

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: December 5, 2022 TIME: 7:00 P.M.**

**Secretary: Aram Kouyoumdjian, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6807 E-mail: AKouyoumdjian@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/85963133318?pwd=ZFZuVkc5WEh3dEFUOCtESG45YXFvdz09>. 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: 859 6313 3318, Passcode: 250835.

To submit an e-mail comment during the meeting to be read aloud during public comment, email jelewis@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply.

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on November 7, 2022
- V. Recommendation to Establish the Medical Director Classification
- VI. Request for Extension of Temporary Animal Services Assistant

INFORMATION ITEMS:

- VII. Director's Report – Updates from HR Director – Discussion Only
- VIII. Copy of Berkeley Matters – Discussion Only
- IX. 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: November 7, 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 7:08 P.M.

II. Roll Call

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

Members Absent: Aviva Gilbert

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Jessica Lewis (Human Resources); Monica Walker (Human Resources); Natasha Martinez (Human Resources); Jeneen Miller (Human Resources); LaTanya Bellow (Deputy City Manager); Rosie Jung (Police Sergeant); Janice Chin (Manger of Public Health Services)

Public Attendance: Cordell Hindler

III. Public Comments

Cordell: The Personnel Board should consider a retreat to go over expectations for 2023. In support of the Police Aide Classification.

Aram Kouyoumdjian: Introduction

Monica Walker: Introduction

Mary: [Comments regarding the nomination of Bob Dixon as Vice Chair] The verbiage needs to be changed from nominate to Elect.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on October 3, 2022.

Action: MSC: (Dixon/Wenk) to approve the minutes of the meeting on October 3, 2022.

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

V. Recommendation to Revise the Police Aide Classification

Action: MSC: (Lacey/Dixon) to approve the Recommendation to Revise the Police Aide Classification with the understanding that change the language in the Class Characteristics.

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

VI. Recommendation to Establish the Medical Director Classification

Action: MSC: Motion to defer agenda item to next month.

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

INFORMATION ITEMS:

VII. Training Report – Updates Regarding COB Training & Organizational Development Program – Discussion Only

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

IX. Copy of Berkeley Matters – Discussion Only

X. Adjournment 8:42 PM



Human Resources

Date: December 5, 2022

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation Establishing the Medical Director Classification

BACKGROUND

The Human Resources Department and the Department of Health, Housing and Community Services seek to establish a career classification of Medical Director to assist in providing services to the community. Input from the Manager of Public Health Services, Senior Managers from Health, Housing, and Community Services, and current Part-Time Physician were considered in developing this classification.

DISCUSSION

The Department of Health, Housing and Community Services (HHCS) is organized in an Office of the Director and five divisions [Attachment 1] that support the Department's mission: Aging Services, Housing and Community Services, Environmental Health, Mental Health, and Public Health. The Public Health Division (PH) strives to achieve health equity in Berkeley by creating environments that optimize health and well-being for all, and through community-based partnerships. PH provides health education and promotion for tobacco cessation, cardiovascular/heart health, childhood health and nutrition, oral health, and adolescent health. The Division oversees and provides adolescent health services at the Berkeley High School and Berkeley Technology Academy Health Centers, immunization clinics for both adults and children, and provides maternal and child health services including prevention programs and targeted case management.

Historically, the duties of the position have been evolved greatly in the last 30 years and the position is now filled by a Part-Time Physician position that works approximately 10 hours per week, outlined by a job duties statement. It is the department's intention to maintain it as a part-time position. With the future retirement of that incumbent, Human Resources and the Department of Health, Housing and Community Services initiated a review of the duties and salary prior to recruiting, and drafted a job description for Medical Director [Attachment 2]. The proposed Medical Director classification would develop, plan

and implement medical-related Public Health Division goals and objectives. Additionally, the Medical Director would support the City's health education and services within the community. A licensed physician is required to sign certification statement of compliance to state and federal provisions, needed to operate the various public health clinics throughout the City.

Therefore, staff recommends that the Personnel Board establish the Medical Director classification to enable the Public Health Division to continue providing services and partnerships within the community.

SALARY

The Human Resources Department contracted with Bryce Consulting, an agency that provides a variety of human resource services to non-profit and public-sector clients, to develop a base salary recommendation. Agencies within the City's identified labor market were reviewed to determine if they have a comparable classification, including Alameda County, City of Concord, City of Fremont, City of Hayward, City of Oakland, City of Palo Alto, City of Richmond, City and County of San Francisco, City of San Jose, City of San Leandro, San Mateo County, and Santa Clara County. Santa Clara County has a different structure as it has its own hospital. Given that there are only a few cities within the State of California that have a Public Health function, none of the cities had a comparable classification.

In the absence of labor market data, internal alignment has been reviewed to determine an appropriate salary based on organizational level, scope, complexity, and requirements. In reviewing the organizational chart, the position will report to the Manager of Public Health Services who has overall responsibility for managing the division; however, the Manager of Public Health Services is not a physician while the Medical Director is. The City currently has a Health Officer Certified classification that is responsible for enforcing local health orders and ordinances, regulations prescribed by the State Department of Health Services, and State statutes. The position reports to the Director of Health, Housing and Community Services and is required to be a licensed physician. With the Medical Director having a slightly narrower scope of responsibility, it is recommended that the salary for the classification be set 10% below the Public Health Officer Certified. The recommended hourly wage of \$90.41 – \$102.71 represents 10% below the salary of the Public Health Officer Certified job class specification.

RECOMMENDATION

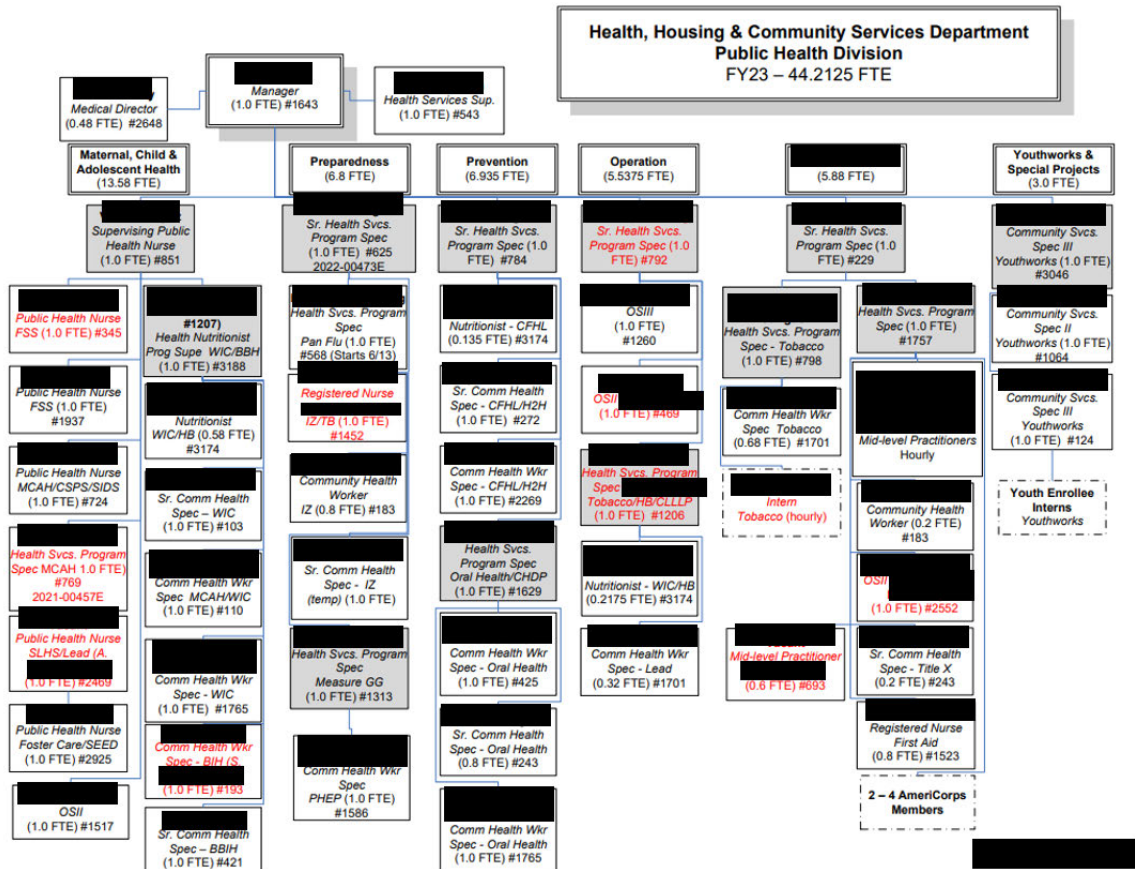
1. The Personnel Board is requested to approve the following:
Establish the classification and salary range of Medical Director, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) effective December 5, 2022.

Attachments:

1. Organizational Chart – Department of Health, Housing and Community Services (HHCS)
2. Medical Director Classification

cc: Monica Walker, Human Resources Manager
Natasha Martinez, Senior Human Resources Analyst
Jeneen Miller, Associate Human Resources Analyst
Michelle Yoo, Assistant Human Resources Analyst

Attachment 1: Organizational Chart – Department of Health, Housing and Community Services (HHCS)



Attachment 2: Medical Director Job Class Specification



Human Resources

MEDICAL DIRECTOR

SALARY RANGE

\$90.41 – \$102.71 Hourly
\$7,233.12 – \$8,216.64 Bi-weekly
\$15,671.76 – 17,802.72 Monthly
\$188,061.12 – \$213,632.64 Annually

DEFINITION

Under direction, to provide medical oversight for the clinical operations of the Public Health Division; to coordinate activities with City departments and outside agencies; and to provide highly responsible and complex support to the Director of Health, Housing and Community Services.

CLASS CHARACTERISTICS

This is a single-position clinical management classification. The Medical Director's duties are clinical and highly complex in nature, involving highly technical functions to support medical consultation. The incumbent has broad authority for the day-to-day clinical practices of the Public Health Division.

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. Develop, plan and implement clinical goals and objectives that are aligned with programmatic goals and objectives; recommend and administer policies and procedures;
2. Coordinate division's clinical activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence;

3. Participate in the development of the division's work plan; assign clinical work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
4. Assist in the selection, training, motivation and evaluation of personnel; provide or coordinate staff training; assist in conducting performance evaluations; assist in implementing discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division;
5. Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary;
6. Provide timely medical consultations, back-up by phone and email, and clinical training and assistance for Mid-Level Practitioners, Public Health Nurses, Registered Nurses and Program Managers during clinic/program operations;
7. Develop, approve, and monitor medical protocols for medical staff;
8. Serve as the Medical Director for various public health programs as needed, including signing certification statement of compliance to state and federal provisions.
9. In consultation with the Berkeley High School Health Center (BHS HC) Clinic Director or Program Managers, ensure implementation and adherence to medical protocols and procedures as well as any pertinent clinic policies;
10. Provide oversight in the clinical aspects of Continuous Quality Improvement for clinical staff at the various Program sites;
11. In collaboration with Program Managers, participate in clinical implications or impacts of administrative management decision-making;
12. Collaborate with Program Managers and clinical staff to ensure the accuracy of clinical medical records;
13. May conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications, when needed;
14. Provide medical doctor (MD) license information, sign off on all applicable licenses and certificates, and standing orders;
15. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service;
16. Perform 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. Medical science and its application;
2. Environmental and Public Health medical science and its application;
3. Federal, State and local laws governing public health, medical care, environmental health and pollution control;
4. Principles and practices of public health, including current trends in policy, treatment, prevention, education and related issues;

5. General medical practices of public health clinics;
6. Effective public and community relations;
7. Principles and practices of leadership, motivation, team building and conflict resolution;
8. Pertinent local, State and Federal laws, rules and regulations;
9. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
10. Principles and practices of organization, administration and personnel management;
11. Principles and practices of budget preparation and administration;
12. Principles of supervision, training and performance evaluation;
13. Public relations practices and techniques; public speaking;
14. Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

1. Providing sound medical direction representing several different professional disciplines;
2. Working with County, State, Federal, and local government officials in the establishment of coordinated and effective program of services to health clients;
3. Develop and implement division clinical policies and procedures;
4. Gain cooperation through discussion and collaboration;
5. Interpret and apply City policies, procedures, rules and regulations;
6. Supervise, train and evaluate assigned staff;
7. Meet critical deadlines; make decisions under pressure;
8. Prepare and give effective public presentations;
9. Prepare and present complex narrative and statistical reports, correspondence, and other documents;
10. Communicate clearly and concisely, both orally and in writing;
11. Operate and use modern office equipment including computers and applicable software;
12. Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

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

Equivalent to a Doctorate of Medicine from an accredited medical college or university and five years of increasingly responsible experience in the practices of clinical medicine, including completion of an accredited residency in an applicable field and two years of experience as a licensed Physician working in a specialty area such as disease control and adult health or maternal and child health. A degree in Public Health, experience in working with community groups, and Board Certification in a Medical

Specialty relevant to public health, such as family medicine, pediatrics, or preventive medicine, are 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

Title:	Medical Director
Class Code:	TBD
Established:	TBD
Revised:	N/A
FLSA Status:	Exempt
Admin Leave / Overtime:	Admin Leave
Representation Unit:	Z-1
Probationary Period:	12 Months
Workers' Comp Code:	8810



Office of the City Manager

Date: December 5, 2022

To: Aram Kouyoumdjian, Director of Human Resources

From: Amelia Funghi, Animal Services Manager

Subject: Request for Extension of Temporary Animal Services Assistant

I am requesting a six (6) month extension of the temporary appointment of Ailyn (Stephanie) Araiza. Stephanie Araiza has been working as temporary, unbenefited Animal Services Assistant in Animal Services since December 14, 2021.

Animal Services employs 3.5 FTE Animal Service Assistants (ASA). At the present time, 1.0 FTE ASA has been on medical leave since June 2018, 1.0 FTE ASA is on modified duty that prevents him from performing his duties. Two 1.0 FTE Animal Control Officers (ACO) are on modified duty and as a result, are prohibited from performing the duties of ASAs. Additionally, one 1.0 FTE ACO positions is vacant. This has left the shelter severely under-staffed and necessitates the use of temporary employees in order to provide basic care and husbandry to the average daily shelter populations of 51 animals. In addition to Ms. Araiza, Animal Services currently employs a second temporary Animal Services Assistant who was hired on March 14, 2022.

Ms. Araiza was hired on December 14, 2021 on a temporary basis at 40 hours per week in an effort to provide coverage and backfill for staff who are off work due to injury. I am requesting an extension of her 40 hours per week temporary appointment for up to an additional six months to end June 13, 2023 in order to maintain basic operations of animal services.

Cc: Peter Radu
Emelita Bersonda
Paul Buddenhagen
Jeneen Miller

Get up to \$3,000 to Strengthen Your Foundation

Registration is now open for the annual **Earthquake Brace + Bolt** program offered through the California Residential Mitigation Program

Sign up to enter a lottery to receive a rebate of up to \$3,000 for a seismic retrofit

To apply for funding, property owners must register online at earthquakebrace-bolt.com or call (877) 232-4300

Who qualifies: Owner-occupied, pre-1980 single-family residences and small multifamily buildings (1-4 units) in eligible zip codes

Income-qualified households qualify for additional funds **up to 100% of the seismic retrofit cost**

Deadline to apply: November 29, 2022





OOO FAST FACTS

Advancing Workplace Rights, Safety, Health, and Accessibility in the legislative branch

TEST YOUR SAFETY IQ

1. How long is it okay to use an extension cord, under OSHA regulations?

- A. indefinitely.
- B. six months.
- C. never for permanent equipment and only 90 days for specific situations outlined by OSHA.

2. What is a staging area?

- A. a predetermined space located by elevator lobbies for use by disabled individuals where they can wait for firefighters or police officers to safely escort them out of the building.
- B. an enclosed space protected from heat and smoke
- C. a place inside, usually the lobby, where emergency officials gather to make plans

3. True or false: "Not an exit" signs are important.

4. What is a common violation identified during Office of Compliance health and safety inspections?

- A. electrical panels being blocked by stored objects, furniture, etc.
- B. annunciators (emergency communication systems) not being reset after use or maintained
- C. multiple kitchen appliances utilizing and overloading one power strip/surge protector.
- D. missing covers and exposed wires on electrical equipment
- E. all of the above.

5. What does the Office of Compliance do?

- A. Fix building code violations.
- B. Performs the work of the Department of Labor, EEOC and Federal Labor Relations

Authority to advance the workplace rights, safety, health and accessibility in the legislative branch.

- C. Write laws about electrical and fire code.

6. Why is it a bad idea to store boxes in a hallway during a move or renovation?

- A. Important safety devices such as fire extinguishers, automated external defibrillator (AED) wall mounted units, some escape masks, and fire alarm pull stations, could be blocked.

B. Emergency exits could be obstructed.

C. The boxes may prevent people in wheelchairs, which

need at least a 36-inch clearance, from passing safely during evacuation or other emergency.

- D. All of the above.

7. True or false: Your mouse should be as close to your keyboard as possible. Your keyboard should be at a slightly downward angle so that your elbows can fall relaxed at each side. Your wrist should not be bent to either side or up and down when typing.



SAFETY QUIZ CONTINUED

8. Mold can grow on:

- A. food
- B. wood
- C. paper
- D. water
- E. all of the above.



9. True or false: You don't need to wear safety gloves when cleaning up a broken compact fluorescent lamp (CFL) bulb.

10. The minimum vertical clearance between sprinklers and stored material should be _____.
- A. 28"
 - B. 18"
 - C. 12"
 - D. 8"

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<http://bit.ly/2eflhUE>

[facebook.com/officcofcompliance/](https://www.facebook.com/officcofcompliance/)

Sign up for alerts at: www.compliance.gov

Safety questions?

Email: OSH@compliance.gov

Photo credit: Anne Knife Photography

Technical assistance:

OOC Occupational Safety and Health Program Manager Terry Wigfall; OOC Occupational Safety and Health Specialists Sara Hoover, Brent Dittman, and Christina Bailey, and Senior OSH specialist Shonda Perkins.

Answer key:

1. C – Any extension cord used to power permanent equipment is considered a hazard by OSHA. To solve the problem, you might simply replace the extension cord with a power strip with a power cord of adequate length to reach an outlet. Desks and equipment could be moved so they are closer to existing outlets, or additional outlets may need to be installed by a qualified electrician.

2. A

3. True. Doors that may be mistaken for an exit should be marked to avoid confusion.

4. E – all of the above.

5. B – The OOC is an independent, non-partisan office, serving 30,000 employees of the legislative branch. Our mission is to enforce the Congressional Accountability Act of 1995, which ensures safety, accessibility and freedom from unlawful discrimination.

6. D – all of the above.

7. True.

8. E – all of the above. The key to controlling mold growth is to control the excess moisture it needs to live. In your office, if moisture visible on walls or window sills, or brown spots on walls or ceilings, report your observations to your building representative.

9. False. When a CFL is broken, wear chemical and cut-resistant gloves to protect your skin from absorbing mercury and from getting cut by the glass. The remains can be disposed of as normal waste, since the amount of mercury is small.

10. B – Boxes, storage, etc. within 18" of sprinkler heads can affect the sprinklers' ability to extinguish a fire.



ARAM KOUYOUMDJIAN

Director of Human Resources



The City of Berkeley welcomed our new Director of Human Resources, **Aram Kouyoumdjian**, on November 7, 2022.

For over six years, Aram served as Assistant General Manager of the Personnel Department for the City of Los Angeles, where he oversaw four operational divisions and over 200 HR professionals focused on public safety recruitment and examinations, background investigations, medical services, EEO investigations, and DEI initiatives ranging from equity policies to workplace culture.









Prior to joining the City of Los Angeles, Aram was a practicing attorney – first in the private sector and subsequently as Associate General Counsel for the Los Angeles Unified School District, where he worked closely with members of the Superintendent’s cabinet, the Chief Human Resources Officer, and the Personnel Director on a wide array of Human Resources matters. Aram has broad experience in litigation – having handled multiple jury trials and appeals, as well as complex administrative hearings – and in labor negotiations, having served as a member of LAUSD’s bargaining team for an 18-month span.

Aram, who is of Armenian ancestry, was born in Beirut and spent part of his childhood amidst the Lebanese Civil War. He immigrated to the U.S. at the age of 10, learned English as a second language, and went on to earn two degrees in English (Bachelor of Arts from University of California, Los Angeles, and a Master of Arts, with distinction, from California State University, Northridge), as well as a Juris Doctor, with distinction, from the University of Pacific’s McGeorge School of Law, where he served on law review.

Alongside his Human Resources work, Aram is an award-winning playwright, an adventurous foodie, and an avid traveler who has notched trips to 30 countries across six continents.

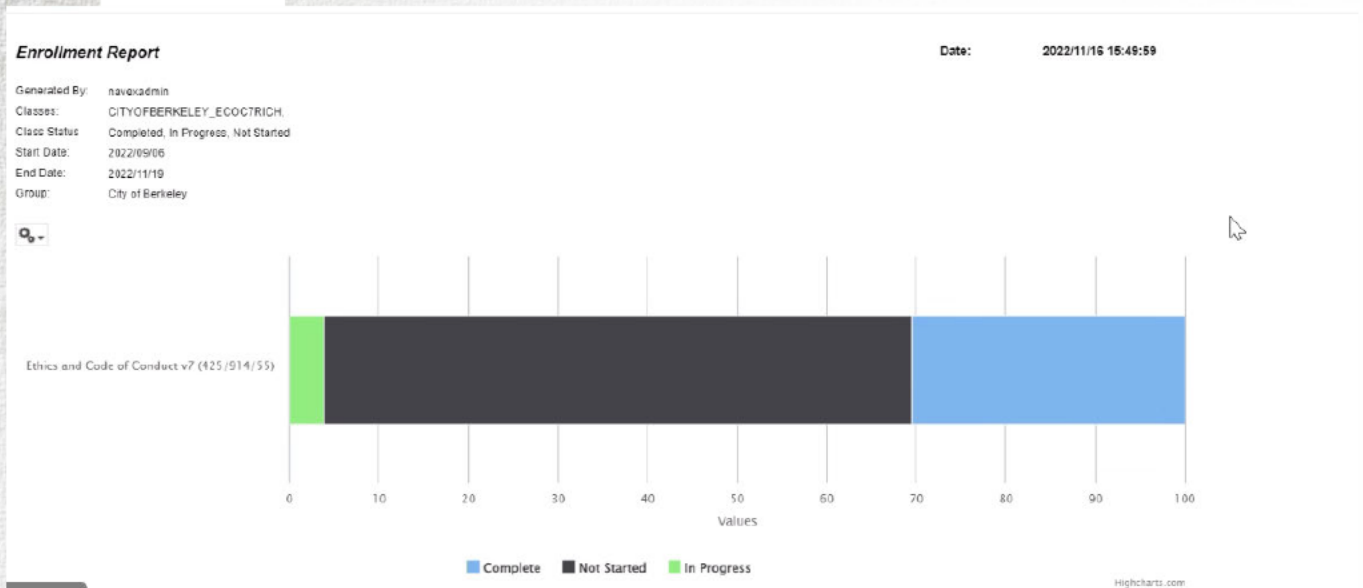
WHO DO I CALL?

Nov 18, 2022 • PG 5

FUNCTIONAL AREA		CONTACT
 <ul style="list-style-type: none"> • HR ADMINISTRATION 	<ul style="list-style-type: none"> ◇ Aram Kouyoumdjian, HR Director ◇ Dawud Brewer, Employee Relations Manager DBrewer@cityofberkeley.info 510-981-6821 ◇ Monica Walker, Human Resources Manager mwalker@cityofberkeley.info 510-981-6818 	
 <ul style="list-style-type: none"> • EMPLOYEE RELATIONS • LRCC • TRANSACTIONS 	<ul style="list-style-type: none"> ◇ Dawud Brewer (Employee Relations) DBrewer@cityofberkeley.info 510-981-6821 ◇ Monica Walker (Transactions) mwalker@cityofberkeley.info 510-981-6818 	
 <ul style="list-style-type: none"> • BENEFITS • LEAVES 	<ul style="list-style-type: none"> ◇ Sophea Shephard (Benefits & Leaves) SShephard@cityofberkeley.info 510-981-6815 	
 <ul style="list-style-type: none"> • RECRUITMENTS • EXAMS / TESTS 	<ul style="list-style-type: none"> ◇ Natasha Martinez NMartinez@cityofberkeley.info 510-981-6820 ◇ Jeneen Miller-Edenburg JEMiller@cityofberkeley.info 510-981-6817 ◇ Michelle Yoo MYoo@cityofberkeley.info 510-981-6802 	
 <ul style="list-style-type: none"> • SAFETY • ERGONOMICS • CAL/OSHA 	<ul style="list-style-type: none"> ◇ Kevin Walker KWalker@cityofberkeley.info 510-981-6825 ◇ Trisa "Venus" Thomas TThomas@cityofberkeley.info 510-981-6819 	
 <ul style="list-style-type: none"> • CITYWIDE TRAINING 	<ul style="list-style-type: none"> ◇ Wilhelmina Parker WParker@cityofberkeley.info 510-981-6823 ◇ Leslie Wallace LWallace@cityofberkeley.info 510-981-6809 	
 <ul style="list-style-type: none"> • WORKERS' COMP • ADA 	<ul style="list-style-type: none"> ◇ Workers' Comp (Submit Claims) HRWorkersComp@cityofberkeley.info ◇ Cari McDonald (Workers' Comp) CMcDonald@cityofberkeley.info 510-981-6816 	
 <ul style="list-style-type: none"> • EEO MATTERS 	<ul style="list-style-type: none"> ◇ Aram Kouyoumdjian akouyoumdjian@cityofberkeley.info 510-981-6807 	

ETHICS MATTER- Have you completed the City of Berkeley Ethics Training?

The City of Berkeley is committed to maintaining a healthy work environment for staff and the community we serve. A best practice approach in attaining these goals is ***"To build safe space and consistent communication channel(s) for City of Berkeley Employees regarding ethics values."*** An informed City Team is an effective and ethical city Team. In October of this year, the City rolled out a robust ethics training to all city staff. **The completion deadline was November 1, 2022.** This training is a requirement for all city of Berkeley staff. **As of November 16, 2022, citywide completion data is as follows:**



- 33% of our city has completed the Training and we can do better!
- To complete your Ethics training, please visit <https://cityofberkeley.lms.navexglobal.com/>

VTA Learner

[Contact Us](#)

Home

Mandatory City wide Virtual/online City-wide Trainings

All courses are currently available at the following link: <https://cityofberkeley.lms.navexglobal.com/>

All full-time city of Berkeley staff are required to complete the Ethics Awareness Online Training by November 1, 2022. Please prioritize completion

Course	Launch	Audience	Completion deadline
Ethics Awareness	October 10th, 2022	All full-time city staff	November 1, 2022

Many thanks to city staff who have already completed the module. Lets work together toward 100% citywide completion!

Course	Launch	Audience	Completion deadline
Harassment Awareness (all staff)	October 20th, 2022	City staff	December 31, 2022
Harassment (supervisors)	October 20th, 2022	City of Berkeley Supervisors and managers	December 31, 2022
Active Shooter Awareness	October 31st, 2022	City staff	December 31, 2022

For questions or concerns, please contact the City of Berkeley Training officer via email at wparker@cityofberkeley.info

Catastrophic Leave Request Donation for Curtis Brian

Curtis Brian has been dealing with a serious medical condition and has exhausted all of his available leave. Any donations of leave would be greatly appreciated by Curtis.

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

Catastrophic Leave Request Donation for Deon Catlett

Deon Catlett has been dealing with a serious medical condition and has exhausted all of his available leave. Any donations of leave would be greatly appreciated by Deon.

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

Catastrophic Leave Request Donation for Wayman Blocker

Wayman Blocker's spouse has been dealing with a serious medical condition and he has exhausted all of his available leave. Any donations of leave would be greatly appreciated by Wayman.

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

Catastrophic Leave Request Donation for Jonah Lopp

Jonah Lopp's family has been dealing with a serious medical condition and he has exhausted all of his available leave. Any donations of leave would be greatly appreciated by Jonah.

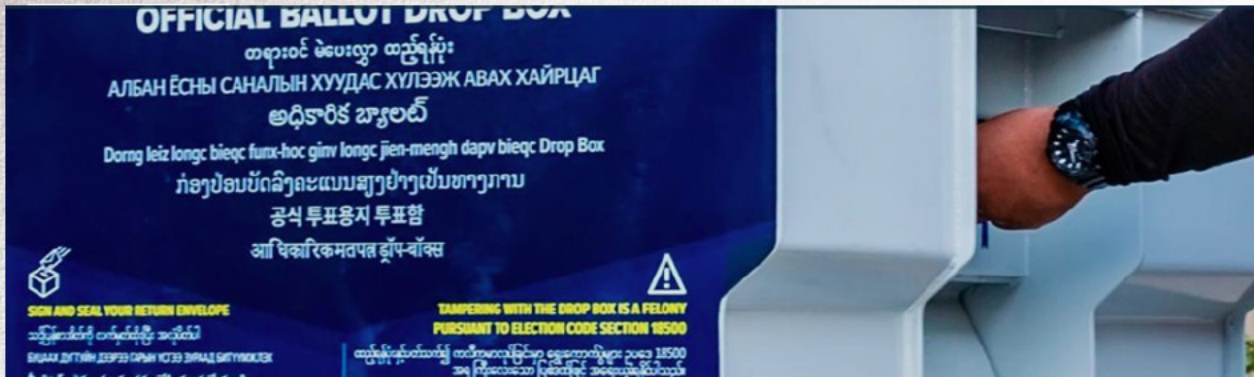
If you would like to donate leave, please check your MOU for allowable donations and complete the [Leave Transfer Form](#).

Catastrophic Leave Request Donation for David Montes

David Montes has been dealing with a serious medical condition and has exhausted all of his available leave. Any donations of leave would be greatly appreciated by David.

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

November, the 11th month of the year, has 30 days and marks the beginning of the winter holiday season. Named for the ninth (*novem*) month in the early Roman calendar, this month is usually a social time of community suppers, feasts of thanksgiving, and general elections.



Berkeley is no exception.

The City of Berkeley holds general municipal elections every two years. Special elections may be held as permitted by the Berkeley City Charter. Berkeley’s most recent election on Tuesday, November 8, 2022. Read our [Election Calendar](#) for a detailed timeline of the 2022 election process. <https://berkeleyca.gov/your-government/elections>

As public employees, we serve all of the people of Berkeley, and it is important to refrain from activities that may give an appearance of impermissible political bias in carrying out our official duties.

This is an ETHICAL MANDATE in the city. <file:///S:/Team-Folders/HREthicsCommittee/EthicsStatement.pdf> Read the city of Berkeley’s Ethics statement here and City Manager Dee Williams- Ridley’s direction on Political Activity in the November election <file:///C:/Users/WParker/Desktop/Employee%20Political%20Memo%20090722.pdf>

To learn more about the general expectations, visit <https://www.fppc.ca.gov/learn/public-officials-andemployees-riles-/ethics-training.html>

Did you know that the City of Berkeley has a required trainings for all city staff? <https://cityofberkeley.lms.navexglobal.com>

Logon to the city of Berkeley NAVEX online portal to complete these trainings. If you have already done so, thank you for your diligence!

While you enjoy the brown and orange hues and tones of November, consider other noteworthy November events and happenings.

November: Epilepsy Month, Lung Cancer Awareness Month, Military Family Month, National Adoption Month, National Alzheimer's Disease month, National COPD Month, National Diabetes Month, National Family Caregivers Month, National Gratitude Month, Home Care and Hospice Month, Pancreatic Cancer Awareness Month, Prematurity Awareness Month, and Stomach Cancer Month.

November days of note

November 1 is All Saints' Day.

November 4 is also Will Rogers Day.

November 5 is Sadie Hawkins Day.

November 6 at 2 A.M. is the end of Daylight Saving Time. Set your clocks back one hour on Saturday night at bedtime! See more about DST.

November 8 is Election Day (U.S.). Don't forget to vote in state and federal elections! Every vote counts. Make an Election Day Cake to celebrate.

November 11 is Veterans Day (U.S.) and Remembrance Day (Canada).

If you're fortunate, you may experience an "Indian Summer" in November; but according to the traditional definition, it can only occur between November 11 and 20. What is an Indian Summer? **"Indian summer" is a phrase most North Americans use to describe an unseasonably warm and sunny patch of weather during autumn.**

November 19 is Discovery of Puerto Rico Day.

November 24 is Thanksgiving Day (U.S.). Understand the history and origins of Thanksgiving.

November 28 is also the First Sunday of Advent.

November 2 – National Stress Awareness Day

November 9 – World Freedom Day

November 9 – World Adoption Day

November 11 – Veterans Day

November 16 – National Day for Tolerance

November 19 – International Men's Day

November 20 – Universal Children's Day (Human Rights, U.N.)

November 24 – Thanksgiving

"Just for Fun" Dates in November

November is Banana Pudding Lovers Month—who knew? Here are some more wacky celebrations to look forward to:

Nov. 1: National Cook for Your Pets Day

Nov. 6: Zero-Tasking Day

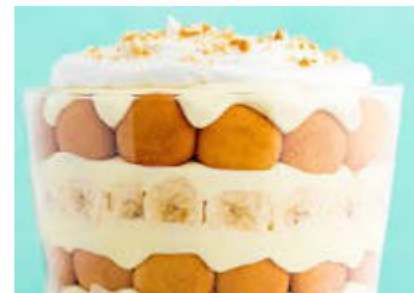
Nov. 9: National Scrapple Day

Nov. 16: National Button Day

Nov. 21: World Hello Day

Nov. 23: Fibonacci Day

Read more here <https://www.almanac.com/content/November-holidays-fun-facts-folklore>



Commemoration	Read More Here
Epilepsy Month	Cerebral Palsy Guide
Lung Cancer Awareness Month	Living with Lung Cancer
Military Family Month	Military.com
National Adoption Month	Childwelfare.gov
National Alzheimer's Disease Month	Alzheimer's Foundation of America
National COPD Month	COPD Foundation
National Diabetes Month	Diabetes.org
National Family Caregivers Month	ACL.gov
National Gratitude Month	Canvas Health
Home Care and Hospice Month	NAHC.org
Pancreatic Cancer Awareness Month	Pancreatic.org
Prematurity Awareness Month	March of Dimes
Stomach Cancer Month	Nostomachforcancer.org
Movember- Month-long fundraiser for men's issues including prostate cancer, testicular cancer, and men's suicide.	Movember.com

Diversity and Inclusion: Our Brilliant Berkeley ensconced in the Beautiful Bay Area truly lives strategic plan goal(s) <https://berkeleyca.gov/your-government/our-work/strategic-plan> of

- Champion and demonstrate social and racial equity
- Attract and retain a talented and diverse City government workforce

By embracing and celebrating the rich culture and diversity which makes this nation so great. **There are a host of celebrations and commemorations such as**

Native American Heritage Month: celebrates the culture and heritage of individuals who deeply enrich the United States

10/31-11/2 – Halloween, All Saints Day/All Souls Day/Día de los Muertos

11/16 – International Day for Tolerance (United Nations): founded by the UN to promote respect for various religions, languages, ethnicities, and cultures

11/16 – Dutch American Heritage Day: established to celebrate the longstanding friendship between the U.S. and the Netherlands

11/20 – Transgender Day of Remembrance (LGBTQ+): seeks to remember those who were murdered due to transphobia

Read more here [November Multicultural Calendar 2022](#)

November Birth Flower

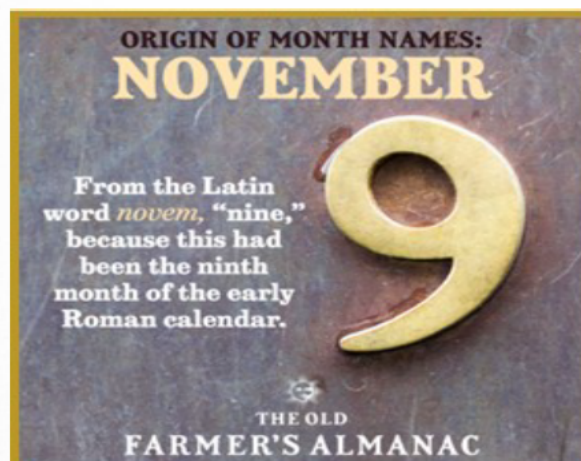


Photo Credit: Pixabay

The Chrysanthemum

In this month of November, whatever you commemorate, celebrate, advocate/practice and/or consider be good to yourself and others and take the time to smell the roses (or in this case, Chrysanthemums)

What stands out for you? Sharing is caring! Write to wparker@cityofberkeley.info



City of Berkeley Deferred Compensation Plan

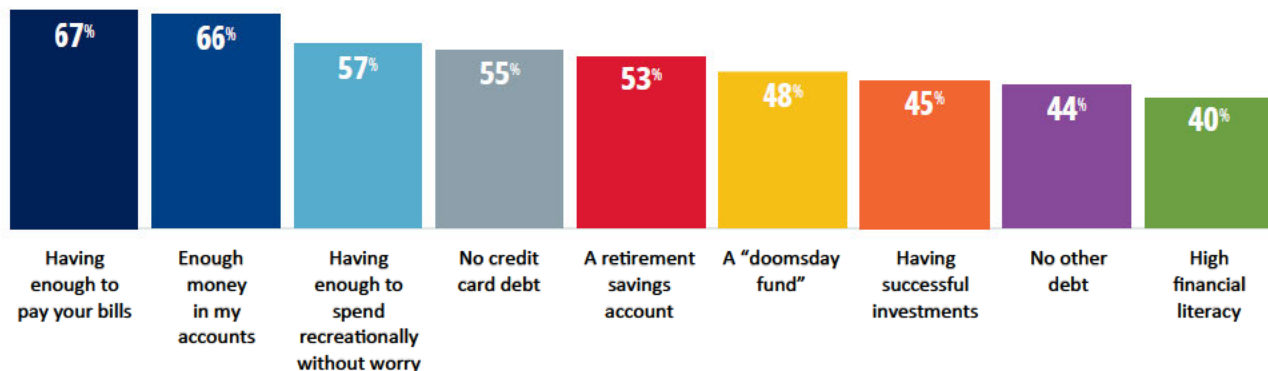


How's your financial wellness stacking up?

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

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

As you begin to take these steps, you may feel less stress related to your financial life —and life in general. You can get help with many areas of your financial wellness by visiting Empower's Learning Center. Here are some financial strategies people rate as being the most important to their personal financial well-being.



Your Empower Retirement Representative is offering virtual appointments to discuss your Retirement Savings Account!

Visit JoseAnaya.empowermytime.com to schedule an appointment today!



Jose Anaya
Retirement Plan Advisor
Jose.Anaya@empower.com





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

To schedule an appointment:



<https://hso8vkeybn.timetap.com/>

Appointments:

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

REMINDER: Mandatory Completion City Wide Virtual/online City-wide Trainings-

There is a phased launch for the following online trainings referenced below

VTA link to sign up for trainings:

All full-time city of Berkeley staff are required to complete the *Harassment and Active Shooter Online Trainings* by December 31, 2022. Please prioritize completion
 Many thanks to city staff who have already completed the modules. Let's work together towards 100% citywide completion!

Course	Launch	Audience	Completion Deadline
Harassment Awareness (all staff)	October 20th, 2022 {available through VTA – (Virtual Training Assistant) page. Will take you to an external page -NAVEX}	City staff	December 31, 2022
Harassment (supervisors)	October 20th, 2022 {available through VTA – (Virtual Training Assistant) page. Will take you to an external page -NAVEX}	City of Berkeley supervisors and managers	December 31, 2022
Active Shooter Awareness	October 31, 2022 (Will be available October 31, 2022 through the VTA page-Virtual Training Assistant)	City staff	December 31, 2022

<http://cobwebv5/vta/learnerconnection/Security/Logon.aspx>

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:

Dec 5 th	
Who?	When?
New Employees to the City	8:00 am - Noon
New Employees who are also New Supervisors to the City ¹	8:00 am - 5:00 pm
Existing city employees recently promoted into a managerial/supervisory role ²	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:

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

UPCOMING CLASSES

VTA link to sign up for trainings:

<http://cobwebv5/vta/learnerconnection/Security/Logon.aspx>

For questions, please contact the City of Berkeley's Training and Organizational Development Officer
 Wilhelmina Parker at wparker@cityofberkeley.info or 510-981-6823.

Date & Time	Topic	Audience	Location/Modality
November 22nd 12-1 PM	Cheers, Not Tears; Dealing with Holiday Stress	All City Staff	Click here to Register
November 29th 9-12 PM	Creating Effective Teams (Core 3C Class)	All City Staff	Zoom
December 2nd 11-3 PM	Creating Effective Teams (Core 3C Class)	All City Staff	Tupelo (In person/TBD/Hybrid)
December 5th 2:45-4:45 PM	Performance Management— Supervisors	All City Staff	Zoom
December 5th 9:30-11:30 AM	New Employee Orientation	All City Staff	Zoom
December 5th 9:30-11:30 AM	COB 101-Structure & Governance (Core 3C Class)	All City Staff	Zoom
December 5th 1-5 PM	New Supervisors Orientation	Supervisors/ Managers	Zoom
December 8th 9-11:30 AM	Your CalPERS & You (10 Years to Retirement)	All City Staff	Zoom
December 16th 9-10:30 AM	Working in a Drug Free Environment (Core 3C Class) AM Session	All City Staff	Tupelo
December 16th 1-2:30 PM	Working in a Drug Free Environment (Core 3C Class) PM Session	All City Staff	Tupelo

VTA Student User Guide

Words with underline are “clickable” links with step by step directions.

Please contact the City of Berkeley Training Officer with any questions. Contact information below.

As a Student, you can:

- View your [My Plan](#) page of training Requirements
- Start online training
- Search the training [Schedule](#), enroll into Class Sessions, cancel enrollment and/or take pre-class online Lessons
[VTA COB LEARNER-SCHEDULE ManagingEnrollment USER TRAINING GUIDE.pdf](#)
- Continue training that is [in-progress](#)
- View your training [History](#), including reviewing previously viewed training-related documents associated to the sessions
- Search the [Course Catalog](#)
- Run the following [reports](#):
 - Student Detail
 - Training Summary Report
 - Schedule Report
 - Status Report
- Change your VTA Learner [password](#)
- Send a message to a System Administrator via the Contact Us link
- View this VTA Learner Online Help system

COVID-19 Supplemental Paid Sick Leave **Extended**

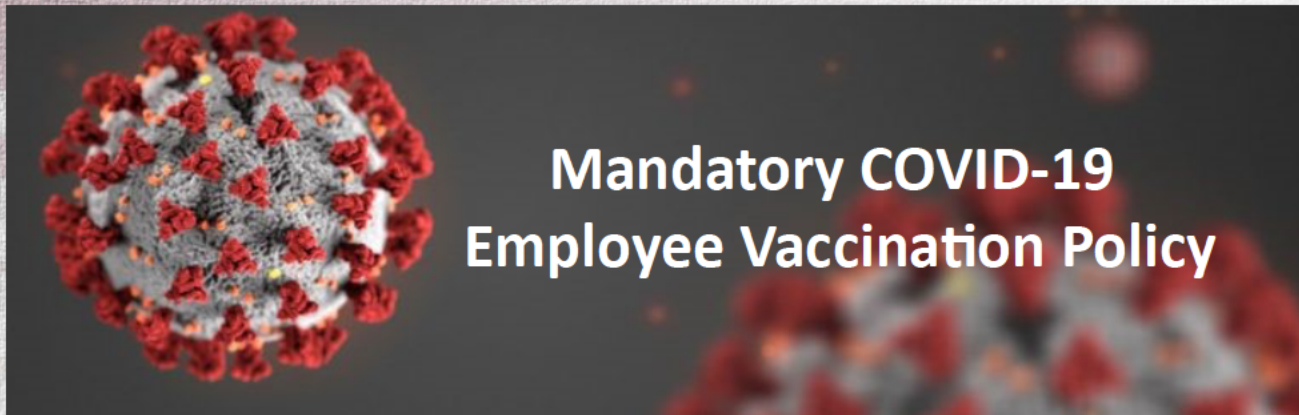
In compliance with Senate Bill 114, from January 1, 2022 until December 31, 2022, the City is extending COVID-19 sick leave protections and addressing the effects of the coronavirus on City of Berkeley employees who are unable to work or telework for certain qualifying reasons.

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.



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](#).



**The Human Resources
Department is
CLOSED on
Fridays to the public.**

**Office Hours are
Monday – Thursday,
8 am – 5 pm**



**The Human Resources
Department is
CLOSED on
November 24th and 25th in
observance of the holiday. We
will reopen on
November 28th at 8:00 am.**

CURRENT RECRUITMENTS

Nov 18, 2022 • PG 23

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 information about what to expect during hiring process please visit: <https://berkeleyca.gov/your-government/jobs/hiring-process-what-expect>

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accountant II (Funded by General Fund #011 at 100%) (req# 2022-00832E)	Vacancy	Competitive	\$48.42 to \$57.49	Oct 24, 2022	Nov 28, 2022
Accounting Manager (Funded by General Fund #011 at 100%) (req# 2018-00319)	Retirement		\$48.42 to \$57.49	Continuous	Continuous
Administrative and Fiscal Services Manager (Funded by Rent Stabilization Board #801 at 100%) (req# 2022-00958)	Vacancy		\$55.56 to \$70.85	Nov 21, 2022	Dec 12, 2022
Animal Services Manager (Funded by General Fund #011 at 100%) (req# 2022-00884E)	Retirement		\$62.25 to \$75.22	Oct 24, 2022	Nov 21, 2022
Assistant Civil Engineer (Funded by Measure T1 –Infra & Facilities #607 at 40%, Parks Tax #450 at 60%) (req# 2022-00738E)	Promotion		\$54.86 to \$66.35	Nov 11, 2022	Dec 19, 2022
Associate Civil Engineer (req# 2022-00735E, 2022-00736E)	Promotion		\$60.43 to \$73.02	Nov 11, 2022	Dec 19, 2022
Behavioral Health Clinician I	Vacancy		\$41.55to \$48.73	Continuous	Continuous
Behavioral Health Clinician II	Vacancy		\$45.76 to \$53.45	Continuous	Continuous
Building Maintenance Mechanic (Funded by Parks Tax #138 at 100%, Library-Discretionary #301 at 100%) (req# 2022-00719E,2022-00906E)	Retirement Resignation		\$42.52 to \$45.36	Nov 07, 2022	Nov 28, 2022

CURRENT RECRUITMENTS (CONT'D)

Nov 18, 2022 • PG 24

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2021-00439E, 2021-00341E, 2022-00777E)	Promotion	Competitive	\$50.42 to \$60.96	Aug 1, 2022	Continuous
Community Service Officer (Funded by General Fund #011 at 100%) (req# 2021-00276E)	Resignation		\$35.92 to \$41.84	Nov 07, 2022	Dec 05, 2022
Deputy City Attorney II/III (Funded by Public Liability #678 at 100%) (Funded by General Fund #011 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy		\$67.50 to \$95.43	Continuous	Continuous
Electrician (req# 2020-00113E, 2021-00095E, 2021-00353E)	Vacancy		\$48.29 to \$52.92	Continuous	Continuous
Epidemiologist	Vacancy		\$41.70 to \$50.69	Continuous	Continuous
Equal Employment Opportunity & Diversity Officer (Funded by General Fund #011 at 100%) (req# 2022-00850E)	Vacancy		\$53.60 to \$64.79	Sep 26, 2022	Continuous
Fire Prevention Inspector (Sworn)	To Establish a List		\$60.13 to \$66.29	Continuous	Continuous
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	Continuous
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	Continuous
Human Resources Technician (Funded by General Fund #011 at 100%) (req# 2022-00902E)	Resignation		\$38.42 to \$46.67	Nov 21, 2022	Dec 05, 2022
Landscape Equipment Operator (Funded by Park Tax #138 at 100%) (req# 2022-00818E)	Retirement		\$39.69 to \$42.10	Nov 11, 2022	Dec 12, 2022
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.96 to \$34.94	Continuous	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	\$44.60 to \$47.28	Continuous	Continuous	

CURRENT RECRUITMENTS (CONT'D)

Nov 18, 2022 • PG 25

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Mental Health Clinical Supervisor (Funded by General Fund #010 at 45%, Mental health Service Act #063 at 55%) (req# 2019-00213E)	Vacancy	Competitive	\$50.56 to \$62.08	Jul 4, 2022	Continuous
Mid-Level Practitioner (req# 2018-00129, 2019-00221, 2016-00265)	Vacancy		\$58.04 to \$64.35	Continuous	Continuous
Nutritionist (Funded by General Fund #011 at 84%, Fund Raising Activities #111 at 16%) (req# 2022-00953)	Promotion		\$40.64 to \$47.37	Nov 21, 2022	Dec 12, 2022
Paramedic	Vacancy		\$30.00 to \$45.00	Jul 11, 2022	Continuous
Police Officer Lateral (Funded by General Fund #011 at 100%)	Vacancy		\$52.76 to \$65.67	Continuous	Continuous
Police Officer Recruit (Funded by General Fund #011 at 100%) (req# 2021-00233E)	Resignation		\$43.18	Jun 20, 2022	Continuous
Principal Program Manager (Funded by Community Action Program #334 at 25%, CDBG Fund #128 at 75%) (req# 2022-00939E)	Vacancy		\$72.99 to \$88.33	Nov 07, 2022	Nov 28, 2022
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$90.52 to \$133.73	Continuous	Continuous
Public Health Nurse (Funded by Alameda County Grants #326 at 51.5%, Health (General) #312 at 42.5%, General Fund #011 at 6%) (req# 2021-00096E)	Vacancy		\$53.36 to \$62.24	Continuous	Continuous
Public Safety Dispatcher I (Funded by General Fund #011 at 100%) (req# 2021-00280E, 2021-00251E)	Vacancy		\$32.18 to \$35.17	Apr 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy		\$45.98 to \$49.90	Continuous	Continuous
Recreation and Youth Services Manager (req# 2022-00946E)	Retirement		\$62.25 to \$75.22	Nov 07, 2022	Dec 05, 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
Accounting Office Specialist II (Funded by General Fund #011 at 100%) (req# 2022-00898E)	Vacancy	Finance	Rosario Riche @ 981-6431 or RRiche@cityofberkeley.info
Accounting Office Specialist III (Funded by Sanitary Sewer Operation #611 at 55%, Special Gas Tax Improvement #127 at 15%, Clean Storm Water #616 at 30%) (req# 2022-00968E)	Promotion	Public Works	Sean O'Shea @ 981-6306 or soshea@cityofberkeley.info
Associate Transportation Engineer (Funded by General Fund #011 at 100%) (req# 2022-00721E)	Resignation	Public Works	Hamid Mostowfi @ 981-6403 or HMostowfi@cityofberkeley.info
Behavioral Health Clinician I (Funded by Mental Health Service Act #315 at 70%, Health (Short/Doyle) #316 at 30%) (req# 2022-00959)	Transfer	HHCS	Allyson Nakayama @ 981-7620 or ANakayama@cityofberkeley.info
Communications Specialist (req# 2022-00484E)	Vacancy	Fire	Matthai Chakko @ 981-7008 or MChakko@cityofberkeley.info
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2022-00756E)	Vacancy	Public Works	Farid Javandel @ 981-7061 or FJavandel@cityofberkeley.info
Economic Development Project Coordinator (Funded by General Fund #011 at 92%, Private Percent— Art Fund #148 at 4%, Public Art Fund #150 at 4%) (req# 2022-00883E)	Promotion	City Manager	Eleanor Hollander @ 981-7536 or EHollander@cityofberkeley.info
Librarian I (Funded by Library-Discretionary #301 at 100%) (req# 2022-00971E)	Resignation	Library	My Chan @ mchan@cityofberkeley.info
Library Aide (x2) (Funded by Library-Discretionary #301 at 100%) (req# 2022-00970E, 2022-00972E)	Resignation Transfer	Library	My Chan @ mchan@cityofberkeley.info

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	REASON	DEPT	CONTACT
Mini Bus Driver (Funded by General Fund #011 at 100%) (req# 2022-00700E)	Vacancy	HHCS	Mary Triston @ 981-5135 or MTriston@cityofberkeley.info
Office Specialist III (Funded by General Fund #011 at 100%) (req# 2022-00734E)	Resignation	City Clerk	Mark Numainville @ 981-6909 or MNumainville@berkeleyca.gov
Office Specialist III (req# 2022-00796E)	Vacancy	Fire	Stacie Clarke @ 981-5507 or StClarke@cityofberkeley.info
Office Specialist III (req# 2022-00728E)	Retirement	HHCS	Cynthia Hall @ 981-7624 or CHall@cityofberkeley.info
Office Specialist III (req# 2022-00855E)	Promotion	Public Works	Joy Brown @ 981-6629 or EJBrown@cityofberkeley.info
Office Specialist III (Funded by General Fund #011 at 100%) (req# 2022-00921E)	Resignation	Police	Marian Dunn @ 981-5991 or MDunn@cityofberkeley.info
Office Specialist III (x2) (Funded by Parks Tax #138 at 74%, General Fund \$011 at 26%) (req# 2022-00950E) (Funded by Marina Fund #608 at 100%) (req# 2022-00951E)	Vacancy Promotion	PRW	Christina Erickson @ 981-6703 or CErickson@cityofberkeley.info
Senior Behavioral Health Clinician (Funded by Health Short/Doyle #316 at 60%, Mental Health State Aide Realignment #158 at 40%) (2022-00826E)	Promotion	HHCS	Allison Ikeda @ 981-1262 or Alkeda@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 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: www.cityofberkeley.info/jobs

CLASSIFICATION TITLE	REASON	DEPT	CONTACT	DURATION
Mealsite Coordinator (Funded by General Fund #011 at 100%) (req# 2022-00617E)	Vacancy	HHCS	Dina Quan @ 981-7778 or DQuan@cityofberkeley.info	NTE 6 Months

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
Accounting Office Specialist Supervisor (req# 2022-00955E)	Public Works	Sean O'Shea @ 981-6306 or soshea@cityofberkeley.info	NTE 6 Months	Nov 21,2022
Accounting Technician (req# 2022-00794E)	City Auditor	Brian Zandipour @ 981-6789 or BZandipour@cityofberkeley.info	NTE 2 Years	Nov 21,2022
Police Aide (Funded by General Fund #011 at 100%) (req# 2022-00697E)	Police	Michael Durbin @ 981-5760 or MDurbin@cityofberkeley.info	NTE 19 Hours	Nov 21,2022

HELLOS & GOODBYES



Nov 18, 2022 • PG 30

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Director of Human Resources</i>	Human Resources
	[REDACTED]	<i>Human Resources Manager</i>	Human Resources
	[REDACTED]	<i>Information Systems Support Technician</i>	Human Resources
	[REDACTED]	<i>Animal Services Assistant</i>	City Manager Office
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Firefighter</i>	Fire
	[REDACTED]	<i>Library Assistant</i>	Library
	[REDACTED]	<i>Office Specialist II</i>	Planning
	[REDACTED]	<i>Communication Manager</i>	Police

HELLOS & GOODBYES



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TYPE	NAME	CLASSIFICATION TITLE	DEPT
PROMOTIONS	[REDACTED]	<i>Accounting Technician</i>	City Auditor
	[REDACTED]	<i>Library Specialist II</i>	Library
	[REDACTED]	<i>Fire Apparatus Operator</i>	Fire
	[REDACTED]	<i>Community Services Specialist III</i>	Planning
	[REDACTED]	<i>Senior Landscape Gardener Supervisor</i>	PRW
	[REDACTED]	<i>Recreation Coordinator</i>	PRW
	[REDACTED]	<i>Assistant Recreation Coordinator</i>	PRW
	[REDACTED]	<i>Accounting Office Specialist II</i>	Finance
RESIGNATION	[REDACTED]	<i>Associate Management Analyst</i>	Public Works
	[REDACTED]	<i>Supervising Public Health Nurse</i>	HHCS
RETIREMENT	[REDACTED]	<i>Public Safety Dispatcher II</i>	Police
	[REDACTED]	<i>Firefighter</i>	Fire

