

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
DATE: September 6, 2022 TIME: 7:00 P.M.**

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

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

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

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/87659944705?pwd=ck5ZRkZYRXlwdDdwOSwSGIFelc3Zz09>. 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: 876 5994 4705, Passcode: 878625.

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

MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on May 9, 2022
- V. Election of Vice Chair
- VI. Recommendation to Revise the Classification and Salary Range of Disability Services Specialist to ADA Program Coordinator
- VII. Recommendation to Establish the Classification and Salary Range of Diversity, Equity, and Inclusion Officer
- VIII. Recommendation to Establish the Classification and Salary Range of Assistant to the City Attorney
- IX. Recommendation to Revise the Deputy City Attorney I-III Classification and Establish Deputy City Attorney IV Classification and Salary Range
- X. Recommendation to Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range

INFORMATION ITEMS:

- XI. Director's Report – Updates from HR Director – Discussion Only
- XII. Copy of Berkeley Matters – Discussion Only
- XIII. Adjournment

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

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

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

MEETING MINUTES

I. Call to Order 7:34 P.M.

II. Roll Call

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

Members Absent: None

Staff Present: Donald Ellison (Interim Director of Human Resources); Jeneen Miller-Edenburg, Katherine Cabrera (Human Resources); Abraham Roman (Chief of Fire Department); Tess Mayer (Director of Library Services); Eleanor Hollander (Economic Development Manager); Kieron Slaughter (Office of Economic Development)

Public Attendance: None

III. Public Comments

Cordell Hindler said that he supports the Senior Economic Development Project Coordinator classification and the revision of the Tool Lending Specialist.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on April 4, 2022.

Action: MSC: (Wenk/Lacey) to approve the minutes of the meeting on April 4, 2022.

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

V. Recommendation to Establish the Classification and Salary Range of Senior Economic Development Project Coordinator

Action: MSC: (Dixon/Wenk) to approve the Recommendation to Establish the Classification and Salary Range of Senior Economic Development Project Coordinator.

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

Abstains: None
Absent: None

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

Action: MSC: (Gilbert/Wenk) to approve the Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation.

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

INFORMATION ITEMS:

VII. Berkeley Fire Department Staffing – Updates from Chief Roman – Discussion Only

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

IX. Copy of Berkeley Matters – Discussion Only

X. Adjournment

Action: MSC: (Lacey/Wenk) to adjourn the meeting at 8:43 PM.

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



Human Resources Dept.

September 6, 2022

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director

Subject: Recommendation to Revise the Classification and Salary Range of Disability Services Specialist to ADA Program Coordinator

BACKGROUND AND CLASSIFICATION

Bryce Consulting was retained by the City of Berkeley to review one position currently classified as Disability Services Specialist within the Public Works Department for classification purposes. A desk audit was requested by the incumbent as the incumbent believed the title, job description, and compensation for the classification were not consistent with the duties nor industry standards. It should be noted the incumbent has since resigned, however the information gathered from this process will be used as guidance should recruitment commence for this position.

DISCUSSION

The Public Works Department is the largest department in the City with approximately 328 Full Time Employees and is comprised of eight divisions: Office of the Director, Administrative and Fiscal Services, Engineering, Zero Waste, Transportation, Facilities Management, Streets and Utilities, and Equipment Maintenance. The Disability Services Specialist currently reports to the Deputy Director Public Works.

A classification study was conducted to ensure the City remains competitive in the labor market during the current economic environment. The analysis focused on decision making, scope and complexity, contact with others required by the job, supervision received and exercised, and knowledge, skills and abilities.

This job description was created in 1992 and last updated in 1999. It has been determined that the classification is outdated with how the position is currently used. The position is responsible for developing, administering and implementing program elements as well as for maintaining current knowledge of changes to regulations and best practices that may impact the program and ensuring the City's compliance as required by federal, state, and local laws. The complexity, breadth of the program elements, consequence of

error, and technical expertise required of the position are greater than what is currently provided in the current job description. Due to the nature of the varied assignments, this classification has a specialized knowledge base and duties.

SALARY

Bryce Consulting provided a base salary recommendation based on several factors which included internal equity with similarly situated classifications, Emergency Services Coordinator, Transportation Services Coordinator, and Homeless Services Coordinator, organizational level, budget, analysis, program development and implementation. As a result of the base salary recommendation, staff is recommending an annual salary range of \$9,231.73 - \$11,162.67.

RECOMMENDATION

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

Update the classification and salary range of Disability Services Specialist to ADA Program Coordinator, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), represented under SEIU CSU, Local 1021 with a monthly salary range from \$8,392.80- \$9,964.93 to \$9,231.73 - \$11,162.67 effective September 6, 2022.

Attachments:

- A. Disability Services Specialist with revisions
- B. Organization Chart – Public Works

cc: Liam Garland, Director of Public Works
Andrew Brozyna, Deputy Director Public Works
Natasha Martinez, Senior HR Analyst
Jeneen Miller, Associate HR Analyst

DISABILITY SERVICES SPECIALIST/ADA PROGRAM COORDINATOR

DEFINITION:

Under general supervision, provides a variety of technical and professional analytical and subject matter expertise in the development and implementation of the City's ADA program which includes ensuring the City's compliance with federally mandated requirements, receiving and investigating grievance, reviewing projects plans for accessibility, training city staff, and serving as a resources to City departments, the business community and the public. ~~community services and program support to the City's efforts to comply with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA), and other federal and state disability related laws and regulations; makes recommendations for action and implements policies, procedures and programs which protect the rights and affect the quality of life for disabled citizens; performs related work as assigned.~~

CLASS CHARACTERISTICS:

This is a single level class that recognizes positions that have significant responsibility for the development, monitoring and implementation of a substantial program related to City operations.

~~The duties of this journey level class involve responsible and fairly complex staff and liaison work to implement the obligations of City governments with respect to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Responsibilities will differ, depending upon the assignment, but will include some of the following: staff support to the Commission on Disabilities, information resource on disability matters for members of the public, other commissions, public agencies and community groups; program evaluation and the transition plan for modification of City programs and services to make them accessible to disabled users; coordination of approved program and structural improvements with other City departments; technical assistance to design professionals for improvements in accessibility; complaint resolution for noncompliance or discrimination on the basis of disability in services or access; development of external funding sources for the provision of existing and new services for the disabled community; monitor the delivery of services by City fund, nonprofit organizations and other contract services. The variety of scope of assignments is broad and an incumbent is responsible for applying administrative policy and recommending action management questions. Incumbents have some latitude for the exercise of independent judgment particularly when representing the City Manager, the department director or the division manager in meetings with other staff, agencies, boards and commissions or community groups.~~

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.

4. Recommends and assists in the implementation of ADA program goals and objectives; establishes schedules and methods for the City's ADA program; implements policies and procedures; General duties may include:
1. Develops and implements a comprehensive ADA program by compiling, evaluating and determining program related activities, methods and approaches that meet the City's needs and ensures compliance with regulatory requirements;
2. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
3. Participates in program budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for program activities; monitors and controls expenditures;

4. Researches, compiles and prepares reports and documentation on program activities; analyzes program and develops corrective action, maintains records of findings and corrective actions.

5. Develops and presents informational materials to Council, Commissions, other departments, the community, outside agencies regarding program element and activities;

~~2.6.~~ Acts as a liaison ~~for Commission and/or Office of Disability Services~~ to other departments, the public, outside agencies, organizations and companies regarding disability-accessibility related issues and concerns;

~~3. Represents Disability Services Manager at meetings with commissions, boards, other departments or agencies, civic groups, and the public; acts in absence of superior on routine matters; initiates required follow-up correspondence;~~

~~4. Researches files, gathers facts and compiles a variety of data required for preparation of reports, prepares format and design layout of reports and other printed matters;~~

~~5. Coordinates the dissemination of information to all employees regarding disability compliance measures; assures the adequate existence of resources for/and contracts with sign language interpreters, braillists, etc., as needed;~~

~~6.7.~~ Initiates and coordinates ~~periodic disability~~ADA compliance related training to all ~~department~~ City agency employees and subcontractors;

~~7. Establishes and participates in the maintenance of file and record keeping systems;~~

~~8. Assists in budget preparation and monitoring;~~

~~9. Receives and Responds to citizen problems~~ complaints, concerns and grievances and investigates and prepares reports of findings and action in response ~~to requests and complaints from citizens;~~

8.

~~10. Supports City initiatives for integration of disabled persons, including community advocacy for accessibility and accommodation;~~

~~When assigned to Commission on Disability, may perform the following duties:~~

~~11.~~ Serves as Secretary to the Commission on Disability; ~~represents the City Manager before the Commission;~~ appraises commissioners of laws, policies, and administrative procedures affecting Commission recommendations; provides information to the Commission about fiscal impact proposals, including overall department and city-wide fiscal capacity and priorities; assists in the preparation of meeting agendas, researches and completes staff and commission reports; prepares and coordinates the dissemination of Commission packets, meeting notices, prepares minutes and other communications;

9.

~~12.~~ Coordinates follow-up reports to staff or council and prepares materials for commission meetings; represents commission recommendations at City Council meetings, with other commissions at City department meetings, as necessary;

10.

11. May plan, prioritize, assign, supervise and review the work of administrative support staff related to program activities;

- ~~1. Responds to citizen problems and investigates and prepares reports in response to requests and complaints from citizens;~~
- ~~2. Provides information, press releases and resource materials on disability issues and policies to City staff, commissions, public, and outside agencies;~~
- ~~3. Performs other duties as assigned.~~
- ~~4. When assigned to compliance activities, may perform the following duties:
 - ~~13. Assists the Disability Program Manager with evaluations of all City programs, activities, services, employment, and facilities as required by Section 504 and the ADA; in cooperation with appropriate staff, identifies problems requiring resolution and assists in determining appropriate solutions and improvements, develops Transition Plan specifying architectural improvements to be made, develops action plan of non architectural improvements, directs, coordinates, and monitors implementation of action items;~~
 - ~~14. Monitors compliance with the Communication Access Policy (A.R. 1.90); assures the adequate existence of resources for/and contracts with sign language interpreters, braillists, etc., as needed; Serves as Access and Function Needs Specialist ensuring appropriate communication to the disabled community as it relates to emergency preparedness and response;~~
 - ~~12.~~
 - ~~15. Prepares resource materials and coordinates the dissemination of information to all employees;~~
 - ~~16. Assists the Disability Program Manager Supports and oversees with the implementation of the City of Berkeley ADA Transition Plan; compiles information regarding disability compliance measures; information for budgets and project recommendations for removal of barriers; reviews plans for removal of architectural equipment, policy, and procedural barriers to to equal treatment and participation of disabled persons accessibility; works with department managers to determine modifications, revisions and additions needed to provide accessible programs;~~
 - ~~13.~~
 - ~~17. Coordinates with Building and Safety, Planning and Development, Parks and Waterfront, and Public Works to maximize accessibility opportunities in public and private facilities, including the development and review of City design standards and procedures; monitors City projects progress, as needed, including review and approval of projects affecting the pedestrian walkway building alterations, and new construction; conducts on-site inspections;~~
 - ~~14.~~
 - ~~18. Provides technical assistance to design professionals, including City engineers and architect developers, and the public about codes and best design practices for accessibility for persons with disabilities;~~
 - ~~15.~~~~
- ~~5. Performs related duties as required;~~

~~When assigned to disability service program monitoring, may perform the following duties:~~

- ~~1. Plans, develops, coordinates, and evaluates policies and procedures for specialized disability programs; works closely with other City departments and community based organizations to ensure delivery of services for disabled Berkeley citizens.~~

- ~~2. Develops and/or expands programs which serve the disabled community through written proposals and grant applications;~~
- ~~3. Administers the City's Para-transit Program, including program development and inter-region coordination with other transportation agencies which serve the disabled;~~
- ~~4. Monitors the performance of non-profit organizations which receive City funds to provide services for the disabled community, while advocating a collective vision of services for the disabled;~~
- ~~5. Works with City departments in performing investigations and preparing reports in response to requirements, requests, and complaints from citizens and government agencies, and recommending solutions;~~
- ~~6. Provides lead responsibility for the effective delivery of services under the utilization of City Measure "E" funds;~~
- 7.16. Performs related work as required.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. ~~Extensive knowledge of s~~State and federal laws, rules and regulations pertaining to civil rights, laws and regulations barring discrimination against disabled persons, especially Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act and their implementing regulations;
2. Major legal cases and practical, cost-effective compliance measures in the area of 504 and ADA compliance as they apply to city, county, and state governments; familiarity with compliance and due process procedures under both 504 and ADA;
3. Architectural and building standards as set forth in the Uniform Federal Accessibility Standards (UFAS), Title 24 of the California Health and Safety Code, and the Americans With Disabilities Act;
4. ~~Extensive knowledge of d~~Disability and disabilities, disability-related issues and resources;
5. Principles and practices of program and policy planning, development, administration and evaluation; research methods, systems, and procedures analysis;
6. Principles and practices of budget monitoring;
7. Technical report writing procedures;
8. Modern office procedures, methods and computer equipment;
- ~~5-9.~~9. Principles of customer service;
- ~~6-10.~~10. Principles and practices of education and public speaking, including the planning, preparation and evaluation of educational materials and outreach tools.

~~Skill in:~~Ability to:

1. Planning, coordinating, directing, reviewing and evaluating the City's disability-ADA compliance practices;
2. Analyzing disability-ADA compliance problems, evaluating alternatives and adopting effective course of action;
3. Dealing tactfully and effectively with a wide variety of board and commission members, government officials, civic groups, unions, the public and City staff;
4. Assist in the development and monitoring of an assigned program budget;
- 3-5. Develop and recommend policies and procedures related to assigned program activities;
- 4-6. Interpreting and applying laws, regulations, policies and procedures;
- 5-7. Planning, directing and reviewing the work of staff on a project or day-to-day basis;
- 6-8. Representing the City in meetings with unions, members of the public and government bodies to promote program goals;
- 7-9. Providing clear, focused educational and information presentations;
10. Preparing clear, concise and accurate written studies, proposals and reports;
- 8-11. Operate and use modern office equipment including computers and applicable software;
- 9-12. Demonstrating flexibility and sensitivity in working with individuals with a wide range of disabilities; Establish and maintain effective working relationships with those contacted in the course of work;
13. Communicate clearly and concisely, both orally and in writing.
10. ~~Communicating effectively with individuals with a wide range of communication and other disabilities.~~

MINIMUM QUALIFICATIONS:

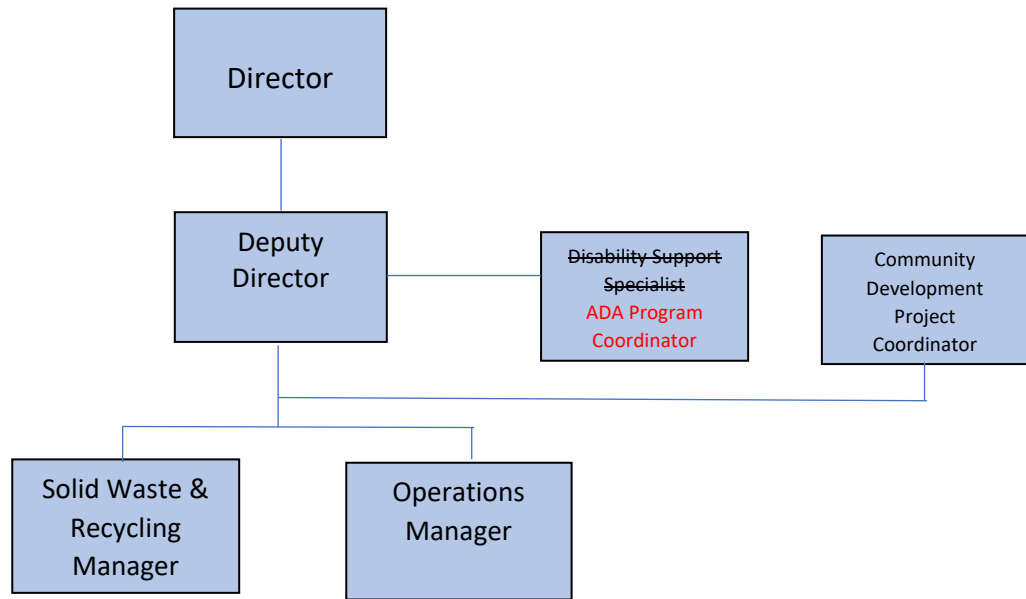
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college with major coursework in business or public administration, psychology, disability studies or social welfare, or a closely related field and three (3) years of professional experience working in programs serving people with a wide range of disabilities, at least two years of which involved civil rights advocacy or compliance.

OTHER REQUIREMENTS

Work is generally performed in an office setting. Work involves occasional fieldwork and public meetings which extend beyond the normal workday. Work includes complex telephone and face-to-face public contact situations and pressure generated by frequent interruptions, deadlines, complaints and peak workloads

Attachment B





Human Resources Dept.

September 6, 2022

To: Members of the Personnel Board

From: LaTanya Bellow, Deputy City Manager

Subject: Recommendation to Establish the Classification and Salary Range of Diversity, Equity, and Inclusion Officer

BACKGROUND AND CLASSIFICATION

The creation of the Diversity, Equity, and Inclusion Officer is in response to the recommendation from Councilmembers Kesarwani, Wengraf, Droste, and Bartlett to establish a structure and framework for an Office of Racial Equity.

On June 9, 2020, Councilmember Kesarwani and co-sponsors Councilmembers Wengraf, Droste, and Bartlett, submitted an urgency item requesting consideration in the budget process of an \$150,000 one-time allocation to establish an Office of Racial Equity. The request described the Office as consisting of a Racial Equity Officer and a supporting specialist. However, the continuation of the COVID-19 pandemic throughout 2020 and 2021, and the associated dampening effects on the economy led to some new initiatives being deferred, including the creation of an Office of Racial Equity. While the item was considered during the November 2020 Annual Appropriations Ordinance, it was not funded at that time.

DISCUSSION

A number of jurisdictions have created some form of Office of Racial Equity or Officer. These classifications have reported to the City/County Manager's Office to underscore the importance of the work and to centralize and manage the often cross-departmental/cross-sector work more effectively and collaboratively.

The creation of this single-position executive management classification will coordinate activities with City departments and outside agencies and provide support to the City Manager and City Council. This will be the anchor position within the newly created Diversity, Equity and Inclusion Division within the City Manager's Office and will be an internal alignment with Assistant to the City Manager. Additionally, an Office Specialist II will also support this Division after it is established.

Therefore, staff recommends that the Personnel Board establish the Diversity, Equity and Inclusion Officer classification to enable the City Manager's Officer to function more efficiently and provide adequate services to the community.

SALARY

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on similar public agencies within the area with similar job classifications. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. To align with the Assistant to the City Manager classification, staff is recommending a monthly salary range of \$13,908 - \$17,076.

RECOMMENDATION

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

Establish the classification of Diversity, Equity and Inclusion Officer, non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and Unrepresented, effective September 6, 2022.

Attachments:

- A. Diversity, Equity, and Inclusion Officer Classification
- B. Organization Chart

cc: Dee Williams-Ridley, City Manager
Donald Ellison, Interim Director
Natasha Martinez, Senior HR Analyst
Jeneen Miller-Edenburg, Associate HR Analyst

DIVERSITY, EQUITY AND INCLUSION OFFICER

DEFINITION:

Under direction, to plan organize, direct and review the activities and operations of the Diversity, Equity and Inclusion Division within the City Manager's Office; to coordinate activities with City departments and outside agencies; and to provide highly responsible and complex support to the City Manager and City Council.

CLASS CHARACTERISTICS:

This is a single-position executive management classification. The Diversity, Equity and Inclusion Officer's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Diversity, Equity and Inclusion 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 division goals and objectives; recommend and administer policies and procedures;
2. Coordinate division activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence;
3. Direct, oversee and participate in the development of the division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
4. Supervise and participate in the development and administration of the division budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments;
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division;
6. Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary;
7. Prepare and make presentations to City officials, community members and others as required;
8. Provide vision and leadership to effectively integrate inclusion into the organization, working closely with City and community leadership and diversity point people to shape and implement plans and strategies aligned with City goals and create a welcoming environment for all;
9. Facilitate and coordinate strategic planning and prioritization in the areas of diversity and inclusion; conduct periodic climate surveys; and work collaboratively to develop and

- implement strategies and initiatives that advance a climate of diversity and inclusion and support the City's mission, vision and goals;
10. Collaborate with senior management to integrate diversity best practices into City workplace practices, including business practices and programming;
 11. Engage appropriate stakeholders to develop, implement, operationalize and measure the City's strategic diversity and inclusion plan, vision and related goals;
 12. Collaborate with Human Resources to develop strategic hiring and retention efforts to attract and retain a highly talented, diverse workforce;
 13. Propose citywide policy and administrative changes that impact equity in city government and the delivery of services to the community;
 14. Coordinate a wide variety of diversity programming at the City and community level addressing all dimensions of diversity and inclusion;
 15. Create and implement communication strategies and content management for training, web resources, social media and print materials to support diversity inclusion and related initiatives;
 16. Provide leadership and oversight of programs and activities that promote workplace diversity; serve as an expert advisor on matters of equity and disparities; assist as needed on special assignments and projects involving City-wide equity issues;
 17. Serve as a spokesperson for the City on matters related to diversity and inclusion;
 18. Participate on committees, boards, task forces, and in community activities as assigned; attend meetings, conferences, and workshops as assigned;
 19. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service;
 20. 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. Cultural awareness and methods to build trust, credibility and navigate a complex landscape as it relates to diversity and inclusion;
2. Social, political and environmental issues influencing equity program development and implementation;
3. Effective institutional change management principles and practices;
4. Best practices for building diversity and inclusion;
5. Methods for developing and implementing recruitment and retention strategies focused on building a diverse workforce;
6. Principles and practices of leadership, motivation, team building and conflict resolution;
7. Pertinent local, State and Federal laws, rules and regulations;
8. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;

9. Principles and practices of organization, administration and personnel management;
10. Principles and practices of budget preparation and administration;
11. Principles of supervision, training and performance evaluation;
12. Investigative principles, methods, and practices;
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. Plan, direct and control the administration and operations of the Diversity, Equity and Inclusion Division;
2. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with broad effects on City policies and issues;
3. Develop and implement division policies;
4. Gain cooperation through discussion and collaboration;
5. Successfully develop, control and administer division budget and expenditures;
6. Interpret and apply City policies, procedures, rules and regulations;
7. Supervise, train and evaluate assigned staff;
8. Meet critical deadlines; make decisions under pressure;
9. Prepare and give effective public presentations;
10. Prepare and present complex narrative and statistical reports, correspondence, and other documents;
11. Communicate clearly and concisely, both orally and in writing;
12. Operate and use modern office equipment including computers and applicable software;
13. 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 Bachelor's degree from an accredited college or university with major coursework in sociology, education, public administration, ethnic studies, community, or a related field and five years of experience administering community, educational or social justice programs.

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.



Human Resources Dept.

September 6, 2022

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director Human Resources

Subject: Recommendation to Establish the Classification and Salary Range of Assistant to the City Attorney

BACKGROUND AND CLASSIFICATION

The City Attorney's Office has identified the need for a non-attorney classification that can perform sensitive, complex and difficult analytical work. Policy proposals and referrals from the City Council and City Departments often require monitoring and research that falls outside the scope of legal analysis, including providing analytical support on issues that have significant City or community implications. These tasks often do not require the legal expertise of an attorney and can instead be performed by a highly analytical and organized individual with policy expertise. Examples of how the City Attorney's Office will make use of this classification include monitoring pending items and keeping the City Attorney informed about matters of importance, preparing and presenting staff reports and presentations at various City Council, commission/board, and other governmental meetings; drafting City Council documents; and serving on various committees and task forces. This job is very similar to the Assistant to the City Manager classification, and therefore the proposed salary range is identical.

DISCUSSION

The City Attorney's Office provides legal advice and support to the entire City, including the City Council, City Manager, all City Departments, as well as appointed City Boards and Commissions. Legal advice and support includes litigating on behalf of the City, drafting or reviewing contracts, leases, ordinances, and resolutions, advising on ballot measures, acting as the Risk Manager for the City, and providing legal advice to staff engaged in affordable housing, homelessness response work, pandemic response work, land-use and zoning, infrastructure projects, economic development efforts and major policy initiatives such as the Re-Imagining Public Safety Task Force and other multi departmental projects that may have legal implications.

As detailed in the Background section above, there is a need for monitoring, research, and writing related to a wide range of City projects that have significant City or

community implications. Currently these functions are being performed by attorneys, but they do not always require legal expertise. A highly organized and analytical person with policy expertise and strong writing skills could perform these tasks for the City Attorney's Office at less expense to the City, thereby freeing up attorney time to be used for exclusively for tasks that require legal expertise. Therefore, staff recommends that the Personnel Board establish the Assistant to the City Attorney.

SALARY

The Human Resources Department contracted with Bryce Consulting to create the Assistant to the City Attorney. The City Attorney would like the salary to be comparable to the Assistant to the City Manager. This job is very similar to the Assistant to the City Manager classification, and therefore the proposed salary range is identical. Staff is recommending a monthly salary range of \$11,497.20- \$15,107.73.

RECOMMENDATION

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

Establish the classification and salary range of Assistant to the City Attorney exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and Unrepresented, effective September 6, 2022

Attachments:

- A. Assistant to the City Attorney Classification
- B. Organization Chart – City Attorney's Office

cc: Farimah Brown, City Attorney
Brendan Darrow, Assistant City Attorney
Jeneen Miller-Edenburg, Associate Human Resources Analyst



Class Code:
XXXXX

Assistant to the City Attorney

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: XXXX

SALARY RANGE

\$66.3251- \$87.1592 Hourly
\$5,306.40- \$6,972.80 Biweekly
\$11,497.20- \$15,107.73 Monthly
\$137,966.40 - \$181,292.80 Annually

DESCRIPTION:

DEFINITION

Under direction, provides highly responsible and specialized administrative and analytical and support within the City Attorney's Office and performs related work as assigned.

CLASS CHARACTERISTICS

The Assistant to the City Attorney is a single level classification within the City Attorney's Office. This class performs sensitive, complex and difficult analytical work as a member of the City Attorney's staff, including providing analytical support on issues that have significant City or community implications. Incumbents have considerable latitude for the exercise of independent judgment, particularly when representing the City Attorney's Office in meetings with other agencies, boards and commissions and community groups.

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. Represents and supports the City Attorney's Office with employee and citizen group discussions, and meetings; monitors pending items and keeps the City Attorney informed about matters of importance; provides the City Attorney with accurate and timely information to support decision-making and policy direction;
2. Assists in the preparation, development, and administration of the department operating budget;
3. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to the operations of the City Attorney's Office;
4. Researches, evaluates, and prepares statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyzes and makes recommendations in the development and administration of assigned program area;
5. Investigates, analyzes, develops and prepares special studies or projects and corresponding documentation and technical reports;
6. Negotiates and administers contracts; ensures compliance with department procedures, City policies, and pertinent laws, regulations and ordinances;
7. Assists in the development and analysis of departmental policies, procedures and systems;
8. Receives, researches, and responds to questions from outside agencies, other City departments and the general public;
9. Prepares and presents staff reports and presentations at various City Council, commission/board, and other governmental meetings; drafts City Council documents; serves on various committees and task forces;
10. Conducts research, administers special projects and assures implementation of programs developed and initiated by the City Attorney;
11. Consults with the City Attorney and Deputy City Attorneys in solving administrative issues.
12. Represent the City Attorney's Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;
13. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
14. Performs related work as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Principles, practices and techniques of project management;
2. Principles and practices of public administration, including principles of organization, budgeting, fiscal analysis, long-range financial planning, and the functions and activities of a municipal government;
3. Pertinent local, state and federal rules, regulations and laws;

4. Modern office procedures and computer equipment;
5. Principles and practices of organizational analysis and management;
6. Methods of complex research and technical report writing.

Ability to:

1. Effectively represent the City in contacts with governmental agencies, community groups, and various business and professional organizations;
2. Conduct analytical, management, and operational studies, evaluating alternatives, and making sound, effective recommendations;
3. Gain cooperation through discussion and persuasion;
4. Interpret and apply City and department policies, procedures, rules and regulations;
5. Evaluate programs and services from an operational and productivity standpoint;
6. Prepare clear, concise and competent reports, correspondence and other written materials;
7. Communicate clearly and concisely, both orally and in writing;
8. Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

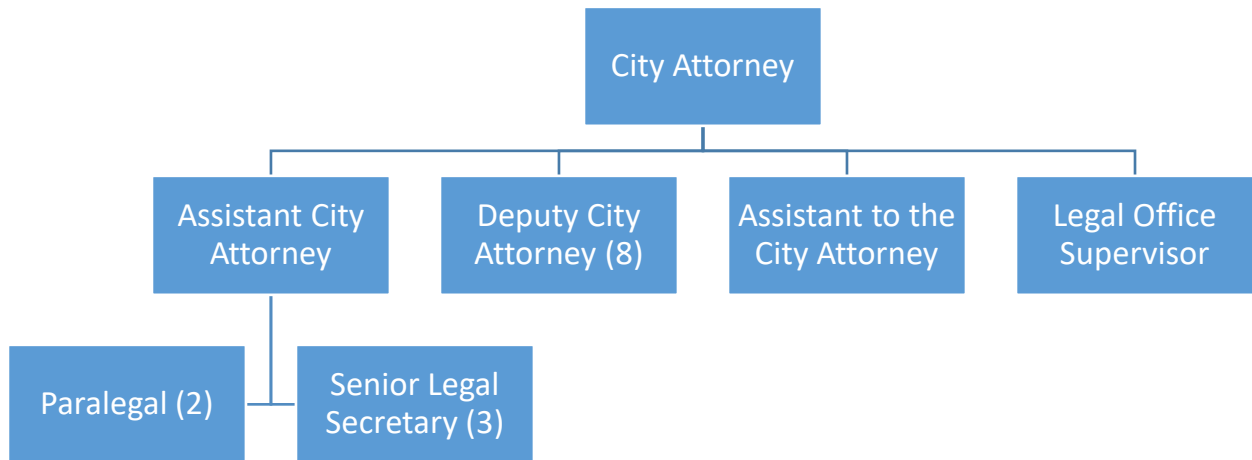
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from an accredited college or university with major course work in business administration, public administration, or related field and four (4) years of increasingly responsible analytical experience in a municipal government environment that included the development and administration of programs.

OTHER REQUIREMENTS:

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing and able to attend evening meetings.

Classifications: Creation of Assistant to the City Attorney Classification
Page 4





Human Resources Dept.

September 6, 2022

To: Members of the Personnel Board

From: Donald E. Ellison, Director of Human Resources

Subject: Recommendation to Revise the Deputy City Attorney I-III Classification and Establish Deputy City Attorney IV classification and Salary Range

BACKGROUND AND CLASSIFICATION

The City Attorney's office would like to expand the Deputy City Attorney Series to include a Deputy City Attorney IV and to revise the classifications of Deputy City Attorney I, Deputy City Attorney II and Deputy City Attorney III in order to meet the organizational needs of the City Attorney's Office.

Human Resources contracted with Bryce Consulting to revise the wording of the Deputy City Attorney series of classifications to modernize them and make it easier for candidates to understand the responsibilities of the jobs. These revisions are not substantive, they simply make the job descriptions easier to read and understand. Bryce Consulting was also contracted to create the Deputy City Attorney IV Classification.

Creating an expanded City Attorney Series with a senior position will enable the department to attract, develop and retain the necessary talent to expand the City of Berkeley's City Attorney's office to meet the demands of the City.

DISCUSSION

The City Attorney's Office provides legal advice and support to the entire City, including the City Council, City Manager, all City Departments, as well as appointed City Boards and Commissions. Legal advice and support includes litigating on behalf of the City, drafting or reviewing contracts, leases, ordinances, and resolutions, advising on ballot measures, acting as the Risk Manager for the City, and providing legal advice to staff

engaged in affordable housing, homelessness response work, pandemic response work, land-use and zoning, infrastructure projects, economic development efforts and major policy initiatives such as the Re-Imagining Public Safety Task Force and other multi-departmental projects that may have legal implications.

SALARY

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on internal equity. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. After considering the internal relationships among classifications, staff is recommending a monthly salary range of \$15,936.37 - \$19,593.60.

RECOMMENDATION

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

Establish the classification and salary range of Deputy City Attorney IV, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and Unrepresented, effective September 6, 2022.

Attachments:

- A. Deputy City Attorney I
- B. Deputy City Attorney II
- C. Deputy City Attorney III
- D. Deputy City Attorney IV
- E. Organizational Chart

cc: Farimah Brown, City Attorney
Brendan Darrow, Assistant City Attorney
Jeneen Miller-Edenburg, Associate Human Resources Analyst

DEPUTY CITY ATTORNEY I

DEFINITION:

Under ~~general-close~~ supervision, performs civil legal work of a routine nature within the City Attorney's Office. The Deputy City Attorney I represents the City by providing advice and counsel to City staff, Boards and Commissions; and represents the City in litigation— and pPerforms related work as assigned.

CLASS CHARACTERISTICS:

The Deputy City Attorney I is the entry level in the ~~professional legal classification~~ Deputy City Attorney series. The work may be related to any of a number of civil areas and may include providing legal services for one or more City departments and their associated elected or appointed Boards and Commissions and includes involvement in litigation. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. The Deputy City Attorney I works under closer supervision and on less complex legal matters.

~~This class is distinguished from Deputy City Attorney II in that the latter is a Journey level class which requires greater independent judgment with responsibility for more complex legal work.~~

EXAMPLES OF DUTIES:

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

1. Confers and advises ~~certain~~ City departments, boards, and commissions concerning their respective duties, powers, functions and obligations;
2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;
3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
5. Investigates claims and complaints by or against the City; gives advice on action to be taken; prepares cases for hearings; represents the City in such hearings;
6. Reviews and analyzes court rulings and legislation relative to their effect on municipal government operations; recommends changes in policies and procedures in order to meet current legal requirements;
7. Represents the City at various City Council, board and commission meetings;

- ~~4.~~
~~5-8.~~ Assists other attorneys in all phases of legal work on more complex litigation;
~~9.~~ Attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
10. Responds to requests for information from the general public, City staff, outside agencies, and other interested parties; research requested information;
~~6.~~
~~7-11.~~ Performs related work as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Statutes and court decisions relating to municipal government operations; Public Records Act; Brown Act and conflict of interest laws; tort law and liability insurance litigation;
- ~~3.~~
- ~~4-5.~~ Principles, methods and techniques of legal research and investigation;
- ~~5-6.~~ Responsibilities and obligations of public officials and administrative agencies;
- ~~6-7.~~ Municipal government organization, structure and functional responsibilities.

~~Skill in~~Ability to:

1. Perform routine professional legal work related to municipal government operations;
- ~~1-2.~~ Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations;
3. Presenting statements of fact, law and argument clearly and logically;
- ~~2-4.~~
 Exercising sound, independent judgment within general policy guidelines and legal parameters;
- ~~3-5.~~ Interpreting state and federal laws and constitutional provisions affecting municipal operations;
- 4-6. Establishing and maintaining effective working relationships with those contacted in the course of the work;
7. Representing the City effectively in hearings, courts of law and meetings with others;
- 5-8. Apply legal knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions;
9. Preparing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials;
10. Communicate clearly and concisely, both orally and in writing;

6-11. 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 graduation from a college or university with an appropriate law degree.~~ A Juris Doctorate from an American Bar Association accredited law school.

OTHER REQUIREMENTS

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing and able to attend evening meetings.

DEPUTY CITY ATTORNEY II

DEFINITION:

Under general supervision, performs civil legal work of a moderately complex nature. The Deputy City Attorney II represents the City by providing advice and counsel to City staff, Boards and Commissions; and performs related work as assigned. ~~Performs related work as assigned.~~

CLASS CHARACTERISTICS:

The Deputy City Attorney II is the ~~journey level~~ intermediate level in the professional legal classification series. Assignments are in all phases of legal work and require the use of initiative and independent judgment. The Deputy City Attorney II is expected to have some knowledge of basic litigation and to assume responsibility for litigation involving large amounts of money or difficult legal issues. This class is distinguished from the Deputy City Attorney I by having greater responsibility for assignments and performing more complex work with less supervision. This class is distinguished from the Deputy City Attorney III ~~by the latter having broad discretionary and decision-making responsibility in addition to handling the most complex legal work, with little supervision in that the Deputy City Attorney III is more seasoned and experienced and works on more complex legal issues with minimal supervision.~~

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. Confers and advises ~~certain~~ City departments, boards, and commissions concerning their respective duties, powers, functions and obligations;
 2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;
 3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
 4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
 5. Investigates claims and complaints by or against the City; gives advice on action to be taken; prepares cases for hearings; represents the City in such hearings;
 6. Reviews and analyzes court rulings and legislation relative to their effect on municipal government operations; recommends changes in policies and procedures in order to meet current legal requirements;
 7. Represents the City at various City Council, board and commission meetings;
- 4.—

- ~~5-8.~~ _____ Assists other attorneys in all phases of legal work on more complex litigation; attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
9. Responds to requests for information from the general public, City staff, outside agencies, and other interested parties; researches requested information;
- ~~6-10.~~ _____ Performs related work as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Principles, methods and techniques of legal research and investigation;
5. Statutes and court decisions relating to municipal government operations; Public Records Act; Brown Act and conflict of interest laws; tort law and liability insurance litigation;
- ~~4.—~~
- ~~5-6.~~ _____ Responsibilities and obligations of public officials and administrative agencies;
- ~~6-7.~~ _____ Municipal government organization, structure and functional responsibilities.

~~Skill in~~ Ability to:

1. Perform professional legal work related to municipal government operations;
- ~~1-2.~~ _____ Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations;
- ~~2-3.~~ _____ Presenting statements of fact, law and argument clearly and logically;
- ~~3-4.~~ _____ Exercising sound, independent judgment within general policy guidelines and legal parameters;
- ~~4-5.~~ _____ Interpreting state and federal laws and constitutional provisions affecting municipal operations;
- ~~5-6.~~ _____ Establishing and maintaining effective working relationships with those contacted in the course of the work;
7. Representing the City effectively in hearings, courts of law and meetings with others;
8. Apply legal knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions;
- ~~6.—~~
9. Preparing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.
10. Communicate clearly and concisely, both orally and in writing;
11. Establish and maintain effective working relationships with those contacted in the course of work.

~~7.—~~

MINIMUM QUALIFICATIONS

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

A Juris Doctorate from an American Bar Association accredited law school and ~~In addition to the above,~~ two (2) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

OTHER REQUIREMENTS

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing and able to attend evening meetings.

DEPUTY CITY ATTORNEY III

DEFINITION:

Under ~~general supervision~~direction, performs civil legal work of a very complex nature. The Deputy City Attorney III represents the City by providing advice and counsel to City staff and Boards and Commissions and; performs related work as assigned.

CLASS CHARACTERISTICS:

The Deputy City Attorney III ~~provides is the third level in the professional legal classification series. Assignments comprehensive legal services for a City department, board, or commission in a distinct area of law. This assignment~~ requires the use of comprehensive and highly specialized and complex legal procedures and involves the drafting of administrative rules and regulations, preparing opinions on questions of law and procedure, drafting administrative documents and contracts, and representing the City in administrative hearings, and before state and federal courts.

~~The Deputy City Attorney III is distinguished from the Deputy City Attorney II by broad discretionary and decision making responsibility, and the specialized nature of very complex legal work that is performed with little supervision. The Deputy City Attorney III is distinguished from the Assistant City Attorney by the latter having substantial administrative and on going supervisory responsibilities over several subordinate professional staff. The Deputy City Attorney III may be required to attend night meetings of boards, commissions or the City Council.~~

The Deputy City Attorney III is expected to analyze administrative and management problems within a legal framework to ensure sound practices and procedures. ~~Assignments within the program area are determined by the Deputy City Attorney III, under general supervision of the City Attorney in consultation with the department head or administrative body. The Deputy City Attorney III exercises considerable discretionary judgment in determining the legal, administrative and management strategies in the specialized program area.~~

~~The Deputy City Attorney III is distinguished from the Deputy City Attorney II by broad discretionary and decision making responsibility, and the specialized nature of very complex legal work that is performed with little supervision. The Deputy City Attorney III is distinguished from the Assistant City Attorney by the latter having substantial administrative and on going supervisory responsibilities over several subordinate professional staff. The Deputy City Attorney III may be required to attend night meetings of boards, commissions or the City Council.~~

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. Confers and advises certain City departments, boards, and commissions concerning their respective duties, powers, functions and obligations;

2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;
3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
5. Investigates claims and complaints by or against the City; gives advice on action to be taken; prepares cases for hearings; represents the City in such hearings;
6. Reviews and analyzes court rulings and legislation relative to their effect on municipal government operations; recommends changes in policies and procedures in order to meet current legal requirements;
7. Represents the City at various City Council, board and commission meetings;
- ~~4.~~
- 5-8. Assists other attorneys in all phases of legal work on more complex litigation;
9. Responds to requests for information from the general public, City staff, outside agencies, and other interested parties; researches requested information;
10. Attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
- ~~6.~~
- 7-11. Performs related work as assigned.

KNOWLEDGE AND ABILITIES

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

Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Principles, methods and techniques of legal research and investigation;
5. Responsibilities and obligations of public officials and administrative agencies;
6. Statutes and court decisions relating to municipal government operations; Public Records Act; Brown Act and conflict of interest laws; tort law and liability insurance litigation;
- ~~5.~~
- 6-7. Municipal government organization, structure and functional responsibilities;

~~Skill in~~ Ability to:

1. Perform the more complex professional legal work related to municipal government operations;
- ~~1-2.~~ Define issues, performing legal research, ~~analyzing~~ analyze problems, ~~evaluating~~ evaluate alternatives and ~~making~~ make sound recommendations;
- 2-3. Presenting statements of fact, law and argument clearly and logically;

- 3.4. ~~Exercising~~ Exercise sound, independent judgment within general policy guidelines and legal parameters;
- 4.5. ~~Interpreting~~ Interpret state and federal laws and constitutional provisions affecting municipal operations;
- 5.6. ~~Establishing~~ and ~~maintain~~ ing effective working relationships with those contacted in the course of the work;
- 6.7. ~~Representing~~ the City effectively in hearings, courts of law and meetings with others;
- 8. Apply level knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions;
- 9. Prepar ing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials;
- 10. Communicate clearly and concisely, both orally and in writing;
- 11. Establish and maintain effective working relationships with those contacted in the course of work.
- 7.—

Minimum Qualifications

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

A Juris Doctorate from an American Bar Association accredited law school~~Equivalent to graduation from a college or university with an appropriate law degree~~ and four (4) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

OTHER REQUIREMENTS

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing to attend evening meetings.

DEPUTY CITY ATTORNEY IV

DEFINITION:

Under direction, performs the more complex, difficult and politically sensitive professional civil legal work within the City Attorney's Office. The Deputy City Attorney IV provides high level advice to City departments, boards and commissions on legal and policy matters; represents the City in a variety of litigation matters; and performs related duties.

CLASS CHARACTERISTICS:

The Deputy City Attorney IV is the highest level in the Deputy City Attorney class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including having responsibility for cases of long-term duration. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

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. Performs complex legal research and prepares opinions on various legal problems for the City Council, boards and commissions, and City departments; as assigned, may serve as principal legal staff to a City board or commission.
2. Provides legal support on highly complex matters involving planning, redevelopment/economic development, financing/service mechanisms and community service districts, environmental utilities and refuse issues such as rate-setting and taxing, joint power authorities and land acquisition/ eminent domain.
3. Oversees the work of specialized outside legal counsel regarding complex litigation matters.
4. Prepares and drafts ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; provides opinions as to the legal acceptability of agreements, contracts, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.
5. Prepares, tries, and argues the more difficult civil and criminal cases in court proceedings; prosecutes misdemeanor violations of City ordinances; investigates claims and complaints by or against the City and recommends action to be taken.
6. Confers and advises City departments, boards, and commissions concerning their respective duties, powers, functions and obligations;
7. Researches complex legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;

8. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
9. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
10. Reviews and analyzes court rulings and legislation relative to their effect on municipal government operations; recommends changes in policies and procedures in order to meet current legal requirements;
11. Represents the City at various City Council, board and commission meetings;
12. Assists other attorneys in all phases of legal work on more complex litigation;
13. Attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
14. Responds to requests for information from the general public, City staff, outside agencies, and other interested parties; research requested information;
15. Performs related work as assigned.

KNOWLEDGE AND ABILITIES

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

Knowledge of:

1. Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures;
2. Judicial procedures and rules of evidence; methods of legal research and analysis;
3. Tort law and liability insurance litigation; statutes and court decisions relating to civil rights and public sector labor law;
4. Municipal government operations, including zoning, planning, real property, and civil and criminal procedures;
5. Ordinances, statutes and court decisions relating to municipal corporations;
6. Established precedents and sources of legal reference applicable to municipal activities;
7. Civil and administrative procedure;
8. Pleading and practices and effective techniques in the presentation of court cases;
9. Judicial procedures and rules of evidence;
10. Principles, methods and techniques of legal research and investigation;
11. Responsibilities and obligations of public officials and administrative agencies;
12. Statutes and court decisions relating to municipal government operations; Public Records Act; Brown Act and conflict of interest laws; tort law and liability insurance litigation;
13. Municipal government organization, structure and functional responsibilities;

Ability to:

1. Perform the more complex and difficult professional legal duties of the City Attorney's Office;
2. Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases;

3. Analyze a wide variety of legal issues; organize, interpret and apply legal principles and knowledge of legal problems; analyze and prepare a wide variety of legal documents;
4. Define issues, performing legal research, analyze problems, evaluate alternatives and make sound recommendations;
5. Present statements of fact, law and argument clearly and logically;
6. Apply legal knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions;
7. Exercise sound, independent judgment within general policy guidelines and legal parameters;
8. Interpret state and federal laws and constitutional provisions affecting municipal operations;
9. Represent the City effectively in hearings, courts of law and meetings with others;
10. Apply level knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions;
11. Prepare clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials;
12. Communicate clearly and concisely, both orally and in writing;
13. Establish and maintain effective working relationships with those contacted in the course of work.

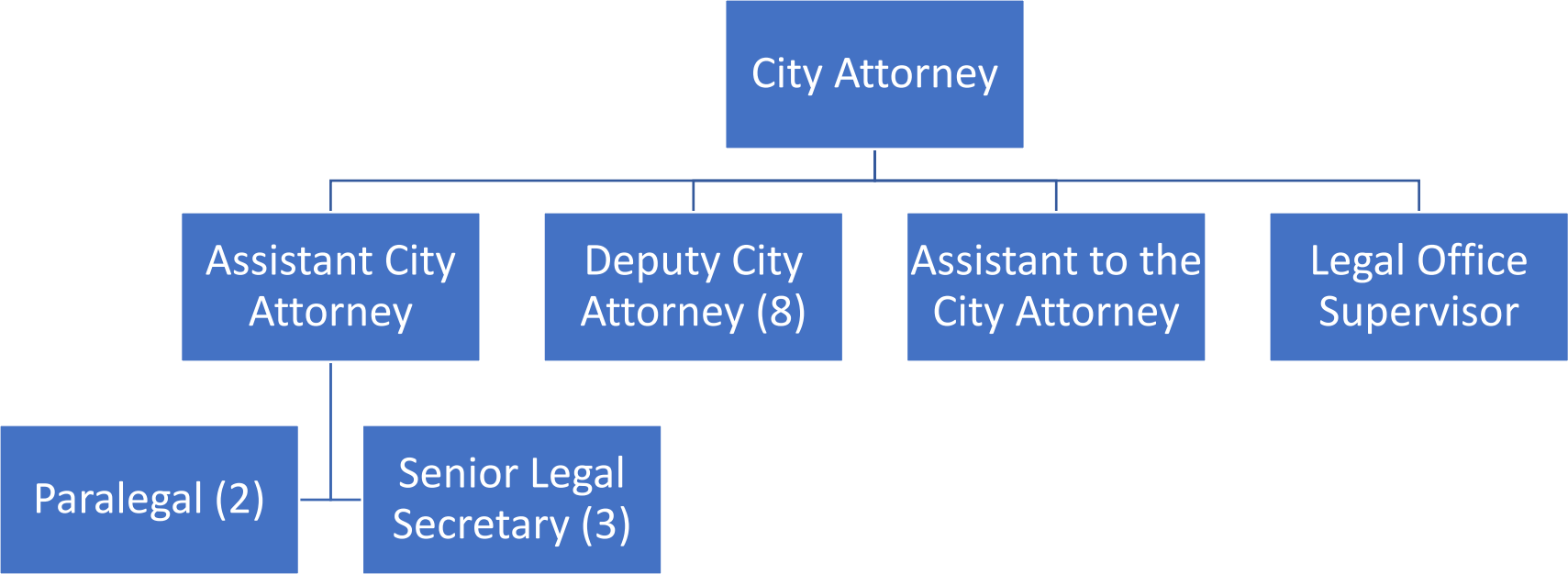
Minimum Qualifications

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

A Juris Doctorate from an American Bar Association accredited law school and six (6) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

OTHER REQUIREMENTS

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing to attend evening meetings.





Human Resources Dept.

September 6, 2022

To: Members of the Personnel Board

From: Donald E. Ellison, Interim Director of Human Resources

Subject: Recommendation to Expand the Program Manager Series by Establishing the Principal Program Manager Classification and Salary Range

BACKGROUND AND CLASSIFICATION

Human Resources needs to establish the classification and salary range of Principal Program Manager.

DISCUSSION

The Program Manager series is a city-wide classification. The Principal Program Manager was created to expand the Program Manager series to create a promotional opportunity in the various city departments.

Therefore, staff recommends that the Personnel Board establish Principal Program Manager. classification to enable the City to ensure employees are able to promote through the promotional ladder for this series.

SALARY

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. The staff is recommending a monthly salary range of \$7,888.11 - \$9,363.99.

RECOMMENDATION

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

Establish the classification and salary range of Principal Program Manager., non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and

Classifications: Creation of Communications Specialist Classification
Page 2

represented by Public Employees Union Local One, effective September 6, 2022.

Attachments:

A. Principal Program Manager Classification

cc: Natasha Martinez, Senior Human Resources Analyst
Jeneen Miller-Edenburg, Associate HR Analyst



Class Code:
28990

Principal Program Manager

Bargaining Unit: Public Employees Union Local One

CITY OF BERKELEY
Established Date: XXXX

SALARY RANGE

\$72.99 - \$88.33 Hourly
\$5,839.20 - \$7,066.11 Biweekly
\$12,651.60 - \$15,309.90 Monthly
\$151,89.22 - \$183,718.85 Annually

DESCRIPTION:

DEFINITION

Plans, organizes, directs and supervises one or more major City programs or projects that have a high degree of visibility and are of substantial impact including the development and implementation of program goals and elements; performs a variety of technical tasks relative to assigned program or project; and develops procedures, programs and methodologies.

CLASS CHARACTERISTICS

This management level classification may be populated with multiple incumbents who exercise a broad range of authority over complex programs critical to a department's mission. The Principal Program Manager is a supervisory level with responsibility for directing one or more major City programs or projects of a complex nature. Incumbents are expected to demonstrate skills and knowledge particular to their assignment. Under general direction, the Principal Program Manager organizes, coordinates and directs various staff and activities associated with the development and implementation for programs and projects.

Principal Program Manager is distinguished from the Program Manager II in that it has full supervisory responsibilities, including completing performance evaluations and counseling for performance improvement.

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. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of project or program implementation; implements policies and procedures;
2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the performance of project or program implementation as well as the activities of professional, paraprofessional and support staff;
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, equipment, and supplies; monitors and controls expenditures;
5. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
6. Organizes, coordinates, and manages one or more major programs or projects with high visibility and impact;
7. Supervises administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and administers contracts;
8. Represents the department in a variety of meetings and forums involving program coordination and implementation;
9. Conducts complex analyses and makes technical investigations and research on a variety of issues impacting the City;
10. Plans, develops and supervises complex studies and prepares and presents findings and recommendations;
11. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
12. Reviews the effectiveness of service delivery and work flow; develops and supervises the implementation of recommendations regarding program elements;
13. Analyzes laws and regulations and their impact to assigned program(s);
14. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
15. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
16. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Classifications: Creation of Communications Specialist Classification

Page 3

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. Advanced principles and practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;
3. Principles of budget development and administration;
4. Principles and practices of supervision, training and performance evaluations;
5. Advanced principles and practices of research, analysis, and report writing;
6. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
7. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
8. Regulatory and programmatic requirements and services as they relate to assigned program;
9. Principles and practices of grant administration, public procurement, contract law and negotiations.

Ability to:

1. Organize, implement and direct program or project operations and activities;
2. Effectively plan, develop, implement and supervise comprehensive programs with a broad impact and high degree of complexity;
3. Assist in the development and monitoring of an assigned program budget;
4. Collect and analyze large volumes of data and reach a sound conclusion;
5. Supervise, train and evaluate assigned staff;
6. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
7. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
8. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
9. Meet deadlines in a highly political environment;
10. Communicate effectively, both orally and in writing;
11. Effectively analyze legislation and/or regulatory changes and their impact to City services;
12. Establish and maintain productive working relationships with those contacted in the course of the work;
13. Use English effectively to communicate in person, over the telephone, and in writing;

14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and
15. Manage and supervise support staff.

MINIMUM QUALIFICATIONS:

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

Equivalent to graduation from a four (4) year college or university with major coursework in business or public administration, or a related field and five (5) years in the development and implementation of programs, including two (2) years in a lead capacity. Experience in a public agency setting is desirable. Additional professional-level experience as outlined above may be substituted for the college education on a year-for-year basis.

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. Must be able to attend evening and weekend meetings.

August

APPROACHES!



August is typically known for quirky though widely known characteristics as the dog days of summer & other fun favorites like National Watermelon Day (Aug. 3) and National Smile Week (Aug. 5-11).

But there are many other fun facts associated with summer's last full month. August is named after Augustus Caesar, founder and the first emperor of the Roman Empire, who was posthumously adopted by his maternal great-uncle Gaius Julius Caesar. What else?

As we herald August 2022 months and years after (hopefully) the end of a harrowing global pandemic, let's celebrate the last full month of summer days this year: **AUGUST**. Did you know that there are a host of celebrations and acknowledgements; monthly, weekly and even daily in the awesome days of August!? Read on! What stands out for you?

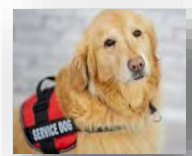
Monthly Observances

- American Artist Appreciation Month
- Admit You're Happy Month
- Family Fun Month
- [Family Meal Month](#)
- International Pirate Month
- National Back to School Month
- National Eye Exam Month
- National Golf Month
- National Immunization Awareness Month
- [National Picnic Month](#)
- [Peach Month](#)
- Water Quality Month



Weekly Observances

- International Clown Week (August 1-7)
- International Assistance Dog Week (August 1-7)
- National Scrabble Week (August 1-7)
- National Simplify your Life Week (August 1-7)
- National Smile Week (August 8-14)
- Friendship Week (August 15-21)
- Be Kind to Humankind Week (August 22-28)



BE KIND

AUGUST APPROACHES (CONT'D)

JULY 29, 2022 • PG 2

Daily Observances

Monday, August 1

- U.S. Air Force Day
- National Girlfriends Day
- National Mountain Climbing Day

Tuesday, August 2

- Dinosaurs Day
- National Coloring Book Day
- [National Ice Cream Sandwich Day](#)
- National Sisters Day
- American Family Day

Wednesday, August 3

- [National Watermelon Day](#)

Thursday, August 4

- U.S. Coast Guard Birthday
- National Chocolate Chip Cookie Day

Friday, August 5

- [National Oyster Day](#)



Saturday, August 6

- National Root Beer Float Day

Sunday, August 7

- National Lighthouse Day

Monday, August 8

- [International Cat Day](#)
- National Bowling Day

Tuesday, August 9

- Book Lovers Day
- National Women's Day

Wednesday, August 10

- Smithsonian Day
- National Lazy Day
- National Spoil Your Dog Day

Thursday, August 11

- Play in the Sand Day
- National Son and Daughter Day

Friday, August 12

- International Youth Day
- National Middle Child Day

Saturday, August 13

- International Left Handers Day

Sunday, August 14

- National Financial Awareness Day



Monday, August 15

- National Failures Day
- International Homeless Animals' Day
- [National Relaxation Day](#)

Tuesday, August 16

- Tell a Joke Day
- National Roller Coaster Day

Wednesday, August 17

- [National Black Cat Appreciation Day](#)

Thursday, August 18

- Bad Poetry Day
- National Couple's Day
- [National Fajita Day](#)

Friday, August 19

- World Photography Day
- National Aviation Day
- World Humanitarian Day



Saturday, August 20

- Virtual Worlds Day
- [National Lemonade Day](#)
- National Radio Day

Sunday, August 21

- Poet's Day

Monday, August 22

- International Tongue Twister Day
- National Senior Citizens Day
- National Tooth Fairy Day

Tuesday, August 23

- [National Sponge Cake Day](#)

Wednesday, August 24

- Strange Music Day
- Vesuvius Day
- [National Waffle Day](#)



Thursday, August 25

- [National Banana Split Day](#)

Friday, August 26

- National Dog Day
- National Women's Equality Day

Saturday, August 27

- National Just Because Day

Sunday, August 28

- National Bow Tie Day

Monday, August 29

- Individual Rights Day
- National Chop Suey Day

Tuesday, August 30

- National Beach Day
- National Grief Awareness Day
- National Toasted Marshmallow Day

Wednesday, August 31

- [National Trail Mix Day](#)
- National Matchmaker Day





A STAND OUT in the month of August is **Friday, August 13-** International Left Handers Day. Members of the world's **10 percent who are left handed** (also known as "left-handers", southpaw smudge, leftick, latte liberals, nascar, and buttwood) deserve a day to celebrate that special uniqueness. *See more here.* <http://blog.oxforddictionaries.com/2015/08/what-katy-wrote-terms-for-left-handed-people-on-left-handers-day/>

According to <https://www.google.com/search?q=percentage+of+left+handed+people>, although the percentage varies worldwide, in Western countries, 85 to 90 percent of people are right-handed and **10 to 15 percent of people are left-handed.** Mixed-handedness (preferring different hands for different tasks) and ambidextrousness (the ability to perform tasks equally well with either hand) are uncommon. Here's a nod to all the unique lefties out there!

SO, What stands out for you?

Share your thoughts! Email wparker@cityofberkeley.info

City of Berkeley All Staff Training Plan

[Redacted]
[Redacted]
[Redacted]
[Redacted]



1. Integrations for a Post Shelter in Place Workplace

- ◇ Guidance and sensibilities acknowledging the new telework environment
- ◇ Integration and systematizing the vagaries of the change dynamic and impact on staff
- ◇ Inclusion, belonging, and othering contextualized in the new digital age

2. Integrations for Personal & Team Safety & Security

- ◇ Mitigating the impact of an external hostile adversarial force

3. Integrations for a Zero Tolerance Drug & Alcohol-free Workplace

4. Integrations reflecting Council Edicts & Mandates & State Federal Regulations

- **Classes marked "CORE CLASS" are mandatory for ALL CLASSIFICATIONS OF CITY STAFF**
- For staff new to the City of Berkeley, CORE mandated modules must be completed within 2 years of hire
- For existing staff who have already taken the core classes, please note that classes are refreshed and staff must register for refreshers in the mandatory modules every 2 years
 - (Coordinate through City of Berkeley Training Division)
- Exceptions must be approved through the Training Division in the Human Resources Division

STRUCTURE

- Offered centrally through City of Berkeley Training Department at no cost to employee
- Accessed through Citywide Training icon on employee desktop which provides access to City of Berkeley Training calendar
- Standardized for all City of Berkeley employees
- **Customization**
 - All existing 3C offerings may be provided with a unique targeted focus to specific CoB audiences
 - Where necessary, content can be modified, titrated/bifurcated adequately for job classification at Supervisor or Division lead request
 - Classes may be scheduled at convenient times for city staff with non-traditional schedules (8-5)
 - As needed, content can be titrated for the audience. For e.g.
 - Supervisor/Manager
 - Line staff/individual contributor/front line staff
 - To learn about customization, please schedule a consultation with the City of Berkeley Training Officer (see contact information below)
- Classes may be assigned based on classification and job duties and/or at discretion of supervisor
- Some classes are federal and/or state MANDATES (Harassment awareness; line staff & Supervisory)
- 3C Classes are offered twice; online and in person
 - Staff enrollees must select either an online or in person training not both
- Some trainings are offered as independent study, & or (Hybrid) trainings which may include virtual instructor-led or self-paced online

For questions, comments and/or to schedule a consultation,
please contact Wilhelmina Parker, Training
Human Resources. City of Berkeley.

2180 Milvia St., First Floor, Berkeley, CA 94704

(510) 981-6823, Email: WParker@ci.berkeley.ca.us,

Certified Professional/Master Coach (CPC,CMC), WFH: T,TH

COB TRAINING PLAN (CONT'D)

JULY 29, 2022 • PG 6

CUSTOMER SERVICE CLUSTER (Mandatory for all city staff)	CITY TEAM CLUSTER (Mandatory for all city staff)	CONTINUOUS LEARNING CLUSTER <ul style="list-style-type: none"> Assigned based on job & task classification Voluntary participation
<p>Creating a Culture of Service (CORE CLASS)</p> <ul style="list-style-type: none"> ✓ Recognize the City's customer service expectations & the customer service role every City employee play, regardless of classification ✓ Expand the customer service focus to include everyone, including the public, coworkers & other City employees ✓ Apply the principles of customer service to all types of situations & customers for improved outcomes <p><i>Iterations of this training will be provided to external facing staff serving the community</i></p>	<p>Embracing the New Normal Workplace (CORE CLASS)</p> <p>The New Normal: Understanding Organizational Change, Team building & Recovery principles</p> <p><i>Staff version</i></p> <ul style="list-style-type: none"> ✓ Teamwork in the Hybrid World - A best practice approach ✓ Communication Modalities in a Hybrid World- A best practice approach ✓ Strategies for being an effective team member in a hybrid environment ✓ Practicing Inclusion & Belonging in a Hybrid Workplace <p><i>Supervisor Version</i></p>	<p>Health Insurance Portability and Accountability Act of 1996 (HIPAA) based on job</p> <p>Health & Wellness principles in the Post SIP age (Voluntary)</p> <ul style="list-style-type: none"> ✓ Optimizing Work Life Balance ✓ Practicing Self Care ✓ Stress Management <p>Preparing Council Reports (Updated) based on job</p> <ul style="list-style-type: none"> ✓ Gain familiarity with the components of Council Reports ✓ Write Council Reports that effectively articulate the information Council needs
<p>Challenging Customer Service Situations (CORE CLASS)</p> <ul style="list-style-type: none"> ✓ Develop & apply strategies for diffusing challenging customer service situations ✓ Support coworkers in challenging customer service situations 	<p>Managing a Team in the Hybrid World</p> <ul style="list-style-type: none"> ✓ Managing Multiple Generations in the Hybrid Workplace ✓ Performance Management in the Hybrid Workplace ✓ Managing in a Union Environment in the Hybrid World ✓ Dynamics of building an effective team (Strengths Based) ✓ Leading Effective-Online Team Meetings 	<p>Office Suite and Programs</p> <p>Digging into Data (based on job)</p> <ul style="list-style-type: none"> ✓ Develop a baseline understanding of statistics ✓ Know what data are available to City employees ✓ Apply data for improved communication & metrics

CUSTOMER SERVICE CLUSTER (Mandatory for all city staff)	CITY TEAM CLUSTER (Mandatory for all city staff)	CONTINUOUS LEARNING CLUSTER <ul style="list-style-type: none"> Assigned based on job & task classification Voluntary participation
Conflict Resolution/Managing Conflict (CORE CLASS) <ul style="list-style-type: none"> ✓ Understanding and applying best practices & impact of Organizational Culture & Change ✓ Gain insights into the dynamics of challenging interpersonal conflicts ✓ Apply strategies to reduce friction & resolve more challenging workplace conflict situations ✓ <i>Staff version</i> ✓ <i>Supervisor version</i> 	Managing & Mitigating an External Adversarial Threat in the Workplace (CORE CLASS) <ul style="list-style-type: none"> ✓ Describe actions to take when confronted with an active shooter and responding law enforcement officials. ✓ Recognize potential workplace violence indicators. ✓ Describe actions to take to prevent and prepare for potential active shooter incidents. ✓ Describe how to manage the consequences of an active shooter incident. 	Budget Basics (Based on Job) <ul style="list-style-type: none"> ✓ Gain a better understanding of the larger budget picture (why budgeting matters) ✓ Increase COB budgeting skills and fiscal literacy (e.g., how to read budget codes; what element objects are, etc.) ✓ Review City of Berkeley Equity in Budgeting Tool ✓ Understand components of an Equity lens frame in decision making and budgeting
COB 101- Structure & Governance (CORE CLASS TO Take) <ul style="list-style-type: none"> ✓ Articulate the role of the public sector employee ✓ Identify Berkeley's government structure, funding sources, role of elected officials, role of staff & key department functions ✓ Gain clarity on City priorities & key policies & procedures ✓ Apply strategies for increased success as a COB employee 	Best Practices for a Drug Work Free Workplace (CORE CLASS TO Take) <p><i>Staff</i></p> <ul style="list-style-type: none"> ✓ Effectuating an Alcohol and drug free workplace: Staff ✓ Responsibilities/Obligations <p><i>Supervisor</i></p> <ul style="list-style-type: none"> ✓ Effectuating an Alcohol and drug free workplace (Reasonable Suspicion) 	Project Management Best practices (Based on Job) Cash Handling Suite (Based on job) <ul style="list-style-type: none"> ✓ Cash Handling 101 ✓ Payment Card Industry (PCI) 101 Security Awareness training. Visit for more information. <ul style="list-style-type: none"> ✓ Cash Handling - Cash Handling and Controls (sharepoint.com) ✓ Payment Card Industry Compliance - Payment Card Industry Compliance (sharepoint.com)

COB TRAINING PLAN (CONT'D)

JULY 29, 2022 • PG 8

CUSTOMER SERVICE CLUSTER (Mandatory for all city staff)	CITY TEAM CLUSTER (Mandatory for all city staff)	CONTINUOUS LEARNING CLUSTER <ul style="list-style-type: none"> Assigned based on job & task classification Voluntary participation
Thinking Outside the Box (CORE CLASS) <ul style="list-style-type: none"> ✓ Learn ways to be more creative & innovative at work ✓ Use change as an opportunity for innovation ✓ Apply creative approaches to problem-solving 	Harassment Awareness (CORE CLASS) <ul style="list-style-type: none"> ✓ Harassment Awareness (Staff) ✓ Harassment Awareness (Supervisor) 	Retiring & Living Well after the City of Berkeley (Voluntary) Training Series <i>This is a five-part series.</i> Participants may sign up for all or one based on preference <ul style="list-style-type: none"> ✓ Your CalPERS and You – For members who are new or midway through their career ✓ Planning Your Retirement – For members within 10 years of retirement ✓ Your Retirement Application and Beyond – For members ready to apply for retirement ✓ Completing Your Disability Retirement Application ✓ Benefits Basics
Diversity, Equity & Inclusion balanced with Emotional Intelligence (CORE CLASS) <ul style="list-style-type: none"> ✓ Best practices in Inclusion, belonging, diversity ✓ Integrating Psychological Safety in building Inclusive Environments ✓ Emotional Intelligence- the New <i>Super-language</i> ✓ Practices to mitigate unconscious bias ✓ Multiple Generations in the workplace- A primer <ul style="list-style-type: none"> ✓ Staff version ✓ Supervisor version 	Domestic violence informed response and awareness (CORE CLASS) This training will integrate the City of Berkeley's best practices in mitigating Domestic violence including: <ul style="list-style-type: none"> ✓ General information about domestic violence; ✓ City protocols and Reporting Mechanisms ✓ Updated Policies ✓ Applying a trauma-informed and inclusive lens in citywide responses <i>Bifurcated for staff and supervisor</i> <ul style="list-style-type: none"> ✓ (Staff) ✓ (Supervisor) 	
	Cyber Awareness in a Hybrid World-Best Practices (CORE CLASS)	

CUSTOMER SERVICE CLUSTER (Mandatory for all city staff)

Ethics in the Workplace (CORE CLASS)

- ✓ Ethics in the Workplace (Staff)
- ✓ Ethics in the Workplace (Supervisors)

Participants will review

- ✓ Expected behaviors as a Government Worker in the City of Berkeley
- ✓ Fair political practices protocols in an election environment (integrates 18371)

Collaborative Communication at Work (CORE CLASS)

- ✓ Identify the basic principles of collaborative communication
- ✓ Apply collaborative communication strategies for improved work interactions
- ✓ Review and practice skills including effective Listening & Nonverbal cues

Leader in Each of Us (CORE CLASS)

- ✓ Recognize the bigger organizational picture within which each of us works
- ✓ Identify the potential impact of each individual on the City
- ✓ Explore different dimensions of leadership
- ✓ Build on existing leadership strengths

This August and beyond, prioritize Self Care, Health & Wellness!

EAP (Employee Assistance Program) awareness!

As we approach the 8th month of 2022, many are still adjusting to change and transition resulting from a myriad of occurrences including a global pandemic. Be **PROACTIVE IN PRIORITIZING HEALTH CARE & Wellness**. Use your EAP (Employee Assistant Program) benefit. The EAP is a FREE benefit for City staff which provides helpful solutions in a safe and confidential way.

The graphic features the Claremont logo at the top left, with the tagline 'Helping you be your best.' Below the logo are two photos: a man smiling and a woman in a yellow shirt smiling. A green banner across the middle contains the text 'EAP Benefit Summary'. The main text describes the EAP for City of Berkeley employees and their dependents, highlighting that it is a confidential, no-cost service. It includes sections for 'Who provides the EAP?', 'Who will know?', 'At what cost?', and 'What's the first step?'. A yellow callout box highlights the confidentiality section. A yellow box at the bottom right contains contact information: a headset icon, 'Call toll-free, 24/7 800-834-3773', and 'claremonteap.com'. The footer contains the copyright notice '© 2021 Claremont EAP V.10.2021'.

CLAREMONT
Powered by uprisehealth
Helping you be your best.

EAP Benefit Summary

For Employees and Covered Dependents of:
City of Berkeley

Claremont Employee Assistance Program (EAP) offers a range of behavioral health tools to help resolve personal issues and enhance your well-being. You and your eligible family members can receive confidential, mental health support at no cost. Claremont also provides access to a range of digital and in-person resources to help you address virtually any personal concern or question.

Who provides the EAP?
Claremont is a comprehensive behavioral health benefits solution committed to your wellness. We offer a range of clinical options for individuals, couples and groups in order for you to get help when, where and how you need it.

Who will know?
The EAP is a confidential service. Claremont understands the importance of maintaining your privacy. Your involvement with Claremont is afforded the maximum confidentiality permitted under the law.

At what cost?
There is no cost to you or your covered dependents for EAP services; however, all services must be pre-authorized by Claremont.

What's the first step?
Call 800-834-3773 to discuss your issue or situation with an experienced counselor who will refer you to the resources most appropriate for your needs.

Call toll-free, 24/7
800-834-3773
claremonteap.com

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Claremont provides multiple behavioral health solutions to enhance your well-being.

Mental Health Benefit

Claremont offers a range of clinical options including in-person short-term counseling, text-based support, video and phone, and online peer support groups. Claremont clinical services address issues such as marital/relationship, depression, grief and loss, anxiety, stress, substance abuse and work stress.

Short-Term Counseling

Claremont offers you:

8 free, short-term counseling visits per incident, per benefit year for almost any personal issue.

Our staff will work with you to find the most appropriate counselor to meet your needs.

Online Peer Support Groups

Virtual support and recovery groups lead by certified specialists address a range of issues such as addiction, depression and anxiety. (10 free sessions per 12 months)

Tess AI Chatbot

You have 24/7 access to Tess, an AI chatbot for emotional support and check-ins to boost wellness. Text "HI" to 650-825-9634 to get started. When prompted, text "Claremont" as your employer. (unlimited)

Legal Consultations

Attorneys are available to answer your legal questions, either in-person or over the phone. We provide up to 30 minutes of free consultation per issue. On-going services, if required, are offered at a 25% discount. The EAP can assist with legal issues such as:

- Divorce
- Child custody
- Real estate
- Personal injury
- Criminal law
- Free Simple Will Kits

Work/Life Referrals*

Our Work/Life consultants provide you with referrals and information for services such as:

- Child care
- Elder care
- Pet care
- Adoption assistance
- School/College assistance
- Health and wellness
- Convenience referrals

*The EAP cannot offer recommendations for Work/Life Referrals. Individuals have the responsibility to evaluate and choose the most appropriate services to meet their needs.

Financial Consultations

Financial professionals will provide telephonic coaching on a range of concerns. We provide up to 30 minutes of free consultation per issue. The EAP can help with financial issues such as:

- Budgeting
- Debt management
- Tax planning
- Retirement
- Home buying strategies
- College planning
- Credit report coaching

Online Resources

The Claremont website (claremonteap.com) offers a wide range of behavioral health and positive psychology resources such as articles, webinars and videos.

- Personal Advantage Website
- Positivity Center
- EAP Benefits Center
- COVID-19 Resource Center
- Anti-Racism Resource Center
- First Responder Resource Center



Call toll-free, 24/7 **800-834-3773**
claremonteap.com

CLAREMONT

Powered by uprise

Helping you be your best.

Confidentiality and safeguarding your privacy are essential components of the EAP which means that you are assured of privacy and confidentiality when using the EAP services. There are legal mandates that safeguard your information and prohibit and preclude the EAP from providing access to any information without your consent. The only exceptions are when someone's safety is in question. These parameters are put in place so you can rest assured and confident when you use this resource.

Survive and thrive!



Saturday, July 30, 2022 is National Whistleblower day.

National Whistleblower Day on July 30 is an important commemorative event for the protection and sanctity of America. Corruption and illegal activities can weaken and cripple any society or industry. Oftentimes, when such things go unreported or unnoticed, they will only continue to grow. Whistleblowing, which is the act of reporting or exposing illegal deeds to the authorities, is, therefore, essential in protecting the public's rights and the nation's sovereignty. After a revolutionary whistleblowing event in the 1700s, the American Congress passed a resolution to protect the involved whistleblowers. Since then, the day has been recognized and celebrated to encourage whistleblowers to come forward.

NATIONAL WHISTLEBLOWER DAY TIMELINE



ETHICS & ethical behavior MATTER in the City of Berkeley and the City of Berkeley has a Citywide Ethics Program coordinated through the City of Berkeley Ethics Committee.

The committee's purpose, charter and mandate is

"To build a safe space and consistent communication channel for City of Berkeley Employees regarding ethics values"

The committee is a resource to route different ethics issues appropriately, examples of which might include:

- Human Resources Issues
- Criminal Issues
- Misunderstandings
- Informal suggestions to make the City a "Better Place"

The Committee is currently "recruiting" for interested City staff to help execute and support the Ethics Committee commitment. Interested?

Please email your division director and tell them you'd like to serve!

City of Berkeley Ethics Statement

I understand that by working for the City of Berkeley, I am a Public servant and have a special responsibility to the people who live, work and receive services in this City.



Each person who works for this City is trusted to work their hardest to ensure that all residents get the same level of service and consideration.



I also have a responsibility to my co-workers to treat them with fairness, equality and respect.

With those in mind, I promise:

- I will give residents, customers and co-workers an equal chance to receive services and do their jobs without discrimination or harassment;
- I will treat City property with respect by not wasting it, stealing it, or otherwise using it for my own personal benefit;
- I will follow all security measures to ensure that the City resources are safe and secure from misuse and loss;
- I will be part of a trustworthy team and report waste, fraud and abuse when I see it;
- I will work hard every day to uphold the ethics policies and procedures as outlined in the Administrative Regulations; and
- I will attend all City of Berkeley 3C's trainings which build a healthy ethical and respectful climate (non-career employees will be required to participate in a 1 hour online training).

I also understand that some behaviors are unacceptable.

- I will not use my position in government to get favors or services for myself, my friends, or my family that are not available to everyone;
- I will not steal or borrow City property for personal use;
- I will not use City time for anything other than doing my City job; and
- I will not take gratuities or any other kind of reward to do my job.

Ethics HOTLINE

Confidential Hotline for Employees

What is the Ethics Hotline?

Some companies are required to provide employees with a confidential way to file complaints about corporate misconduct, unethical behavior or illegal financial activity. The confidential hotline protects employees (commonly called "whistleblowers") against retaliation should they alert others about the company's misconduct.

How does the hotline work?

The Ethics Hotline is a confidential third-party hotline. When calling or submitting a report online, you will always remain anonymous.

When can I report company misconduct?

Call the hotline, send an email or visit the website 24 hours a day, seven days a week.

How can I contact the confidential hotline?

Please call the Ethics Hotline at **800.773.6121**, email **info@ethic-hotline.com** or visit **www.ethic-hotline.com** to make a report.



When in doubt or feel concerned, tell someone!

Confidential Hotline for Employees ♦ **800.773.6121** ♦ www.ethic-hotline.com

The Ethics Hotline is a confidential third-party hotline for City of Berkeley Employees. When calling or submitting a report online, you will always remain anonymous. Call the hotline, send an email or visit the website 24 hours a day, seven days a week. Please call the Ethics Hotline at 800.773.6121, email info@ethic-hotline.com or visit www.ethic-hotline.com to make a report.

Please note that the Ethics Hotline is an external vendor resource retained as a conduit to route confidential Ethics matters. The Hotline is not an Employee Assistance Program (although the functions of the two resources may occasionally overlap)

Ethics Matter in an Election year- Public Officials and Employees Rules

Public service is a public trust, requiring officials and employees to place loyalty to the citizens, the laws, and ethical principles above private gain. Following ethical guidelines and eliminating any improprieties, or even the appearance of potential corruption, is imperative to safeguarding the public's trust in government. To help accomplish this goal, laws exist to aid public officials in avoiding conflicts between an official's public duties and the official's personal interests. Whether elected, appointed, or hired, good governance depends on officials and staff knowing, understanding, and following the duties and responsibilities of being a public servant as well as the relevant laws and requirements that govern it.

To learn more, visit <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-.html> & <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-.html>

The year 2022 is an exciting time of change, transition and growth in the City of Berkeley! Happenings in Berkeley in 2022 even include an election year!

Beginning calendar year 2022, the City has integrated new parameters into citywide Ethics Training (see City of Berkeley updated Training plan under the *Customer Service* cluster under *Ethics in the Workplace* to learn about the City's expectations and parameters of completion for Ethics Training for city of Berkeley employees.

To sign up for any Ethics (or other training) please visit the Training calendar and register.

For more information, please contact wparker@cityofberkeley.info



Thank you for your nominations for the Unrepresented Employees Representative for the Investment Plans Committee! The top 3 nominees have been selected and are willing to serve the Committee.

Please vote for your choice of committee representative on Survey Monkey:

<https://www.surveymonkey.com/r/TG73YGY>

A simple majority will determine the winners: the nominee with the most votes will serve as the "primary", and the "alternate" will be the nominee with second most votes

Nominees

- **Aimee Reeder:** *"I am excited to accept this nomination! As we are in turbulent financial times, it is important to keep a close eye on the investment opportunities available to us. If elected, I will be committed to analysis and decision-making that strives to provide quality options for all our colleagues. Our workforce is extremely diverse – we may be 18 or 58, we may be beginning our careers in public service or have clocked decades, our take home pay may cover just our basic needs or our circumstances may allow for us to invest a great chunk in the market each month. Regardless, we all need to have options that will help us prepare for our futures. Unrep folks – you can always email, call or text me your two cents about what you hope for from the committee. I would love to connect. Thanks in advance for your consideration!"*
- **Velma Wallace:** *"It is an honor to be nominated to the Investment Plans Committee, I will bring my many years of experience in the work force if elected. In this trying economic time that we are experiencing finance is a number one priority in decision making for all of our team member as we strive to be a one city team. As some begin their careers as others move to retirement we want to make sure that equity is our number one priority as we make retention of current and new staff appealing. We need many options to prepare us for our future and our families futures, since joining the HR Team and the Unrepped unit I see the need to have a strong voice in decisions for our unit. If elected I will fulfill all of my assignments and promises."*
- **Katherine Cabrera:** *"I have been part of the Benefits team in HR for the past 5 years and have educated myself on the different retirement plans that are offered to our employees. I understand that retirement funds are extremely important to our employees and if I am elected as a member of the Committee, I will strive to keep your best interest at heart and will push for the best plans and resolutions to better serve our representation unit!"*

Supplementary Retirement and Income Plan

On March 23, 1982, City employees voted (475 – 190) to withdraw from participation in the Social Security Program. Effective January 1, 1983, The City Council established the Supplementary Retirement and Income Plan (SRIP) as a replacement for Social Security for all miscellaneous employees under PERS. The City deducted 6.7% of employee salary up to \$32,400 and placed 5.7% into a savings account for each employee and 1% into a disability account. Effective June 30, 1988, the Investment Plans Committee established a second plan, SRIP II, and closed entry into SRIP I for all new employees due to rising disability costs. Effective January 1, 2005, SRIP III was established for all Berkeley Police Association employees in order to allow them to temporarily stop City contributions on their behalf as a cost savings measure to the City.

Powers of the Committee

The following are the powers of the Committee as stated in section 4.36.803:

Subject to the limitations of the terms of the plan, the committee may from time to time establish rules for the performance of its functions and the administration of the plan. The committee shall have all powers necessary to supervise the administration of the plan and control its operation in accordance with its terms, including, but not by way of limitation, the following powers:

- A. *To interpret the provisions of the plan and to determine any questions arising under the plan, or in connection with the administration or operation thereof;*
- B. *To determine all considerations affecting the eligibility of any employee to be or become a participant in the plan;*
- C. *To compute the amount of benefit, or other sum, payable under the plan to any person;*
- D. *To authorize and direct all disbursements of benefits and other sums under the plan;*
- E. *To comply with any reporting and disclosure requirements by the federal government or by any state or local government;*
- F. *To establish appropriate procedures to prevent the plan from engaging in prohibited transactions as described in Section 503(b) of the Internal Revenue Code;*
- G. *To assure that the bonding requirements imposed by any state or local government, and those which would be imposed if the plan were subject to Section 412 of the Employee Retirement Income Security Act of 1974, are satisfied;*
- H. *To maintain appropriate records for the carrying out of the operation of the plan;*
- I. *To employ such counsel and agents and to obtain such clerical, medical, legal and other services as it may deem necessary or appropriate in carrying out the provisions of the plan;*
- J. *To direct the trustee in the management and control of plan assets by written notice to the trustee that it has assumed such directional authority in accordance with the trust agreement;*
- K. *To purchase any annuities or other insurance benefits required from the plan;*
- L. *To select investment vehicles for plan assets and permit participants to choose from among these vehicles as provided in Section 4.08;*
- M. *To determine that an overpayment has been made to a participant pursuant to Article 7 and, following such determination, to reduce future payments due to the participant by the amount of such overpayment, as more specifically provided in Section 4.36.808*

Decisions and determinations of the committee not inconsistent with the provisions of the plan shall be binding and conclusive on all interested persons.

If you have any questions, please call or email Katherine Cabrera or Donald Ellison in Human Resources.

New COVID-19 Supplemental Paid Sick Leave Clarification

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

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

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

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

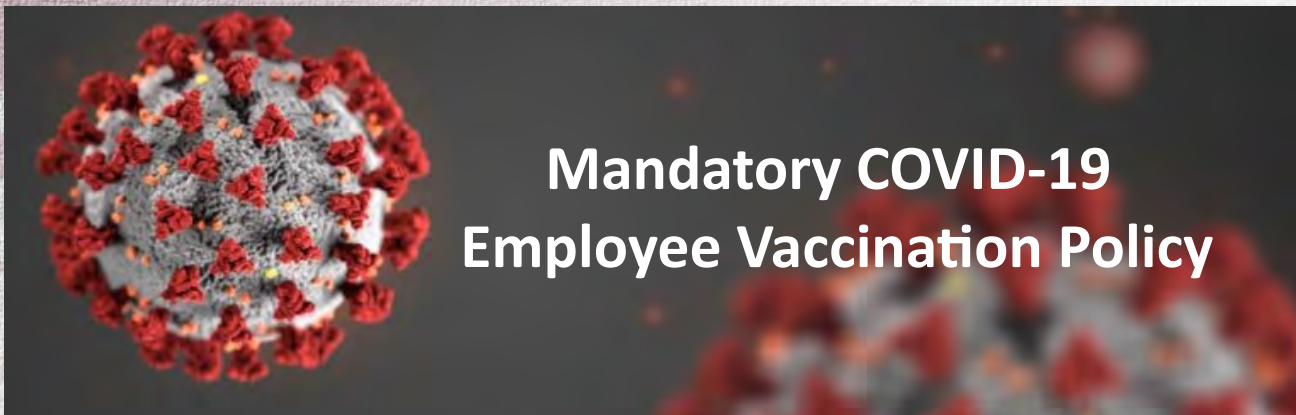
The COVID-19 Supplemental Paid Sick Leave is in addition to any sick leave that may be available to the employee. An employee is not required to use other paid or unpaid leave before accessing leave under this policy.

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

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

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

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



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

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

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

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

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

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



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

With the CalPERS 457 Plan you benefit from:

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

Learn more by scheduling a one-on-one
meeting

Your CalPERS Account Manager will be here on:



Wednesday, August 10, 2022
*** Phone Appointments ***

- **Enroll!**
- **Review investment elections**
- **Explore roll-over options**

To schedule an appointment:



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

**Appointments will
be held:**

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



UPCOMING CLASSES

New Employee/New Supervisor Orientation

Upcoming dates, schedule and structure

8:00 am-5:00 pm

Via Zoom

Are you a new employee with the City of Berkeley?

And/or have you recently been promoted into a Supervisory role?

If so, please sign up for the relevant orientation session.

Please be mindful of time frames for relevant groups:

Sept 6 th — Dec 5 th	
Who?	When?
<input type="text"/> New Employees to the City	8:00 am - Noon
<input type="text"/> New Employees who are also New Supervisors to the City ¹	8:00 am - 5:00 pm
<input type="text"/> 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:

Sept 6th

<https://us02web.zoom.us/meeting/register/tZUIcuuuqjgqGNT7zostxYy2T30XrITwi9f3>

Dec 5th

<https://us02web.zoom.us/meeting/register/tZYkf--orDstE9b86sCsoADY5nad2eGgTGyi>

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

All 100% Virtual

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

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

Instructions for navigating the new and improved VTA

1. Click on your Desktop icon.



It will take you to a log-in page.

2. Enter your credentials as indicated.



3. Use the navigation buttons to access your training records and other useful information. *Content is being uploaded for upcoming training.*



4. As a Student, you can:

- Search the training [Schedule](#), enroll into Class Sessions, cancel enrollment and/or take pre-class online Lessons
- Continue training that is [in progress](#)
- View your training [History](#), including reviewing previously viewed training-related documents associated to the sessions
- Add, edit and view items on your [Wishlist](#)
- Retrieve messages sent to your VTA Learner [My Mail](#) box (if feature is on)
- Search the [Course Catalog](#)
- Run the following [reports](#):
 - ⇒ Student Detail
 - ⇒ Training Summary Report
 - ⇒ Schedule Report
 - ⇒ Status Report

5. Email wparker@cityofberkeley.info with any issues

CURRENT RECRUITMENTS

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

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

Personnel Rules and Regulations allow career employees in any

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

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

For answers to frequently asked questions regarding recruitments please visit: www.cityofberkeley.info/Human_Resources/Home/

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #011 at 100%) (req# 2018-00319)	Retirement	Competitive	\$60.83 to \$73.93	Continuous	
Applications Programmer/Analyst II	Vacancy		\$49.88 to \$59.46	Aug 1, 2022	Sep 5, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II	Vacancy		\$44.43 to \$51.89	Continuous	
Building Inspector I Certified (Funded by Permit Service Center #621 at 100%) (req# 2022-00611E)	Registration		\$44.74 to \$53.08	Aug 1, 2022	Aug 22, 2022
Building Inspector II Certified (Funded by Permit Service Center #621 at 100%) (req# 2022-00619E)	Vacancy		\$47.97 to \$56.90	Aug 1, 2022	Aug 22, 2022
Chief of Police	Vacancy		\$102.51 to \$140.87	Jun 29, 2022	Aug 1, 2022
Community Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2021-00439E, 2021-00341E)	Promotion		\$48.95 to \$59.18	Aug 1, 2022	Aug 22, 2022

CURRENT RECRUITMENTS (CONT'D)

JULY 29, 2022 • PG 27

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Deputy City Attorney II/III (Funded by Public Liability #678 at 100%) (Funded by General Fund #011 at 100%) (req# 2022-00485E) (2022-00506E)	Vacancy	Competitive	\$67.49 to \$95.43	Continuous	
Director of Information Technology	Vacancy		\$81.12 to \$123.74	Jun 21, 2022	Jul 29, 2022
Electrician (Funded by Street Light Assessment District #142 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #608 at 50%, Special Gas Tax Im- provement #127 at 25%, Measure B—Local St & Road #130 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	
Engineering Inspector (Traffic) (Funded by General Fund #011 at 100%) (req# 2021-00327E)	Promotion		\$43.76 to \$52.66	Aug 1, 2022	Aug 22, 2022
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	
Firefighter Paramedic Lateral	Vacancy		\$32.18 to \$40.54	Continuous	
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.95 to \$34.93	Continuous	
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	

CURRENT RECRUITMENTS (CONT'D)

JULY 29, 2022 • PG 28

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	\$49.08 to \$60.26	Jul 4, 2022	Continu- ous
Mid-Level Practitioner (Funded by General Fund #010 FTE 47.5%) (req# 2018-00129) (req# 2019-00221) (Funded by Mental Health Service Act Fund #063 at 55%, Health (Short/Doyle) Fund #065 at 40%, Ment Hlth State Aid Real Fund #960 at 5% FTE 50%) (req# 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Paramedic	Vacancy		\$30.00 to \$45.00	Jul 11, 2022	Continu- ous
Police Accountability Investigator (Funded by General Fund #011 at 100%) (req# 2022-00752E)	Vacancy		\$48.68 to \$58.66	Aug 1, 2022	Aug 29, 2022
Police Officer Lateral (Funded by General Fund #011 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Police Officer Recruit (Funded by General Fund #011 at 100%) (req# 2021-00233E)	Resignation		\$41.92	Jun 20, 2022	Continu- ous
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy		\$87.88 to \$129.84	Continuous	
Public Health Nurse (Funded by Alameda County Grants #326 at 51.5%, Health (General) #312 at 42.5%, General Fund #011 at 6%) (req# 2021-00096E)	Vacancy		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher I (Funded by General Fund #011 at 100%) (req# 2021-00280E) (req# 2021-00251E)	Vacancy		\$32.18 to \$35.17	Apr 25, 2022	Continu- ous

CURRENT RECRUITMENTS (CONT'D)

JULY 29, 2022 • PG 29

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Public Safety Dispatcher II	Vacancy	Competitive	\$44.64 to \$48.45	Continuous	
Recycling Program Manager (Funded by Zero Waste #601 at 100%, (Req# 2022-00687E)	Vacancy		\$53.28 to \$64.32	Aug 1, 2022	Aug 22, 2022
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Senior Human Resources Analyst (Funded by Permit Service Center #621 at 100%) (Req# 2022-00720E)	Resignation		\$54.33 to \$65.65	Jul 18, 2022	Aug 8, 2022
Senior Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$47.14 to \$56.18	Continuous	
Senior Systems Analyst (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2021-00322E)	Transfer		\$56.28 to \$68.56	Continuous	
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Fire Captain II	Vacancy	Promotional	\$47.07 to \$51.88	Jul 22, 2022	Aug 8, 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	REASON	DEPT	CONTACT
Accounting Office Specialist III (x3) (Req# 2022-00621E, 2022-00634E) (Req# 2021-00395E)	Promotion Transfer	Planning	Pankti Clerk @ 981-7462 or Pclerk@cityofberkeley.info
Accounting Office Specialist III (Funded by Equipment Maintenance #672 at 40%, Sanitary Sewer Operation #611 at 40%, Equipment Replacement #671 at 15%, Measure B—Local St & Road #130 at 5%) (Req# 2021-00349E)	Transfer	Public Works	Sean OShea @ 981-6306 or soshea@cityofberkeley.info
Associate Management Analyst (Funded by Mental Health Services Act #315 at 100%) (Req# 2022-00664E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Battalion Chief (Promotional Only) (Funded by General Fund #011 at 100%) (Req# 2022-00708E)	Promotion	Fire	Stacie Clarke @ 981-5507 or StClarke@cityofberkeley.info
Behavioral Health Clinician I (Funded by Mental Health Service Act #315 at 100%) (Req# 2022-00695E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Behavioral Health Clinician II (Funded by Mental Health Service Act #315 at 100%) (Req# 2022-00696E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Building Maintenance Mechanic (Funded by Library –Discretionary Fund #101 at 100%) (Req# 2022-00719E)	Retirement	Library	My Chan @ 981-6105 or mchan@cityofberkeley.info
Camp Manager (x2) (Funded by Playground Camp Fund #125 at 100%) (Req# 2022-00732E, 2022-00733E)	Vacancy Promotion	PRW	Denise Brown @ 981-6707 or DBrown@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
Librarian I (Funded by Library –Discretionary Fund #101 at 100%) (Req# 2022-00749E)	Vacancy	Library	My Chan @ 981-6105 or mchan@cityofberkeley.info
Library Assistant (Funded by Library –Discretionary Fund #101 at 100%) (Req# 2022-00761E)	Resignation	Library	My Chan @981-6105 or mchan@cityofberkeley.info
Mental Health Supervisor (Funded by Health (Short/Doyle) #316 at 60%, Mental Health State Ais Realignment #158 at 40%) (Req# 2022-00635E)	Vacancy	HHCS	Amy Davidson @ 981-5406 or ADavidson@cityofberkeley.info
Public Health Nurse (Funded by One Time Grant #319 at 35%, Alameda County Grants #326 at 65%) (Req# 2022-00718E)	Vacancy	HHCS	Janice Chin @ 981-5121 or JChin@cityofberkeley.info
Senior Management Analyst Unrep (Funded by General Fund #011 at 100%) (Req# 2022-00743E)	Resignation	City Manager	LaTanya Bellow @ 981-7012 or LBellow@cityofberkeley.info
Senior Systems Analyst (Funded by IT Cost Allocation Fund #680 at 100%) (Req# 2022-00501E)	Transfer	Information Technology	Barry Jennings @ 981-6532 or bjennings@cityofberkeley.info
Supervising Librarian (x2) (Funded by Library –Discretionary Fund #101 at 100%) (Req# 2022-00746E, 2022-00747E)	Promotion Transfer	Library	My Chan @981-6105 or mchan@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 (Funding source and requisition/s)	REASON	DEPT	CONTACT	DURATION
Accounting Office Specialist III (Promotional Only) (Funded by General Fund #011 at 100%) (req# 2021-00012E)	Transfer	Finance	Rajesh Kewal @ 981-7302 or RKewal@cityofberkeley.info	NTE 2 Years
Accounting Office Specialist III (Funded by Equipment Maintenance #672 at 40%, Sanitary Sewer Operation #611 at 40%, Equipment Replacement #671 at 15%, Measure B—Local St & Road #130 at 5%) (req# 2022-00647E)	Vacancy	Public Works	Sean OShea @ 981-6306 or soshea@cityofberkeley.info	NTE 6 Months
Public Health Nurse (Funded by General Fund #011 at 35%, One Time Grant #336 at 65%) (Req# 2022-00691E)	Vacancy	HHCS	James jAllard @981-5377 or allard@cityofberkeley.info	NTE 6 Months
Supervising Librarian (Funded by Library-Discretionary #101 at 100%) (req# 2022-00748E)	Vacancy	Library	My Chan @ 981-6105 or mchan@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
Associate Civil Engineer (req# 2022-00730E)	PRW	Christina Erickson @ CErickson@cityofberkeley.info	3 years Project Based	Aug 1, 2022

HELLO's & GOODBYE's



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TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Information Systems Specialist</i>	IT
	[REDACTED]	<i>Health Services Program Specialist</i>	HHCS
	[REDACTED]	<i>Health Services Program Specialist</i>	HHCS
	[REDACTED]	<i>Senior Housing Inspector</i>	Planning
	[REDACTED]	<i>Library Aide</i>	Library
	[REDACTED]	<i>Library Aide</i>	Library
	[REDACTED]	<i>Solid Waste Worker</i>	Public Works
	[REDACTED]	<i>Mechanic</i>	Public Works
	[REDACTED]	<i>Assistant City Clerk</i>	City Clerk
PROMOTIONS	[REDACTED]	<i>Manager Mental Health Services</i>	HHCS
RESIGNATION	[REDACTED]	<i>Mealsite Coordinator</i>	HHCS
	[REDACTED]	<i>Public Health Nurse</i>	HHCS
	[REDACTED]	<i>Disability Service Specialist</i>	Public Works
	[REDACTED]	<i>Psychiatrist</i>	HHCS
	[REDACTED]	<i>Senior Human Resources Analyst</i>	Human Resources
	[REDACTED]	<i>Police Sergeant</i>	Police
	[REDACTED]	<i>Senior Management Analyst</i>	City Manager



In Memory of Leisl Griffith-Redmond

BERKELEY MATTERS ● AUGUST 26, 2022



The City of Berkeley Human Resources department is saddened to share the news of the passing of Leisl Griffith-Redmond. She joined the City of Berkeley in October of 2015 in the Public Works Department as a Senior Analyst where she wrote many policies and procedures for the daily functions of Public Works. Leisl helped to implement the Disaster Operations Center (DOC) for the City of

Berkeley. Leisl was an important part of the activation team for the EOC during the Covid 19 Pandemic. In this role she worked very closely with the EOC team and provided leadership on the successful and rapid development of temporary homeless housing as well as public health communications which were integral to keeping people safe. In July of 2021 she joined the Human Resources team as the EEO and Diversity Officer on a temporary basis where she worked closely with employees, and revised the harassment and the diversity policies. One year later she was selected as the official HR EEO and Diversity officer. Leisl was a very dedicated team member, who was professional and performed at a high level.

Leisl was known for her bright colored clothing and her warm smile. She engaged many of us on a wide variety of topics and would often spark up a conversation on any subject. Her absence will be felt throughout the city as we mourn her loss, **she will be deeply missed**. As soon as information is available regarding services, we will share that information. In the meantime, free, confidential, and professional counseling is available at 1-800-834-3773. Please keep Leisl, her family, and her colleagues at the Human Resources Department in your thoughts.



The City of Berkeley is proud to partner with Bay Area SunShares to support your transition to cleaner energy



Limited time discounts on solar + battery storage!

**SIGN UP BEFORE
NOVEMBER 15, 2022**



bayareasunshares.org

- ⇒ **How?** SunShares pools the buying power of all nine Bay Area counties to negotiate discounts from pre-vetted quality solar installers
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Learn more at [upcoming webinars](#)

- September 22 (5pm - 6pm)
- October 11 (12pm - 1pm)
- November 9 (6pm - 7pm)





What is the 3-Point Contact Rule?

To ensure safety and avoid the risk of falls, it is important for each operator to know how to mount or dismount a vehicle.

There is something called the 3-Point Contact Rule.

The 3-Point Contact Rule states:

An individual should have 3 Points of Contact with the vehicle when they are getting on or off **AT ALL TIMES**. Always face towards the vehicle you are mounting and distribute your weight evenly amongst all 3 Points of Contact.

The 3 Point Contact creates a Triangle of Anchor Points. The highest level of stability is created when this triangle is closest to your Center of Gravity.

Correct Mounting Procedure:

Use the correct procedure when mounting or dismounting a vehicle or forklift, you must have three points of contact—either two feet and one hand or two hands and one foot and must be facing the lift truck.



- **Avoid** dismounting the vehicle when in motion. Only dismount when it has come to a complete stop.
- **Avoid** jumping from the vehicle when can cause an unbalance landing or a fall.
- **Avoid** wearing loose clothing as it can catch on equipment.

What can an employer do to reduce falls and injuries?

- Inspect all equipment
- Provide additional non slip surfaces, steps and hand grabs, holds
- Train all workers on the 3 Point Contact Rule
- Implement Safety Signs in the operator compartment or door of vehicle

Safety Awareness Tips

Lifting, Pushing and Pulling Safety

One of the best ways to protect yourself from bodily harm when lifting, pushing or pulling is to use proper equipment, technique or ask for help. Take the time to examine the object and know your personal limits. Always ask for help if the object exceeds your limit.

Use Proper Lifting Techniques

- Avoid lifting heavy items above chest height.
- Use the “big toe” test to test the weight of the object. If you can push the item with your toe, it is safe to move it alone. If not, ask for help.
- When picking up a heavy item from the ground, stand close to the load with your feet shoulder-width apart.
- Squat down, bending at your knees, keeping your back as straight as possible.
- Make sure you have a firm grasp on the object before lifting. Use handles, if available.
- If you are lifting with a partner, coordinate lifting time.
- Once the object is lifted off of the ground, carry it as close to your body as possible to prevent the object from losing its center of gravity and falling to the ground.

Solutions for Pulling

- Keep your feet hip-width apart.
- When bending forward to pull, drop your hips and bend your knees. Concentrate on keeping your core muscles tight to decrease pressure on your back.
- Always face the object you are pulling. Take small, backwards steps once you start to move.

Push Before Pulling

- It is safer to push rather than pull.
- Keep your back straight and bend your knees.
- Do not twist at your hips to push, but rather keep your core tight and use your legs and body weight to move the object.
- Face the load squarely rather than at the top or bottom of the object.



CURRENT RECRUITMENTS

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

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

Personnel Rules and Regulations allow career employees in any

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

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

For answers to frequently asked questions regarding recruitments please visit: www.cityofberkeley.info/Human_Resources/Home/

RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Accounting Manager (Funded by General Fund #011 at 100%) (req# 2018-00319)	Retirement	^ ----- COMPETITIVE ----- v	\$60.83 to \$73.93	Continuous	
Applications Programmer/Analyst II	Vacancy		\$49.88 to \$59.46	Aug 1, 2022	Sep 6, 2022
Assistant Human Resources Analyst (req# 2022-00599E)	Vacancy		\$7,051.20 to \$8,578.27 (Monthly)	Aug 15, 2022	Sep 16, 2022
Behavioral Health Clinician I	Vacancy		\$40.34 to \$47.31	Continuous	
Behavioral Health Clinician II	Vacancy		\$44.43 to \$51.89	Continuous	
Building Inspector I (Funded by General Fund #011 at 100%) (req# 2021-00159E)	Resignation		\$44.74 to \$53.08	Aug 1, 2022	Sep 6, 2022 (Extended)
Building Inspector II (Funded by General Fund #011 at 100%) (req# 2021-00180E)	Vacancy		\$47.97 to \$56.90	Aug 1, 2022	Sep 6, 2022 (Extended)
Communications Specialist (Req# 2022-00484E)	Vacancy		\$48.75 to \$57.83	Aug 15, 2022	Sep 6, 2022

CURRENT RECRUITMENTS (CONT'D)

AUG 26, 2022 • PG 22

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 ----- v	\$48.95 to \$59.18	Aug 1, 2022	Sep 6, 2022 (Extended)
Community Services Specialist III (Funded by Permit Service Center #621 at 25%, FEMA #340 at 75%) (req# 2022-00714E)	Promotion		\$51.71 to \$62.52	Aug 1, 2022	Sep 6, 2022 (Extended)
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		\$67.49 to \$95.43	Continuous	
Electrician (Funded by Street Light Assessment District #142 at 100%) (req# 2020-00113E) (Funded by Marina Ops/Maint #608 at 50%, Special Gas Tax Improvement #127 at 25%, Measure B—Local St & Road #130 at 25%) (req# 2021-00095E) (req# 2021-00353E)	Vacancy		\$46.89 to \$51.39	Continuous	
Camp Manager (Funded by Playground Came Fund #125 at 100%) (req# 2022-00732E, 2022-00733E)	Vacancy Promotion		\$37.10 to \$45.10	Aug 29, 2022	Oct 11, 2022
Emergency Medical Services Quality Improvement & Education Coordinator (Funded by Meas FF #164 at 100%) (req# 2022-00789E)	Vacancy		\$70.81 to \$80.77	Aug 15, 2022	Sep 12, 2022
Engineering Inspector (Traffic) (Funded by General Fund #011 at 100%) (req# 2021-00327E)	Promotion		\$43.76 to \$52.66	Aug 1, 2022	Sep 6, 2022 (Extended)
Epidemiologist	Vacancy		\$40.49 to \$49.21	Continuous	
Fire Inspector (Sworn)	To Establish a List		\$58.10 to \$64.05	Continuous	
Firefighter Paramedic	Vacancy		\$32.18 to \$40.54	Continuous	

CURRENT RECRUITMENTS (CONT'D)

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RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Firefighter Paramedic Lateral	Vacancy	COMPETITIVE ↑ ↓	\$32.18 to \$40.54	Continuous	
Library Aide (Funded by Library-Discretionary #101 at 100%) (req# 2022-00675E, 2022-00676E, 2022-00677E, 2022-00678E, 2022-00679E)	Vacancy		\$3,958.00 to \$4,624.53 (Monthly)	Aug 15, 2022	Sep 2, 2022
Marina Assistant (Funded by Marina Operations/Maint #825 at 100%) (req# 2020-00066)	Promotion		\$32.95 to \$34.93	Continuous	
Mechanic (Funded by Equipment Maintenance #865 at 100%) (Funded by MTC/CALTRANS TIP/HIP Prj #672 at 100%) (req# 2021-00022E) (req# 2021-00179E)	Vacancy		\$43.30 to \$45.90	Continuous	
Mental Health Clinical Supervisor (Funded by General Fund #010 at 45%, Mental health Service Act #063 at 55%) (req# 2019-00213E)	Vacancy		\$49.08 to \$60.26	Jul 4, 2022	Continuous
Mid-Level Practitioner (req# 2018-00129, 2019-00221, 2016-00265)	Vacancy		\$56.35 to \$62.48	Continuous	
Paramedic	Vacancy		\$30.00 to \$45.00	Jul 11, 2022	Continuous
Police Accountability Investigator (Funded by General Fund #011 at 100%) (req# 2022-00752E)	Vacancy		\$48.68 to \$58.66	Aug 1, 2022	Aug 29, 2022
Police Officer Lateral (Funded by General Fund #011 at 100%)	Vacancy		\$51.23 to \$63.79	Continuous	
Police Officer Recruit (Funded by General Fund #011 at 100%) (req# 2021-00233E)	Resignation		\$41.92	Jun 20, 2022	Continuous

CURRENT RECRUITMENTS (CONT'D)

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RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Psychiatrist (Funded by Health (Short/Doyle) Fund #065 at 100%)	Vacancy	COMPETITIVE	\$87.88 to \$129.84	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		\$51.80 to \$60.43	Continuous	
Public Safety Dispatcher I (Funded by General Fund #011 at 100%) (req# 2021-00280E) (req# 2021-00251E)	Vacancy		\$32.18 to \$35.17	Apr 25, 2022	Continuous
Public Safety Dispatcher II	Vacancy		\$44.64 to \$48.45	Continuous	
Recycling Program Manager (Funded by Zero Waste #601 at 100%, (Req# 2022-00687E)	Vacancy		\$53.28 to \$64.32	Aug 1, 2022	Sep 6, 2022 (Extended)
Registered Nurse	Vacancy		\$50.18 to \$55.62	Continuous	
Secretary to the City Manager (Funded by General Fund #011 at 100%) (req# 2022-00797E)	Retirement		\$44.24 to \$53.26	Aug 29, 2022	Sep 19, 2022
Senior Economic Development Project Coordinator (Funded by General Fund #011 at 100%) (req# 2022-00731E)	Vacancy		\$66.67 to \$81.85	Aug 15, 2022	Sep 6, 2022
Senior Human Resources Analyst (Funded by Permit Service Center #621 at 100%) (Req# 2022-00720E)	Resignation		\$54.33 to \$65.65	Jul 18, 2022	Sep 6, 2022 (Extended)
Senior Information Systems Specialist (Funded by IT-Cost Allocation Fund #891 at 100%) (req# 2022-00543E)	Retirement		\$47.14 to \$56.18	Continuous	

CURRENT RECRUITMENTS (CONT'D)

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RECRUITMENT TITLE (Funding source and requisition/s)	REASON NEEDED	TYPE	SALARY (hourly unless indicated)	OPENING DATE	CLOSING DATE
Senior Landscape Gardener Supervisor (Funded by Parks Tax #138 at 85%, Marina Operations/Maint #608 at 15%) (req# 2022-00470E, 2021-00324E)	Resignation Vacancy	^ --- COMPETITIVE --- >	\$52.36 to \$63.03	Aug 15, 2022	Sep 6, 2022
Service Technician	Vacancy		\$36.34 to \$38.57	Continuous	
Social Services Specialist (req# 2022-00650E,2021-00399E,2021-00400E)	Vacancy		\$38.83 to \$45.84	Aug 29, 2022	Oct 3, 2022
Supervising Librarian (Funded by Library-Discretionary #101 at 100%) (req# 2022-00746E, 2022-00747E) (req# 2022-00787E, 2022-00748E)	Promotion Transfer		\$8,623.33 to \$10,389.60 (Monthly)	Aug 15, 2022	Sep 16, 2022
Supervising Public Health Nurse	Vacancy		\$62.73 to \$73.65	Continuous	
Solid Waste Supervisor (Funded by Zero Waste # 601 at 100%) (req# 2022-00673E)	Promotion	PROMOTIONAL	\$46.43 to \$50.18	Aug 29, 2022	Sep 19, 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	REASON	DEPT	CONTACT
Accounting Office Specialist II (Funded by General Fund #011 at 100%) (req# 2021-00450E)	Vacancy	Finance	Marla Brignardello at 981-7236 or MBrignardello@cityofberkeley.info
Accounting Office Specialist II (Funded by Rental Housing Safety Program #129 at 100%) (req# 2022-00623E)	Vacancy	Planning	Jennifer McNulty at 981-7451 or JMcNulty@cityofberkeley.info
Assistant Recreation Coordinator (Funded by Marina Operation/Maint #608 at 100) (req# 2021-00273E)	Promotion	PRW	Denise Brown at 981-6707 or DBrown@cityofberkeley.info
Associate Planner (x2) (req# 2022-00793E, 2022-00783E)	Vacancy Resignation	Public Works	Beth Thomas at 981-7068 or BAThomas@cityofberkeley.info
Community Development Project Coordinator (Funded by General Fund #011 at 20%, Condo Conversion Program #123 at 15%, CDBG Fund #128 at 65%) (req# 2022-00778E)	Promotion	HHCS	Amy Davidson at 981-5406 or ADavidson@cityofberkeley.info
Field Representative (x2) (Funded by Zero Waste #601 at 100%) (req# 2022-00658E, 2022-00786E)	Vacancy	Public Works	Gregory Apa at 981-6359 or GApa@cityofberkeley.info
Fire Apparatus Operator (Funded by General Fund #011 at 100%) (req# 2022-00706E)	Promotion	Fire	Stacie Clarke at 981-5507 or StClarke@cityofberkeley.info

VACANCIES (CONT'D)

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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
Human Resources Technician	Resignation	Human Resources	Donald Ellison at 981-6807 or DEllison@cityofberkeley.info
Library Assistant (x3) (Funded by Library Discretionary #101 at 100%) (req# 2022-00751E, 2022-00759E, 2022-00758E)	Promotion	Library	My Chan at mchan@cityofberkeley.info
Office Specialist II (Funded by General Fund #010 at 42%, Clean Strom Water #616 at 10%, Unified Program #622 at 48%) (req# 2022-00802E)	Vacancy	Planning	Lamhiphek Inthavong at 981-7466 or linthavong@cityofberkeley.info
Recreation Program Supervisor (Funded by General Fund #011 at 100%) (req# 2022-00804E)	Resignation	PRW	Denise Brown at 981-6707 or DBrown@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 (Funding source and requisition/s)	REASON	DEPT	CONTACT	DURATION
Accounting Office Specialist II (Funded by Permit Service Center #833 at 100%) (req# 2021-00411E)	Vacancy	Planning	Pankti Clerk at 981-7462 or PClerk@cityofberkeley.info	NTE 6 Months
Assistant Recreation Coordinator (Funded by Marina Operation/Maint #608 at 100) (req# 2022-00583E)	Promotion	PRW	Denise Brown at 981-6707 or DBrown@cityofberkeley.info	NTE 6 Months
Community Services Specialist II (Funded by General Fund #011 at 100%) (req# 2022-00779E)	Vacancy	HHCS	Amy Davidson at 981-5406 or ADavidson@cityofberkeley.info	NTE 6 Months
Police Sergeant (Funded by General Fund #011 at 100%) (req# 2022-00792E)	Promotion	Police	Marian Dunn at 981-5991 or MDunn@cityofberkeley.info	NTE 6 Months

HELLO's & GOODBYE's

AUG 26, 2022 • PG 29

TYPE	NAME	CLASSIFICATION TITLE	DEPT
APPOINTMENTS	[REDACTED]	<i>Library Services Manager</i>	Library
	[REDACTED]	<i>Senior Human Resources Analyst</i>	Human Resources
PROMOTIONS	[REDACTED]	<i>Senior Management Analyst</i>	IT
	[REDACTED]	<i>Accounting Office Specialist III</i>	Public Works
	[REDACTED]	<i>Community Health Worker Specialist</i>	HHCS
	[REDACTED]	<i>Assistant Management Analyst</i>	City Clerk
RESIGNATION	[REDACTED]	<i>Behavioral Health Clinician</i>	HHCS
	[REDACTED]	<i>Recycling Program Manager</i>	Public Works
RETIREMENT	[REDACTED]	<i>Police Captain</i>	Police

