

CITY OF BERKELEY  
MEETING OF THE PERSONNEL BOARD

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

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

DATE: May 1, 2023 TIME: 7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:00 P.M.

II. Roll Call

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Jenny Wong (City Auditor); Michael Durbin (Police Captain); Amy Davidson (Deputy Director of HHCS); Monique Sims (HHCS)

Public Attendance: None

III. Public Comments

Cordell Hindler: "For next month agenda the board should consider discussing the idea of scheduling a retreat to go over the expectations for 2023. Also, I do approve of the extension of the staff in the Health, Human and community services department [sic]".

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on April 3, 2023

**Action:** MSC: (Wenk/Bartlow) to approve the minutes of the meeting on April 3, 2023.

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

V. Request for Extension of Temporary Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny

Wyant

**Action:** MSC: (O'Loughlin/Wenk) to approve the request for Extension of Temporary Community Service Specialist III Joshua Oehler, Senior Management Analyst Rhianna Babka, and Senior Development Project Coordinator Jenny Wyant

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

VI. Recommendation Amending Fire Captain II Job Class Specification

**Action:** MSC: (Gilbert/Wenk) to approve the Recommendation Amending Fire Captain II Job Class Specification

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

VII. Recommendation Amending the Police Officer Recruit Job Class Specification

**Action:** MSC: (Lacey/Gilbert) to approve the Recommendation Amending the Police Officer Recruit Job Class Specification

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

VIII. Recommendation for Creating Lactation Counselor Job Class Specification

**Action:** MSC: (Wenk/O'Loughlin) to approve the Recommendation for Creating Lactation Counselor Job Class Specification

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

IX. Recommendation Amending the Audit Manager Job Class Specification

**Action:** MSC: (Wenk/Bartlow) to approve the Recommendation Amending the Audit Manager Job Class Specification

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

**INFORMATION ITEMS:**

- X. Employer of Choice Initiative – Discussion Only
- XI. Director’s Report – Updates from HR Director – Discussion Only
- XII. Copy of Berkeley Matters – Discussion Only
- XIII. Adjournment                      8:17 PM