

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD

***** NEW LOCATION *****

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

DATE: October 2, 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

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 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 September 11, 2023
- V. Request for Extension of Temporary Appointment in the Health, Housing, and Community Services Department (Community Service Specialist III Joshua Oehler and Assistant Management Analyst Marilou Orense)
- VI. Recommendation to Revise Job Class Specification - Deputy Police Chief

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

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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

MEETING MINUTES

I. Call to Order 7:04 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)

Public Attendance: None

III. Public Comments

Cordell Hindler: For next month's agenda, the personnel board should direct staff to work with a firm to host a retreat to go over the expectations for 2024. Also, I am in full support of the graphic designer on the agenda.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on August 7, 2023

Action: MSC: (Wenk/Lacey) to approve the minutes of the meeting on August 7, 2023.

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, O'Loughlin, Wenk

Noes: None

Abstains: None

Absent: Karpinski

V. Recommendation to Establish Classification and Salary Range – Graphic Designer

Action: MSC: (Bartlow/ O'Loughlin) to approve the Recommendation to Establish Classification and Salary Range – Graphic Designer

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

INFORMATION ITEMS:

- VI. Director's Report – Updates from HR Director – Discussion Only
- VII. Copy of Berkeley Matters – Discussion Only
- VIII. Adjournment 7:51 PM



Human Resources

Date: October 2, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Request for Extension of Temporary Appointment in the Health, Housing, and Community Services Department (Community Service Specialist III Joshua Oehler and Assistant Management Analyst Marilou Orense)

BACKGROUND

The City of Berkeley Human Resources Department and the Health, Housing, and Community Services (HHCS) Department request a six-month extension of the temporary appointment of Community Service Specialist III Joshua Oehler and Assistant Management Analyst Marilou Orense.

DISCUSSION

Community Service Specialist III Joshua Oehler:

Temporary positions were added to the Housing and Community Services division while a comprehensive study was being done on staffing levels, and three of them were previously presented to the Personnel Board in May 2023 for extension. New permanent positions have been approved by City Council in the amended fiscal year 2023-24 budget. HHCS and Human Resources seek authorization to extend the temporary vacancies while the official exam and selection processes are being conducted to fill the career vacancies.

Assistant Management Analyst Marilou Orense:

The provisional Assistant Management Analyst (AMA) position in the Crisis Services (CS) Program was created in August 2022 to address the growth of the CS Program over the last several years, as well as the expectations regarding a variety of reporting requirements. The AMA position in CS was created as a way for the division to test whether adding a position at this classification would be an effective strategy to increase the program's ability to meet the increased expectations in a variety of reporting responsibilities to the myriad of stakeholders. Marilou is integral for the gathering, organizing, and analyzing data, along with the Mental Health Program Supervisor and Division Manager, to prepare reports in a variety of areas (e.g. staff productivity, Mental Health Service Act data requirements), assist with the purchasing needs of the CS Program, and provide support to the program to revise and implement procedures. The Mental Health Division is moving to secure permanent funding and wishes to extend this employee in this position during this effort.

SALARY

The fiscal impact for six months at each position is the difference between the employees' existing career positions and temporary positions, and will be covered through special funding sources including grants.

RECOMMENDATION

The Personnel Board is requested to approve the six-month extension of the temporary appointments of the Health, Housing, and Community Services Department employees as outlined below:

EMPLOYEE NAME	CLASSIFICATION	NOTES	TEMPORARY ASSIGNMENT START DATE #1	TEMPORARY ASSIGNMENT END DATE #1	TEMPORARY ASSIGNMENT END DATE #2	TEMPORARY ASSIGNMENT END DATE #3	NEW TEMPORARY ASSIGNMENT END DATE
Joshua Oehler	Community Services Specialist III (CSSIII)	Backfilling for Rhianna Babka serving in the Senior Management Analyst role	10/16/2022	04/16/2023	10/16/2023	04/16/2024	04/16/2024
Mariou Orense	Assistant Management Analyst	Provisional position in the Crisis Services (CS) Program	08/21/2022	02/20/2023	08/20/2023	N/A	02/21/2024



Human Resources

PERSONNEL BOARD

October 2, 2023

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Revise Job Class Specification - Deputy Police Chief

RECOMMENDATION

Revise the job class specification of Deputy Police Chief, as recommended by the City of Berkeley Police Department and Human Resources Department, to allow candidates up to six months from date of hire to attain the required P.O.S.T. Management certificate, and possess three years of full-time paid experience equivalent to a Police Captain and/or Police Lieutenant in the City of Berkeley Police Department.

FISCAL IMPACT

The revisions will have no fiscal impact on the current salary range.

CURRENT SITUATION AND ITS EFFECTS

Following the establishment of the Deputy Police Chief job classification, the City conducted a nationwide recruitment that did not yield a list of eligible candidates. As such, the Police Department and Human Resources Department wish to broaden the candidate pool, increase its diversity, and create a career ladder by recommending revisions to the job class specification, which include flexibility in attaining the required P.O.S.T. Management certificate, and a revision to the number of years of experience needed as a Police Lieutenant and/or Captain.

BACKGROUND

The recommendation is to revise number of years needed as a Police Lieutenant and/or Captain to three years (instead of four). Simultaneously, in order to broaden the pool to allow qualified out-of-state law enforcement candidates to apply, the recommendation is to allow candidates up to six months from date of hire to attain the P.O.S.T. Management certificate. California P.O.S.T. allows those entering California law enforcement with qualifying out-of-state or federal law enforcement experience to apply for a Basic Course Waiver if they will be appointed at middle management or executive rank and will function at the second level of supervision or above, have less than a three-year break from the last date of service as a peace officer, and submit a letter from the prospective hiring agency.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONAL FOR RECOMMENDATION

This job class specification is being revised to broaden the candidate pool, increase its diversity, and create a career ladder within Command Staff.

ALTERNATIVE ACTIONS CONSIDERED

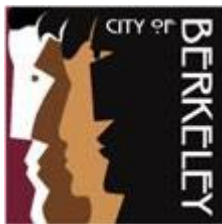
None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification with Revisions – Deputy Police Chief
2. Organizational Chart – Police Department



Deputy Police Chief

Class Code:
9030

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Jul 25, 2023
[Revision Date: October 2, 2023](#)

SALARY RANGE

\$96.15 - \$125.00 Hourly
\$7,692.30 - \$10,000.00 Biweekly
\$16,666.66 - \$21,666.67 Monthly
\$199,999.90 - \$260,000.00 Annually

DESCRIPTION:

DEFINITION

Under administrative direction, provides professional and administrative assistance to the Police Chief in planning, organizing, coordinating and directing the City's police services and law enforcement program; provides highly responsible and technical staff assistance to the Police Chief, including fiscal and personnel management and policy development and implementation; coordinates and supervises the activities of divisions and units within the Police Department; assumes command of the Police Department in the absence of the Police Chief; and performs related duties as required.

CLASS CHARACTERISTICS

This single class position serves as an administrative and professional assistant to the Police Chief in policy development, program planning, risk management, training, fiscal and personnel management, administration, and division operations. This classification is the second in command for the Police Department and acts as the Department Head in the absence of the Police Chief. This class is distinguished from the Police Captain classification in that the incumbent is responsible for overall operations of the divisions and units within the Police Department; has departmentwide authority; and works with considerable latitude and independent judgment in developing, interpreting, and applying broad policies, rules, and regulations, and implementing and evaluating performance management systems, procedures, and standards for the department.

EXAMPLE OF DUTIES:

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be

6. Principles and practices of budget development and administration;
7. City Administrative Regulations, Personnel Rules and Regulations, Memoranda Agreements, and the City Council agenda and report processes;
8. Special event and demonstration planning; and
9. Disaster preparedness and terrorism response.

Skill in and ability to:

1. Plan, organize, administer and coordinate the City's police services program;
2. Recognize and mitigate risks and liabilities;
3. Select, motivate, and evaluate staff and provide for their training and professional development;
4. Develop and implement goals, objectives, policies, procedures, work standards and internal controls;
5. Analyze complex technical and administrative police services problems and projects, evaluate alternative solutions, and adopt effective courses of action;
6. Prepare clear and concise reports, correspondence, and other written materials;
7. Complete a wide variety of written projects in a timely manner;
8. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff;
9. Make oral presentations in a variety of settings such as departmental meetings, community meetings, and service clubs;
10. Exercise sound independent judgment within general guidelines; and
11. Make quick and effective decisions in emergencies.

MINIMUM QUALIFICATIONS:

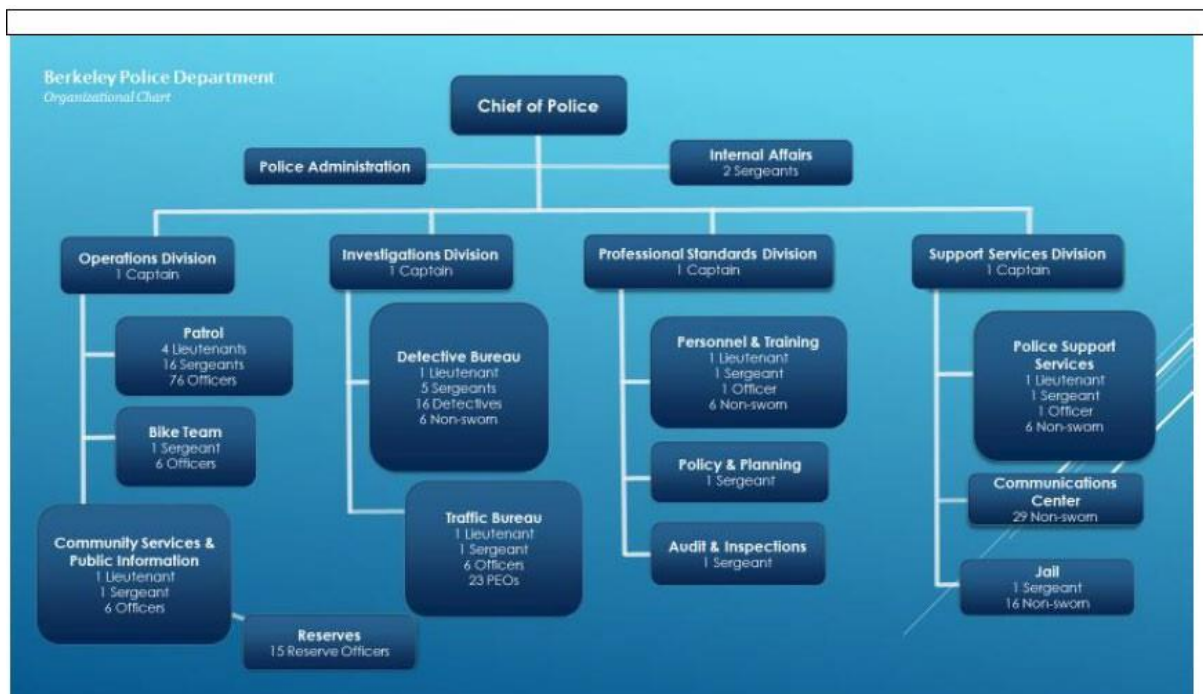
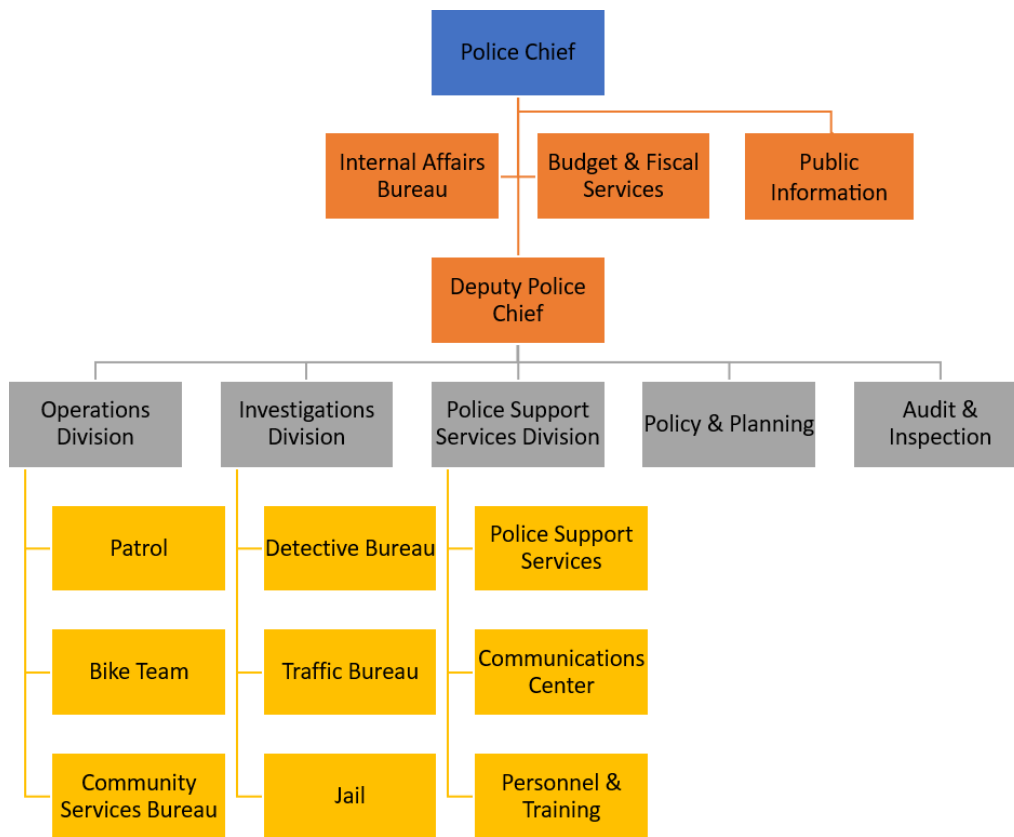
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college or university with major coursework in criminology, social science, business or public administration, or a related field, and at least ~~four~~ **three (3)** years of full-time paid experience equivalent to a Police Captain and/or Police Lieutenant in the City of Berkeley Police Department. Completion of a post graduate degree in an applicable field is desirable.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. Must be able to meet physical, psychological and background standards. Must be willing to work evening, night, weekend, and holiday call-ins. Must be able to maintain firearms qualification. Must possess a P.O.S.T. Management Certificate within six months of appointment.

Attachment 2: Organizational Chart – Police Department



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](#)

.....

[CITYWIDE TRAINING - PAGE 8](#)

.....

[BAY AREA SUNSHARES - 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

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
ACooler@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

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:



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	Vacancy	Competitive	\$38.37 to \$41.83	September 4, 2023	Continuous
Accounting Technician	Vacancy	Promotional	\$37.76 to \$45.45	December 19, 2022	Continuous
Administrative Secretary (Req#2023-01379)	Vacancy	Competitive	\$38.44 to \$46.06	September 11, 2023	October 2, 2023
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
Associate Civil Engineer	Vacancy	Competitive	\$61.03 to \$73.75	November 11, 2022	Continuous
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
Building Maintenance Mechanic (Req#2023-01288)	Retirement	Competitive	\$42.95 to \$45.82	September 11, 2023	October 2, 2023
Circulation Services Manager (Req#2023-01438)	Vacancy	Competitive	\$52.95 to \$63.79	August 28, 2023	September 22, 2023
Community Development Project Coordinator (Req#2023-01116)	Vacancy	Competitive	\$50.92 to \$61.57	August 1, 2022	Continuous
Electrician	Vacancy	Competitive	\$49.74 to \$54.51	Continuous	Continuous
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 Lateral	Vacancy	Competitive	\$33.31 to \$41.96	Continuous	Continuous
Homeless Services Specialist (Community Services Specialist II) (Req#2022-00779E)	Vacancy	Competitive	\$48.90 to \$58.07	September 11, 2023	October 2, 2023
Housing Inspector I (Certified)	Vacancy	Competitive	\$41.90 to \$49.71	March 20, 2023	Continuous
Junior Public Works Engineer	Vacancy	Competitive	\$44.64 to \$53.78	April 24, 2023	Continuous
Legislative Assistant	Vacancy	Competitive	\$37.80 to \$53.19	Continuous	Continuous
Marina Assistant	Promotion	Competitive	\$34.28 to \$36.35	Continuous	Continuous
Mechanic	Vacancy	Competitive	\$45.04 to \$47.75	Continuous	Continuous
Mental Health Clinical Supervisor	Vacancy	Competitive	\$51.07 to \$65.32	July 4, 2022	Continuous

Recruitment	Reason	Type	Hourly Rate	Opening Date	Closing Date
Mental Health Nurse	Vacancy	Competitive	\$57.79 to \$70.24	July 20, 2020	Continuous
Office Specialist III	Vacancy	Promotional	\$36.67 to \$41.13	Continuous	Continuous
Paramedic	Vacancy	Competitive	\$30.00 to \$40.00	Continuous	Continuous
Parking Services Manager	Retirement	Competitive	\$55.72 to \$67.26	September 25, 2023	October 16, 2023
Police Aide (Req#2023-01263)	Vacancy	Competitive	\$18.33 to \$27.40	August 28, 2023	September 25, 2023
Police Officer Lateral	Vacancy	Competitive	\$52.77 to \$65.67	Continuous	Continuous
Police Officer Recruit	Vacancy	Competitive	\$43.61	June 20, 2022	Continuous
Psychiatrist	Vacancy	Competitive	\$91.42 to \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	Competitive	\$53.89 to \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	Competitive	\$33.48 to \$36.58	April 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy	Competitive	\$46.44 to \$50.40	Continuous	Continuous
Registered Nurse	Vacancy	Competitive	\$52.20 to \$57.86	Continuous	Continuous
Revenue Development Specialist I/II	Vacancy	Competitive	\$39.22 to \$46.30 \$48.90 to \$58.07	December 19, 2022	Continuous
Revenue Development Supervisor	Vacancy	Competitive	\$52.15 to \$63.03	December 19, 2022	Continuous
Senior Behavioral Health Clinician	Promotion	Competitive	\$50.45 to \$58.89	September 26, 2022	Continuous
Senior Building Inspector (Req#2023-01076, 2023-01467)	Vacancy Promotion	Competitive	54.99 to \$65.28	September 18, 2023	October 19, 2023
Senior Field Representative (Req#2023-01205, 2023-01293)	Promotion Vacancy	Competitive	\$39.58 to \$43.01	September 4, 2023	September 25, 2023
Senior Health Management Analyst (Req#2023-01443)	Vacancy	Competitive	\$50.44 to \$60.98	September 11, 2023	October 2, 2023
Senior Health Services Program Specialist (Req#2023-01376)	Promotion	Competitive	\$51.87 to \$60.51	September 11, 2023	October 2, 2023
Senior Information Systems Specialist	Retirement	Competitive	\$49.05 to \$58.45	Continuous	Continuous
Senior Legal Secretary	Promotion	Competitive	\$39.27 to \$47.05	March 20, 2023	Continuous
Senior Management Analyst	Vacancy	Competitive	\$53.80 to \$65.04	Continuous	Continuous
Senior Service Assistant (Req#2023-01469)	Promotion	Competitive	\$33.91 to \$35.63	September 11, 2023	October 2, 2023
Senior Systems Analyst	Vacancy	Competitive	\$58.55 to \$71.33	December 27, 2022	Continuous
Supervising Building Inspector (Req#2023-01477)	Vacancy	Competitive	\$59.81 to \$72.28	September 25, 2023	October 16, 2023
Supervising Public Health Nurse	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
Customer Service Manager (Req#2023-01366)	Retirement	IT	Kevin Fong @ 981-6541 Kfong@berkeleyca.gov
Customer Service Specialist II (Req#2022-01002)	Vacancy	Finance	Sheri Jackson @ 981-7246 SJackson@berkeleyca.gov
Library Aide (Req#2023-01510)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Library Assistant (Req#2023-01495)	Vacancy	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Library Specialist II (Req#2023-01480)	Promotion	Library	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov
Mechanic (Req#2021-00388E, 2022-00491E)	Promotion Retirement	Public Works	Greg Ellington @ 981-6469 Gellington@berkeleyca.gov
Traffic Maintenance Supervisor (Req#2023-01518)	Vacancy	Public Works	Hamid Mostowfi @ 981-6403 Hmostowfi@berkeleyca.gov
Transportation Manager (Req#2023-01161)	Vacancy	Public Works	Liam Garland @ 981-6303 Lgarland@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
Intern (Tobacco Prevention Program) (Req#2023-01497)	Vacancy	HHCS	Rebecca Rodriguez @ 981-5337 ReRodriguez@berkeleyca.gov	NTE 6 months
Intern (Req#2023-01482 to 2023-01489)	Vacancy	Human Resources	Monica Walker @ 981-6818 Mwalker@berkeleyca.gov	NTE 12 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
Police Aide (Req#2023-01263)	Vacancy	NTE 2 years	Melanie Turner @ 981-5970 Mturner@berkeleyca.gov	August 28, 2023	September 25, 2023
Groundskeeper (Req#2023-01208)	Vacancy	N/A	Bruce Pratt @ 981-6632 Bpratt@berkeleyca.gov	September 11, 2023	Continuous
Homeless Services Specialist (Community Services Specialist II) (Req#2022-00779E)	Vacancy	NTE 6 months	Margot Ernst @ 981-5427 Mernst@berkeleyca.gov	September 11, 2023	October 2, 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!

Appointments		
Name	Classification	Department
Dia Penning	Program Manager II	Library
Marytonae Sanchez	Planning Technician	Planning
Brittany Chao	Office Specialist II	Police
Selam Mehari	Junior Public Works Engineer	Public Works
Eddie Ashley III	Field Representative	Public Works
Zohe Slack	Field Representative	Public Works
Celestine Seals	Senior Legal Secretary	City Attorney
Elizabeth Sebihi	Office Specialist II	HHCS
Medisa Payvarpour	Mental Health Program Supervisor	HHCS

Congratulations!

Promotions		
Name	Classification	Department
Zoe Covello	Associate Planner	Planning
Pauline Miller	Auditor II	City Auditor
Erin Mullin	Audit Manager	City Auditor
Jose Rios Roman	Community Services Specialist III	HHCS
Ronald Nevels	Manager of Engineering	Public Works
Jeffrey Jensen	Assistant Building & Safety Manager	Planning
Caitlin Palmer	Audit Manager	City Auditor
Adrian Merry	Senior Engineering Inspector	Public Works

Retirements		
Name	Classification	Department
Tracy Hill	Mechanical Sweeper Operator	Public Works

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 28, 2023 9:00am-12:00pm	Microsoft Outlook Calendar, Contacts & Organizing Emails	All City Staff	Zoom - click here
October 5, 2023 9:00am-12:00pm	ERMA Session A (Intro)	All City Staff	Zoom - click here
October 12, 2023 9:00am-12:00pm	Microsoft Excel 3 Day 1	All City Staff	Zoom - click here
October 19, 2023 9:00am-12:00pm	Microsoft Excel 3 Day 2	All City Staff	Zoom - click here
October 26, 2023 9:00am-12:00pm	Microsoft Teams Overview	All City Staff	Zoom - click here
November 2, 2023 9:00am-12:00pm	Microsoft Word 2 Day 1	All City Staff	Zoom - click here
November 9, 2023 9:00am-12:00pm	Microsoft Word 2 Day 2	All City Staff	Zoom - click here

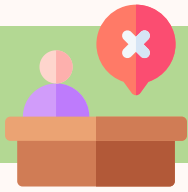
“NEW EMPLOYEE 101” SCHEDULE:



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

FOR QUESTIONS PLEASE EMAIL TRAINING@BERKELEYCA.GOV

FEATURED PROFESSIONAL DEVELOPMENT OPPORTUNITY

**Leaves, Leaves, and More Leaves**

Webinar presented by Tony G. Carvalho

Date

Wednesday, October 18 from 1 PM to 4 PM

RegistrationEmail Alejandra Alonso by October 9 at 4 PM: aalonso@berkeleyca.gov

It is a full time job just to LIST the available leaves in California, let alone administer them. This workshop will present case study scenarios addressing leaves in the workplace and their application to the City. This is a fast-paced, advanced workshop meant to prepare you for the practical challenges and legal hurdles faced when addressing and administering leaves. The workshop assumes a basic working knowledge of the various laws governing leaves.

Topics will include:

- Family Medical Leave Act/California Family Rights Act (FMLA/CFRA)
- California Pregnancy Disability Leave (PDL)
- ADA/FEHA disability accommodation leaves
- Industrial injury leave and leave under Labor Code § 4850
- California Paid Sick Leave Law and Labor Code § 233 (formerly “Kin Care”)
- Military leave
- Leave for jury duty, court appearance & domestic violence
- Time off to vote
- School Activities Leave (Labor Code §§ 230.7-230.8)
- Accrued paid leaves (vacation, CTO, administrative & floating holidays)
- 2023 Updates: Paid sick leave and CFRA for “Designated Person” and Bereavement Leave

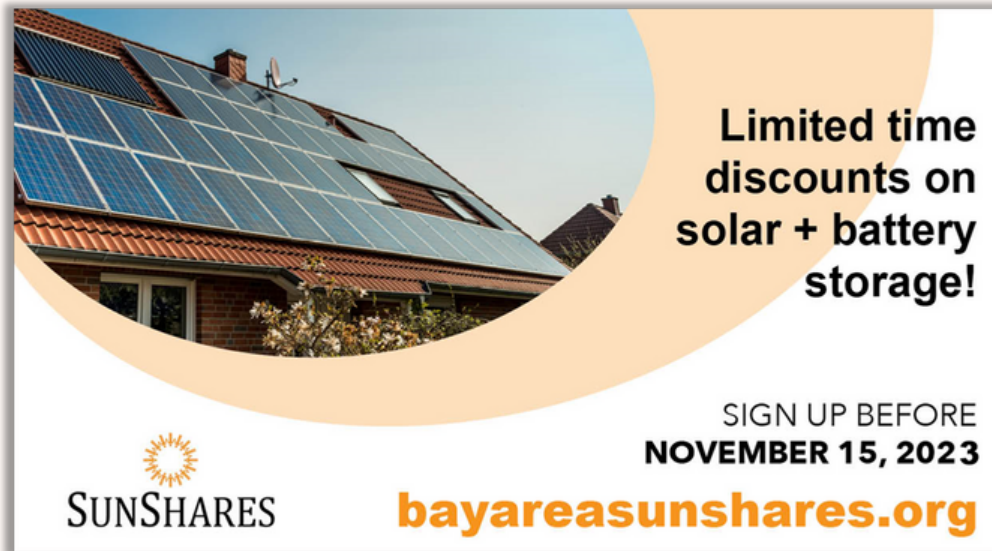


This course is eligible for credit in the LCW Public Sector Employment Relations Certificate Program. An acknowledgement form will be available at the workshop.

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive 2.75 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

Are you looking to transition your home to cleaner energy?

The Planning Department's Office of Energy & Sustainable Development is proud to partner with [Bay Area SunShares](https://www.bayareasunshares.org) to offer limited time discounts on solar and battery storage!



How?

SunShares pools the buying power of all nine Bay Area counties to negotiate **discounts from pre-vetted quality solar installers**.

Why?

With solar panels and home battery storage, you can **generate your own power** and keep the lights on during power outages.

Why Now?

The limited time SunShares discount is **only available until November 15**. [Sign up](https://www.bayareasunshares.org) now to stack the discount and the 30% Federal Solar Tax Credit B.

Learn more at an upcoming [webinar](#):

October 18 at 12pm

November 1 at 6pm

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. Here’s the pay breakdown:

	Recruitment Incentive (paid to new hire)	Retention Incentive (paid to new hire)	Referral Incentive (paid to referring employee)	Total Potential Incentive
Entry-Level Police Officer	\$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
Police Officer I (Academy Graduate)	\$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
Police Officer II (Current Peace Officer)	\$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
Public Safety Dispatcher (PSD I or II)	\$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. [Click here](#) to read the full program guidelines.

How do I refer an applicant?

Send the applicant to joinberkeleypd.com where they can submit their interest in the position and list the name of a City of Berkeley referring employee. **Make sure the candidate enters your name! This is the only way you will get credit for the referral.**

When you refer a candidate, please also complete the [Employee Referral Form](#) and submit it to Lisa Stangl at Lstangl@berkeleyca.gov

To facilitate referrals and share information about the hiring process, BPD has created a supply of business referral cards which include a space for City employees to write their name as the referring employee. The cards will be disseminated to all City Departments soon.



Questions? Contact Lieutenant Melanie Turner at x5970 or 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



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
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.

NOTE: Use your personal email address when you sign up! This will allow you to access at your leisure (household members can use the site as well).

More perks. More savings. More of what makes you happy.

We're here to support your personal and financial well-being through exclusive deals and limited-time offers on the products, services and experiences you need and love.



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Gift Cards • Groceries • Hotels • Movie Tickets • Rental Cars • Special Events
Theme Parks • And More!

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Maximize your time away from the workplace and start saving today!

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<https://cobsavings.savings.workingadvantage.com>

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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
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FEBRUARY						
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MARCH						
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APRIL						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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NOVEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
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DECEMBER						
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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