

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
October 6, 2025
7:00 p.m.

Secretary: Janelle Rodrigues, Director of Human Resources
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
hr@berkeleyca.gov

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MEETING AGENDA

- I. Roll Call
- II. Public Comment

ACTION ITEMS:

- III. Approval of Meeting Minutes for September 8, 2025
- IV. Recommendation to Amend Job Class Specifications - Service Technician, Equipment Parts Technician, Mechanic, Mechanic Supervisor
- V. Recommendation to Amend Job Class Specifications - Hazardous Materials Specialist I and Hazardous Materials Specialist II
- VI. Recommendation to Amend Job Class Specification - Youth Enrollee Intern
- VII. Recommendation to Amend Job Class Specifications - Public Safety Dispatcher I and Public Safety Dispatcher II
- VIII. Recommendation to Amend Job Class Specification - Mail and Materials Services Aide
- IX. Recommendation to Extend Temporary Appointment - Community Service Specialist III Yesenia Lopez
- X. Recommendation to Extend Temporary Appointment - Senior Health Services Program Supervisor Rebecca Catlett
- XI. Report by Director of Human Resources - Discussion Only
- XII. Copy of Berkeley Matters - Discussion Only
- XIII. Adjournment

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CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
September 8, 2025
7:00 P.M.

Secretary: Janelle Rodrigues, Director of Human Resources
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
hr@berkeleyca.gov

MEETING MINUTES

- I. Call to Order 7:00 pm
- Roll Call 7:00 pm
- Members Present: Darryl Bartlow
Robert Dixon (Vice Chair)
Maya Karpinski
Nic O’Loughlin (Chair)
Jenny Wenk
- Members Absent: Aviva Gilbert
Mary Kay Lacey
- Staff Present: Peni Basalusalu (Deputy Director of Public Works)
Joy Brown (Public Works Operations Manager)
Janelle Rodrigues (Director of Human Resources)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)
- Public Attendance: Hansel Aguilar
- Public Comments: I’ve requested to be on the agenda twice and have been blocked by Human Resources from getting on the agenda. I am concerned with being able to reach the Personnel Board. In two instances, I have tried to work with the secretary and requested a month in advance to enter this meeting. I want to get guidance on how to get on the agenda and work on establishing new classifications in the Police Accountability department. Warns that the Human Resources department is committing a criminal misdemeanor, references codes and policy which allow the Director of Police Accountability to reach the Personnel Board directly.

ACTION ITEMS:

II. Approval of Minutes of Meeting on June 2, 2025

Action: MSC (Dixon, Wenk) to approve the minutes of meeting on June 2, 2025, with corrections under *Announcements* to read as follows, Commissioner Dixon announces the passing of former HR Director, Sarah Reynoso-Palley, and commemorates her in this meeting.

Vote: Ayes: Bartlow, Dixon, O’Loughlin, Wenk
Noes: None

Abstains: Karpinski
Absent: Gilbert, Lacey

III. Recommendation to Extend Temporary Appointment—Associate Management Analyst Sara Rubio

Action: MSC (Wenk, O'Loughlin) to approve recommendation to Extend Temporary Appointment—Health Services Supervisor Rachel Gonzalez

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

IV. Recommendation to Extend Temporary Appointment—Health Services Supervisor Rachel Gonzalez

Action: MSC (Dixon, Wenk) to approve recommendation to Extend Temporary Appointment—Health Services Supervisor Rachel Gonzalez

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

V. Recommendation to Extend Temporary Appointment—Human Resources Technician Franklin Sean Wood

Action: MSC (Dixon, Wenk) to approve recommendation to Extend Temporary Appointment—Human Resources Technician Franklin Sean Wood

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

VI. Recommendation to Extend Temporary Appointment—Landscape Gardener Jabari Bell

Action: MSC (Bartlow, O'Loughlin) to approve recommendation to Extend Temporary Appointment—Landscape Gardener Jabari Bell

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

VII. Recommendation to Extend Temporary Appointment—Senior Planner Robert Rivera

Action: MSC (Wenk, O'Loughlin) to approve recommendation to Extend Temporary Appointment—Senior Planner

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

INFORMATION ITEMS:

- I. Report by Director of Human Resources – Discussion Only
- II. Copy of Berkeley Matters – Discussion Only
- III. Adjournment 8:04 pm



Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Recommendation to Amend Job Class Specifications of Service Technician, Equipment Parts Technician, Mechanic, and Mechanic Supervisor

RECOMMENDATION

Amend the job class specification of Service Technician, Equipment Parts Technician, Mechanic, and Mechanic Supervisor as outlined.

FISCAL IMPACT

None.

DISCUSSION

The City wishes to amend the job class specifications as outlined:

- **Equipment Parts Technician** – Remove references to Assistant Equipment Parts Technician, a classification that does not exist, and update essential functions and working conditions.
- **Service Technician** – Update minimum qualifications to include California driver's license, which is currently missing from the job class specification, and update essential functions and working conditions.
- **Mechanic** – Update minimum qualifications to include California driver's license, which is currently missing from the job class specification, and making the Smog Check Inspector & Repair Technician licenses required by probationary period, rather than desirable, and update essential functions and working conditions.
- **Mechanic Supervisor** - Correct the smog license names for accuracy.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The City has engaged Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC) in the meet and confer process over the associated impacts of the revisions.

RATIONALE FOR RECOMMENDATION

The recommendation ensures that the City's job class specifications are updated in relation to industry standard, licensure requirements, and references to related job class specifications.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.



City of Berkeley

Service Technician

CLASS CODE	5052	SALARY	\$41.69 - \$44.24 Hourly \$3,334.90 - \$3,538.80 Biweekly \$7,225.61 - \$7,667.40 Monthly \$86,707.30 - \$92,008.80 Annually
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ESTABLISHED DATE	October 13, 2008	REVISION DATE	October 13, 2008 <u>October XX, 2025</u>
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Description

DEFINITION

Under general supervision, performs a variety of duties and semi-skilled work for the preventive maintenance, repair, overhaul and servicing of various motor vehicle and related equipment; changes and repairs [trailer](#), automobile and truck tires in the shop and in the field; and performs related duties as assigned.

CLASS CHARACTERISTICS

The work of this entry level class is at the semi-skilled level and includes preventive maintenance and some repair of city vehicles. The more complex work is performed under the direction of a supervisor. The work is usually performed in the shop but may include making jobsite repairs.

Examples of Duties

The following list of duties describes 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.

1. Disassembles, cleans, repairs, adjusts, installs and performs routine preventative maintenance and inspections on vehicles in the city fleet;
2. Uses hand and power tools and testing instruments common to truck and construction equipment repair and learns the skillful use of specialized tools and equipment;
3. Learns to diagnose and perform [electric, gasoline and diesel various types of](#) engine tune-ups and other minor repairs;
4. Modifies and fabricates simple parts;
5. Learns to interpret and work from service and repair manuals and other related material;
6. Makes verbal and written reports and rough sketches and layouts of work performed and the additional repairs needed; [utilizes Fleet Management Software to record work performed and parts used and needed](#);
7. Operates [a](#) motor vehicles and various heavy construction equipment incidental to performing the work;
8. Make rough estimates of labor, materials, and supplies required for the performance of specific assignments; and
9. [Does Perform](#) semi-skilled service work which includes duties such as; [including but not limited to](#),

- A. Checking batteries, radiator water levels, water hoses, fans belts, adding fluid and noting repair needs; checking and replaces windshield wiper blades and windshield washer fluids;
- B. Washing vehicles, including windows, and vacuums the interior of vehicles; and c
- C. Checking and replacing lamps and bulbs when needed.

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.

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the maintenance and repair of electric, diesel and gasoline various types of powered vehicles and equipment;
2. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field; and
3. Safe work methods and safety regulations pertaining to the work.

Skill in:

1. Servicing and inspecting a wide variety, of including but not limited to, electric, diesel and gasoline-powered vehicles and equipment and related equipment;
2. Operating and maintaining a variety of hand, power and shop tools and equipment used in the work;
3. Understanding and following oral and written instructions;
4. Estimating necessary materials and equipment to complete assignments;
5. Exercising independent judgment and initiative without close supervision;
6. Preparing basic records and reports;
7. Reading and interpreting manuals, specifications and drawings;
8. Shop mathematics; and
9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Minimum Qualifications

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

Equivalent to graduation from high school and one year of experience in the maintenance and repair of vehicles or heavy construction equipment. Must posses a valid California driver's license and a satisfactory driving record.

OTHER REQUIREMENTS

1. Must obtain a valid California Class "B" driver's license with no air brakes restriction and have a satisfactory driving record before completing the probationary period.

Essential Functions

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear automotive sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to lift and install parts weighing up to 80

pounds. Manual dexterity for detailed mechanical work and computer use.

Working Conditions

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Potential exposure to hazardous materials and emergency conditions. Must be available to work evening and weekend shifts.

~~2. Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 50 pounds and availability to work evening and weekend shifts.~~



City of Berkeley

Equipment Parts Technician

CLASS CODE	5022	SALARY	\$37.51 - \$42.52 Hourly \$3,001.15 - \$3,401.30 Biweekly \$6,502.50 - \$7,369.47 Monthly \$78,029.95 - \$88,433.70 Annually
ESTABLISHED DATE	October 13, 2008	REVISION DATE	October 13, 2008

Description

DEFINITION

Under general supervision, orders, receives, stores, issues, controls and maintains an adequate inventory of equipment parts, supplies, accessories and related tools and equipment; identifies and selects items for issue as requested by mechanics and other user departments; inspects parts and tools to ensure correctness and quality; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey level class in this series. Incumbents perform the full range of assigned duties. The primary responsibility of this position is ordering, receiving, storing and issuing of parts and special tools and equipment used in a wide variety of automotive and construction equipment repair. Duties include recordkeeping, inventory control, receiving, development and implementation of control systems and reports. ~~This class may provide lead direction to Assistant Equipment Parts Technician through assigning, training and reviewing work.~~ It is distinguished from [Equipment Mechanic Supervisor](#) which is a first supervisory class responsible for the operation of an equipment shop.

Examples of Duties

The following list of duties describes 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.

1. Orders, receives and maintains equipment parts, accessories, supplies and special tools to be used in the maintenance, service and repair of the City's vehicles and equipment;
2. Issues and distributes parts and supplies;
3. Determines availability of parts and estimates delivery time;
4. Receives and fills requisitions for specialized orders;
5. Maintains and utilizes on-going listings of purchase orders;
6. Arranges and coordinates pick up and delivery of orders;
7. Maintains continuous contact with inventory suppliers and vendors;
8. Researches and locates resources for non-standard parts and special tools;
9. Determines the appropriateness and/or feasibility of substituting parts on the basis of knowledge of interchangeability of such parts;

10. Obtains bids from vendors for specialized repairs;
11. Identifies and selects parts and tools as described and requested by mechanics and other departments;
12. Rechecks request lists to ensure completeness and accuracy of items being ordered; inspects parts, supplies and equipment for quality, quantity and correctness; verifies and checks items received against parts catalogs and manufacturer's identification, model or parts number;
13. Prepares or completes purchase orders;
14. Maintains a comprehensive manual or computer record system on parts, tools, supplies, accounts and analyzes records for quality control;
15. Takes periodic parts room inventory, fuel and oil supplies inventory and establishes desirable minimum supply levels on the basis of operational needs;
16. ~~Requests~~ May create requisition ~~s~~ numbers from Purchasing for special parts ordered from outside vendors that are not on regular purchase orders;
17. Upon receipt of these special parts, enters necessary information through the fleet software system, and identification on appropriate documents and completes the job order reconciles the invoice, submits invoice for payment, and dispatches parts accordingly;
18. Determines, schedules and arranges delivery, location and layout of stock in storage areas;
19. Maintains storage areas in a clean and orderly condition;
20. Keeps abreast of new parts and product lines within the parts and equipment industry;
21. Researches and negotiates costs; and provides or passes on related information to mechanics and supervisors;
22. Performs inventory control; establishes order points; checks and reconciles records with appropriate inventory listings and records; reports discrepancies to the supervisor;
23. Utilizes parts catalogs and repair manuals and tracking system for parts maintenance and control;
24. Maintains operating records and files;
25. Drives trucks as required; completes, prepares and maintains routine forms, documents and electronic reports; prepares brief statistical summaries and reports; ~~26. May instruct other employees in job duties.~~
- ~~26~~7. Performs 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. Parts, tools, and equipment and accessories used in the maintenance and repair of electric, gasoline, and ~~diesel~~ powered/diesel-powered vehicles and equipment;
2. Basic research and data analysis techniques;
3. Standard vehicle and equipment repair and maintenance procedures and terminology;
4. Stock and inventory control, including requisitioning, receiving, storing and issuing;
5. Recordkeeping and electronic filing systems;

6. Operation of standard warehouse and storeroom equipment, including ~~calculators and microcomputers~~electronic inventory software;

~~6-7.~~ 7. Basic purchasing procedures;

Skill in:

1. Developing and implementing inventory control procedures;
2. Understanding and following oral and written instructions;
3. Exercising independent judgment and initiative without close supervision;
4. Preparing and maintaining a wide variety of accurate records and reports;
5. Establishing and maintaining an effective working relationship with those encountered in the course of the work;
6. Gathering and evaluating data and making logical recommendations based on comparative analysis.

Minimum Qualifications

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

Equivalent to graduation from high school and two (2) years of experience at a level equivalent to the City's Assistant Equipment Parts Technician ordering, purchasing, issuing, and maintaining electronic inventory systems for heavy equipment parts and/or automotive parts and accessories.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.

Essential Functions

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear automotive sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to lift and transport parts weighing up to 80 pounds. Manual dexterity for detailed mechanical work and computer use.

Working Conditions

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Potential exposure to hazardous materials and emergency conditions. Must be available to work evening and weekend shifts.



City of Berkeley

Mechanic

CLASS CODE	5034	SALARY	\$49.66 - \$52.64 Hourly \$3,972.40 - \$4,211.20 Biweekly \$8,606.87 - \$9,124.27 Monthly \$103,282.40 - \$109,491.20 Annually
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ESTABLISHED DATE	October 13, 2008	REVISION DATE	December 20, 2021
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Description

DEFINITION

Under general supervision, maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, other vehicles, small gasoline engines and similar equipment; operates a variety of hand, power and shop tools; performs related work as assigned.

CLASS CHARACTERISTICS

Mechanic is the skilled, journey level class of the series. Under general supervision, incumbents perform the full range of assigned duties. This class is distinguished from Mechanic Lead which is the working lead level of the series, and from Mechanic Supervisor which is the first level supervisor of the series.

Examples of Duties

The following list of duties describes 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.

1. Diagnoses and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, gaskets, etc.;
2. Diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring, switches, batteries, and radiators, thermostats, water pumps, etc.;
3. Diagnoses, repairs and overhauls power transmission systems including such parts as clutches, automatic and standard transmissions, differential units, gears, bearings, universal joints and hydraulic units;

4. Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take off equipment, makes oral and written reports of work performed, estimates labor, material and equipment required to complete assignments, repairs and adjusts steering mechanisms and other controls, checking and aligning wheels;
5. Repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxy acetylene welding equipment;
6. Road tests vehicles; drives trucks or equipment as required;
7. Diagnoses engine electronic computer using diagnostic scope;
8. May perform smog checks and certify vehicles;
9. Performs preventive maintenance work on construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment;
10. Reads and interprets manuals, drawings and specifications;
11. Maintains and repairs small gasoline engines and similar equipment found on mowers, chain saws, etc.;
12. Completes forms and keeps accurate maintenance records utilizing fleet management software;
13. Modifies and fabricates new parts for truck bodies and similar equipment;
14. Installs and repairs power take off equipment such as small electric cranes, hoists and small hydraulic lift equipment;
15. May direct and instruct other employees in the work;
16. Ensures proper safety and environmental precautions are observed;
17. May perform general preventative maintenance such as tire replacement and repair, balancing, replacing hoses, performing tune ups, may clean vehicles;
18. Perform related duties as assigned.

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.

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel, electric and gasoline powered vehicles and equipment;
2. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field;
3. Safe work methods and safety regulations pertaining to the work.

Skill in:

1. Diagnosing and repairing a wide variety of diesel and gasoline powered vehicles and equipment and related equipment;
2. Operating and maintaining a variety of hand, power and shop tools and equipment used in the work;
3. Understanding and following oral and written instructions;
4. Estimating necessary materials and equipment to complete assignments;
5. Exercising independent judgment and initiative without close supervision;
6. Preparing basic records and reports;
7. Reading and interpreting manuals, specifications and drawings;
8. Shop mathematics;
9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Minimum Qualifications

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

Equivalent to graduation from high school and three (3) years experience at a journey level in the maintenance and repair of vehicles or heavy construction equipment. Must possess a valid California driver's license and a satisfactory driving record. Course completion in appropriate trade school or technical coursework in electric, diesel, or and gasoline powered mechanics leading to journey certification can be substituted for up to one (1) year of the required experience.

OTHER REQUIREMENTS

~~A class "A" driver's license is desirable.~~ Must possess a valid class "B" California driver's license with no air brakes restriction, and have a satisfactory driving record Smog Check Inspector license, and Smog Check Repair Technician license before completing probationary ~~the~~ period. ~~Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds; requires availability~~ Must be available to work evening and weekend shifts; a valid ~~Class EU smog license and~~ ASE Certifications are preferred. A class "A" driver's license is desirable.

Essential Functions

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear automotive sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to lift and install parts weighing up to 80 pounds. Manual dexterity for detailed mechanical work and computer use.

Working Conditions

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Potential exposure to hazardous materials and emergency conditions.

Classification History

Established: 12/88

Revised: 10/90

Revised: 03/00

Revised: 12/20/21 - Approved at PP Meeting

Revised: 10/2025



City of Berkeley

Mechanic Supervisor

CLASS CODE	5038	SALARY	\$56.83 - \$60.29 Hourly \$4,546.41 - \$4,823.57 Biweekly \$9,850.55 - \$10,451.06 Monthly \$118,206.61 - \$125,412.77 Annually
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ESTABLISHED DATE	October 13, 2008	REVISION DATE	October 13, 2008 <u>October XX, 2025</u>
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Description

DEFINITION

Under general supervision, plans, organizes and directs the repair and servicing of a wide variety of electric, gasoline, and ~~diesel-powered~~ diesel-powered vehicles and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

This is the first line supervisory level in this series. Incumbents plan, organize, schedule, assign and direct the work of an equipment shop on an assigned shift and provide technical assistance as necessary. This class is distinguished from Senior Equipment Supervisor, which is responsible for operation of both the main equipment shop and the transfer station shop.

Examples of Duties

The following list of duties describes 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.

1. Plans, organizes, schedules, supervises, assigns and evaluates the work of staff engaged in the overhaul, repair and maintenance of a wide variety of automobiles and ~~gas- or diesel-powered~~ gas- or diesel-powered trucks and construction equipment, including engines, fuel, electrical, hydraulic, power transmission systems and body and chassis parts;
2. Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions;
3. ~~3-4.~~ Inspects equipment to determine work required and to evaluate performance;
4. ~~4.~~ Recommends and implements disciplinary action as necessary;
5. Estimates personnel, material and equipment requirements for assigned jobs;
6. Provides technical assistance to staff in resolving difficult problems encountered;

7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.;
8. Supervises the ordering and maintenance of an adequate inventory to accomplish assigned jobs;
9. Responds to questions and complaints from other departments and divisions;
10. Recommends special work required or necessary equipment maintenance;
11. Reviews work upon completion; ensures appropriate safety precautions and equipment are being utilized;12. Conducts safety meetings;
13. Schedules and coordinates activities with other City departments;
14. Drives trucks; vehicles, and heavy equipment as needed;
- ~~15. Supervises security attendant and schedules security for weekends and holidays as needed;~~
- ~~16-15.~~ Assists in evaluation of economic life of equipment/vehicles;
- ~~17-16.~~ Participates in meetings as required;
- ~~17.~~ Responds to emergency situations as necessary;
18. 19. May perform maintenance or repair work as required;
20. Performs 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. Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of electric, gasoline, and ~~diesel-powered~~ diesel-powered vehicles and equipment, trucks and heavy construction equipment and related equipment;
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline;
3. Principles and practices of purchasing materials and outside services;
4. Safe work methods and safety practices pertaining to the work;
5. Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work;
6. Relevant codes and regulations;
7. ~~Microcomputer applications related to the work.~~ Multiple software systems including diagnostic, telematics, fleet management software, fuel software.

Skill in:

1. Planning, estimating, coordinating, and scheduling the work of others;
2. Preparing and maintaining a variety of accurate written records and reports pertaining to the work;
3. Reading and interpreting plans, maps and specifications and manuals;
4. Operating and maintaining equipment and tools used in the field;

5. Establishing and maintaining effective working relationships with those encountered in the course of the work;
6. Identifying and implementing effective courses of action to complete assigned work;
7. Coordinating work assignments with other divisions, departments and agencies.

Minimum Qualifications

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

Equivalent to completion of high school and five (5) years of journey level mechanical experience in the maintenance and repair of vehicles or heavy construction equipment. Course completion in appropriate trade school or technical coursework in diesel or gasoline powered mechanics can be substituted for up to one (1) year of the required experience.

OTHER REQUIREMENTS

Must possess a valid class "B" California driver's license and have a satisfactory driving record. A class "A" driver's license is desirable. ~~Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds; must~~ be available to work evening and weekend shifts. Possession of ~~a valid Class "A" Smog License Smog Check Inspector and Smog Check Repair Technician licenses~~ are required as a condition of completing probation.

Essential Functions

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear automotive sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to lift and install parts weighing up to 80 pounds. Manual dexterity for detailed mechanical work and computer use.

Working Conditions

Work is performed indoors and outdoors with exposure to hot and cold environments. Noise level ranges from moderate to high. Potential exposure to hazardous materials and emergency conditions.

Classification History

Established: 12/88

Revised: 10/90

Revised: 7/92

Revised: 3/00

Revised: 09/2510/2025



Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Recommendation to Amend Job Class Specifications of Hazardous Materials Specialist I and Hazardous Materials Specialist II

RECOMMENDATION

Amend the job class specifications of Hazardous Materials Specialist I and Hazardous Materials Specialist II as outlined.

FISCAL IMPACT

None.

DISCUSSION

The current minimum requirements state, "Equivalent to graduation from a four-year college or university with a major in industrial hygiene, environmental health sciences, physical or engineering science or a related field. Some experience in hazardous materials management, environmental health inspections, industrial hygiene practices or similar hazardous materials program is desirable."

However, the California Code of Regulations (CCR), Title 27, Section 15260(a)(1), requires an exact list of qualifying disciplines which are reflected in the proposed revisions: "Possession of a Bachelor's degree from an accredited college or university with major course work in biology, physical or environmental science, environmental health, industrial hygiene, or a closely related field or Registration as an Environmental Health Specialist. Some experience in hazardous materials management, environmental health inspections, industrial hygiene practices or similar hazardous materials program is desirable."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The City notified Service Employees International Union Local 1021 Community Services and Part-Time Recreation Leaders Association (SEIU-CSU) and offered to engage in the meet and confer process over the associated impacts of the revisions.

RATIONALE FOR RECOMMENDATION

The recommendation ensures that the City's job class specifications complies with state regulatory requirements for Certified Unified Program Agencies (CUPA) program staff.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.

**City of Berkeley
Hazardous Materials Specialist I**

CLASS CODE

2106

SALARY

\$51.41 - \$59.58 Hourly

\$4,113.11 - \$4,766.75 Biweekly

\$8,911.74 - \$10,327.96 Monthly

\$106,940.91 - \$123,935.55 Annually

REVISION DATE

~~October 09, 2008~~ October 6, 2025

Description

DEFINITIONS

Under general supervision, performs professional inspection and enforcement work in an environmental hazardous wastes program; performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry-level class in the professional hazardous materials specialist series with incumbents expected to have a working knowledge of the handling and management of hazardous materials. Initially under close supervision, incumbents provide assistance in investigative and enforcement work or assist in the operation of technical aspects for emergency response situations in environmental health hazards or hazardous spills services while learning hazardous materials policies and procedures. As experience is gained, duties become more diversified and are performed under more general supervision. Incumbents spend a majority of their time in the field performing investigative and enforcement work. The work requires the exercise of considerable judgment in planning inspections and preparing reports and presentations of findings. This class is distinguished from the Hazardous Materials Specialist II in that the latter is the journey-level class in the professional Hazardous Material Specialist series.

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. Conducts inspections of hazardous materials facilities for compliance with State of California safety storage and handling regulations;
2. Reviews inventory statements and emergency response plans of businesses handling and storing hazardous materials;

3. Conducts investigations of state and federal hazardous waste control law violations and coordinates with federal and state Environmental Protection Agencies (EPA), Alameda County District Attorney and City fire and police departments;
4. Collects samples and other evidence of hazardous waste violations including photographs, records, and witness and responsible party interviews;
5. Responds to hazardous substance spills with City Fire Department;
6. Conducts identification of unknown substances with field-testing equipment;
7. Advises on clean up and investigates spill to determine criminal/civil law violations;
8. Prepares a variety of reports such as legal complaints, clean up orders, violation and notices and compliance orders related to hazardous materials/wastes investigation;
9. Reviews clean up plans for hazardous waste sites prepared on behalf of responsible parties;
10. Reviews soil, water, and air sample results submitted for compliance with state and federal standards;
11. Monitors removal and installation of hazardous materials underground storage tanks;
12. Assists the public and business in matters related to hazardous waste inquiries;
13. Assists news media at the scene of hazardous materials incidents and at other times as required;
14. Performs related duties as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Principles and practices of public health, industrial hygiene, environmental sanitation and engineering;
2. Methods, techniques and practices used in the handling, management and elimination of hazardous materials;
3. Principles and practices of disaster planning including emergency response and evacuation procedures;
4. Fire safety and inspection practices;
5. State and federal hazardous waste control and safety regulations and requirements;
6. Principles and techniques of sampling analysis of soil, air and water specimens;
7. Basic methods and practices of transportation and disposal of hazardous wastes; and
8. Statistical methods and survey techniques.

Skill in and ability to:

1. Conduct thorough inspections of hazardous materials facilities;
2. Determine operator/owner compliance with state and federal environmental protection legislation;
3. Analyze and evaluate the results of sampling studies;
4. Coordinate hazardous materials/wastes inspection and enforcement activities with involved city, state and federal agencies;
5. Exercise sound, independent judgment within established guidelines;
6. Educate the public in matters related to hazardous materials handling and management;
7. Interpret and enforce safety and fire regulations and guidelines;

8. Identify and recommend solutions to hazardous materials/waste management problems; and
9. Establish and maintain working relationships with those contacted in the course of the work.

Minimum Qualifications

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

~~Equivalent to graduation from a four year college or university with a major in industrial hygiene, environmental health sciences, physical or engineering science or a related field. Some experience in hazardous materials management, environmental health inspections, industrial hygiene practices or similar hazardous materials program is desirable. Progressively responsible related experience may be substituted for the college coursework on a year for year basis.~~

Possession of a Bachelor's degree from an accredited college or university with major course work in biology, physical or environmental science, environmental health, industrial hygiene, or a closely related field or Registration as an Environmental Health Specialist. Some experience in hazardous materials management, environmental health inspections, industrial hygiene practices or similar hazardous materials program is desirable.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

Tools & Equipment

Gas and chemical detection devices (multi-gas monitors, photoionization detectors), sampling instruments (forceps, swabs, pipettes, soil/water/air kits), spill response and containment equipment (absorbents, drums), cameras, computers, and phones.

Essential Functions

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Routinely lifting up to 20 pounds. May be required to climb a ladder up to 10 feet. Manual dexterity for proper handling of equipment and samples. Ability to read printed materials and view a computer monitor. Ability to comprehend complex documents and technical specifications.

Working Conditions

Work is performed in a standard office environment and in field environments with exposure to hot and cold conditions, moderate to high noise levels, and hazardous materials. Walking surfaces may be slippery or uneven. Work may be performed in proximity to moving machinery.

Classification History

Revised: 5/90

Revised: 10/05

Revised: 10/25

**City of Berkeley
Hazardous Materials Specialist II**

CLASS CODE

2108

SALARY

\$58.39 - \$67.66 Hourly

\$4,671.13 - \$5,412.92 Biweekly

\$10,120.78 - \$11,727.99 Monthly

\$121,449.33 - \$140,735.92 Annually

REVISION DATE

~~October 09, 2008~~ October 6, 2025

Description

DEFINITIONS

Under general supervision, performs professional inspection and enforcement work in an environmental hazardous wastes program; performs related work as assigned.

CLASS CHARACTERISTICS

This is a full journey level, certified class with incumbents expected to have a comprehensive knowledge of the handling and management of hazardous materials. Incumbents spend a majority of their time in the field performing investigative and enforcement work. The work requires the exercise of considerable independent judgment in planning inspections and preparing reports and presentations of findings. Work may include assisting with the work instruction or project direction of new staff members. This class is distinguished from the Hazardous Material Manager, which supervises and manages a small staff.

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. Conducts inspections of hazardous materials facilities for compliance with State of California safety storage and handling regulations;
2. Reviews inventory statements and emergency response plans of businesses handling and storing hazardous materials;
3. Conducts investigations of state and federal hazardous waste control law violations and coordinates with federal and state Environmental Protection Agencies (EPA), Alameda County District Attorney and City fire and police departments;
4. Collects samples and other evidence of hazardous waste violations including photographs, records, and witness and responsible party interviews;

5. Responds to hazardous substance spills with City Fire Department;
6. Conducts identification of unknown substances with field-testing equipment;
7. Advises on clean up and investigates spill to determine criminal or civil law violations;
8. Prepares a variety of reports such as legal complaints, clean up orders, violation and notices and compliance orders related to hazardous materials/wastes investigation;
9. Reviews clean up plans for hazardous waste sites prepared on behalf of responsible parties;
10. Reviews soil, water, and air sample results submitted for compliance with state and federal standards;
11. Monitors removal and installation of hazardous materials underground storage tanks;
12. Assists the public and business in matters related to hazardous waste inquiries;
13. Assists news media at the scene of hazardous materials incidents and at other times as required; and
14. Performs related duties as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Principles and practices of public health, industrial hygiene, environmental sanitation and engineering;
2. Methods, techniques and practices used in the handling, management and elimination of hazardous materials;
3. Principles and practices of disaster planning including emergency response and evacuation procedures;
4. Fire safety and inspection practices;
5. State and federal hazardous waste control and safety regulations and requirements;
6. Principles and techniques of sampling analysis of soil, air and water specimens;
7. Basic methods and practices of transportation and disposal of hazardous wastes; and
8. Statistical methods and survey techniques.

Skill in and ability to:

1. Conduct thorough inspections of hazardous materials facilities;
2. Determine operator/owner compliance with state and federal environmental protection legislation;
3. Analyze and evaluate the results of sampling studies;
4. Coordinate hazardous materials/wastes inspection and enforcement activities with involved city, state and federal agencies;
5. Exercise sound, independent judgment within established guidelines;
6. Educate the public in matters related to hazardous materials handling and management;
7. Interpret and enforce safety and fire regulations and guidelines;
8. Identify and recommend solutions to hazardous materials/waste management problems; and
9. Establish and maintain working relationships with those contacted in the course of the work.

Minimum Qualifications

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

~~Equivalent to graduation from a four year college or university with a major in industrial hygiene, environmental health sciences, physical or engineering science or a related field and two (2) years of experience in hazardous materials management, environmental health inspections, industrial hygiene practices or similar hazardous materials programs. A master's degree in an appropriate field may be substituted for one (1) year of the experience requirement. Progressively responsible related experience may be substituted for the college coursework on a year for year basis.~~

Possession of a Bachelor's degree from an accredited college or university with major course work in biology, physical or environmental science, environmental health, industrial hygiene, or a closely related field or registration as an Environmental Health Specialist

And

Two (2) years of experience in hazardous materials management, environmental health inspections, industrial hygiene practices or similar hazardous materials programs. Possession of a Master's degree in a qualifying field may be substituted for one (1) year of the required experience.

OTHER REQUIREMENTS

Must obtain and maintain International Code Council (ICC) certifications as a California Underground Storage Tank (UST) Inspector.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

Tools & Equipment

Gas and chemical detection devices (multi-gas monitors, photoionization detectors), sampling instruments (forceps, swabs, pipettes, soil/water/air kits), spill response and containment equipment (absorbents, drums), cameras, computers, and phones.

Essential Functions

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Routinely lifting up to 20 pounds. May be required to climb a ladder up to 10 feet. Manual dexterity for proper handling of equipment and samples. Ability to read printed materials and view a computer monitor. Ability to comprehend complex documents and technical specifications.

Working Conditions

Work is performed in a standard office environment and in field environments with exposure to hot and cold conditions, moderate to high noise levels, and hazardous materials. Walking surfaces may be slippery or uneven. Work may be performed in proximity to moving machinery.

Classification History

Revised: 5/90

Revised: 10/05

Revised: 10/25



Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Recommendation to Amend Job Class Specification of Youth Enrollee Intern

RECOMMENDATION

Amend the job class specification of Youth Enrollee Intern as outlined.

FISCAL IMPACT

None.

DISCUSSION

YouthWorks is a comprehensive development program that offers Berkeley residents valuable work experience, training, professional development and career growth opportunities. The program hosts hundreds of interns each year who are placed at sites including the City of Berkeley, Berkeley Unified School District, Berkeley City College, and community-based organizations. Through these partnerships, interns gain valuable job experience and enhancement in their life, learning, and professional skills.

The current job class specification was written in the style of a job posting. The amendments reflect the update to the standard format of City job class specification, capture current duties and relevant knowledge, skills, and responsibilities, and illustrate the classification name change.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification of Youth Enrollee Intern is unrepresented.

RATIONALE FOR RECOMMENDATION

The recommendation reflects the current duties of the interns who serve in the YouthWorks program.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.

City of Berkeley
YouthWorks Enrollee-Intern

CLASS CODE
9006

SALARY
\$19.18 Hourly

ESTABLISHED DATE
March 09, 2018

REVISION DATE
~~March 05, 2019~~ October 6, 2025

Description

~~Are you a Berkeley resident between 14 and 25 years old? Opportunities are available in the areas of office administration, information technology, customer service, recreation, gardening, maintenance, food service, graffiti clean-up and more.~~

-

Employment Program for Berkeley Youth

~~YouthWorks operates on a year-round basis including 7-8 week Summer & Winter After-school Employment Programs for youth 14-25 years old. The goal of the YouthWorks program is to provide a variety of employment opportunities that allow participants the opportunity to build strong skills.~~

Program Objectives for YouthWorks:

~~Encourage school completion and enrollment in postsecondary education and/or training.~~

- ~~• Expose youth to career options and opportunities.~~
- ~~• Offer part-time temporary jobs~~
- ~~• Divert youth into positive activities~~
- ~~• Assist youth with inter-personal relations at home and in the community.~~

~~To download the YouthWorks brochure, [click here](#).~~

DEFINITION

Under direct supervision, performs a variety of entry-level tasks in support of operations at an assigned City of Berkeley department or community-based organization. Participates in professional development and mentorship sessions to build employment-related knowledge and skills.

CLASS CHARACTERISTICS

This is an entry-level classification wherein incumbents are placed at a City of Berkeley department or community-based organization for job experience and skill development. Incumbents gain exposure to the work environment and receive training and guidance toward professional development goals. Specific duties vary depending upon the department or organization to which assigned.

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. Assists with supervision of youth participants at day camps, recreation centers, and other childcare programs; provides guidance for completion of schoolwork at afterschool programs;

2. Operates office equipment such as computers, scanners, and telephones to enter data, research information, and prepare materials;
3. Learns and performs technical tasks in support of landscape maintenance and equipment repair;
4. Assists with special event coordination and setup; monitors event participants and reports issues to supervisor; assists with event teardown and cleanup;
5. Participates in professional development workshops; regularly meets with site supervisor for guidance and mentorship;
6. Performs related duties as assigned.

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.

Knowledge of:

1. Standard office computer applications;
2. Basic arithmetic;
3. Basic record-keeping practices;
4. Customer service principles.

Ability to:

1. Understand and follow oral and written instructions;
2. Observe appropriate safety practices and rules;
3. Communicate courteously and effectively with staff and the public;
4. Operate a personal computer, standard office equipment, and hand tools.

Minimum Qualifications

~~The following criteria must be met in order to have an application considered for YouthWorks:~~

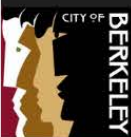
- ~~• Applicant must submit a complete City of Berkeley application~~
- ~~• Applicant must answer all required supplemental questions~~
- ~~• Applicant must be a youth residing in Berkeley with verification documents~~
- ~~• Berkeley Youth age 14-25 are eligible for YouthWorks~~
- ~~• Berkeley Youth applicants under age 18 will need a work permit~~

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

Equivalent to completion of the eighth grade.

OTHER REQUIREMENTS

Must reside in Berkeley, California. May be required to work evenings or weekends. May be required to lift up to 25 pounds.



YOUTHWORKS

YouthWorks is a comprehensive youth development program designed to provide employment opportunities and life skills training that facilitate the acquisition of work experience and enhance youth employability during their transition from childhood to adulthood.

WHO IS YOUTHWORKS?

YouthWorks is dedicated to supporting underrepresented communities and youth encountering socio-economic and educational barriers. **The program targets youth who reside in the City of Berkeley.**

- This includes youth who speak English as a second language, those involved in the foster care or juvenile justice systems, young parents, individuals with disabilities, and those receiving social services or who possess a 504 or Individualized Education Program (IEP) plan.
- **YouthWorks** contracts with various community-based organizations to help recruit youth and host internships.
- **YouthWorks**, NOT the worksite, is the Employer of Record and pays all wages, payroll, and workers' compensation expenses. **Youth will be paid the minimum wage of \$19.18 per hour (effective 07/01/25).**

OBJECTIVES

"I feel comfortable in my workspace, and appreciate YouthWorks for giving me the opportunity to experience a professional setting and improve leadership and collaborative skills." - Fall '24 YouthWorker

Through strategic partnerships with the Berkeley Unified School District, Berkeley City College, relevant City of Berkeley departments, and community-based organizations, YouthWorks offers job placements that align with research-based youth development principles.

- **The specific objectives of their work experience INCLUDE:** Create a safe and well-supervised work environment where young people can learn the importance of a strong work ethic and begin their journey toward productive future employment.
- For many young people, **this work experience is their first chance to develop work habits**, basic job skills, and an understanding of workplace expectations. Since it's often their first job, mentorship and guidance are essential for their growth.

The anticipated outcomes for participants include enhancements in Learning Skills, Life Skills, Professionalism, Contribution, and Sense of Self-Care. The overarching objective is to ensure that all youth and young adults in Berkeley have access to educational resources and culturally responsive training, acquire essential life skills for self-sufficiency, and succeed in their professional endeavors, careers, and adult lives.

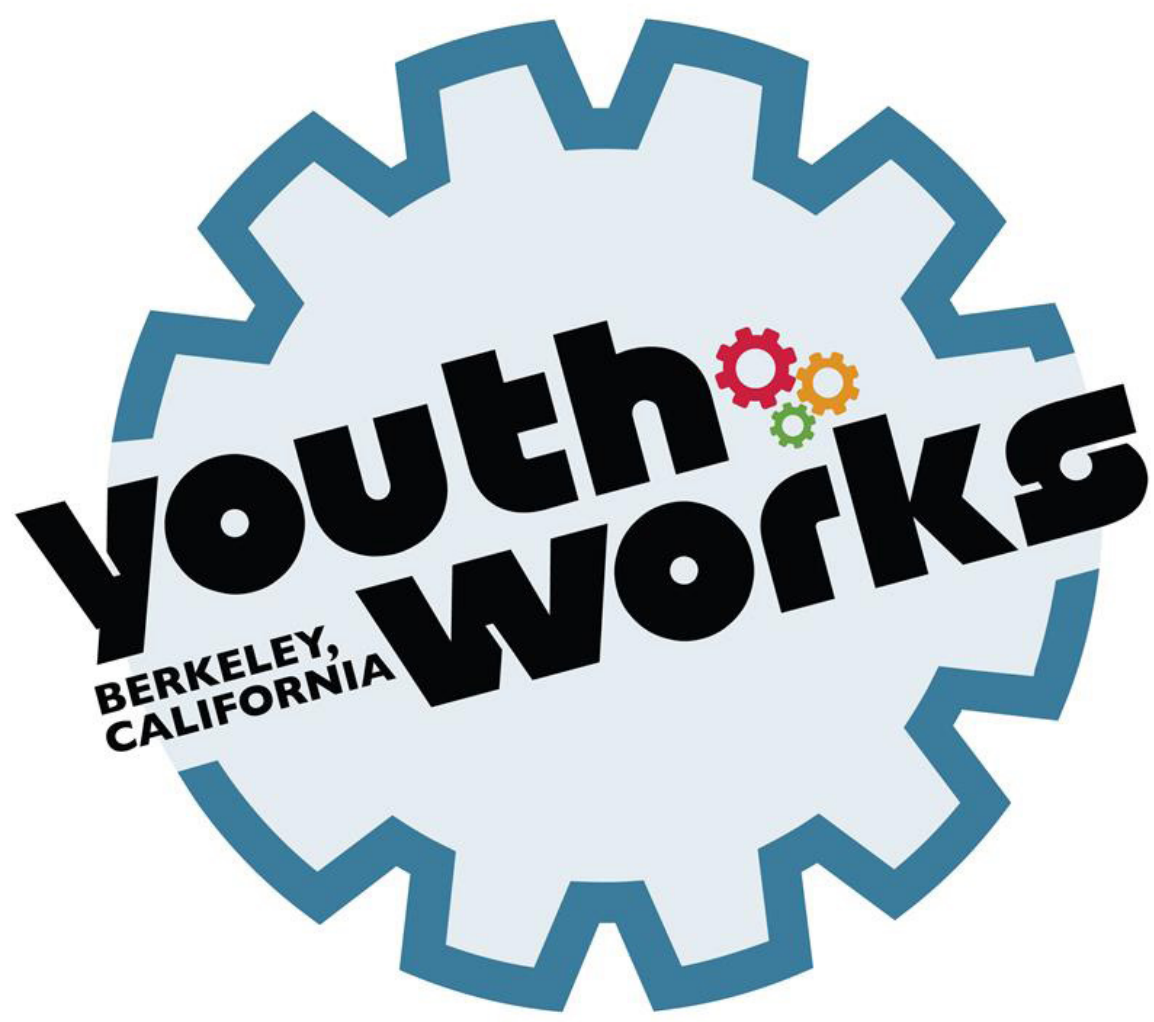


AT A GLANCE

- **300 Youth** participate in YouthWorks per calendar year
- **Internship length** varies from 6-8 weeks over summer and 10-13 weeks during the school year.
- **Worksite Partners** include; Waterside Workshops, CoB Fire, BHS Stagetech, YMCA, Ecology Center, BUSD LEARNS, Super Science Saturdays, Biotech labs, BCC, COB Rent Board, RISE, Healthy Black Families, BYA, and Youth Equity Partnership.
- **Total hours worked by Youth** so far this fiscal year: 33,000 +
- **Total \$ earned:** Over \$600,000!



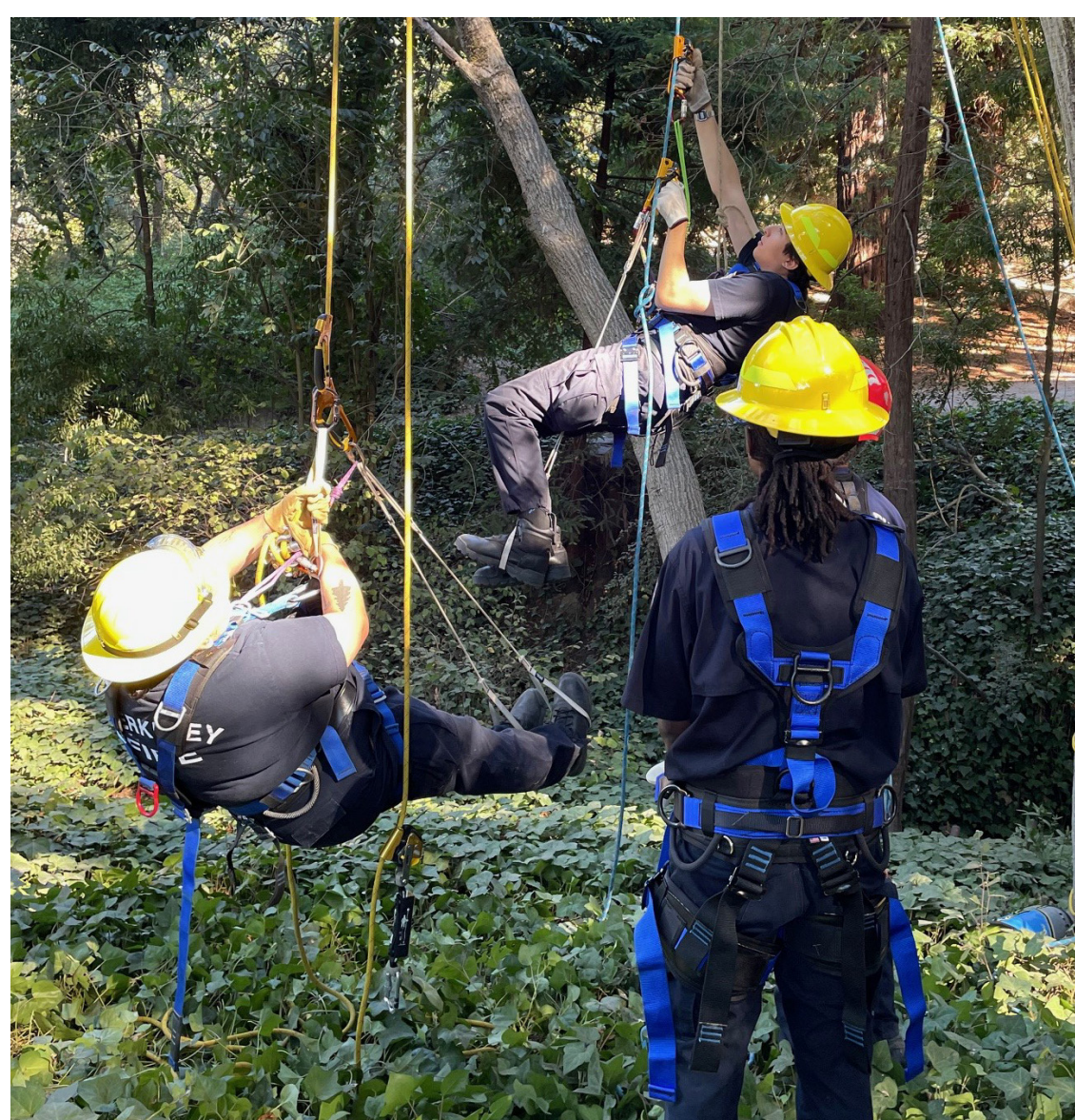
YouthWorks / Phone: 510.981.4970/
Youthworks@berkeleyca.gov



WHAT IS YOUTHWORKS?

YouthWorks is a comprehensive youth development program designed to provide **employment opportunities and life skills training** that facilitate the acquisition of work experience and enhance youth employability during their transition from childhood to adulthood.

The program focuses on working with youth who reside in the City of Berkeley, come from underserved communities, and encounter socio-economic and educational barriers.



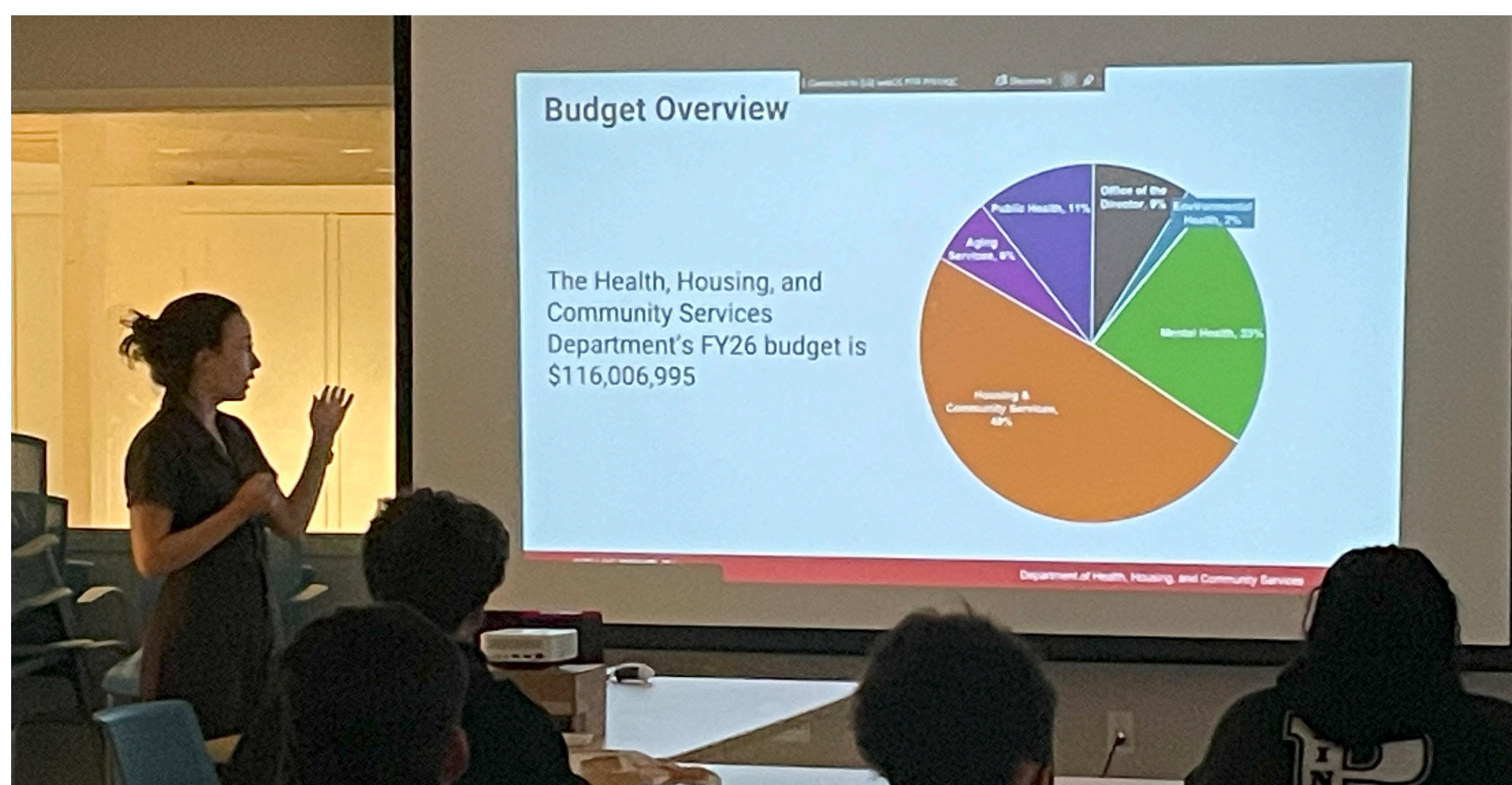
YouthWorks interns work in City of Berkeley departments and in various community-based organizations throughout the city. The program offers both summer and year-long internships.

All YouthWorks internships are paid employment opportunities. YouthWorks pays for all of the interns' wages and other payroll expenses.

YOUTHWORKS AT A GLANCE

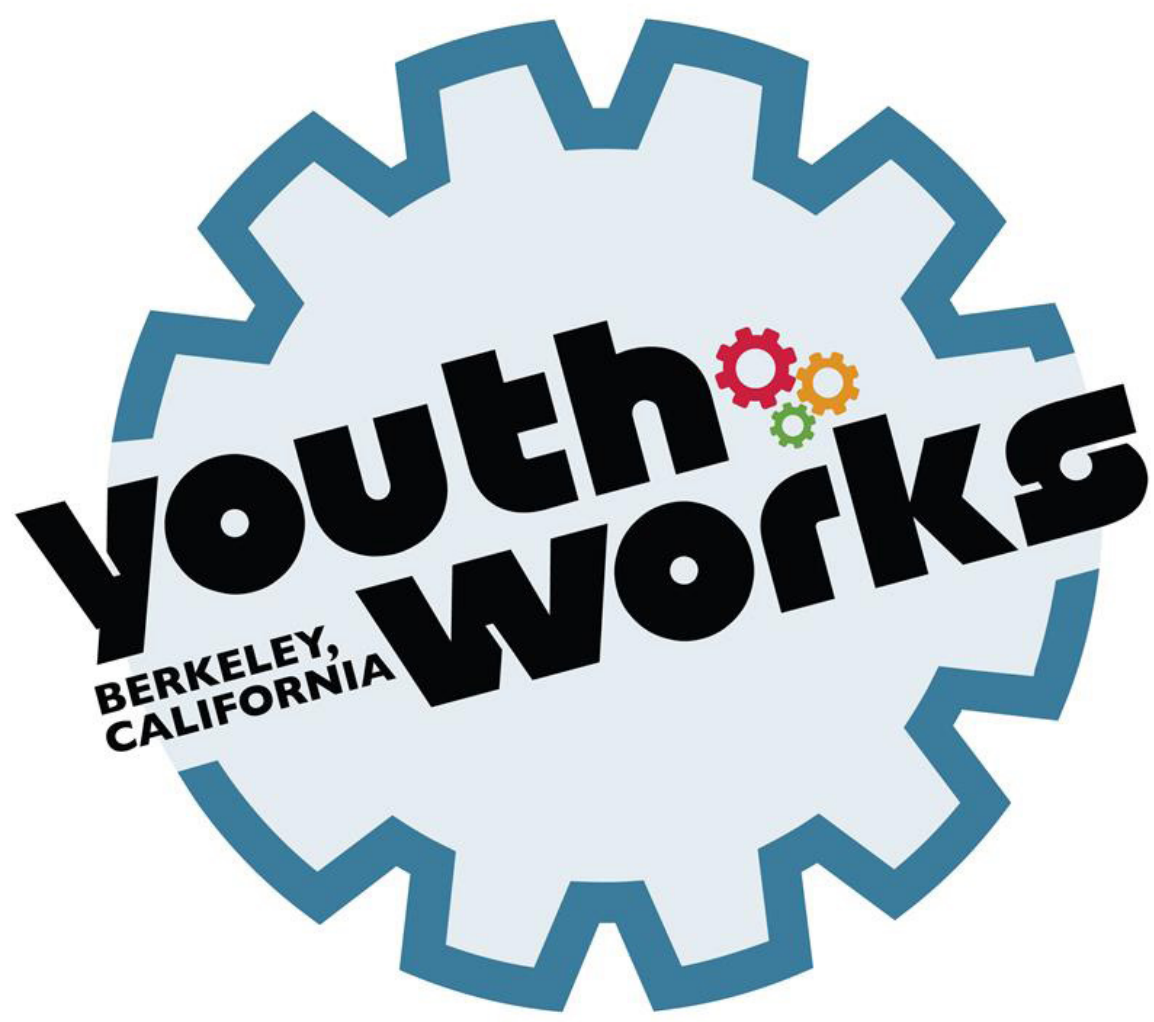
WORKSITE PARTNERS

- Berkeley City College
- Berkeley Food Network
- Berkeley Youth Alternatives
- Biotech Labs
- BUSD LEARNS and RISE
- City of Berkeley: Fire, Rent Board, PRW
- Ecology Center
- Healthy Black Families
- Waterside Workshops
- YMCA
- Youth Equity Partnership



- 300 youth participate in YouthWorks per calendar year.
- Internship length varies from 6-8 weeks over summer and 10-13 weeks during the school year.
- YouthWorks by the numbers:
 - Total hours worked by interns each year: Over 33,000 hours
 - Total wages earned by interns each year: Over \$600,000





PROGRAM OBJECTIVES

Through **strategic partnerships** with the Berkeley Unified School District, Berkeley City College, relevant City of Berkeley departments, and community-based organizations, YouthWorks offers job placements that align with research-based youth development principles.

The specific objectives of the internship experience include working in a safe and well-supervised work environment where the interns can learn the importance of a strong work ethic and begin their journey toward productive future employment.



Youthworks' Youth Development Principles

For many young people, **this work experience is their first chance to develop work habits**, basic job skills, and an understanding of workplace expectations.

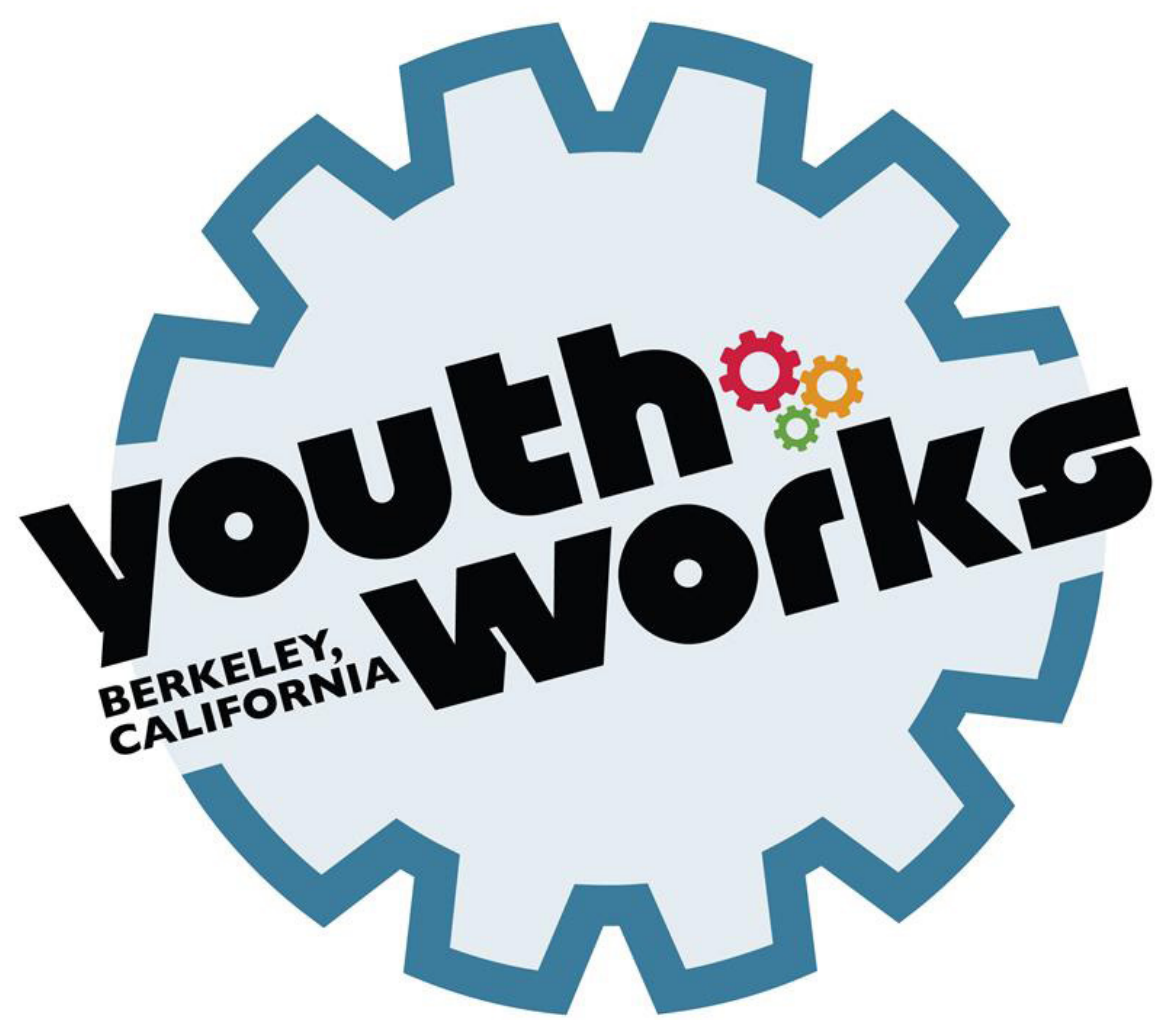
YOUTHWORKS HISTORY

The YouthWorks Program has been a **City of Berkeley program since the 1970s** and has previously been known as the Youth Employment Program and Job Training Partnership Act. Over the decades, thousands of Berkeley youth completed internships through the program, and many parents we encounter today fondly speak of their own experiences as participants.

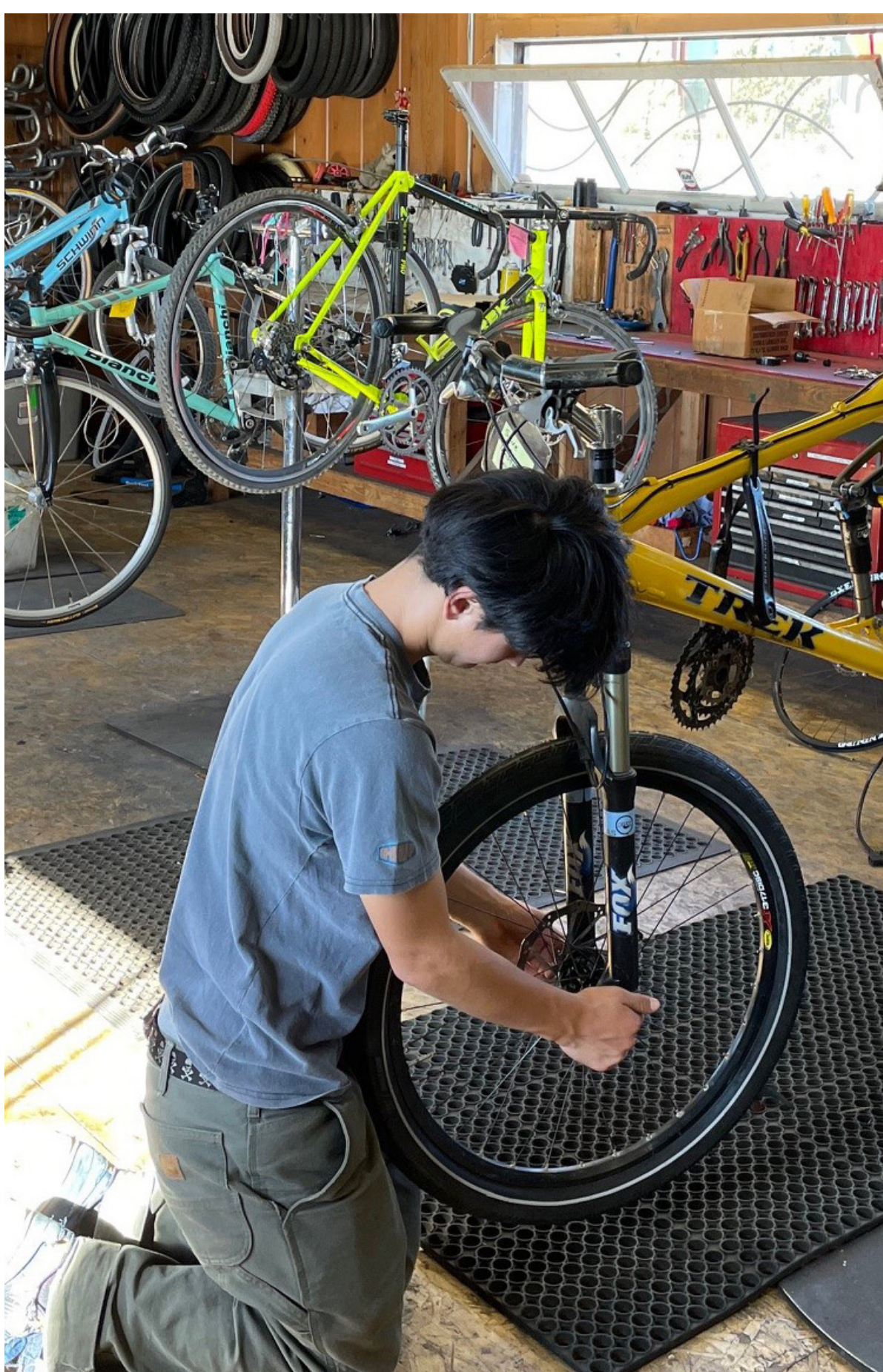
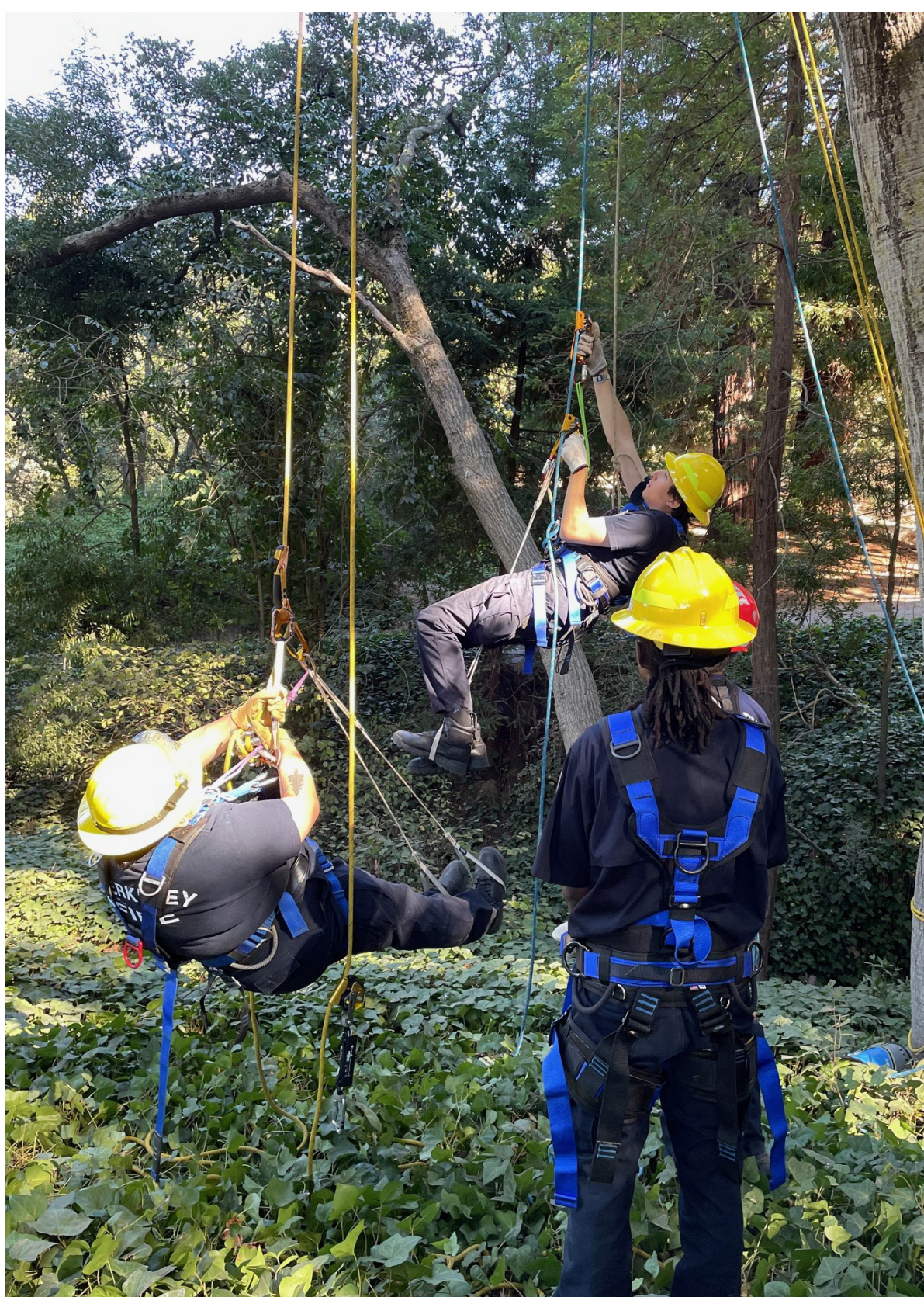


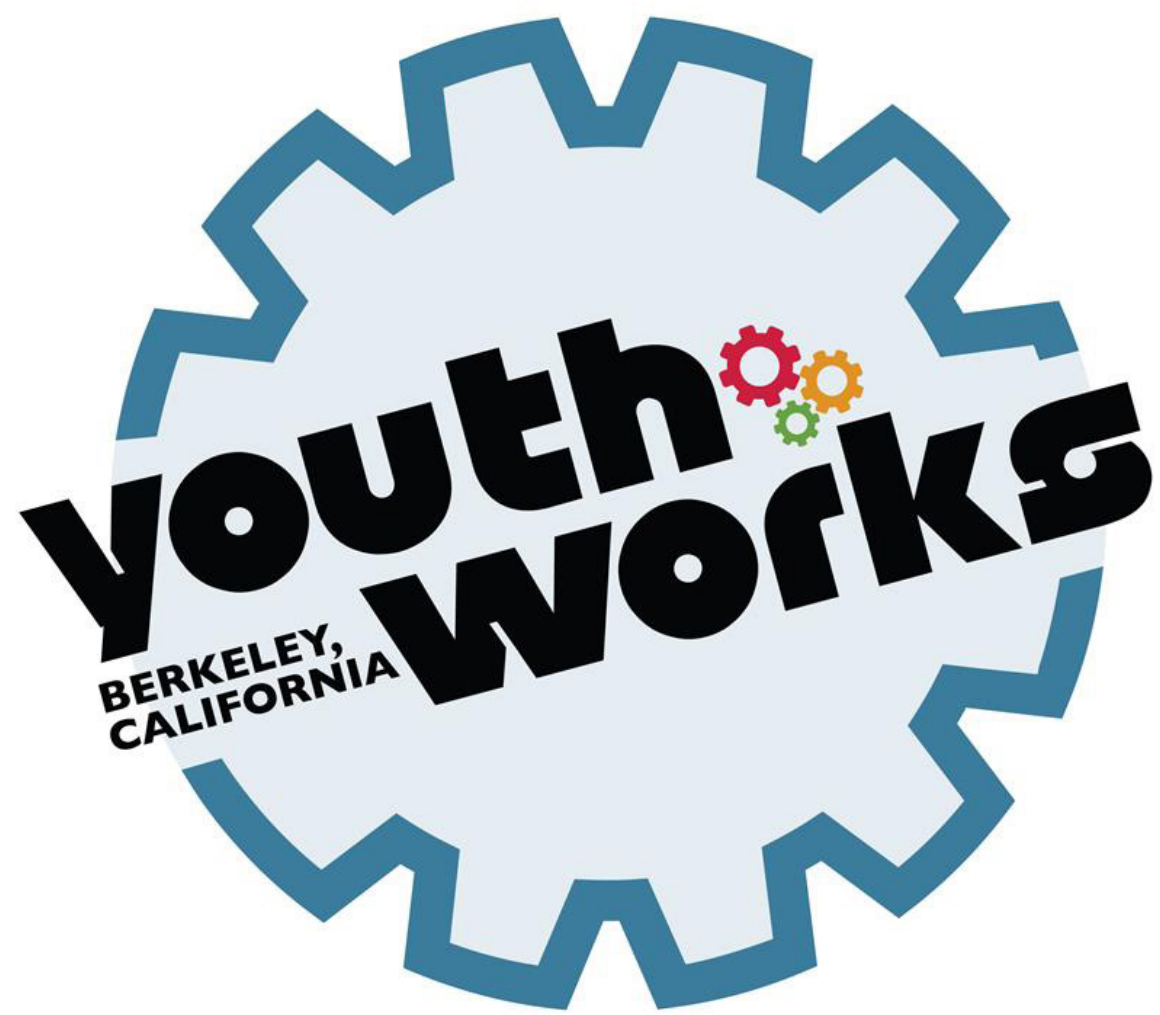
The program's lasting impact is evident in that many current City of Berkeley staff members are YouthWorks alumni. Historically, the program has served underrepresented communities within Berkeley and has maintained longstanding partnerships with various entities, including other city departments as well as the Berkeley Unified School District.



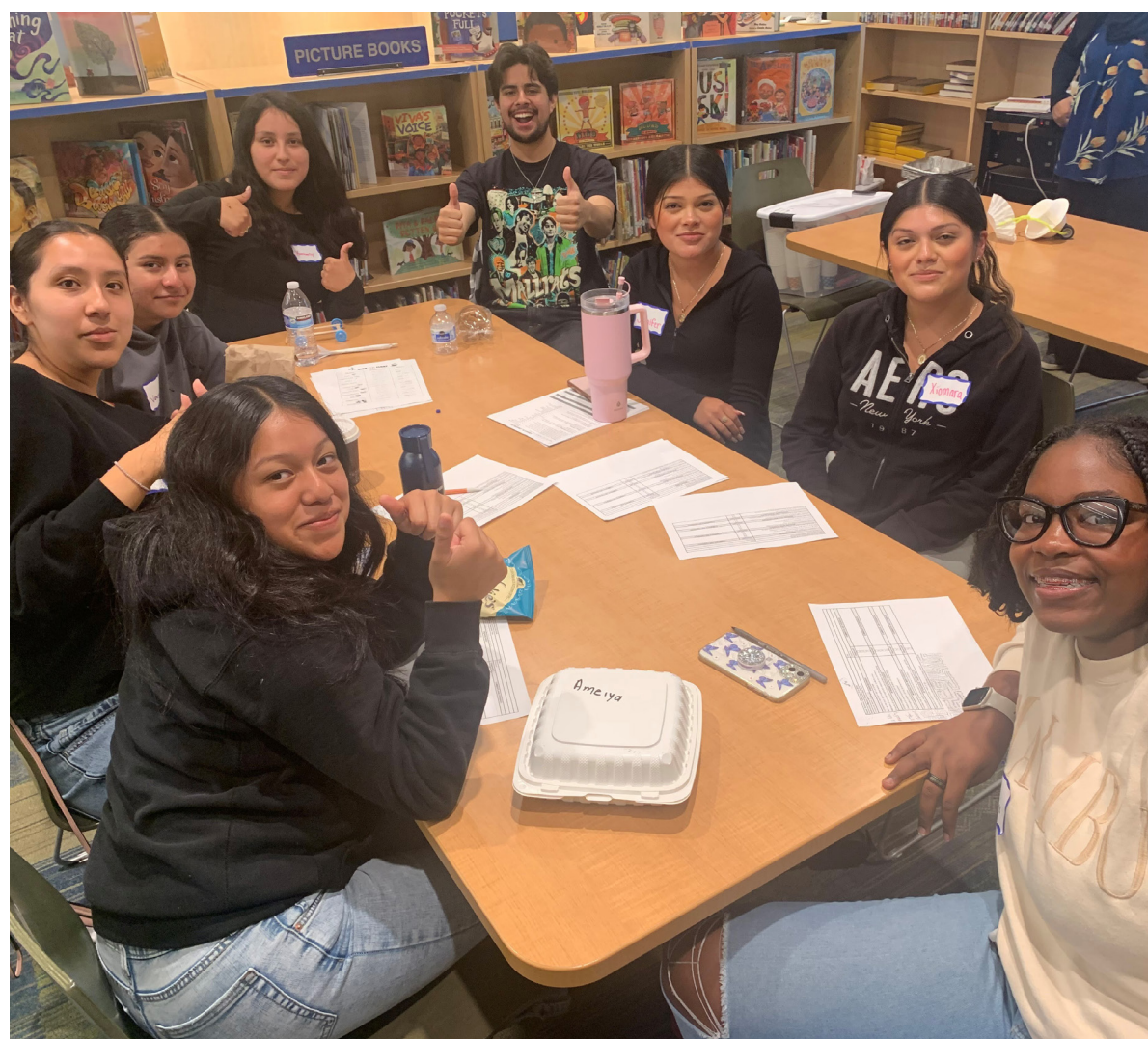


SUMMER 2025 - YOUTHWORKS INTERNS AT WORK!





SUMMER 2025 - YOUTHWORKS INTERNS AT WORK!





Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Recommendation to Amend Job Class Specifications of Public Safety Dispatcher I and Public Safety Dispatcher II

RECOMMENDATION

Amend the job class specifications of Public Safety Dispatcher I and Public Safety Dispatcher II as outlined.

FISCAL IMPACT

None.

DISCUSSION

Substantive changes were made to the job class specifications for Public Safety Dispatcher I and Public Safety Dispatcher II in June 2025 to address updates in job duties, as well as hiring and retention challenges. Due to further improvements made to the testing process of new candidates, typing skills will be incorporated into the testing process, eliminating the need to collect typing certificates at the type of application. Instead of listing the requirement in the minimum qualifications, the City wishes to move typing into the "Abilities" section instead.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The City notified Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC) and offered to engage in the meet and confer process over the associated impacts of the revisions.

RATIONALE FOR RECOMMENDATION

The recommendation eliminates the need to collect typing certificates at the type of application to reflect the improvements in the testing process.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.

City of Berkeley

Public Safety Dispatcher I

CLASS CODE

7016

SALARY

\$36.90 - \$40.33 Hourly

\$2,952.38 - \$3,226.46 Biweekly

\$6,396.83 - \$6,990.67 Monthly

\$76,761.98 - \$83,888.06 Annually

ESTABLISHED DATE

October 06, 2008

REVISION DATE

June 02, 2025

Description

DEFINITION

Under close supervision, receives 911 system emergency and non-emergency calls; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher I is the entry-level class in the professional public safety dispatching series. Under close supervision, incumbents are trained in providing technical communications support and computer information processing for police, fire, animal control, parking enforcement, and public works functions in a limited capacity, in addition to call screening and record-keeping and information retrieval in support of public safety activities. This class is distinguished from the Public Safety Dispatcher II in that the latter is the journey-level classification in the series and dispatches police and/or fire resources via two-way radio and/or telephone. The Public Safety Dispatcher I and the Public Safety Dispatcher II report directly to the Supervising Public Safety Dispatcher.

Public Safety Dispatcher I incumbents gain knowledge and experience through on-the-job training and have the opportunity to demonstrate proficiency to promote to Public Safety Dispatcher II upon successful completion of the Public Safety Dispatcher Training Program through a non-competitive personnel action.

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines;
2. Obtains essential information from reporting parties about the nature of the emergency;
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information;
4. Assesses all incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher;
5. Monitors and controls some public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel;
6. Prepares broadcasts of critical police emergency calls and general information bulletins via radio;
7. Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event;
8. Enters all calls for service;
9. Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service;
10. Dispatches assignments for other City resources;
11. Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested;
12. May refer non-emergency calls to other resources including other City departments, and governmental and private agencies;
13. May issue case numbers to citizens who report incidents;
14. May be required to manually process calls for service using applicable dispatch procedures; and
15. Performs related duties as assigned.

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.

Knowledge of:

1. General public safety radio and telephone communications systems;

2. Police and fire emergency procedures; and
3. Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Ability to:

1. Remain calm and make rapid and sound independent judgments in emergency situations;
2. Communicate tactfully and effectively with the public and public safety personnel; obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand;
3. Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety;
4. Operate complex radio, telephone, and various computer systems with proficiency;
5. View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals;
6. Maintain appropriate documentation of events, details, and conversations;
7. Follow oral and written instructions;
8. Perform work with a high standard of customer service, professional conduct, and civic responsibility;
9. Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships;
10. Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required; stand or sit for extended periods of time;
11. Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information;
12. Read and interpret street maps;
13. Establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing; and
14. Perform routine clerical and record-keeping duties.

14.15. Type with a high degree of accuracy and speed.

Minimum Qualifications

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

Equivalent to graduation from high school.

OTHER REQUIREMENTS

~~Possession of a typing certificate verifying the ability to accurately type a minimum of 35 net words per minute (wpm). Certification may be from an online typing test or a recognized business school, an employment or temporary agency, and must be dated within the past twelve (12) months from the application final filing date. Candidates may be required to take an on-site typing test as part of the selection process.~~ Must be able to pass a medical and psychiatric evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

Classification History

Title: Public Safety Dispatcher I

Classification Code: 7224

Established: 06/1998

Revised (code changed from 9014): 07/2002

Revised (code changed from 82240): 07/2014

Revised: 07/2016

Revised: 06/2023

Revised: 06/2025 (Remove trainee designation and fire/police dispatch duties)

FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: J

Probationary Period: 12_months

Workers' Comp Code: 8810

City of Berkeley
Public Safety Dispatcher II
CLASS CODE
7018

SALARY
\$51.20 - \$55.56 Hourly

\$4,095.77 - \$4,444.98 Biweekly

\$8,874.16 - \$9,630.78 Monthly

\$106,489.97 - \$115,569.38 Annually

ESTABLISHED DATE

October 06, 2008

REVISION DATE

June 02, 2025

Description

DEFINITION

Under general supervision, performs professional public safety dispatching work; receives 911 system emergency and non-emergency calls; dispatches assignments according to police and fire procedures; operates various dispatch center equipment including computer terminals; maintains records; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Safety Dispatcher II is the journey-level class in the professional public safety dispatching series, a specialized public safety civilian class, providing technical communications support and computer information processing for police, fire, animal control, parking enforcement and public works functions in a limited capacity. In addition to dispatching and call screening, incumbents perform varied record keeping, information retrieval and similar work in support of public safety activities. The work requires exercise of considerable independence and judgement. This class is distinguished from the Supervising Public Safety Dispatcher in that the latter provides work assignment and direction, and is responsible for the more difficult and complex assignments.

Public Safety Dispatchers in the Berkeley Communications Center typically operate in four distinct positions. Public Safety Dispatcher I possesses the skills and responsibility for two positions (Call Taker and Records), while Public Safety Dispatcher II possesses the skills and responsibility for all four positions.

1. Call Taker (i.e. handle phone calls, service requests, operate secondary radio channel)
2. Records (i.e. handle phone calls, database entries/removals/inquires, operate records radio channel)
3. Fire Dispatcher (i.e. dispatch and monitor fire/medical resources, operate fire channels)
4. Police Dispatcher (i.e. dispatch and monitor police resources, operate police channel)

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. Answers 911 emergency and non-emergency calls, and a variety of other public safety telephone lines;

2. Obtains essential information from reporting parties about the nature of the emergency;
3. Responds to inquiries by obtaining information from various government agency databases; enters control codes and searches files to research and provide information;
4. Assesses incoming calls for both police and fire service to determine the nature of the incident and the appropriate call for service type; enters details of the calls into a Computer Aided Dispatch system to create the call for service to be dispatched by either the police or fire control dispatcher;
5. Assesses pending calls for service; determines available and appropriate police and/or fire resources; dispatches police and/or fire resources via two-way radio and/or telephone, and updates information related to the incident in the Computer Aided Dispatch system;
6. Monitors and controls all public safety radio traffic; monitors radio channels to ensure the safety of personnel in the field; maintains awareness of location and verifies status of public safety and other specified City traffic personnel;
7. Prepares broadcasts of critical police emergency calls and general information bulletins via radio;
8. Records and monitors status changes and narrative updates related to all calls for service, such as time of assignment, en route time, arrival, clearance, and other related information for each emergency and non-emergency event;
9. Enters all calls for service;
10. Utilizes telecommunications devices for the deaf (TDD) to communicate with hearing-impaired citizens calling for service;
11. Dispatches assignments for other City resources;
12. Alerts other agencies and coordinates mutual response radio traffic; initiates follow-up calls as requested;
13. May refer non-emergency calls to other resources including other City departments, and governmental and private agencies;
14. May issue case numbers to citizens who report incidents;
15. May be required to manually process calls for service using applicable dispatch procedures; and
16. Performs related duties as assigned.

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.

Knowledge of:

1. Terminology used in police, fire, and related emergency radio, and telephone communications;
2. Operation of computer and communication equipment including telephone, radio, paging, and related systems;
3. Police and fire emergency procedures; and
4. Primary roads, streets, highways, major buildings, and public facilities within the City's boundaries.

Ability to:

1. Remain calm and make rapid and sound independent judgments in emergency situations;
2. Obtain information from individuals in emergency situations, including those who are emotionally distraught, angry, or difficult to understand;
3. Communicate tactfully and effectively with the public, and public safety personnel;
4. Assess multiple priorities and organize workload; analyze situations quickly and accurately, while taking effective action to assure citizen safety;
5. Operate complex radio, telephone, and various computer systems, and use correct telephone answering techniques, and policies and procedures;
6. View multiple video display terminals for extended periods of time in variable light conditions; distinguish and interpret the meaning of colors on video display terminals;

7. Maintain appropriate documentation of events, details, and conversations;
8. Follow oral and written instructions;
9. Perform work with a high standard of customer service, professional conduct, and civic responsibility;
10. Work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships;
11. Work in a highly structured environment where all communications are recorded or documented and reviewed as public record; work in a confined area, wearing a headset; work continuously or with interruptions as required, and to stand or sit for extended periods of time;
12. Learn and memorize City dispatching codes, policies and procedures, names, locations, and other detailed information;
13. Read and interpret street maps;
14. Establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with staff, elected officials, and community members, both orally, in public meetings, and in writing; and
15. Perform routine clerical and record-keeping duties.
16. Type with a high degree of accuracy and speed.

Minimum Qualifications

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

Equivalent to graduation from high school

AND

Successful completion of the City's Public Safety Dispatcher Training Program

OR

The equivalent of two (2) years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a consolidated public safety agency (dispatching police and fire)

OR

The equivalent of three (3) years full-time experience working independently in emergency services or communications with computer use and/or two-way radio operations with a non-consolidated public safety agency, and possession of a Peace Officer Standards and Training (P.O.S.T.) Dispatch certificate.

OTHER REQUIREMENTS:

~~Possession of a typing certificate verifying the ability to accurately type a minimum of 35 net words per minute (wpm). Certification may be from an online typing test or a recognized business school, an employment or temporary agency, and must be dated within the past twelve (12) months from the application final filing date. Candidates may be required to take an on-site typing test as part of the selection process.~~ Must be able to pass a medical and psychiatric evaluation. Must be willing to work evening, night, weekend, and holiday shifts.

Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

Classification History

Title: Public Safety Dispatcher II

Classification Code: 7223

Established: 12/1988

Revised: 10/1992

Revised: 06/1994

Revised: 11/1997

Revised: 06/1998

Revised (code changed from 9015): 07/2002

Revised (code changed from 82230): 07/2014

Revised: 07/2016

Revised: 06/2023

Revised: 06/2025 - Added distinguishing characteristics of PSDII responsibilities

FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: J

Probationary Period: 12 months

Workers' Comp Code: 8810



Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Recommendation to Amend Job Class Specification of Mail and Materials Services Aide

RECOMMENDATION

Amend the job class specification of Mail and Materials Services Aide as outlined.

FISCAL IMPACT

None.

DISCUSSION

The Mail and Materials Services Aide job class specification was amended at the July 2024 Personnel Board Meeting. During the final stages of labor negotiations, it was agreed that the classification name should be Mail and **Courier** Services Aide, as reflected in the final version of the Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC) memorandum of understanding (MOU) Section 17.18.

17.18 Mail Services Aide Classification Specification Update

Effective the first full pay period after Union ratification, Council approval on its regular agenda, and approval by the Personnel Board, the classification of Mail Services Aide will be retitled to Mail and Courier Service Aide and the classification specification will be updated to include additional duties and responsibilities. In recognition of the expanded duties to include pickup and delivery of a variety of non-mail materials and items, a 3.5% increase shall be added to the steps of the new classification.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The name change was agreed upon with SEIU-MC and is reflected in the current MOU.

RATIONALE FOR RECOMMENDATION

The recommendation reflects Section 17.18 of the SEIU-MC MOU.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.

City of Berkeley
Mail and ~~Materials~~-Courier Services Aide

CLASS CODE
4045

SALARY
\$34.13 - \$36.66 Hourly
\$2,730.32 - \$2,932.64 Biweekly
\$5,915.69 - \$6,354.05 Monthly
\$70,988.32 - \$76,248.64 Annually

ESTABLISHED DATE
October 13, 2008

REVISION DATE
~~July 08, 2024~~ October 6, 2025

Description
DEFINITION

Under supervision, picks up, delivers and processes interoffice and United States Postal Service (USPS) mail to and from all City departments; picks up and delivers office and program supplies, books, and a variety of documents, materials, items, and equipment as needed; runs various types of equipment and performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents typically process mail and materials, including, but not limited to: pick-up, delivery, and processing of mail and a variety of interoffice materials, supplies, documents, and equipment. and those received from and/or delivered to the USPS, to and from all City offices; redistribution of interoffice mail; metering outgoing mail; monitoring use and postage of the postal meter; monthly reporting for postage charges; assisting in the preparation and completion of large volume mailings; and driving a City vehicle in the course of routine operations. Work is performed under specific guidelines in accordance with established procedures.

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.

- Picks up, delivers mail, including interoffice and U.S. Post Office mail, cash deposits and other materials to City office locations at established times;
- Picks up and delivers a variety of items including, but not limited to: office supplies, library books, library materials and supplies, documents, general materials and equipment;
- Sorts interoffice mail according to procedures; ; weighs, sorts, and affixes proper postage on outgoing mail;
- Monitors, records, and reports postage expenses by department accounts, using equipment functions and basic word processing and spreadsheet software; and maintain and replenish postage meter funds;
- Maintains postage meter, scale, and all related mail services equipment in good operational order, and may initiate routine and other service calls;

- Drives a City vehicle in the daily course of mail and package pick-up & delivery, including to, from, and between various outlying office locations and the Central Services Mail Room, and initiates service and maintenance to keep delivery vehicle in safe working condition;
- Completes specialized mailing forms as required by the U.S. Postal Service for special services and;
- Provides or arranges for courier and delivery services through General Services, to meet needs of various user departments, on a routine basis or upon request; and
- Performs related duties as assigned

Knowledge and Abilities

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

Basic office practices and word processing and spreadsheet programs, familiarity and use of other fundamental Citywide software such as Outlook email and calendar functions;
 United States Postal Service regulations for routine and special mailings, including handling of single and small volume pieces, and large volume mailings, new postal rates and technologies; alternatively, aptitude for training to learn and gain skills in these areas; and
 Principles and techniques of providing courteous and effective customer service to a diverse clientele.

Ability to:

Understand and execute oral and written directions, and work with minimal supervision;
 Maintain accurate records and make accurate calculations related to Mail Services and delivery;
 Maintain effective working relationships with those encountered in the course of daily work, including City staff in all departments, USPS personnel, and vendors used for delivery of services;
 Observe safe driving practices and all traffic and parking regulations;
 Operate a desktop computer with familiarity and proficiency, using standard office business software; and
 Practice safe lifting/moving techniques and maneuver heavy boxes and objects, either manually or with proper material handling and lifting equipment.

Minimum Qualifications

MINIMUM QUALIFICATIONS:

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

High school graduation or equivalent.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, incumbents must have a valid California driver's license as well as a satisfactory driving record.

Must be able to lift up to 50 pounds and maneuver heavier weights with proper material handling equipment.

Classification History

CLASSIFICATION HISTORY:

Mail Services Aide

Classification Code

44010

Classification Established

11/1988

Classification Revised

1/2005 (title change)

Classification Revised

12/2014 (title change) from Central Services Aide

Classification Revised

07/2024 (title change from Mail Services Aide; Additional Duties)

FLSA Status

Non-Exempt

Admin Leave / Overtime

Overtime

Representation Unit

K1

Probationary Period

Six Months

Workers' Compensation Code

9410



Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Appointment of Community Service Specialist III Yesenia Lopez

RECOMMENDATION

Extend the temporary appointment of Community Service Specialist III Yesenia Lopez for an additional six months through March 27, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Health, Housing, and Community Services (HHCS) Department wishes to extend the temporary appointment of Community Service Specialist III Yesenia Lopez for an additional six months. The CSSIII is a temporary full-time position to support the Shelter Plus Care team. Yesenia Lopez began the provisional appointment on September 29, 2024, and the current request is to extend the position for an additional six months through March 27, 2026, while the division hires for the permanent position. The position is critical for both supervising the activities and staff in the Shelter Plus Unit.

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, "Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board..."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by SEIU-CSU.

RATIONALE FOR RECOMMENDATION

The City requests a six-month extension through March 27, 2026.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.



Human Resources

PERSONNEL BOARD
October 6, 2025

To: Members of the Personnel Board
From: Janelle Rodrigues, Director of Human Resources
Subject: Recommendation to Extend Temporary Appointment of Senior Health Services Program Supervisor Rebecca Catlett

RECOMMENDATION

Extend the temporary appointment of Health Services Supervisor Rachel Gonzalez through September 30, 2026.

CURRENT SITUATION AND ITS EFFECTS

The Health, Housing, and Community Services (HHCS) Department wishes to extend the temporary appointment of Senior Health Services Program Supervisor Rebecca Catlett through September 30, 2026 to backfill the vacancy of Rachel Gonzalez. Rebecca Catlett was appointed to the temporary position on February 3, 2025.

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, "Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board..."

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by Public Employees Union, Local One.

RATIONALE FOR RECOMMENDATION

The City requests an extension of the temporary appointment through September 30, 2026.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.

Berkeley Matters


THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

- RECRUITMENTS..... [PAGE 4](#)
- VACANCIES..... [PAGE 6](#)
- BENEFITS FAIR..... [PAGE 12](#)
- 2026 BENEFITS ENROLLMENT..... [PAGE 13](#)

Webinar:
Medicare 101: Learning The Basics
 Wednesday, October 22nd
 12:00pm - 1:00pm
 See [page 8](#) for details


SCAN TO REGISTER



All-Staff Appreciation Event

October 21, 2025
11:00AM - 2:30PM
 See [page 11](#) for details








HUMAN RESOURCES DEPARTMENT

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VENUS THOMAS
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SPECIAL PROJECTS

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CITYWIDE TRAINING

Training@berkeleyca.gov

ALEJANDRA ALONSO
Office Specialist III
x6801 | AAlonso@berkeleyca.gov

Department Heads must submit a Hiring Freeze Exception Request Form for each requested position.

Going forward, the approval process will now be embedded within NEOGOV requisitions.

Department staff who normally create requisitions should create new requisitions and attach the [Hiring Freeze Exception Request Form Word Document](#) (see instructions below).

Note: For existing Hiring Freeze Exception Request Adobe Forms that are already in progress pending Budget/City Manager approval, your [assigned HR Analyst](#) will send you a .pdf copy that can be attached to the newly submitted NEOGOV requisition. If there is an existing NEOGOV requisition in progress labeled as “on hold,” it may be “copied” in NEOGOV and resubmitted with the [Hiring Freeze Exception Request Form](#) attached (see instructions below).

TO CREATE A NEW REQUISITION AND ATTACH A HIRING FREEZE EXCEPTION REQUEST FORM:

- Please work with your department staff who normally create requisitions on this process.
- In your NEOGOV Dashboard, click “Recruiting” ➡ “My Requisitions.”
- Click “Create a New Requisition.”
 - Fill in Requisition Details.
 - Click “Save & Continue to Next Step.”
 - On “Approvals” page, click “Save & Continue to Next Step” (do not alter approvals)
 - On “Attachments” page, upload Hiring Freeze Exception Request.
 - Click “Save & Submit.”

TO COPY AN EXISTING “ON HOLD” REQUISITION AND ATTACH A HIRING FREEZE EXCEPTION REQUEST FORM:

- Please work with your department staff who normally create requisitions on this process.
- In your NEOGOV Dashboard, click “Recruiting” ➡ “My Requisitions.”
- Click “VIEW ALL.”
- In the pull-down menu, select “On Hold.”
- Make note of old Requisition Number.
- Open old Requisition.
 - Click “Copy.”
 - Answer “OK” to question “Are you sure you want to copy requisition...”
 - Scroll down to “Comment” and add old Requisition Number.
 - Make any necessary changes to requisition (i.e. budget codes, allocations, check location, supervisors, hiring managers).
 - Click “Save & Continue to Next Step.”
 - On “Approvals” page, click “Save & Continue to Next Step” (do not alter approvals).
 - On “Attachments” page, upload Hiring Freeze Exception Request.
 - Click “Save & Submit.”

[CLICK HERE TO
ACCESS THE FORM](#)

Full descriptions and salary ranges for all classifications: [CLICK HERE](#)

Promotional Recruitments:



CLICK OR SCAN

Classification	Opening Date	Closing Date
Accounting Office Specialist III	October 6, 2025	October 20, 2025

Classification	Next Recruitment Open Dates
Customer Service Specialist III	November 3-17, 2025
Office Specialist III	December 1-15, 2025

Open Competitive Recruitments:



CLICK OR SCAN

Classification	Opening Date	Closing Date
Advanced Practice Provider	Continuous	Continuous
Aquatics Specialist I	August 4, 2025	December 1, 2025
Aquatics Specialist II	August 4, 2025	December 1, 2025
Assistant Civil Engineer	Continuous	Continuous
Associate Civil Engineer	Continuous	Continuous
Behavioral Health Clinician I	Continuous	Continuous
Behavioral Health Clinician II	Continuous	Continuous
Electrician	September 15, 2025	October 6, 2025
Engineering Inspector	October 6, 2025	October 20, 2025
Housing Inspector I (Certified)	Continuous	Continuous
Housing Inspector II (Certified)	Continuous	Continuous
Mental Health Clinical Supervisor	Continuous	Continuous

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

Open Competitive Recruitments Continued

Classification	Opening Date	Closing Date
Mental Health Nurse	Continuous	Continuous
Playground Leader Trainee	September 22, 2025	October 27, 2025
Police Officer Lateral	Continuous	Continuous
Police Officer Recruit	Continuous	Continuous
Psychiatrist	Continuous	Continuous
Public Health Nurse	Continuous	Continuous
Public Safety Dispatcher II	Continuous	Continuous
Recreation Activity Leader R2	September 22, 2025	October 27, 2025
Senior Aquatics Specialist	August 4, 2025	December 1, 2025
Senior Librarian	September 8, 2025	October 6, 2025
Supervising Civil Engineer	September 15, 2025	October 20, 2025
Supervising Public Health Nurse	Continuous	Continuous
Supervising Transportation Engineer	Continuous	Continuous

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

To be considered for one of the vacancies listed below, you must:

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

Email the department contact by the deadline listed to request an interview.

To have your name placed on the transfer list:



CLICK OR SCAN

Career vacancies

Classification	Department	Contact	Email by
Accounting Technician Req#2025-02839	Auditor's Office	Brian Zandipour BZandipour@berkeleyca.gov	10/17/2025
Applications Programmer Analyst II Req#2025-02794	Information Technology	Barry Jennings Bjennings@berkeleyca.gov	10/17/2025
Associate Human Resources Analyst Req#2025-02846	Human Resources	Chaka Young CYoung@berkeleyca.gov	10/17/2025
Library Aide Req#2025-02845	Library - Circulation	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	10/17/2025
Library Aide Req#2025-02841	Library - North	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	10/17/2025
Library Assistant Req#2025-02834	Library - THPS	Francesca Neveu Gibson FNeveuGibson@berkeleyca.gov	10/10/2025
Social Services Specialist Req#2025-02823	HHCS - Public Health	JoAnn Evangelista JEvangelista@berkeleyca.gov	10/10/2025
Supervising Transportation Engineer Req#2023-01537	Public Works	Wahid Amiri WAmiri@berkeleyca.gov	10/17/2025
Training Officer Req#2025-02848	Human Resources	Monica Walker MWalker@berkeleyca.gov	10/17/2025

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

Citywide Training Page on SharePoint: [CLICK HERE](#)

UPCOMING CLASSES & EVENTS

Please register in advance using the link/email associated with each class/event. If the class is full, contact training@berkeleyca.gov to be placed on the waitlist.

Topic	Date	Registration
The Art of Writing the Performance Evaluation	October 16, 2025 1pm - 4pm	Email to register: training@berkeleyca.gov
ERMA D - Budget Data Cubes	October 23, 2025 9am - 12pm	Zoom
Difficult Conversations	November 6, 2025 9am - 12pm	Email to register: training@berkeleyca.gov
Excel Lookups and Macros	November 6, 2025 9am - 12pm	Zoom

WELLNESS WEBINARS

The City of Berkeley’s benefit providers offer a range of classes, webinars, and resources to support your wellness journey. You can register online through the provided link.

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Parent Coaching and Support Sessions <i>Sutter Health</i>	1st & 3rd Fridays of each month 1:30pm - 2:30pm	Zoom
Building Healthy Habits <i>Sutter Health</i>	October 8, 2025 5pm - 6pm	Online
No Pressure! The Basics of Managing Blood Pressure at Home <i>Sutter Health</i>	October 8, 2025 12pm - 1pm	Online
Prevention and Early Detection of Cancer - Elevating Workforce Wellbeing Series <i>Kaiser Permanente</i>	October 8, 2025 1pm - 1:45pm	Online



2025 EMPLOYEE ENRICHMENT WEBINARS



MEDICARE 101 LEARNING THE BASICS

Wednesday, October 22nd
12pm - 1pm

Understanding Medicare can feel overwhelming, but it doesn't have to be. Join us for a helpful, beginner-friendly webinar where we'll break down the essentials of Medicare—its coverage options, enrollment periods, and how it impacts your healthcare decisions. Whether you're nearing eligibility or simply want to learn more, this session will give you the tools to make informed choices about your healthcare.



Coming in November:
*Clear Your Clutter: A
Comprehensive Guide*



CLICK OR SCAN TO REGISTER

Welcome!

Hires		
Name	Classification	Department
Stephen Decatur	Emergency Services Coordinator	Fire
Mark Jack	Supervising Librarian	Library
Christopher Jensen	Assistant City Attorney	City Attorney's Office
Amalia Kutulas	Public Safety Dispatcher I	Police
Kelly Martin	Public Safety Dispatcher I	Police
Heather Simpson	Public Safety Dispatcher I	Police
Julie Sinai	Assistant to the Mayor	Mayor's Office

Congratulations!

Promotions		
Name	Classification	Department
John Aloma	Police Officer	Police
Kionna Borie	Police Officer	Police
Neil Egbert	Police Sergeant	Police

Farewells

Name	Classification	Department
Jamie Cooney	Hazardous Materials Specialist II	Public Works
Chadwick Olson	Police Officer	Police

Per AR 2.5, the City allows staff to transfer accrued leave hours to eligible co-workers in certain situations. When a co-worker has exhausted all available paid leave due to an illness or injury, you may be able to support them by donating leave.

The named staff below have been approved to receive Catastrophic Leave Transfer.

If you would like to donate leave hours, please check your MOU for allowable donations and complete the Leave Transfer Form.



[!\[\]\(fb38b2d97fa181a28086eb3d6320a099_img.jpg\) UNION AGREEMENTS](#)

[!\[\]\(ca91c249b0546c1424a84dfa11756b5e_img.jpg\) LEAVE TRANSFER FORM](#)



CITY OF BERKELEY

All-Staff Appreciation

October 21, 2025

11:00AM - 2:30PM

JAMES KENNEY PARK

1720 Eighth St, Berkeley, CA 94710

Shuttle
Service
Available

FEATURING

Everett and Jones BBQ
Taqueria Talavera
and more!

WORK HARD, PARK HARD!





EMPLOYEE BENEFITS FAIR

WEDNESDAY, OCTOBER 29

10:00 AM to 2:00 PM

**HR Multipurpose Room
1947 Center St (Basement)**

The Annual Benefits Fair is your opportunity to:

- Prepare for Open Enrollment (November 1st to 15th)
- Meet representatives from CalPERS, Empower, Delta Dental, Kaiser, Sutter Health, and more
- Discover a wide range of programs and resources designed to support your health, wellness, financial security, work-life balance, and more
- Enjoy light refreshments, games, and freebies!

Benefits selected during Open Enrollment in November 2025 will become effective on January 1st, 2026.

City of Berkeley Online Benefits Enrollment is easy with BenefitBridge!

Need Help?

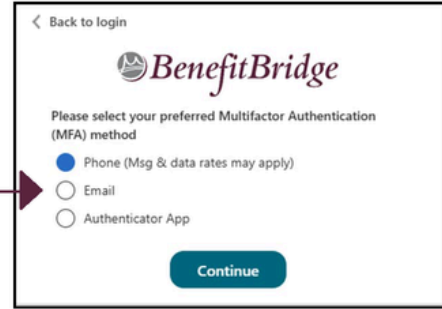
For all questions related to your benefits, please contact your employer's benefits administrator. For BenefitBridge technical assistance *only*, please contact BenefitBridge Customer Care at 800-814-1862; Mon – Fri, 8:00 AM – 5:00 PM, PST or email benefitbridge@keenan.com.

A Multifactor Authentication (MFA) code is required to confirm your identity each time before you can log in to the system. Below are instructions to help you obtain your MFA code.

Registration and Login

Already have login credentials?

1. Login to BenefitBridge at www.benefitbridge.com/cityofberkeley
2. **For your first login only**, you will be asked to change your password.
 - If you have forgotten your password, click on **Forgot User Name/Password?** And follow the prompts.
3. The MFA selection popup will appear.
4. Select the MFA method you would like to use and select "Continue".
5. Different popup windows will appear, depending on your selection.



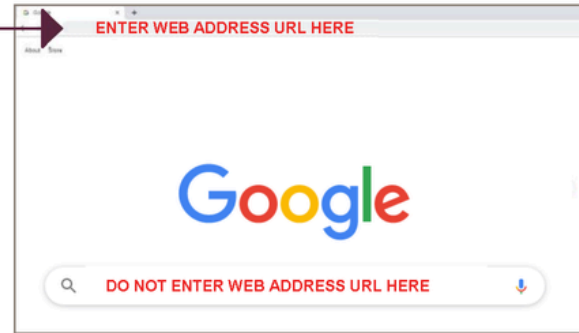
MFA Methods:

1. Select your preferred Multifactor Authentication Method: **Phone, Email or Authenticator App** and follow the prompts.
Download the Authenticator App
 - Download the Microsoft Authenticator app (or the authenticator app of your choice) to your phone device using the Google Play Store or the Apple App Store.

NOTE: *If you do not have a phone number or email listed in BenefitBridge, those options **will not be available** to you as preferred methods. Please contact your Benefits department to have your phone number and email address updated in BenefitBridge.*

Need to create login credentials?

1. In the **address bar**, type www.benefitbridge.com/cityofberkeley (Not in the Bing, Google, Yahoo search engine field)
2. Click the **Enter** key, then follow the instructions below to register:
 - **STEP 1:** Select **Register** to Create an Account
 - You will need to create an account using your first and last names as they appear on your payroll statement.
 - **STEP 2:** Create a Username and Password
 - **STEP 3:** Select a picture, as instructed. You will be redirected to the User Login page to sign in.
 - **Step 4:** Follow instructions in the **MFA Methods** section above.



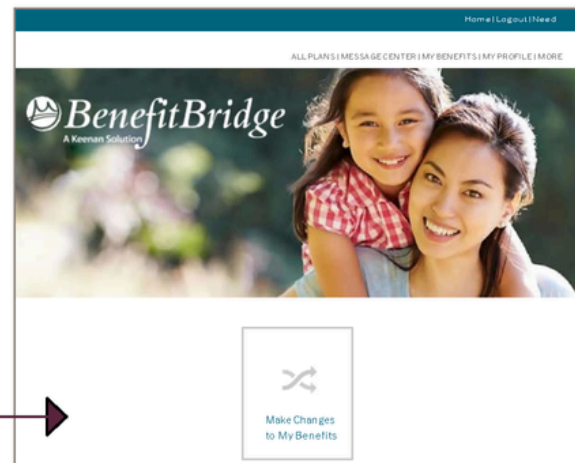
Enrolling in Benefits

Access your enrollment via the **"Make Changes to My Benefits"** button

For BenefitBridge technical assistance only,
please contact BenefitBridge Customer Care at

800-814-1862

Monday - Friday, 8:00 AM - 5:00 PM, PST or
email benefitbridge@keenan.com





2025 CITY CALENDAR

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

FEBRUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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30	31					

APRIL						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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20	21	22	23	24	25	26
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MAY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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JUNE						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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29	30					

JULY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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27	28	29	30	31		

AUGUST						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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31						

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

CITY OF BERKELEY RECOGNIZED HOLIDAYS / OBSERVANCES

- 1/1 New Year's Day
- 1/20 Martin Luther King Jr.'s Birthday
- 2/12 Lincoln's Birthday
- 2/17 Washington's Birthday
- 3/31 Cesar Chavez Day*
- 5/19 Malcolm X's Birthday

- 5/26 Memorial Day
- 6/19 Juneteenth - Obs 6/20
- 7/4 Independence Day
- 9/1 Labor Day
- 10/13 Indigenous Peoples' Day
- 11/11 Veterans Day

- 11/27-28 Thanksgiving Day/Day After
- 12/25 Christmas Day

- Pay Day
- Observed Holidays
- Voluntary Time Off (VTO) Days
- New Employee Orientation



2026 CITY CALENDAR

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

FEBRUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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15	16	17	18	19	20	21
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APRIL						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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19	20	21	22	23	24	25
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MAY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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JUNE						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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JULY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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AUGUST						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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OCTOBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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NOVEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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- 5/25 Memorial Day

- 6/19 Juneteenth
- 7/4 Independence Day - Obs 7/3
- 9/7 Labor Day
- 10/12 Indigenous Peoples' Day
- 11/11 Veterans Day
- 11/26-27 Thanksgiving Day/Day After
- 12/25 Christmas Day

- Pay Day
- Observed Holidays
- Voluntary Time Off (VTO) Days
- New Employee Orientation



City of Berkeley 2025 Pay Schedule

Payroll #	Pay Period			Payday
1	12/22/24	THRU	01/04/25	01/9/25 (Thu)
2	01/05/25	THRU	01/18/25	01/24/25
3	01/19/25	THRU	02/01/25	02/07/25
4	02/02/25	THRU	02/15/25	02/21/25
5	02/16/25	THRU	03/01/25	03/07/25
6	03/02/25	THRU	03/15/25	03/21/25
7	03/16/25	THRU	03/29/25	04/04/25
8	03/30/25	THRU	04/12/25	04/18/25
9	04/13/25	THRU	04/26/25	05/02/25
10	04/27/25	THRU	05/10/25	05/16/25
11	05/11/25	THRU	05/24/25	05/30/25
12	05/25/25	THRU	06/07/25	06/12/25 (Thu)
13	06/08/25	THRU	06/21/25	06/27/25
14	06/22/25	THRU	07/05/25	07/10/25 (Thu)
15	07/06/25	THRU	07/19/25	07/25/25
16	07/20/25	THRU	08/02/25	08/7/25 (Thu)
17	08/03/25	THRU	08/16/25	08/22/25
18	08/17/25	THRU	08/30/25	09/05/25
19	08/31/25	THRU	09/13/25	09/19/25
20	09/14/25	THRU	09/27/25	10/03/25
21	09/28/25	THRU	10/11/25	10/17/25
22	10/12/25	THRU	10/25/25	10/31/25
23	10/26/25	THRU	11/08/25	11/14/25
24	11/09/25	THRU	11/22/25	11/26/25 (Wed)
25	11/23/25	THRU	12/06/25	12/11/25 (Thu)
26	12/07/25	THRU	12/20/25	12/26/25

When payday falls on a VTO day or holiday, checks are issued on the prior working day

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

DISTRICT OFFICES

American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700
Bakersfield	7718 Meany Ave., Bakersfield 93308	(661) 588-6400
Foster City	1065 East Hillsdale Bl., Ste. 110, Foster City 94404	(650) 573-3812
Fremont	39141 Civic Center Dr., Ste. 310, Fremont 94538	(510) 794-2521
Fresno	2550 Mariposa Street, Rm. 4000, Fresno 93721	(559) 445-5302
Long Beach	1500 Hughes Way, Suite C-201, Long Beach 90810	(424) 450-2630
Los Angeles	320 West 4th Street, Suite 820, Los Angeles 90013	(213) 576-7451
Modesto	4206 Technology Drive, Ste. 3, Modesto 95356	(209) 545-7310
Monrovia	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 239-0369
Oakland	1515 Clay Street, Ste. 1303, Oakland 94612	(510) 622-2916
Redding	381 Hemsted Drive, Redding 96002	(530) 224-4743
Riverside	3737 Main Street, Suite 201, Riverside 92501	(951) 410-4250
Sacramento	1750 Howe Ave. Suite 430, Sacramento 95825	(916) 263-2800
San Bernardino	464 W. 4th Street, Ste. 332, San Bernardino 92401	(909) 383-4321
San Diego	7575 Metropolitan Dr., Ste. 207, San Diego 92108	(619) 767-2280
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94102	(415) 557-0100
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 558-4451
Santa Barbara	411 E. Canon Perdido St. Santa Barbara 93103	(805) 485-1048
Van Nuys	6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(818) 901-5403

REGIONAL OFFICES

San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300
Sacramento	1750 Howe Avenue, Suite 440, Sacramento 95825	(916) 263-2803
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 558-4300
Monrovia	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 471-9122
Fresno	2550 Mariposa St. Rm. 4000, Fresno 93721	(559) 445-5302

CAL/OSHA CONSULTATION SERVICES

FIELD / AREA OFFICES

Fresno / Central Valley	2550 Mariposa Mall, Rm. 2005, Fresno 93721	(559) 445-6800
La Palma / Los Angeles/ Orange County	1 Centerpointe Dr., Ste. 150, La Palma 90623	(714) 562-5525
Oakland / Bay Area	1515 Clay Street, Ste. 1103, Oakland 94612	(510) 622-2891
Sacramento / Northern California	1750 Howe Ave., Ste. 490, Sacramento 95825	(916) 263-0704
San Bernardino	464 West Fourth St. Ste. 339, San Bernardino 92401	(909) 383-4567
San Diego / Imperial County	7575 Metropolitan Dr., Ste. 204, San Diego 92108	(619) 767-2060
San Fernando Valley	6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401	(818) 901-5754

CONSULTATION REGIONAL OFFICE

Fresno	2550 Mariposa Mall, Rm. 3014, Fresno 93721	(559) 445-6800
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Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited.

July 2025