

CITY OF BERKELEY  
MEETING OF THE PERSONNEL BOARD

**\*\*\* NEW LOCATION \*\*\***

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

DATE: September 11, 2023 TIME: 7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Department  
2180 Milvia Street, First Floor, Berkeley, CA 94704  
(510) 981-6800 E-mail: [akouyoumdjian@cityofberkeley.info](mailto:akouyoumdjian@cityofberkeley.info)

*THIS MEETING IS BEING HELD IN A WHEELCHAIR ACCESSIBLE LOCATION. TO REQUEST A DISABILITY-RELATED ACCOMMODATION(S) TO PARTICIPATE IN THE MEETING, INCLUDING AUXILIARY AIDS OR SERVICES, PLEASE CONTACT THE DISABILITY SERVICES SPECIALIST AT 981-6418 (V) OR 981-6347 (TDD) AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING DATE. PLEASE REFRAIN FROM WEARING SCENTED PRODUCTS TO THIS MEETING.* To submit an e-mail comment during the meeting to be read aloud during public comment, email [jelewis@cityofberkeley.info](mailto: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 Comment

**ACTION ITEMS:**

- IV. Approval of Minutes of Meeting on August 7, 2023
- V. Recommendation to Establish Classification and Salary Range – Graphic Designer

**INFORMATION ITEMS:**

- VI. Director's Report – Updates from HR Director – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. 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**  
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**2180 Milvia Street, First Floor, Berkeley, CA 94704**  
**(510) 981-6800 E-mail: [akouyoumdjian@cityofberkeley.info](mailto:akouyoumdjian@cityofberkeley.info)**

**MEETING MINUTES**

I. Call to Order                      7:01 P.M.

II. Roll Call

Members Present: Robert Dixon (Chair), Aviva Gilbert (Vice Chair), Darryl Bartlow, Mary Kay Lacey, Nic O’Loughlin, Jenny Wenk

Members Absent: Maya Karpinski

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Jenny Wong (City Auditor); Caitlin Palmer (Senior Auditor); Amy Davidson (Deputy Director, HHCS); Janice Chin (Manager of Public Health Services); Julia Heath (Recycling Program Manager)

Public Attendance: None

III. Public Comments

Cordell Hindler: “For next month’s agenda, the personnel board should consider hosting a [sic] in person retreat with a firm to assist on going over the expectations for the remainder of 2023. Also, I am in full support of the items that are on the agenda.”

Jenny Wong: I want to thank everyone for approving the Whistleblower program and wanted to provide an update that we will be starting interviews soon to fill the position.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on July 10, 2023

**Action:** MSC: (Wenk/Lacey) to approve the minutes of the meeting on July 10, 2023.

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

- V. Request for Extension of Temporary Appointments in Health, Housing, and Community Services Department (Senior Development Project Coordinator Jenny Wyant, Assistant Management Analyst Tahira Warner, Senior Management Analyst Rhianna Babka, Community Service Specialist III Joshua Oehler, and Community Development Project Coordinator Emily Rose)

**Action:** MSC: (Lacey/Gilbert) to approve the Request for Extension of Temporary Appointments in Health, Housing, and Community Services Department (Senior Development Project Coordinator Jenny Wyant, Assistant Management Analyst Tahira Warner, Senior Management Analyst Rhianna Babka, Community Service Specialist III Joshua Oehler, and Community Development Project Coordinator Emily Rose)

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

- VI. Recommendation to Amend Health Educator Job Class Specification

**Action:** MSC: (Bartlow/Wenk) to approve the Recommendation to Amend Health Educator Job Class Specification

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

- VII. Recommendation to Amend Senior Field Representative Job Class Specification

**Action:** MSC: (O'Loughlin/Lacey) to approve the Recommendation to Amend Senior Field Representative Job Class Specification

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

- VIII. Recommendation to Amend Paramedic Salary Range

**Action:** MSC: (Lacey/Wenk) to approve the Recommendation to Amend Paramedic Salary Range

**Vote:** Ayes: Dixon, Gilbert, Lacey, Wenk  
Noes: O'Loughlin  
Abstains: Bartlow  
Absent: Karpinski

**INFORMATION ITEMS:**

- IX. Presentation by City Auditor – Staff Retention Audit – Discussion Only
- X. Director’s Report – Updates from HR Director – Discussion Only
- XI. Copy of Berkeley Matters – Discussion Only
- XII. Adjournment                      8:58 PM



Human Resources

PERSONNEL BOARD  
September 11, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Salary Range – Graphic Designer

#### RECOMMENDATION

Establish unrepresented job class specification and salary range of Graphic Designer as outlined, with an hourly range of \$39.5233 - \$48.5000 and an annual salary range of \$82,208.4870 - \$100,880.0000.

#### FISCAL IMPACT

When staffed as a full-time career classification, the proposed salary range of \$82,208.4870 - \$100,880.0000 will have a fiscal impact of approximately \$142,557.7373 - \$174,936.0080 annually per position, which includes full benefits.

#### CURRENT SITUATION AND ITS EFFECTS

As part of the Employer of Choice initiative, City Council recently authorized \$250,000 in funds to engage a public relations agency and launch a full-scale recruitment campaign. Within the Human Resources Department, the Graphic Designer will play a key role in this initiative, and will design materials that include digital ads and brochures, social media posts, and graphics for video/multimedia productions, event materials, and presentations. Creating powerful, impactful graphic materials to showcase the benefits of working for the City will be key to attracting qualified candidates to fill vacancies across various classifications and departments.

Additionally, the Graphic Designer will also contribute to other lanes within the Employer of Choice roadmap, creating materials to ease the onboarding of new City employees and producing materials to enhance the themes of Training and Professional Development; Workplace Culture, Communication & Engagement; Health, Safety & Wellness; and Employee Retention.

Beyond the HR realm, the Graphic Designer job classification will provide an opportunity for other departments to enhance the visuals of their communications, whether they be for Citywide distribution or community-wide outreach.

#### BACKGROUND

The newly created job classification includes the knowledge, skills, and abilities that represent the current industry standards in graphic design, and mirrors duties performed in surrounding municipalities. The proposed salary range reflects the mean for a similar classification in the City of Oakland, and is above the mean when compared to the cities of Hayward, Redwood City, Richmond, and the City and County of San Francisco.

Establish Job Class Specification and Salary Range – Graphic Designer

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Graphic Designer job classification will create digital documents that will replace and enhance information previously provided on paper documents, reducing the environmental impact of paper.

RATIONAL FOR RECOMMENDATION

This job class specification is being created to effectuate the Employer of Choice recruitment campaign and to enhance other graphics generated by the City, whether as onboarding, training, and benefits materials, or as Citywide communications and community-wide outreach by various City offices and departments.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification and Salary Range – Graphic Designer



# Graphic Designer

Class Code:  
XXXX

Bargaining Unit: Unrepresented Classification

CITY OF BERKELEY

Established Date: October XX, 2023

## SALARY RANGE

\$39.5233 - \$48.5000 Hourly  
\$3,161.8649 - \$3,880.0000 Biweekly  
\$6,850.7073 - \$8,406.6667 Monthly  
\$82,208.4870 - \$100,880.0000 Annually

## DESCRIPTION:

### DEFINITION

Under general supervision, designs and prepares effective and visually appealing material used for informational, educational, and promotional purposes.

### CLASS CHARACTERISTICS

This single position journey-level class is responsible for the design and preparation of a wide variety of published, printed, and electronic media for initiatives, programs, presentations, and events using computer graphics software.

## 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 concepts for publications, exhibits, and multimedia presentations after considering relevant constraints, such as, content, intent, audience, budget and technical processes; produce graphic presentations based on subject matter, general direction, or specific guidelines.
2. Designs and prepares materials, including brochures, posters, advertisements, social media graphics, presentations, graphics for video productions, multimedia, and event materials using computer graphics software.
3. Alters and enhances images and photographs as needed for assignments.
4. Consults with staff members to develop design concepts that are aligned with the relevant goals, values, and targeted audience.
5. Ensures there is consistent agency branding and imagery across materials and platforms (e.g., social media, websites).
6. Translates complex information and data into meaningful and engaging graphics such as tables, charts, and graphs.

## Establish Job Class Specification and Salary Range – Graphic Designer

7. Communicates with departmental staff, vendors, and printers regarding specifications and electronic files to ensure quality reproduction of project designs.
8. Maintains knowledge of current principles and practices and monitors developments in graphic design; and
9. Performs related duties as assigned.

### KNOWLEDGE AND ABILITIES:

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

#### Knowledge of:

1. Design principles such as typography (e.g., type styles, type sizes), color theory (e.g., complementary and analogous colors), and layout techniques (e.g., alignment, illustration hierarchy, balance).
2. Pre-press and printing processes for producing high-quality print materials.
3. Current principles, practices, technology, programs, and trends related to graphic, web, and visual design.
4. Principles and practices in marketing and public relations.
5. Basic mathematical principles.
6. English usage, spelling, grammar, and punctuation.
7. Principles of customer service.
8. American Disabilities Act (ADA) rules and regulations involving color, size, and application of principles on various platforms in order to ensure compliance.

#### Ability to:

1. Use desktop publishing, illustration, photo retouching, web design and other graphic design software.
2. Exercise creativity and good judgment in producing thoughtful, engaging media content.
3. Apply graphic processes, methods and techniques.
4. Maintain attention to detail, accuracy, and presentation while meeting critical deadlines.
5. Plan, organize and complete graphic design projects within deadlines.
6. Prepare a wide variety of artistic media as well as sketches, lettering, painting and drafting.
7. Demonstrate creative problem-solving skills and exercise sound judgment to quickly evaluate situations and render prompt decisions.
8. Ability to communicate information and ideas clearly and effectively in a professional manner, both orally and in writing.
9. Work under pressure and adapt to shifting priorities.
10. Maintain strict confidentiality of participant, employee and agency records.
11. Exercise sound independent judgment in recommending more efficient and effective methods, systems, and reporting formats.
12. Recommend and implement policies and procedures.
13. Demonstrate ethnic and cultural sensitivity while working with diverse populations.
14. Establish and maintain effective working relations with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing.
15. Interpret and apply applicable laws and regulations.

#### Skill in:

1. Operating equipment such as Macs and PCs, software programs such as Photoshop, Illustrator, Adobe Acrobat Pro, InDesign, and Lightroom, and web-related applications.



Establish Job Class Specification and Salary Range – Graphic Designer

2. Communicating with stakeholders both orally and in writing to ensure that design styles are adapted to diverse audiences and communication objectives.
3. Managing multiple projects and deadlines independently.

**MINIMUM QUALIFICATIONS:**

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

Equivalent to an associate's degree from an accredited college or university with courses in graphic design, graphic arts, or a related field. Two years of experience in graphic arts and/or preparing electronic and printed material desirable.

**OTHER REQUIREMENTS**

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:**

Classification Code	XXXX
Classification Established	August XX, 2023
FLSA Status	Exempt
Admin Leave / Overtime	Admin Leave
Representation Unit	Unrepresented
Probationary Period	One Year
Workers' Comp Code	8810

# *Berkeley Matters*

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



## *What's New*

[RECRUITMENTS - PAGE 3](#)

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[VACANCIES - PAGE 5](#)

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[CITYWIDE TRAININGS - PAGE 8](#)

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[EMPLOYER OF CHOICE INITIATIVE - PAGE 10](#)

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[CITYWIDE SPIRIT TEAM - PAGE 11](#)

**NEW**

**Employer of Choice Initiative  
Links and Updates - see page 10!**



## HR ADMINISTRATION

ARAM KOUYOUMDJIAN, HR DIRECTOR

JESSICA LEWIS, ADMIN SUPPORT  
JELEWIS@BERKELEYCA.GOV  
510-981-6824

DAWUD BREWER, EMPLOYEE RELATIONS MANAGER  
DBREWER@BERKELEYCA.GOV  
510-981-6821

MONICA WALKER, HUMAN RESOURCES MANAGER  
MWALKER@BERKELEYCA.GOV  
510-981-6818

## EMPLOYEE AND LABOR RELATIONS

DAWUD BREWER  
DBREWER@BERKELEYCA.GOV  
510-981-6821

KISMET TENG  
KTENG@BERKELEYCA.GOV  
510-981-6804

## WORKERS' COMP, ADA, LEAVES OF ABSENCE

CLAIMS: HRWORKERSCOMP@BERKELEYCA.GOV

CARI MCDONALD  
CMCDONALD@BERKELEYCA.GOV  
510-981-6816

LAURA ZURITA  
LZURITA@BERKELEYCA.GOV  
510-981-6812

## EEO MATTERS

TAMELA HOPSON-DUDLEY  
THOPSON-DUDLEY@BERKELEYCA.GOV  
510-981-6811

## BENEFITS

SOPHEA SHEPHARD  
SSHEPHARD@BERKELEYCA.GOV  
510-981-6815

VELMA WALLACE  
VWALLACE@BERKELEYCA.GOV  
510-981-6808

## RECRUITMENT, EXAMS & SELECTION

JENEEN MILLER-EDENBURG  
JEMILLER@BERKELEYCA.GOV  
510-981-6817

RIO TESS MUSNI  
RMUSNI@BERKELEYCA.GOV  
510-981-6805

ANNA COOLER  
AGOOOLER@BERKELEYCA.GOV  
510-981-6820

MICHELLE YOO  
MYOO@BERKELEYCA.GOV  
510-981-6802

## SAFETY, ERGONOMICS, CAL/OSHA

KEVIN WALKER  
KWALKER@BERKELEYCA.GOV  
510-981-6825

VENUS THOMAS  
VTHOMAS@BERKELEYCA.GOV  
510-981-6819

## TRANSACTIONS

TIANA DICKSON  
TDICKSON@BERKELEYCA.GOV  
510-981-6814

CASANDRA HUFF  
CHUFF@BERKELEYCA.GOV  
510-981-6894

FEUY SAEPHAN  
FSAEPHAN@BERKELEYCA.GOV  
510-981-6822

## CITYWIDE TRAINING

TRAINING INQUIRIES  
TRAINING@BERKELEYCA.GOV

WILHELMINA PARKER  
WPARKER@BERKELEYCA.GOV  
510-981-6823

ALEJANDRA ALONSO  
AALONSO@BERKELEYCA.GOV  
510-981-6801

For more information about the hiring process and to apply online:

[CLICK HERE](#)

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

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist II	Vacancy	Competitive	\$33.13 to \$36.08	March 12, 2023	Continuous
Accounting Office Specialist III	Retirement	Promotional	\$38.37 to \$41.83	February 21, 2023	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 to \$45.45	December 19, 2022	Continuous
Animal Services Assistant	Vacancy	Competitive	\$31.66 to \$33.44	Continuous	Continuous
Assistant Civil Engineer	Vacancy	Competitive	\$55.41 to \$67.02	November 11, 2022	Continuous
Assistant Public Works Engineer	Vacancy	Competitive	\$43.01 to \$63.86	April 24, 2023	Continuous
Assistant Recreation Coordinator	Vacancy	Competitive	\$32.14 to \$37.38	Continuous	Continuous
Assistant to the City Attorney (Req#2023-01100)	Vacancy	Competitive	\$66.99 to \$88.03	April 24, 2023	Continuous
Associate Civil Engineer	Vacancy	Competitive	\$61.03 to \$73.75	November 11, 2022	Continuous
Associate Management Analyst (Req#2022-00831E, 2023-01204, 2023-01230)	Vacancy	Competitive	\$48.90 to \$58.07	August 7, 2023	August 28, 2023
Behavioral Health Clinician I/II	Vacancy	Competitive	\$41.96 to \$53.99	Continuous	Continuous
Building Inspector I/II (Certified)	Vacancy	Competitive	\$46.55 to \$55.23 \$49.90 to \$59.19	April 3, 2023	Continuous
<b>NEW</b> Circulation Services Manager (Req#2023-01438)	Vacancy	Competitive	\$52.95 to \$63.79	August 28, 2023	September 15, 2023
Community Development Project Coordinator (Req#2023-01116)	Vacancy	Competitive	\$50.92 to \$61.57	August 1, 2022	Continuous
Community Service Officer (Req#2023-01342)	To Establish a List	Competitive	\$36.28 to \$42.26	August 7, 2023	September 18, 2023
Deputy Director of Public Works: Engineering & Transportation (Req#2023-01323)	Vacancy	Competitive	\$72.78 to \$97.37	August 21, 2023	September 14, 2023
Deputy Director of Public Works: Operations & Zero Waste (Req#2023-01324)	Vacancy	Competitive	\$72.78 to \$97.37	August 21, 2023	September 14, 2023
Deputy Police Chief (Req#2023-01402)	Vacancy	Competitive	\$96.15 to \$125.00	August 7, 2023	August 28, 2023
Electrician	Vacancy	Competitive	\$49.74 to \$54.51	Continuous	Continuous
Emergency Services Coordinator (Req#2023-01437)	Vacancy	Competitive	\$48.90 to \$58.07	August 14, 2023	September 4, 2023
Employee & Labor Relations Analyst (HR Analyst)	Vacancy	Competitive	\$50.93 to \$68.30	August 14, 2023	Continuous
Fire Prevention Inspector (Sworn)	To Establish a List	Competitive	\$60.14 to \$66.30	Continuous	Continuous
Firefighter Paramedic Entry	Vacancy	Competitive	\$33.31 to \$41.96	Continuous	Continuous
Firefighter Paramedic Lateral	Vacancy	Competitive	\$33.31 to \$41.96	Continuous	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
<b>Housing Inspector I (Certified)</b>	Vacancy	Competitive	\$41.90 to \$49.71	March 20, 2023	Continuous
<b>Human Resources Technician</b> (Req#2023-01383)	Vacancy	Competitive	\$38.40 to \$47.14	August 7, 2023	August 28, 2023
<b>Junior Public Works Engineer</b>	Vacancy	Competitive	\$44.64 to \$53.78	April 24, 2023	Continuous
<b>Land Use Planning Manager</b> (Req#2023-01326)	Vacancy	Competitive	\$75.84 to \$90.59	July 17, 2023	August 28, 2023
<b>Marina Assistant</b>	Promotion	Competitive	\$34.28 to \$36.35	Continuous	Continuous
<b>Mechanic</b>	Vacancy	Competitive	\$45.04 to \$47.75	Continuous	Continuous
<b>Medical Director</b>	Vacancy	Competitive	\$91.32 to \$103.74	February 13, 2023	Continuous
<b>Mental Health Clinical Supervisor</b>	Vacancy	Competitive	\$51.07 to \$65.32	July 4, 2022	Continuous
<b>Mental Health Nurse</b>	Vacancy	Competitive	\$57.79 to \$70.24	July 20, 2020	Continuous
<b>Mid-Level Practitioner</b>	Vacancy	Competitive	\$55.53 to \$61.56	Continuous	Continuous
<b>Office Specialist III</b>	Vacancy	Promotional	\$36.67 to \$41.13	Continuous	Continuous
<b>Paramedic</b>	Vacancy	Competitive	\$30.30 to \$45.45	Continuous	Continuous
<b>Parking Services Manager</b> (Req#2023-01278)	Vacancy	Competitive	\$55.72 to \$67.26	August 14, 2023	September 4, 2023
<b>Police Accountability Data Analyst (Management Analyst)</b> (Req#2023-01132)	Vacancy	Competitive	\$48.90 to \$58.07	August 7, 2023	August 28, 2023
<b>Police Aide</b> (Req#2023-01263)	Vacancy	Competitive	\$18.33 to \$27.40	August 28, 2023	September 25, 2023
<b>Police Lieutenant</b>	To Establish a List	Promotional	\$81.90 to \$93.32	August 28, 2023	September 18, 2023
<b>Police Officer Lateral</b>	Vacancy	Competitive	\$52.77 to \$65.67	Continuous	Continuous
<b>Police Officer Recruit</b>	Vacancy	Competitive	\$43.61	June 20, 2022	Continuous
<b>Psychiatrist</b>	Vacancy	Competitive	\$91.42 to \$135.07	Continuous	Continuous
<b>Public Health Nurse</b>	Vacancy	Competitive	\$53.89 to \$62.86	Continuous	Continuous
<b>Public Safety Dispatcher I</b>	Vacancy	Competitive	\$33.48 to \$36.58	April 25, 2022	Continuous
<b>Public Safety Dispatcher II</b>	Vacancy	Competitive	\$46.44 to \$50.40	Continuous	Continuous
<b>Registered Nurse</b>	Vacancy	Competitive	\$52.20 to \$57.86	Continuous	Continuous
<b>Revenue Development Specialist I/II</b>	Vacancy	Competitive	\$39.22 to \$46.30 \$48.90 to \$58.07	December 19, 2022	Continuous
<b>Revenue Development Supervisor</b>	Vacancy	Competitive	\$52.15 to \$63.03	December 19, 2022	Continuous
<b>Senior Behavioral Health Clinician</b>	Promotion	Competitive	\$50.45 to \$58.89	September 26, 2022	Continuous
<b>Senior Forestry Supervisor</b> (Req#2023-01287)	Retirement	Competitive	\$52.89 to \$63.68	August 7, 2023	August 28, 2023
<b>Senior Information Systems Specialist</b>	Retirement	Competitive	\$49.05 to \$58.45	Continuous	Continuous
<b>Senior Legal Secretary</b>	Promotion	Competitive	\$39.27 to \$47.05	March 20, 2023	Continuous
<b>Senior Management Analyst</b>	Vacancy	Competitive	\$53.80 to \$65.04	Continuous	Continuous
<b>Senior Systems Analyst</b>	Vacancy	Competitive	\$58.55 to \$71.33	December 27, 2022	Continuous
<b>Supervising Public Health Nurse</b>	Vacancy	Competitive	\$65.26 to \$76.62	Continuous	Continuous



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

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

Please call or email the department contact within **one week** of the job posting if you meet one of the above criteria.

To have your name placed on the transfer list:



Classification	Reason	Department	Contact
<b>Accounting Office Specialist III</b> (Req#2023-01271)	Retirement	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov
<b>Accounting Office Specialist III</b> (Req#2023-01445)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
<b>Accounting Technician</b> (Req#2023-01313)	Promotion	HHCS	Vina Akoteu @ 981-5109 Vakoteu@berkeleyca.gov
<b>Accounting Technician</b> (Req#2023-01340)	Retirement	Finance	Suryun "Jessie" Kim @ 981-7332 Skim@berkeleyca.gov
<b>Assistant Civil Engineer</b> (Req#2023-01424)	Promotion	PRW	Evelyn Chan @ 981-6430 Echan@berkeleyca.gov
<b>Assistant Civil Engineer</b> (Req#2023-01423)	Retirement	Public Works	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov
<b>Auditor II</b> (Req#2023-01325)	Vacancy	City Auditor	Jennifer Wong @ 981-6750 jwong@berkeleyca.gov
<b>Community Services Specialist II</b> (Req#2023-01413)	Promotion	HHCS	Janice Chin @ 981-5121 Jchin@berkeleyca.gov
<b>Office Specialist III</b> (Req#2023-01444)	Vacancy	Public Works	Leticia Jauregui @ 981-6362 Ljauregui@berkeleyca.gov
<b>Program Manager II</b> (Req#2023-01264)	Promotion	IT	Kevin Fong @ 981-6541 Kfong@berkeleyca.gov
<b>Psychiatrist</b> (Req#2023-01405)	Vacancy	HHCS	Jeff Johns @ 981-7615 Jjohns@berkeleyca.gov
<b>Public Safety Dispatcher I</b> (Req#2023-01435)	Vacancy	Police	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov
<b>Registered Nurse</b> (Req#2023-01377)	Vacancy	HHCS	Rachel Rodriguez @ 981-7713 Rarodriguez@berkeleyca.gov
<b>Skilled Laborer</b> (Req#2022-00895E, 2022-00899E, 2023-01057, 2023-01058)	Promotion Vacancy	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov

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

## Temporary vacancies **with** an eligible list

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

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

Please call or email the department contact within **one week** of the job posting if you meet one of the above criteria.

Classification	Reason	Department	Contact	Duration
<b>Intern</b> (Req#2023-01396)	Vacancy	City Auditor	Jennifer Wong @ 981-6750 jwong@berkeleyca.gov	NTE 1 year
<b>Intern</b> (Req#2023-01393)	Vacancy	Public Works	Noah Budnick @ 981-7069 Nbudnick@berkeleyca.gov	NTE 1 year
<b>Library Literacy Instructor</b> (Req#2023-01408, 2023-01409, 2023-01416)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	Intermittent
<b>Senior Service Aide</b> (Req#2023-01425 to 2023-01429)	Vacancy	HHCS	Tanya Bustamante @ 981-5178 Tbustamante@berkeleyca.gov	NTE 6 months
<b>Skilled Laborer</b> (Req#2023-01056)	Promotion	Public Works	Joy Brown @ 981-6629 Ejbrown@berkeleyca.gov	NTE 6 months

## Temporary vacancies **without** an eligible list

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

Classification	Reason	Duration	Contact	Opening Date	Closing Date
<b>Police Aide</b> (Req#2023-01263)	Vacancy	NTE 2 years	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov	August 28, 2023	September 25, 2023

**If you would like to be considered for one of these vacancies please apply online:**



**To have your name placed on the transfer list:**



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

*Welcome!*

<b>Appointments</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Cheryl Patterson</b>	Office Specialist II	HHCS
<b>Laura Zepeda Torres</b>	Health Services Program Specialist	HHCS
<b>Jasmine Durr</b>	Office Specialist II	HHCS
<b>Anthony Echeverria-Franco</b>	Police Officer	Police
<b>Jorge Alvarez</b>	Office Specialist II	Public Works
<b>Ryan Tombrello</b>	Office Specialist II	Rent Board
<b>Jimena Jimenez</b>	Office Specialist II	HHCS
<b>Carianna Arredondo</b>	Assistant to the City Manager	City Manager's Office
<b>Valerie Nguyen</b>	Community Services Specialist I	Planning

*Congratulations!*

<b>Promotions</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Stephanie Angla</b>	Assistant Public Works Engineer	Public Works
<b>Uriel Gonzalez</b>	Assistant Public Works Engineer	Public Works
<b>Junnel Coquia</b>	Information Systems Specialist	Library
<b>Jesus Espinoza</b>	Associate Civil Engineer	PRW
<b>Eric Anderson</b>	Principal Planner	Public Works
<b>Nicole Bishop</b>	Police Officer	Police
<b>Retirements</b>		
<b>Name</b>	<b>Classification</b>	<b>Department</b>
<b>Viviana Vigil</b>	Supervising Library Assistant	Library
<b>David Peery</b>	Occupational Health and Safety Officer	Public Works
<b>Kevin Kierce</b>	Building Maintenance Mechanic	PRW



**CITYWIDE MANDATORY TRAININGS:**



Topic	Audience	Location	Completion Deadline
Harassment Awareness	All City Staff	Online self-paced	December 31, 2023
Ethics Awareness			
Active Shooter Awareness			
Code of Conduct Series	All supervisors and managers	Online self-paced	December 31, 2023

**UPCOMING CLASSES**

Please register in advance using the Zoom link associated with each class. After registering, you will receive a confirmation email from Zoom containing information about joining the meeting.

Date	Topic	Audience	Location
September 14, 2023 9:00am-12:00pm	Microsoft Excel 2 Day 1	All City Staff	<a href="#">Zoom - click here</a>
September 21, 2023 9:00am-12:00pm	Microsoft Excel 2 Day 2	All City Staff	<a href="#">Zoom - click here</a>
September 28, 2023 9:00am-12:00pm	Microsoft Outlook Calendar, Contacts & Organizing Emails	All City Staff	<a href="#">Zoom - click here</a>
October 5, 2023 9:00am-12:00pm	ERMA Session A (Intro)	All City Staff	<a href="#">Zoom - click here</a>
October 12, 2023 9:00am-12:00pm	Microsoft Excel 3 Day 1	All City Staff	<a href="#">Zoom - click here</a>
October 19, 2023 9:00am-12:00pm	Microsoft Excel 3 Day 2	All City Staff	<a href="#">Zoom - click here</a>

**NEW EMPLOYEE 101 SCHEDULE:**



PLEASE NOTE THAT ALL INTERNALLY-DELIVERED CITY OF BERKELEY TRAININGS ARE TEMPORARILY SUSPENDED AS WE EVALUATE THE MOST EFFECTIVE DELIVERY STRATEGY.

**FOR QUESTIONS PLEASE EMAIL [TRAINING@BERKELEYCA.GOV](mailto:TRAINING@BERKELEYCA.GOV)**

## FEATURED PROFESSIONAL DEVELOPMENT OPPORTUNITIES

**Maximizing Supervisory Skills for the First Line Supervisor****Webinar presented by Dana L. Burch****Dates:** September 13 (Part 1) and September 27 (Part 2) from 9 AM to 12 PM (both dates)**Cost:** No cost for City of Berkeley management and supervisory staff**Registration:** Email Alejandra Alonso at [aalonso@berkeleyca.gov](mailto:aalonso@berkeleyca.gov)

This workshop will help new and experienced supervisors develop and enhance their skills as effective, engaged, and productive managers. Presented in two half-day sessions, the webinar will feature practical strategies to address common supervisory challenges: motivating employees, addressing interpersonal issues among coworkers, and ethical decision-making. Participants will sharpen skills like workforce leadership, communication, delegation, and problem-solving to successfully supervise and manage performance in the contemporary public agency.

Participants will also refresh their knowledge and issue-spotting skills regarding key legal principles such as harassment prevention, wage and hour laws, and labor relations. Attendees will receive a pragmatic, comprehensive workbook to serve as a resource after the training.

This course is eligible for credit in the LCW Public Sector Employment Relations Certificate Program. An acknowledgement form will be available at the workshop.

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive 5.5 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

**Conducting Effective Investigations****Online training presented by CALPELRA****Dates:** September 13 (Part 1) and September 14 (Part 2) from 8 AM to 12 PM (both dates)**Cost:** \$325 for CALPELRA members; \$425 for non-members**Registration:** Upon approval from division leadership, sign up at [calpelra.org](http://calpelra.org)

Investigations are an essential but often misunderstood part of supervising and managing employees. This program will give you the tools you need to plan, conduct, and oversee investigations in public agencies. This session is designed for a broad audience, including administrators, managers, supervisors, human resources and labor relations staff, and attorneys. The program will touch on special POBRA and FPBRA issues but will not focus on police and fire investigations.

You will learn how to collect background information, identify appropriate witnesses, plan interview questions, address potential biases, choose effective interview locations, deal with reluctant witnesses, ask effective questions, assess conflicting evidence, and more.

This training qualifies for MCLE credit for California attorneys. CALPELRA is an approved HRCI provider and is recognized by SHRM to offer Professional Development Credits.

## We have completed our first 90-day sprint of the Employer of Choice Initiative!



Read the [Employer of Choice Newsletter](#) for a summary of our progress, and the [90-Day Sprint Results Report](#) for a more detailed update.

### What's next?

At the All City Managers' Meeting on June 2, Managers were tasked with developing deliverables for our next 90-day sprint based on their priority-setting exercise from the March meeting.

Here are the goals for our second 90-day sprint, to occur from September to November 2023:

- **Cross-Department Relationship Building:** Open houses hosted by various departments
  - Lead: City Manager's Office and Department Heads
  - Measure of success: Attendance at open houses and increased comfort with cross-department communication
- **Business Process Improvements in Finance:** Increase the formal City Manager signing threshold for contracts
  - Lead: Darryl Sweet
  - Measure of success: Change in threshold to new limit
- **Business Process Improvements in IT:** Implement phase 1 of Microsoft Teams rollout
  - Lead: IT with Department support
  - Measure of success: User evaluations to ensure Teams meets departments' needs
- **Business Process Improvements (Other):** Make Administrative Regulations accessible and searchable online
  - Lead: Tasha Tervalon
  - Measure of success: Administrative Regulations are searchable

Updates on this work will be detailed in future newsletters. Additionally, look for a report this fall that will illustrate the variety of initiatives happening across the City to work towards becoming an Employer of Choice.

## Announcing the Creation of a Citywide Spirit Team!

Facilitated by the Special Projects Division, this team will come together to develop updated, Berkeley-specific systems for years-of-service events, Citywide all-staff appreciation events, and appreciation gift programs.

The creation of this team is supported by resounding themes of citywide appreciation and years-of-service acknowledgement found in staff feedback, the Employer of Choice roadmap, and the Auditor's Report.

### Who can join the team?

Our first committee will have 12 positions available:

One position from each of the following, to be appointed by the union:

- SEIU LOCAL 1021 (Maintenance and Clerical Units)
- SEIU LOCAL 1021 (Community Services and PTRLA Units)
- Berkeley Police Association
- Public Employees Union, Local One/AFSCME
- International Association of Fire Fighters, Berkeley Fire Fighters Association, LOCAL 1227
- International Brotherhood of Electrical Workers, LOCAL 1245



Six positions from interested individuals, to be selected at random:

- One position from unrepresented City Manager's Office staff
- One position from unrepresented Human Resources Department staff
- Four at-large positions from all City staff

### What's the expected commitment?

Members will be expected to commit to one year with an average of 8 hours of work per month. Starting in October 2023, meetings will be held in-person on the second Wednesday of every month from 10 am to 12 pm.

Each member will sit on one of three subcommittees:

1. **Years-of-Service Events:** Propose an updated and relevant plan for years-of-service events including catching up on staff anniversaries since March 2020 and developing a plan moving forward.
2. **Citywide Celebrations:** Work on Citywide celebrations including the annual staff appreciation event, and propose other opportunities for Citywide events.
3. **Gifting Programs:** Refresh years-of-service gifts and explore other gifting programs that may work well for Berkeley.

### How do I submit interest?

To submit interest in one of the 6 positions that are not appointed by the unions, please fill out [this form](#) by end of day on September 11, 2023.

The in-person kick-off meeting will be Tuesday, September 19, 2023 from 10 am to 12 pm.

**Do you know someone who would be a great dispatcher or police officer?**

Refer them and you could earn up to \$7,500!

The Berkeley Police Department Recruitment & Retention Incentive Program is open to all City of Berkeley employees who refer a dispatch or police officer applicant who applies on or after July 1, 2023, and who successfully gets hired.

Refer the applicant to [joinberkeleypd.com](http://joinberkeleypd.com) where they can submit their interest in the position and list the name of a City of Berkeley referring employee. **This is how we will track referrals, so ensure that the candidate enters your name! This is the only way you will get credit for the referral.**

See the pay breakdown below:

	Recruitment Incentive (paid to new hire)	Retention Incentive (paid to new hire)	Referral Incentive (paid to referring employee)	Total Potential Incentive
<b>Entry-Level Police Officer</b>	\$4,000 upon hire	\$4,000 upon completion of Field Training Program \$4,000 upon completion of probation	\$2,500 upon new employee hire \$2,500 upon new employee completing probation	New Hire: \$12,000 Referring Employee: \$5,000
<b>Lateral Police Officer I (Academy Graduate)</b>	\$5,000 upon hire	\$5,000 upon completion of Field Training Program \$5,000 upon completion of probation	\$2,500 upon new employee hire \$2,500 upon new employee completing probation	New Hire: \$15,000 Referring Employee: \$5,000
<b>Lateral Police Officer II (Current Peace Officer)</b>	\$10,000 upon hire	\$5,000 upon completion of Field Training Program \$10,000 upon completion of probation	\$2,500 upon new employee hire \$5,000 upon new employee completing probation	New Hire: \$25,000 Referring Employee: \$7,500
<b>Public Safety Dispatcher (PSD I or II)</b>	\$2,500 upon hire	\$2,500 upon completion of probation	\$2,500 upon new employee hire \$2,500 upon new employee completing probation	New Hire: \$5,000 Referring Employee: \$5,000

The Retention Incentive is retroactive to January 1, 2022. All police officers and dispatchers hired on or after this date will receive incentive pay based on their progress.

To read the full program guidelines:



If you refer a candidate, please also complete the Employee Referral form: [CLICK HERE](#)  
--> Submit the form to Lisa Stangl in Personnel and Training at [Lstangl@berkeleyca.gov](mailto:Lstangl@berkeleyca.gov)

Questions? Contact Lieutenant Melanie Turner in Personnel and Training at x5970 or [Mturner@berkeleyca.gov](mailto:Mturner@berkeleyca.gov)



EMPOWER 457 - 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

**SCHEDULE AN APPOINTMENT ONLINE:**

[CLICK  
HERE](#)

**OR EMAIL [JOSE.ANAYA@EMPOWER.COM](mailto:JOSE.ANAYA@EMPOWER.COM)**



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!

**SCHEDULE AN APPOINTMENT ONLINE:**

[CLICK  
HERE](#)

**OR EMAIL [NANCY.GARRITY@VOYA.COM](mailto:NANCY.GARRITY@VOYA.COM)  
OR CALL 888-713-8244 EXT 2**

**Nicole Traylor** has been dealing with a serious medical condition and has exhausted all of her available leave. Any donations of leave would be greatly appreciated.

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

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



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

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# 2023 CITY CALENDAR

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

FEBRUARY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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MARCH						
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APRIL						
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30						

MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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OCTOBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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29	30	31				

NOVEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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DECEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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24	25	26	27	28	29	30
31						

## 2023 CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan. 1 New Year's Day - Observed 1/2  
 Jan. 16 Martin Luther King Jr.'s Birthday  
 Feb. 12 Lincoln's Birthday- Observed 2/13  
 Feb. 20 Washington's Birthday

May. 19 Malcolm X's Birthday  
 May. 29 Memorial Day  
 June. 19 Juneteenth  
 July. 4 Independence Day

Sept. 4 Labor Day  
 Oct. 9 Indigenous Peoples' Day  
 Nov. 11 Veterans Day - Observed 11/10  
 Nov. 23/24 Thanksgiving Day/Day After

Dec. 25 Christmas Day

Pay Day  
 Observed Holiday  
 Observed VTO Day