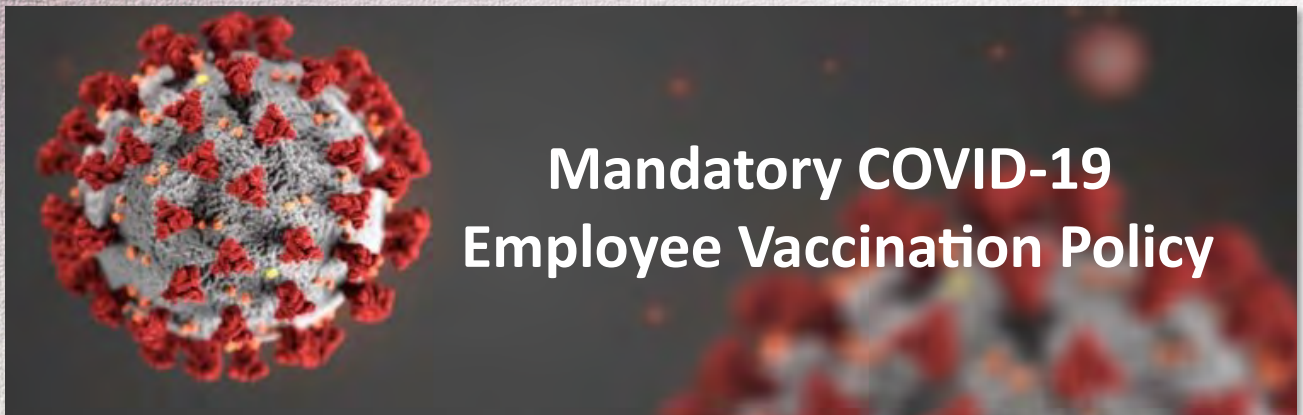
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As we all know, COVID-19 continues to pose a serious health risk. Vaccinations and testing as well as other COVID prevention measures remain necessary to protect employees and limit COVID-19 illnesses in the workplace and the community.

The City of Berkeley remains sincerely engaged in providing a safe and healthy workplace for employees, contractors, and visitors that are consistent with COVID-19 health standards, guidance, and legal requirements.

In order to maintain a healthy workplace, a vaccination verification and testing policy has been adopted and presented in [Administrative Regulation 2.25: Mandatory COVID-19 Employee Vaccination Policy](#). The policy was made effective on September 15, 2021, and is applicable to all City employees, interns, and volunteers.

A.R 2.25 requires verification of vaccination status of all COB employees and establishes diagnostic screening testing for employees that are unvaccinated or incompletely vaccinated. **Proof of vaccination status was due for all City of Berkeley employees on October 15, 2021. If you have not already done so, please ensure you submit your vaccination status immediately.** COB employees must, as a condition of employment, report their vaccination status to the City's Human Resources Department by turning in a hardcopy version of the Self-Certification of COVID-19 Vaccine Status form and a copy of vaccination card to the confidential lockbox located in the Human Resources office.

A.R 2.25 has details on exemptions, proof of vaccination and secure reporting methods as well as other helpful information on the vaccination policy.

Please follow this link for [COVID-19 Vaccination Policy& Face Covering FAQs](#).



It's your future,
take control of it **today!**

With the **CalPERS 457 Plan**
you benefit from:

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

Learn more by scheduling a one-on-one meeting

Your CalPERS Account Manager will be here on:

▶ **Wednesday, April 13, 2022**

*** Phone Appointments ***

- Enroll!
- Review investment elections
- Explore roll-over options
- Discuss retirement goals

To schedule an appointment:

▶ <https://hso8vkeybn.timetap.com/>

**Appointments will
be held:**

City of Berkeley
To schedule a phone appointment online, go
to: <https://hso8vkeybn.timetap.com/>
or email Nancy.Garrity@Voya.com
or call 888-713-8244 x 2



UPCOMING CLASSES

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

Are you a new employee with the City of Berkeley?
 And/or have you recently been promoted into a Supervisory role?
 If so, please sign up for the relevant orientation session.

Please be mindful of time frames for relevant groups:

May 2nd — Sept 6th — Dec 5th	
Who?	When?
<input type="text"/> New Employees to the City	<input type="text"/> 8:00 am - Noon
<input type="text"/> New Employees who are also New Supervisors to the City ¹	<input type="text"/> 8:00 am - 5:00 pm
<input type="text"/> Existing city employees recently promoted into a managerial/supervisory role ²	<input type="text"/> 1:00 pm—5:00 pm

***The same zoom link will be used for all sessions for that specific day/date.
These trainings will be held virtually until further notice.***

Register in advance for these meetings:

May 2nd
<https://us02web.zoom.us/meeting/register/tZEvf-ioqzggHNXpwVWoixCCn24TbE8Ojgu1>

Sept 6th
<https://us02web.zoom.us/meeting/register/tZUlcuuqjgqGNT7zostxYy2T30XrITwi9f3>

Dec 5th
<https://us02web.zoom.us/meeting/register/tZYkf--orDstE9b86sCsoADY5nad2eGgTGyj>

After registering, you will receive a confirmation email containing information about joining the meeting.

Please contact wparker@cityofberkeley.info with any questions

¹ Pre-work will be assigned to enhance your learning experience

² Pre-work will be assigned to enhance your learning experience



CITY-WIDE TRAINING

APR 7, 2022 • PG 14

UPCOMING CLASSES All 100% Virtual

After registering, you will receive confirmation email containing information about joining the meeting

Date & Time	Topic	Audience	Zoom Registration Link
April 26th 12-1 PM	Assess Your Stress - Tips for Stress Management	<i>All City Staff</i>	Click here to Register
May 24th 12-1 PM	Enhancing Your Emotional Intelligence	<i>All City Staff</i>	Click here to Register
August 23rd 12-1 PM	Preventing Burnout in the Helping Professions	<i>All City Staff</i>	Click here to Register
September 27th 12-1 PM	Keeping Your Cool When Things Get Hot	<i>All City Staff</i>	Click here to Register
October 25th 12-1 PM	Conflict Resolution in the Workplace—An Overview	<i>All City Staff</i>	Click here to Register
November 22nd 12-1 PM	Cheers, Not Tears; Dealing with Holiday Stress	<i>All City Staff</i>	Click here to Register

CURRENT RECRUITMENTS

APR 7, 2022 • PG 16

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/

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Assistant City Clerk (Funded by General Fund #010 at 100%) (req# 2022-00597E)	Vacancy		\$47.15 to \$56.19	Apr 11, 2022	May 2, 2022
Associate Human Resources Analyst (Funded by General Fund #010 at 100%) (req# 2022-00603E)	Retirement		\$48.95 to \$58.95	Apr 11, 2022	May 2, 2022
Assistant Recreation Coordinator (Funded by Marina Operations/Maint #825 at 100%) (req# 2021-00273E)	Promotion		\$30.89 to \$35.92	Apr 11, 2022	May 2, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II	Vacancy		\$44.43 to \$51.89	Continuous	
Communications Specialist (Funded by Fund #413 at 100%) (req# 2022-00484E)	Vacancy		\$47.33 to \$56.18	Mar 28, 2022	Apr 18, 2022

CURRENT RECRUITMENTS (CONT'D)

APR 7, 2022 • PG 17

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Deputy City Attorney II/III (Funded by Public Liability #881 at 100%) (Funded by General Fund #010 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy	COMPETITIVE	\$67.49 to \$95.43	Continuous	
Electrician (Funded by Street Light Assessment District #470 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #825 at 50%, Special Gas Tax Improvement #369 at 25%, Measure B—Local St & Road #391 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Field Representative (Funded by Zero Waste #820 at 100%) (req# 2021-00396E) (req# 2021-00397E)	Vacancy		\$35.16 to \$38.23	Apr 11, 2022	May 2, 2022
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Library Services Manager	Vacancy		\$53.65 to \$64.65	Apr 4, 2022	Apr 22, 2022
Manager of Mental Health Services (req# 2022-00483E)	Retirement		\$68.34 to \$82.58	Mar 14, 2022	Apr 11, 2022 (Extended)
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.95 to \$34.93	Continuous	

CURRENT RECRUITMENTS (CONT'D)

APR 7, 2022 • PG 18

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy	^ ----- COMPETITIVE ----- v	\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #165 at 51.5%, Health (General) #055 at 42.5%, General Fund #010 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher II (Funded by One-time Grant: No Capital Expenditures #421 at 100%) (req# 2020-00188E)	Vacancy		\$44.64 to \$48.45	Continuous	
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Senior Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$47.14 to \$56.18	Apr 11, 2022	May 2, 2022

CURRENT RECRUITMENTS (CONT'D)

APR 7, 2022 • PG 19

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Senior Systems Analyst (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00322E)	Transfer	COMPETITIVE	\$56.28 to \$68.56	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Welder Mechanic (Funded by Equipment Maintenance #865 at 100%) (req# 2021-00350E)	Retirement		\$43.86 to \$46.52	Apr 11, 2022	May 2, 2022
Supervising Librarian Assistant	Vacancy	PROMOTIONAL	\$32.76 to \$40.30	Apr 4, 2022	Apr 15, 2022



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
Administrative Assistant (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00570E)	Resignation	Information Technology	Michael Sinor @ 981-6525 or MSinor@cityofberkeley.info
Associate Human Resources Analyst (Funded by Workers Compensation #875 at 100%) (req# 2022-00588E)	Resignation	Human Resources	Dawud Brewer @ 981-6821 or DBrewer@cityofberkeley.info
Behavioral Health Clinician I (Funded by Mental Health Service Act #063 at 100%) (req# 2022-00562E)	Resignation	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Behavioral Health Clinician II (Funded by Health (Short/Doyle) #065 at 40%, EPSDT Expansion Proposal #066 at 25%, B.U.S.D. Grant #134 at 15%, Mental Health Service Act #063 at 20%) (req# 2022-00515E)	Promotion	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Health Services Supervisor (Funded by Health State Aid Real Trust #958 at 100%) (req# 2021-00359E)	Vacancy	HHCS	Janice Chin @ 981-5121 or JChin@cityofberkeley.info
Human Resources Technician (Funded by General Fund #010 at 100%) (req# 2022-00589E)	Resignation	Human Resources	Donald Ellison @ 981-6807 or DEllison@cityofberkeley.info
Office Specialist II (Funded by Workers Compensation #875 at 100%) (req# 2022-00591E)	Promotion	Human Resources	Donald Ellison @ 981-6807 or DEllison@cityofberkeley.info
Office Specialist III (Funded by General Fund #010 at 50%, Building Maintenance #866 at 50%) (2021-00438E)	Vacancy	Public Works	Andrzej Brozyna @ 981-6396 or ABrozyna@cityofberkeley.info

TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

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

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

Please call or email the dept 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: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
Building Maintenance Mechanic (Funded by Playground Camp Fund #330 at 100%) (req# 2022-00601E)	Vacancy	PRW	Denise Brown @ 981-6707 or DBrown@cityofberkeley.info	NTE 6 Mos
Police Sergeant (Funded by General Fund #010 at 100%) (req# 2022-00595E)	Promotion	Police	Mike Durbin @ 981-5970 or MDurbin@cityofberkeley.info	NTE 6 Mos
Recreation Coordinator (Funded by General Fund #010 at 100%) (req# 2022-00602E)	Promotion	PRW	Denise Brown @ 981-6707 or DBrown@cityofberkeley.info	NTE 12 Mos

TEMPORARY VACANCIES WITHOUT AN ELIGIBLE LIST

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

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

CLASSIFICATION TITLE (Funding source and requisition/s)	DEPT	CONTACT	DURATION	OPENING DATE
Camp Manager (Funded by Playground Camp Fund #330 at 100%) (req# 2022-00600E)	PRW	Denise Brown @ 981-6707 or DBrown@cityofberkeley.info	NTE 6 Mos	Apr 11, 2022

INTERNSHIPS

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

DEPARTMENT	DIVISION
Parks, Recreation & Waterfront	Administration

HELLO's & GOODBYE's

APR 7, 2022 • PG 22

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Mechanic</i>	Public Works
	[REDACTED]	<i>Info System Support Technician</i>	Information Technology
	[REDACTED]	<i>Marina Assistant</i>	PRW
	[REDACTED]	<i>Supervising Building Inspector</i>	Planning
	[REDACTED]	<i>Associate Civil Engineer</i>	PRW
PROMOTIONS	[REDACTED]	<i>Human Resources Technician</i>	Human Resources
	[REDACTED]	<i>Associate Planner</i>	Planning
	[REDACTED]	<i>Senior Landscape Gardener</i>	PRW
	[REDACTED]	<i>Behavioral Health Clinician II</i>	HHCS
	[REDACTED]	<i>Assistant Management Analyst</i>	HHCS
	[REDACTED]	<i>Senior Behavioral Health Clinician</i>	HHCS
	[REDACTED]	<i>Skilled Laborer</i>	Public Works
RESIGNATION	[REDACTED]	<i>Animal Control Officer</i>	CMO
	[REDACTED]	<i>Human Resources Technician</i>	Human Resources
	[REDACTED]	<i>Associate Human Resources</i>	Human Resources
RETIREMENT	[REDACTED]	<i>Senior Information System Specialist</i>	Information Technology



STAFF COMMENDATIONS

APR 7, 2022 • PG 23



“ BIG THANK YOU to [REDACTED]. They were very efficient and pleasant when assisting me with a missed pick-up that was reported and serviced.

Thank you, **311 and the entire Zero Waste staff** for being at work and going the extra mile for the community during these difficult times! “

- Community member, [REDACTED]

[REDACTED]

“ I had such a great experience with the **Call Center**. Folks are always nice, prompt and helpful, no matter what the issue is! ”

- Community member, [REDACTED]

[REDACTED]

[REDACTED]

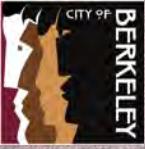
“ The 311 staff are the nicest people! I recently moved back to Berkeley and have spoken to several people on this team and everyone is friendly and helpful. “

- Community member, [REDACTED]

[REDACTED]

[REDACTED]

Thank you!



ADMIN PROFESSIONALS DAY

BERKELEY MATTERS ● APRIL 22, 2022



In the last edition of Berkeley Matters, we announced a CORNUCOPIA of events and commemorations of note occurring in April.

One of those noteworthy events is “**Administrative Professional**” day; which is celebrated on the last Wednesday of April. This year that falls on April 27th, so we still have the time and opportunity to acknowledge, celebrate and highlight our AMAZING ADMINISTRATIVE Professionals; many of whom toil ceaselessly behind the scenes to support, serve and coordinate! Without these talented professionals, work may well come to a standstill!

In the trying times of the last few years, it’s important to build a CULTURE of APPRECIATION.

SO: How will you personally celebrate Administrative Professionals?

Share your thoughts!



Good oral healthcare means more than just a bright and beautiful smile.

You're invited to attend a wellness webinar offered by **Delta Dental**. This webinar will provide you with valuable information that will keep yourself and your family smiling now and in the future.

The topics will include:

- *The mind-body connection between oral healthcare and total wellness*
- *Understanding tooth decay and gum health*
- *The science of dentistry and why oral health care matters*
- *Oral health care tips for the whole family*

Choose one of the options below, and click the date to register in advance!

Don't forget to add to your calendar after you register.

[April 26, 2022 9:00 AM Pacific](#)

[May 11, 2022 12:00 PM Pacific](#)

[May 19, 2022 12:00 PM Pacific](#)

[May 24, 2022 12:00 PM Pacific](#)

[June 7, 2022 8:00 AM Pacific](#)

[June 22, 2022 12:00 PM Pacific](#)

Privacy is important to us; therefore, we will not sell or rent your name or email address to anyone.

Privacy Policy

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CURRENT RECRUITMENTS

APR 22, 2022 • PG 12

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.

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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/

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #010 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Accounting Office Specialist II (Funded by General Fund #010 at 100%) (req# 2021-00450E)	Vacancy		\$31.84 to \$35.02	Apr 25, 2022	May 16, 2022
Assistant City Clerk (Funded by General Fund #010 at 100%) (req# 2022-00597E)	Vacancy		\$52.33 to \$63.25	Apr 11, 2022	May 2, 2022
Associate Human Resources Analyst (Funded by General Fund #010 at 100%) (req# 2022-00603E)	Retirement		\$48.95 to \$58.95	Apr 11, 2022	May 2, 2022
Assistant Recreation Coordinator (Funded by Marina Operations/Maint #825 at 100%) (req# 2021-00273E) (req# 2022-00583E)	Promotion		\$30.89 to \$35.92	Apr 11, 2022	May 2, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II	Vacancy		\$44.43 to \$51.89	Continuous	

CURRENT RECRUITMENTS (CONT'D)

APR 22, 2022 • PG 13

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Communications Manager (Funded by General Fund #010 at 100%)	To Establish a List	COMPETITIVE	\$53.03 to \$65.10	Apr 25, 2022	May 16, 2022
Communications Specialist (Funded by Fund #413 at 100%) (req# 2022-00484E)	Vacancy		\$47.33 to \$56.18	Mar 28, 2022	Apr 25, 2022 (Extended)
Deputy City Attorney II/III (Funded by Public Liability #881 at 100%) (Funded by General Fund #010 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.49 to \$95.43	Continuous	
Electrician (Funded by Street Light Assessment District #470 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #825 at 50%, Special Gas Tax Improvement #369 at 25%, Measure B—Local St & Road #391 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Field Representative (Funded by Zero Waste #820 at 100%) (req# 2021-00396E) (req# 2021-00397E)	Vacancy		\$35.16 to \$38.23	Apr 11, 2022	May 16, 2022 (Extended)
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Library Services Manager	Vacancy		\$53.65 to \$64.65	Apr 4, 2022	Apr 29, 2022 (Extended)

CURRENT RECRUITMENTS (CONT'D)

APR 7, 2022 • PG 14

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion	COMPETITIVE	\$32.95 to \$34.93	Continuous	
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Police Officer Lateral (Funded by General Fund #010 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Principal Planner (Funded by Permit Service Center #833 at 100%) (req# 2022-00550E)	Vacancy		\$62.11 to \$70.85	Apr 25, 2022	May 16, 2022
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #165 at 51.5%, Health (General) #055 at 42.5%, General Fund #010 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher I (Funded by General Fund #010 at 100%) (req# 2021-00280E) (req# 2021-00251E)	Vacancy		\$32.18 to \$35..17	Apr 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy		\$44.64 to \$48.45	Continuous	

CURRENT RECRUITMENTS (CONT'D)

APR 22, 2022 • PG 15

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Registered Nurse	Vacancy	COMPETITIVE	\$50.18 to \$55.62	Continuous	
Senior Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$47.14 to \$56.18	Apr 11, 2022	May 2, 2022
Senior Systems Analyst (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00322E)	Transfer		\$56.28 to \$68.56	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Staff Attorney II (Funded by Rent Stabilization Board #440 at 100%) (req# 2022-00604)	Retirement		\$67.50 to \$82.98	Apr 25, 2022	May 9, 2022
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Welder Mechanic (Funded by Equipment Maintenance #865 at 100%) (req# 2021-00350E)	Retirement		\$43.86 to \$46.52	Apr 11, 2022	May 2, 2022
Accounting Office Specialist III	Vacancy		PROMOTIONAL	\$36.88 to \$39.98	Apr 25, 2022
Assistant City Attorney (Funded by General Fund #010 at 100%) (req# 2021-00189E)	Promotional	\$93.23 to 124.74		Apr 25, 2022	May 16, 2022



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
Assistant Fire Chief (X2) (req# 2022-00566E) (req# 2022-00596E)	Promotion	Fire	Abraham Roman @ 981-5500 or ARoman@cityofberkeley.info
Assistant Management Analyst (Funded by General Fund #010 at 100%) (req# 2022-00592E)	Promotion	Human Resources	Donald Ellison @ 981-6807 or DEllison@cityofberkeley.info
Assistant Management Analyst (req# 2021-00151E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Community Development Project Coordinator (Funded by General Fund #010 at 100%) (req# 2022-00563E)	Promotion	HHCS	Margot Ernst @ 981-5427 or MErnst@cityofberkeley.info
Customer Service Specialist II (Funded by General Fund #010 at 100%) (req# 2020-00061)	Vacancy	Finance	Sheri Jackson @ 981-7246 or SJackson@cityofberkeley.info
Emergency Services Coordinator (Funded by Measure GG - Fire Prep Tax #456 at 100%) (req# 2021-00431E)	Transfer	Fire	Keith May @ 981-5508 or KMay@cityofberkeley.info
Junior Public Works Engineer (Funded by Sanitary Sewer Operation #830 at 100%) (req# 2021-00465E)	Resignation	Public Works	Joe Enke @981-6411 or JEnke@cityofberkeley.info
Landscape Gardener (x4) (req# 2021-00160E) (req# 2022-00535E) (req# 2022-00545E) (req# 2022-00546E)	Vacancy	PRW	Melissa Marizette-Green @ 981-6660 or MMarizetteGreen@cityofberkeley.info
Manager of Mental Health Services (Funded by General Fund #010 at 37%, Mental Health Service Act #063 at 33%, Mental Health State Aide Realignment #960 at 30%) (req# 2022-00483E)	Retirement	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Senior Animal Control Officer (Funded by General Fun #010 at 100%) (req# 2022-00504E) (req# 2020-00026)	Promotion	CMO	Amelia Funghi @ 981-6603 or AFunghi@cityofberkeley.info

TEMPORARY VACANCIES WITH AN ELIGIBLE LIST

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

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

Please call or email the dept 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: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE (Funding source and requisition/s)	REASON NEEDED	DEPT	CONTACT	DURATION
Health Services Program Specialist (Funded by One-Time Grant: No Capital Expenditures #421 at 100%) (req#2022-00493E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info	NTE 6 Mos
Office Specialist II (Funded by Equipment Replacement #860 at 100%) (req# 2022-00590E)	Promotion	Public Works	Joy Brown @ 981-6629 or EJBrown@cityofberkeley.info	NTE 6 Mos

HELLO's & GOODBYE's

APR 22, 2022 • PG 18

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Police Officer Recruit</i>	Police
	[REDACTED]	<i>Police Officer Recruit</i>	Police
	[REDACTED]	<i>Office Specialist II</i>	HHCS
	[REDACTED]	<i>Fire Prevention Inspector</i>	Fire
	[REDACTED]	<i>Fire Prevention Inspector</i>	Fire
	[REDACTED]	<i>Fire Prevention Inspector</i>	Fire
	[REDACTED]	<i>Senior Planner</i>	Planning
	[REDACTED]	<i>Police Accountability Investigator</i>	CMO
	[REDACTED]	<i>Office Specialist II</i>	HHCS
PROMOTIONS	[REDACTED]	<i>Deputy Director of Planning</i>	Planning
	[REDACTED]	<i>Building Maintenance Mechanic</i>	PRW
	[REDACTED]	<i>Supervising Civil Engineer</i>	Public Works
RESIGNATION	[REDACTED]	<i>Legislative Assistant</i>	City Council

