

**CITY OF BERKELEY
PERSONNEL BOARD MEETING**

1301 Shattuck Avenue
Live Oak Community Center, Creekside Room
Berkeley, CA 94704
November 4, 2024
7:00 p.m.

Secretary: Aram Kouyoumdjian, Human Resources Director
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800
akouyoumdjian@berkeleyca.gov

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MEETING AGENDA

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

ACTION ITEMS:

- IV. Approval of Meeting Minutes for September 9, 2024
- V. Recommendation to Revise Personnel Rules and Regulations Section 9.03, *Promotion Through a Non-Competitive Personnel Action*
- VI. Recommendation to Establish Job Class Specification and Pay Scale – Senior Paralegal
- VII. Recommendation to Revise Job Class Specification--Firefighter
- VIII. Recommendation to Revise Job Class Specification--Police Officer Recruit

INFORMATION ITEMS:

- IX. Report by Director of Human Resources – Discussion Only
- X. Copy of Berkeley Matters – Discussion Only
- XI. 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 9, 2024
7:00 P.M.

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

MEETING MINUTES

I. Call to Order 7:01 pm

II. Roll Call 7:01 pm

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

Members Absent: None

Staff Present: Aram Kouyoumdjian (Director of Human Resources)
Monica Walker (Human Resources Manager)
Farimah Brown (City Attorney)
Anna Gooler (Associate HR Analyst)
Benita Torres (Assistant Management Analyst)

Public Attendance: Sherry Jackson (SEIU MCU Union Representative)

III. Public Comments None

ACTION ITEMS:

IV. Approval of Minutes of Meeting on August 5, 2024

Action: MSC (Wenk, Lacey) to approve the minutes of the meeting on August 5, 2024

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

V. Recommendation to Revise Salary Range – Aquatics Specialist II

Action: MSC (Gilbert, Wenk) to approve recommendation to Revise Salary Range—Aquatics Specialist II

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

VI. Recommendation to Revise Job Class Specification – Assistant to the City Attorney

Action: MSC (Wenk, Gilbert) to approve recommendation to Revise Job Class Specification--Assistant to the City Attorney

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

Abstains: None
Absent: None

VII. Recommendation to Revise Job Class Specification – Community Services Officer

Action: MSC (Bartlow, O'Loughlin) to approve recommendation to Revise Job Class Specification—Community Services Officer

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

Abstains: None
Absent: None

VIII. Recommendation to Extend Temporary Appointment-- Deputy Director of Health, Housing, and Community

Action: MSC (Lacey, Dixon) to approve recommendation to Extend Temporary Positions

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

Abstains: None
Absent: None

INFORMATION ITEMS:

- IX. Report by Director of Human Resources – Discussion Only
- X. Copy of Berkeley Matters – Discussion Only
- XI. Adjournment 8:08 pm



Human Resources

PERSONNEL BOARD

November 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Personnel Rules and Regulations, Section 9.03 *Promotion Through a Non-Competitive Personnel Action*

RECOMMENDATION

Adopt a resolution amending Resolution No. 60,776-N.S., Personnel Rules and Regulations, Section 9.03, *Promotion Through a Non-Competitive Personnel Action*, to add classifications including Deputy City Attorney I, II, III, and IV; Police Officer Recruit and Police Officer; Public Safety Dispatcher I and Public Safety Dispatcher II; Hazardous Materials Specialist I and Hazardous Materials Specialist II; and Housing Inspector I (Certified) and Housing Inspector II (Certified).

FISCAL IMPACT

There will be no fiscal impact as a result of revising this rule.

CURRENT SITUATION AND ITS EFFECTS

The Personnel Ordinance, in Section 4.04.070(A) of the Berkeley Municipal Code, provides that the Personnel Board shall review the Personnel Rules and Regulations, revisions and amendments to the Rules and make recommendations to the City Manager. On October 24, 2006, City Council adopted Resolution 63,459-N.S. as recommended by the Personnel Board to establish Personnel Rules and Regulations, Section 9.03, *Promotion Through a Non-Competitive Personnel Action*, which created an administrative procedure for internal promotions in certain classification series. Currently, if a department head determines that an employee meets the criteria outlined Section 9.03, the department head may submit a recommendation to the Director of Human Resources recommending promotion of the employee to the journey-level classification, without the requirement that an eligible list for the journey-level classification be established or certified for the appointment. Upon determination that the criteria have been met, the employee is advanced to the journey-level classification subject to the requirement to serve the appropriate probationary period, as outlined in the applicable collective bargaining agreement or manual.

BACKGROUND

At this time, the Human Resources Department recommends the following revisions to Section 9.03 as follows:

9.03 PROMOTION THROUGH A NON-COMPETITIVE PERSONNEL ACTION

Classifications that require professional licensure, certification or registration; or specific professional experience as a prerequisite at the journey level may be underfilled at the unlicensed or ~~in-experienced~~ entry level, pending qualification for the required license or experience based on the needs of the City. The City Manager or ~~his~~~~their~~ designated representative ~~- or for positions in the City Attorney's Office, the City Attorney -~~ may consider an employee for promotion to a higher class through a non-competitive personnel action if the employee meets all of the following criteria and has documented satisfactory performance in the ~~lower-level~~~~lower-level~~ classification:

- The higher classification licensed, or journey level position has been authorized for filling and the department has elected to fill it at the unlicensed or ~~inexperienced-entry-level~~ classification; and
- The employee has obtained the essential qualifications of the journey level classification, as outlined in the classification specification (i.e., experience and education qualifications, the demonstrated knowledge, skills and abilities, etc.); and
- The employee has obtained the required California State license, professional registration or certification; or has obtained the required professional experience as identified in the job specification.

Certification or Licensed Classifications	
<i>Unlicensed Classification</i>	<i>Licensed Classification</i>
Behavioral Health Clinician I	Behavioral Health Clinician II
Assistant Environmental Health Specialist	Registered Environmental Health Specialist
Assistant Public Works Engineer	Assistant Civil Engineer
Psychiatrist I	Psychiatrist II
Psychiatrist II	Psychiatrist III
Public Health Physician	Public Health Physician (Certified)
Traffic Engineering Assistant	Assistant Traffic Engineer

Experienced and Certified Classifications	
<i>Inexperienced-Entry-Level and/or Uncertified Classification</i>	<i>Experienced-Journey-Level and/or Certified Classification</i>
Building Inspector I (Certified)	Building Inspector II (Certified)
Hazardous Materials Specialist I	Hazardous Materials Specialist II
Housing Inspector I (Certified)	Housing Inspector II (Certified)

Experienced Entry to Journey-Level Classifications	
<i>Inexperienced Trainee or Entry-Level Classification</i>	<i>Experienced-Journey-Level Classification</i>
Librarian I	Librarian II
Public Safety Dispatcher I	Public Safety Dispatcher II
Police Officer Recruit	Police Officer
Deputy City Attorney I	Deputy City Attorney II
Deputy City Attorney II	Deputy City Attorney III
Deputy City Attorney III	Deputy City Attorney IV

If the department head determines that the employee meets the criteria outlined above, the department head ~~then~~ submits an ~~Employee Transaction Form~~ written request to the Department Director of Human Resources recommending promotion of the employee to the licensed or experienced journey-level classification, without requirement that an eligible list for the journey-level classification be established or certified for this appointment, with a copy of the required license. Upon determination that the criteria have been met, the employee will be advanced to the journey-level classification subject to the requirement to serve the appropriate probationary period, as outlined in the applicable ~~memorandum agreement~~ collective bargaining agreement or employee manual.

Hazardous Materials Specialist I to Hazardous Materials Specialist II:

Both classifications require 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, with the option to substitute progressively responsible related experience for the college coursework on a year-for-year basis. The entry-level classification requires no experience but outlines it as desirable. The journey-level classification requires two years of experience in hazardous materials management, environmental health

inspections, industrial hygiene practices or similar hazardous materials programs (allowing for a related master's degree to substitute for one year of the experience requirement) as well as an International Code Council (ICC) certification as a California Underground Storage Tank (UST) Inspector.

Housing Inspector I (Certified) to Housing Inspector II (Certified):

The entry-level classification requires high school graduation, plus different pathways for qualifying experience including two years of full-time experience equivalent to an Assistant Inspector for a public agency; or one year of experience equivalent to a building inspector or housing inspector or code enforcement inspector for a public agency; or four years of experience as a home inspector, journey level carpenter, electrician, plumber, building plans examiner, public works inspector, or permit specialist; or three (3) years of experience in construction trades as a licensed general, plumbing, electrical or mechanical contractor, superintendent or supervisor of building construction; or any combination thereof. Additionally, the entry-level classification also requires an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or Code Enforcement, or equivalent ICC or CA Legacy Certification. In order to progress to the journey-level classification, the requirements include at least two years of full-time experience equivalent to Housing Inspector or Building Inspector or Code Enforcement Inspector for a public agency; as well as an International Code Council (ICC), or California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC or CA Residential or Commercial Electrical Inspector certification, and ICC or CA Residential or Commercial Plumbing Inspector certification; or equivalent ICC or CA Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.

Public Safety Dispatcher I to Public Safety Dispatcher II:

Both classifications require graduation from high school and the ability to type 35 words per minute. The entry-level classification was established as a training classification during which employees complete the City's Public Safety Dispatcher Training Program. Upon completion from the program, employees are promoted to the journey-level classification. The journey-level classification is also used as a lateral transfer classification for candidates who have a combination of dispatch experience and a Peace Officer Standards and Training (P.O.S.T.) Dispatcher certificate.

Police Officer Recruit to Police Officer:

Police Officer Recruit is an entry-level, temporary civil service classification without peace officer powers, rights or privileges, within the Police Department, used for classification of new recruits during, or prior to, their attendance at a P.O.S.T. Certified Basic Recruit Academy, and the requirements include 60 college semester units as well as other Peace Officer Standards and Training (P.O.S.T.) requirements. Upon graduation from the Police Academy, recruits are promoted to Police Officer, which is the full working level classification, performing all duties of a sworn Peace Officer.

Deputy City Attorney Series: (I, II, III, and IV):

All four Deputy City Attorney job classifications require graduation from a college or university with an appropriate law degree and licensure to practice law by the State Bar of California. The classification levels begin as an entry-level classification, with no required experience, and increase at each subsequent classification level in increments of two years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

RATIONALE FOR RECOMMENDATION

The recommendation is to improve the efficiency of an internal administrative procedure to allow for flexibly-staff classifications and permit employees to advance to the higher classification when an employee attains licensure, certification or experience, as an alternative to conducting a recruitment and establishing a promotional eligibility list.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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



City of Berkeley

Hazardous Materials Specialist I

CLASS CODE	2106	SALARY	\$46.64 - \$54.05 Hourly \$3,731.05 - \$4,323.98 Biweekly \$8,083.94 - \$9,368.61 Monthly \$97,007.25 - \$112,423.38 Annually
ESTABLISHED DATE	October 09, 2008	REVISION DATE	October 09, 2008

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.

Example 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.

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.

Classification History

Revised: 5/90

Revised: 10/05



City of Berkeley

Hazardous Materials Specialist II

CLASS CODE	2108	SALARY	\$52.97 - \$61.38 Hourly \$4,237.24 - \$4,910.12 Biweekly \$9,180.69 - \$10,638.59 Monthly \$110,168.24 - \$127,663.12 Annually
ESTABLISHED DATE	October 09, 2008	REVISION DATE	October 09, 2008

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 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.

Example 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.

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.

Classification History

Revised: 5/90

Revised: 10/05



City of Berkeley
Housing Inspector I (Certified)

CLASS CODE	9013	SALARY	\$41.90 - \$49.71 Hourly \$3,351.83 - \$3,976.46 Biweekly \$7,262.30 - \$8,615.65 Monthly \$87,147.63 - \$103,387.86 Annually
ESTABLISHED DATE	October 26, 2021	REVISION DATE	December 21, 2021

Description

DEFINITION

Under close supervision, performs skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the first level in the Housing Inspection series. Housing Inspector I's perform inspections and enforce inspection results to ensure compliance with various ordinances and codes within the City of Berkeley. The work requires considerable independence and discretion in field inspections although more experienced Housing Inspector II's are available for advice and assistance on highly technical matters. This class differs from the Housing Inspector II class in that the latter performs more complex inspections and can perform building type combination residential inspections. It is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations applicable to both residential and commercial construction.

Example of Duties

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, 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, is similar or closely related to another duty statement.

1. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;
2. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;

3. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
4. Advises property owners on matters relevant to construction and repair methods and materials;
5. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
6. Depending upon skill level, may conduct residential type building inspections to assist with building inspection volume during periods of high inspection demand;
7. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
8. Reviews and approves or denies requests for billing adjustments submitted by property owners;
9. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
10. Refers cases, provides information to and responds to questions from individuals in other City Departments;
11. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
12. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
13. Performs related duties as assigned.

Knowledge and Abilities

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. Housing inspection procedures;
2. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
3. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, building construction, repair and maintenance; California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code;
4. Appropriate safety and fire prevention methods in construction;
5. Conflict resolution techniques; and 6. Research practices and techniques.

Ability to:

1. Inspect residential buildings in order to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socioeconomic

and cultural backgrounds, as well as irate and difficult customers;

5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
6. Maintain accurate records and prepare clear and concise reports and documentation;
7. Read and follow maps;
8. Perform routine mathematical calculations;
9. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
10. Make sound independent judgments within established guidelines.

Minimum Qualifications

MINIMUM QUALIFICATIONS:

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

EDUCATION:

Equivalent to graduation from high school.

EXPERIENCE:

Applicants may qualify, based on alternative types of experience as listed below: Two (2) years of full time experience equivalent to an Assistant Inspector for a public agency, OR

One (1) year of experience equivalent to a building inspector or housing inspector or code enforcement inspector for a public agency, OR

Four (4) years of experience as a home inspector, journey level carpenter, electrician, plumber, building plans examiner, public works inspector, or permit specialist, OR

Three (3) years of experience in construction trades as a licensed general, plumbing, electrical or mechanical contractor, superintendent or supervisor of building construction, or any combination thereof.

CERTIFICATION: Must possess an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or Code Enforcement; or equivalent ICC or CA Legacy Certification.

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, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.



City of Berkeley Housing Inspector II (Certified)

CLASS CODE	3025	SALARY	\$46.55 - \$55.23 Hourly \$3,724.26 - \$4,418.29 Biweekly \$8,069.24 - \$9,572.96 Monthly \$96,830.86 - \$114,875.49 Annually
ESTABLISHED DATE	October 11, 2008	REVISION DATE	October 26, 2021

Description

DEFINITION

Under general supervision, independently performs the full scope of skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the journey level classification in the Housing Inspection series. Housing Inspectors II's perform skilled inspection work and are considered fully competent to make inspections associated with City residential housing inspection programs.

Assignments are varied and generally require close interaction with the public, providing information and interpretation of applicable ordinances, codes and regulations. Incumbents exercise considerable independence and discretion in conducting housing or specialized inspections and are frequently expected to investigate and resolve complaints and enforce inspection results. This class differs from the Housing Inspector I class in that the latter works under closer supervision, seeking advice and guidance while continuing to learn the full scope of job tasks and gaining the required certifications. This class is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical and related codes and regulations applicable to both residential and commercial construction.

The Housing Inspector II may be assigned to some operational, municipal code compliance duties on existing properties or may be assigned to assist with rehabilitation projects

Example of Duties

The following list of duties is intended only to describe the various types of work that may be performed, 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, is similar or closely related to another duty statement.

1. Schedules and conducts inspections and re-inspections of homes, apartment buildings, leased housing, hotels, trailer parks, and unlicensed residential care facilities for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing program;
2. Prepares inspection reports, documenting housing conditions and violations, enters information into a computer and forwards reports to property owners;
3. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
4. Advises property owners on matters relevant to construction and repair methods and materials;
5. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
6. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
7. Reviews and approves or denies requests for billing adjustments submitted by property owners;
8. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
9. Refers cases, provides information to and responds to questions from individuals in other City Departments;
10. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
11. May recommend improvements to procedures to help achieve performance measures;
12. May assist with the technical training of staff;
13. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
14. 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. Housing inspection procedures;
2. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
3. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, residential building construction, repair and maintenance; including but not limited to building codes, electrical codes, mechanical codes, California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code;
4. Appropriate safety and fire prevention methods in construction;
5. Advanced conflict resolution techniques; and
6. Research practices and techniques.

Ability to:

1. Inspect residential buildings and building sites in order to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
6. Maintain accurate records and prepare clear and concise reports and documentation;
7. Read and follow maps;
8. Perform routine mathematical calculations;
9. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
10. Make sound independent judgments within established guidelines.

Minimum Qualifications

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

Equivalent to graduation from high school and at least two years of full-time experience equivalent to Housing Inspector or Building Inspector or Code Enforcement Inspector for a public agency.

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, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CERTIFICATIONS: Must possess an International Code Council (ICC) OR California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC or CA Residential or Commercial Electrical Inspector certification and ICC or CA Residential or Commercial Plumbing Inspector certification, or equivalent ICC or CA Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.

Classification History

Classification Title	Housing Inspector (Certified)
Classification Code	3306
Classification Established	1988
Classification Revised	9/1991
Classification Revised	9/1999
Classification Revised	1/2003
Classification Revised	10/2004
Classification Revised	5/2005
Classification Revised	7/2011
FLSA Status	Non-Exempt

Administrative Leave/Overtime	OT
Representation Unit	L
Probationary Period	6 Months
Workers' Compensation Code	9410

Other Class Spec Title 1

Replaces Housing Inspector Certified.

Resolution 70.083-N.S.effective 10/26/21



City of Berkeley Police Officer Recruit

CLASS CODE	7014	SALARY	\$46.23 Hourly \$3,698.40 Biweekly \$8,013.20 Monthly \$96,158.40 Annually
ESTABLISHED DATE	October 06, 2008	REVISION DATE	May 01, 2023

Description

DEFINITION

Under supervision, attends a Peace Officer Standards and Training (P.O.S.T.) certified Basic Recruit Academy; May also perform a wide range of field and office support duties within the Police Department after being selected as a Police Officer Recruit, either prior to, during, or while attending the Basic Recruit Academy.

CLASS CHARACTERISTICS

This is an entry level, temporary civil service classification without peace officer powers, rights or privileges, within the Police Department, used for classification of new recruits during, or prior to, their attendance at a P.O.S.T. Certified Basic Recruit Academy. Upon successful completion of the required course of study in a P.O.S.T. Basic Academy, incumbents may be accepted as a sworn Peace Officer of the State of California and a Police Officer of the Police Department. This class is distinguished from Police Officer, which is a sworn classification with peace officer authorities.

Example 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. Attends a P.O.S.T. Certified Basic Academy to obtain classroom and practical education in the criminal justice system, applicable civil and criminal laws, police procedures, law enforcement techniques, first aid and physical fitness.
2. Performs a wide range of field and office support duties in various divisions within the Police Department, under supervision by Personnel and Training unit, or designee.

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. Basic law enforcement terminology and concepts; and
2. Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.
3. Use and basic capabilities of computerized record and information systems.
4. Safe work methods and safety regulations pertaining to the work; and
5. General office practices, including filing and operation of common office equipment.

Skill in:

1. Observing and accurately recalling places, names, descriptive characteristics and facts of incidents;
2. Remaining calm and controlling own emotions in tense situations;
3. Establishing and maintaining effective working relationships with those contacted in the course of the work;
4. Reading, interpreting and applying complex laws, procedures and policies;
5. Making rapid, sound independent judgments within legal and procedural guidelines;
6. Preparing clear and concise reports, records and other written materials; and
7. Understanding and following oral and written directions.

Ability to:

Learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Minimum Qualifications

Must be free from any disqualifications for employment, including felony convictions.

Must be legally authorized to work in the United States under federal law.

Must be 21 years of age or older at time of appointment. Must be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.

Must be of good moral character, as determined by a thorough background investigation.

Must be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university.

Must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

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

Must be able to meet physical, psychological and background standards.

Must be willing to work evening, night, weekend and holiday shifts.

Must be able to obtain required P.O.S.T. certification and maintain firearms qualification.

Must be willing to attend classes, study and participate in other Academy work outside of typical shift hours, without additional compensation beyond the basic salary range for the class.

In addition to the minimum requirements above, a typical way of gaining the knowledge and skills outlined above is:

Completion of 60 college semester units. Previous volunteer or paid experience in a law enforcement support area is desirable.

Classification History

Established: 1988-10

Title Changed: 2001-07

Changed class code from 81140: 2014-07

Revision Date: 2019-05, 2023-01 (SB960), 2023-05



City of Berkeley Police Officer

CLASS CODE	8019	SALARY	\$55.98 - \$69.67 Hourly \$4,478.28 - \$5,573.62 Biweekly \$9,702.94 - \$12,076.17 Monthly \$116,435.28 - \$144,914.02 Annually
ESTABLISHED DATE	October 06, 2008	REVISION DATE	January 09, 2023

Description

DEFINITION

Under general supervision, performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information and assistance to the public; performs related work as assigned.

CLASS CHARACTERISTICS

Police Officer is the full working level class in law enforcement, performing all duties required to effectively respond to and resolve the normal scope of peace officer situations encountered. Incumbents may be assigned to patrol, traffic, detective, crime prevention or other police-related functions depending on rotational assignments. This class is distinguished from uniformed non-sworn police-related classes by designation and the responsibilities and authorities associated with designation as a sworn peace officer under the laws of the State. It is further distinguished from Police Sergeant, which both supervises and participates in law enforcement activities.

Example 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. Patrols assigned areas to ensure the security of life and property, observe situations, and deter crime by providing high visibility;
2. Responds to suspicious activities and answers emergency calls for service;
3. Enforces state, local and federal laws and ordinances, issues verbal warnings and citations;
4. Pursues and apprehends suspects and requests assistance as required;
5. Investigates criminal activity and incidents as the assigned detective or officer;
6. Coordinates crime science control and investigation, including interviews and interrogations, identification of witnesses, overseeing collection and preservation of physical evidence;
7. Restores order, protects life and property, and maintains the peace at public gatherings and in conflict situations;

8. Prepares and documents cases, completes reports and records, and prepares and maintains other logs and records;
9. Assists in preparation of cases and presentations for prosecution, and testifies in court as subpoenaed;
10. Investigates traffic accidents and provides traffic and crowd control as necessary;
11. Participates in special details and assignments;
12. Establishes and maintains contact and information flow with persons to gather information on criminal activity;
13. Retrieves, identifies and returns found property and/or evidence to owners;
14. Provides emergency aid and assistance to incapacitated persons and requests additional response;
15. Provides information, directions, and other services and assistance to the public;
16. May serve as a field training officer; and
17. 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. Basic law enforcement terminology and concepts; and
2. Techniques for dealing with people of all socio-economic levels under hostile and emergency situations;

Skill in:

1. Observing and accurately recalling places, names, descriptive characteristics and facts of incidents;
2. Remaining and controlling own emotions in tense situations;
3. Establishing and maintaining effective working relationships with those contacted in the course of the work;
4. Reading, interpreting and applying complex laws, procedures and policies;
5. Making rapid, sound independent judgments within legal and procedural guidelines;
6. Preparing clear and concise reports, records and other written materials; and
7. Understanding and following oral and written directions.

Ability to:

Learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Minimum Qualifications

Must be free from any disqualifications for employment, including felony convictions.

Must be legally authorized to work in the United States under federal law.

Must be 21 years of age or older at time of appointment.

Must be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.

Must be of good moral character, as determined by a thorough background investigation.

Must be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university.

Must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

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

Must be able to meet physical, psychological and background standards.

Must be willing to work evening, night, weekend and holiday shifts.

Must be able to obtain required P.O.S.T. certification and maintain firearms qualification.

In addition to the minimum requirements above, a typical way of gaining the knowledge and skills outlined above is:

Completion of 60 college semester hours. Previous volunteer or paid experience in a law enforcement support area is desirable.

Classification History

Established: 1988-11

Revised: 2002-07

Revised: 2019-05-06, 2023-01 (SB960)



City of Berkeley Public Safety Dispatcher I

CLASS CODE	7016	SALARY	\$35.49 - \$38.78 Hourly \$2,838.83 - \$3,102.37 Biweekly \$6,150.80 - \$6,721.80 Monthly \$73,809.63 - \$80,661.57 Annually
ESTABLISHED DATE	October 06, 2008	REVISION DATE	June 05, 2023

Description

DEFINITION

Under close supervision, learns to receive 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 I is the entry-level trainee 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 learning dispatch and call screening, incumbents are trained to perform varied 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. The Public Safety Dispatcher I and the Public Safety Dispatcher II report directly to the Supervising Public Safety Dispatcher.

Public Safety Dispatcher I incumbents are expected to gain knowledge and experience through on-the-job training and 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.

Example 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. 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 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. 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.

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: 6/1998

Revised (code changed from 9014): 7/2002

Revised (code changed from 82240): 7/2014

Revised: 7/2016

Revised: 06/2023

FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: J

Probationary Period: 15-months

Workers' Comp Code: 8810



City of Berkeley Public Safety Dispatcher II

CLASS CODE	7018	SALARY	\$49.23 - \$53.43 Hourly \$3,938.24 - \$4,274.02 Biweekly \$8,532.85 - \$9,260.37 Monthly \$102,394.24 - \$111,124.42 Annually
ESTABLISHED DATE	October 06, 2008	REVISION DATE	June 05, 2023

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.

Example 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.

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

FLSA Status: Non-exempt

Admin Leave / Overtime: Overtime

Representation Unit: J

Probationary Period: 15-months

Workers' Comp Code: 8810



City of Berkeley
Deputy City Attorney I

CLASS CODE	2221	SALARY	\$64.72 - \$79.57 Hourly \$5,177.76 - \$6,365.84 Biweekly \$11,218.48 - \$13,792.65 Monthly \$134,621.76 - \$165,511.84 Annually
ESTABLISHED DATE	October 09, 2008	REVISION DATE	October 09, 2008

Description

DEFINITION

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

CLASS CHARACTERISTICS

The Deputy City Attorney I is the entry level in the professional legal classification series. The work may be related to any of a number of civil areas and may include providing legal services for one or more City departments and their associated elected or appointed Boards and Commissions and includes involvement in litigation. This class is distinguished from Deputy City Attorney II in that the latter is a Journey level class which requires greater independent judgment with responsibility for more complex legal work.

Example of Duties

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

1. Confers and advises certain City departments concerning their respective duties, powers, functions and obligations;
2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;
3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
5. Assists other attorneys in all phases of legal work on more complex litigation;
6. Attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
7. Performs related work as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Principles, methods and techniques of legal research and investigation;
5. Responsibilities and obligations of public officials and administrative agencies;
6. Municipal government organization, structure and functional responsibilities.

Skill in:

1. Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations;
2. Presenting statements of fact, law and argument clearly and logically;
3. Exercising sound, independent judgment within general policy guidelines and legal parameters;
4. Interpreting state and federal laws and constitutional provisions affecting municipal operations;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;
6. Representing the City effectively in hearings, courts of law and meetings with others;
7. Preparing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.

Minimum Qualifications

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

Equivalent to graduation from a college or university with an appropriate law degree.

OTHER REQUIREMENTS

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



City of Berkeley
Deputy City Attorney II

CLASS CODE	2223	SALARY	\$74.43 - \$91.51 Hourly \$5,954.42 - \$7,320.70 Biweekly \$12,901.25 - \$15,861.53 Monthly \$154,815.02 - \$190,338.30 Annually
ESTABLISHED DATE	October 09, 2008	REVISION DATE	October 09, 2008

Description

DEFINITION

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

CLASS CHARACTERISTICS

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

Example of Duties

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

1. Confers and advises certain City departments concerning their respective duties, powers, functions and obligations;
2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;
3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
5. Assists other attorneys in all phases of legal work on more complex litigation; attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
6. Performs related work as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Principles, methods and techniques of legal research and investigation;
5. Responsibilities and obligations of public officials and administrative agencies;
6. Municipal government organization, structure and functional responsibilities.

Skill in:

1. Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations;
2. Presenting statements of fact, law and argument clearly and logically;
3. Exercising sound, independent judgment within general policy guidelines and legal parameters;
4. Interpreting state and federal laws and constitutional provisions affecting municipal operations;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;
6. Representing the City effectively in hearings, courts of law and meetings with others;
7. Preparing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.

Minimum Qualifications

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

In addition to the above, two (2) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

OTHER REQUIREMENTS

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



City of Berkeley
Deputy City Attorney III

CLASS CODE	2225	SALARY	\$85.60 - \$105.24 Hourly \$6,847.60 - \$8,418.83 Biweekly \$14,836.47 - \$18,240.80 Monthly \$178,037.60 - \$218,889.63 Annually
ESTABLISHED DATE	October 09, 2008	REVISION DATE	October 09, 2008

Description

DEFINITION

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

CLASS CHARACTERISTICS

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

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

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

Example of Duties

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

1. Confers and advises certain City departments concerning their respective duties, powers, functions and obligations;
2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;

3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;
4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;
5. Assists other attorneys in all phases of legal work on more complex litigation;
6. Attends meetings of the City Council, boards, and commissions as requested by the City Attorney;
7. Performs related work as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Principles, methods and techniques of legal research and investigation;
5. Responsibilities and obligations of public officials and administrative agencies;
6. Municipal government organization, structure and functional responsibilities;

Skill in:

1. Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations;
2. Presenting statements of fact, law and argument clearly and logically;
3. Exercising sound, independent judgment within general policy guidelines and legal parameters;
4. Interpreting state and federal laws and constitutional provisions affecting municipal operations;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;
6. Representing the City effectively in hearings, courts of law and meetings with others;
7. Preparing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials;

Minimum Qualifications

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

Equivalent to graduation from a college or university with an appropriate law degree and four (4) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

OTHER REQUIREMENTS

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



City of Berkeley
Deputy City Attorney IV

CLASS CODE	9024	SALARY	\$98.43 - \$121.02 Hourly \$7,874.48 - \$9,681.65 Biweekly \$17,061.37 - \$20,976.90 Monthly \$204,736.48 - \$251,722.85 Annually
ESTABLISHED DATE	November 15, 2022	REVISION DATE	January 10, 2023

Description

DEFINITION:

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

CLASS CHARACTERISTICS:

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

Example of Duties

EXAMPLES OF DUTIES:

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

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

recommends action to be taken.

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

Knowledge and Abilities

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

Knowledge of:

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

Ability to:

1. Perform the more complex and difficult professional legal duties of the City Attorney's Office;
2. Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases;
3. Analyze a wide variety of legal issues; organize, interpret and apply legal principles and knowledge of legal problems; analyze and prepare a wide variety of legal documents;
4. Define issues, performing legal research, analyze problems, evaluate alternatives and make sound recommendations;
5. Present statements of fact, law and argument clearly and logically;
6. Apply legal knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions;

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

Minimum Qualifications

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

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

OTHER REQUIREMENTS

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

Classification History

Established: 11/2022



Human Resources

PERSONNEL BOARD

November 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Pay Range – Senior Paralegal

RECOMMENDATION

Establish the unrepresented job class specification and pay range of Senior Paralegal as outlined, with an hourly range of \$47.4636 to \$57.6923, and an annual range of \$98,724.30 to \$120,000.00.

FISCAL IMPACT

The proposed pay range of \$47.4636 to \$57.6923 will have a fiscal impact of approximately \$98,724.30 to \$120,000.00 annually per full-time position, or \$179,974.40 to \$218,760.00 with added fringe benefits.

CURRENT SITUATION AND ITS EFFECTS

Paraprofessional legal work is currently performed by the journey-level Paralegal classification in the City Attorney's Office, but the department has identified a need for more complex duties and lead responsibilities.

BACKGROUND

The classification of Senior Paralegal will serve as a lead and provide technical guidance to paralegals, bridging the highly technical aspects of litigation management, advice, and counsel between the attorneys and paralegals. The newly created job classification includes the knowledge, skills, and abilities that represent the current industry standards, and mirrors duties performed in surrounding municipalities. The pay range reflects a 10% increase above the Paralegal classification and is reflective of the mean among other agencies that utilize these classifications.

Step 1	Step 2	Step 3	Step 4	Step 5
\$47.4636	\$49.8368	\$52.3286	\$54.9451	\$57.6923

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There is no environmental impact.

RATIONALE FOR RECOMMENDATION

This job class specification is being created to bridge the gap between the Paralegal job classification and the Deputy City Attorney job classifications that involve more complex paraprofessional duties and lead responsibilities.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification and Salary Range – Senior Paralegal
2. Organizational Chart – City Attorney's Office

**CITY OF BERKELEY
SENIOR PARALEGAL**

Class Code

TBD

Pay

\$47.46 - \$57.69 Hourly

\$3,797.09 - \$4,615.38 Biweekly

\$8,227.02 - \$10,000.00 Monthly

\$98,724.30 - \$120,000.00 Annually

Established

TBD

Description

DEFINITION

Under general direction, assist attorneys in the preparation of complex and significant cases for trial and hearing matters. This class serves as the lead-level and is responsible for providing technical guidance to subordinate paralegals. They develop work processes, procedures, facilitate training programs, and serve as a resource for legal matters. Incumbents organize, monitor and schedule work while serving in the lead capacity. This class conducts extensive legal research and interprets pertinent case law, performs the more difficult and complex assignments and prepares exhibits and witnesses for trial, analyzes existing information regarding the case at hand, and develops the content of legal documents as required.

CLASS CHARACTERISTICS

The Senior Paralegal is the advanced journey-level classification. Positions allocated to this class report to an attorney and are assigned the most complex and difficult legal assignments that are performed under the direction, supervision, and technical review of an attorney. The work performed requires knowledge of legal concepts, principles, terminology and procedures, and the extensive use of legal reference materials. This position processes a wide variety of complex and difficult civil actions and litigation requiring a thorough knowledge of legal formats and mechanisms. The Senior Paralegal is distinguished from the Paralegal by its lead role in overseeing workloads and providing technical guidance, level of responsibility, accountability, complexity of duties, utilization of independent judgment on actions taken, and amount of time spent performing these duties.

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. Serves as lead, to include assigning and monitoring work, training employees in work methods, and providing work direction to Paralegal or other clerical staff.
2. Provides input on work performance evaluations and assists with staff development.
3. Gathers evidence and performs legal research by collecting documents, materials, and reports from witnesses or various stakeholders, including research that is not available through routine sources and requires deviation from established procedures.
4. Provide administrative support for trials, including but not limited to, drafting and managing pleadings, drafting discovery, coordinating witnesses, managing exhibits, coordinating with court reporters, coordinating with court clerks, coordinating with outside counsel.

5. May have responsibilities for highly specialized and complex assignments requiring a high level of independence including the organization, preparation, and analysis of associated memoranda.
6. Assists attorneys in extensive preparation of highly sensitive and complex cases involving criminal, civil or administrative cases at all phases of case preparation.
7. Conducts and reviews client and witness interviews in fact-finding or litigation; reviews information to ensure sufficiency and accuracy and identifies additional information required.
8. Locates statutes and relevant case citations; reviews documents to determine compliance with statutes, court decisions, and other applicable laws.
9. Prepares complex correspondence, reports, memoranda, and file legal documents with court.
10. Analyzes elements of cases to identify legal questions.
11. Directs preparation of subpoenas and assures witness compliance.
12. Attends court and directs preparation of court orders by paralegals.
13. Assists with Budget-related tasks.
14. May develop, conduct, and/or facilitate Paralegal training programs.
15. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

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

Knowledge of:

1. Principles, concepts and methodology of complex legal research, discovery and fact investigation.
2. Principles and techniques of training of civil and/or criminal legal processes.
3. Law office procedures, legal research, trial procedures, municipal law, and civil procedures.
4. Legal principles and practices.
5. Legal terminology.
6. Principles of legal writing.
7. Content and language requirements of legal documents.
8. Rules of evidence and the conduct of court proceedings.
9. Investigative interviewing techniques.
10. Ethics and legal practice.
11. Preparation of points, authorities, and memoranda.
12. English grammar, spelling, punctuation, and language mechanics.
13. Supervisory principles and practices, including performance evaluation and assessment.
14. Budgetary principles and practices and the development and implementation of goals and objectives.

Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional, technical, and office support staff and manage employees; provide feedback on performance; evaluate progress; determine work priorities; assign work and ensure proper completion of assignments.
2. Perform advanced legal research.
3. Analyze complex legal problems.
4. Interpret and analyze applicable state and federal codes.
5. Extract and organize information from diverse, complex, and obscure sources.
6. Present statements of fact and law and argue clearly and logically in written and oral form.
7. Establish and maintain effective working relationships with members of the legal profession, public officials, and the public.

8. Effectively communicate with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which will require a high degree of sensitivity, tact and diplomacy.
9. Produce clear and concise documents.
10. Interpret applicable state and federal codes, laws, and statutes.
11. Exercise appropriate judgment in answering questions and releasing information.
12. Negotiate and resolve administrative issues.
13. Prioritize caseload to meet deadlines.

Minimum Qualifications

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

Possession of one of the following at time of application:

1. Certificate of completion of a paralegal program approved by the American Bar Association.
2. Certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.
3. Baccalaureate degree or an advanced degree in any subject, a minimum of **two years** of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.
4. High school diploma or general equivalency diploma, a minimum of **five years** of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.

LICENSE/CERTIFICATION

Certificate of completion from a paralegal program approved by the American Bar Association (ABA) at time of application.

Every two years, Senior Paralegal must certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing legal education courses shall meet the requirements of California Code, Business and Professions Code - BPC § 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping record of the paralegal's certifications.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley 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.

TOOLS AND EQUIPMENT

Personal computer, including various software; phone; calculator; copy and facsimile machine.

PHYSICAL AND MENTAL REQUIREMENTS

Frequent walking, standing, sitting, kneeling, squatting, and twisting and bending at the waist. Ability to speak and hear well enough to communicate and take direction in person, over the telephone, and in the courtroom. Ability to read standard text, fine print, various handwritings, view a computer monitor, and to drive. May be required to lift up to 25 pounds. Manual dexterity to handwrite and/or use a computer keyboard. Ability to perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with other individuals successfully and collaboratively.

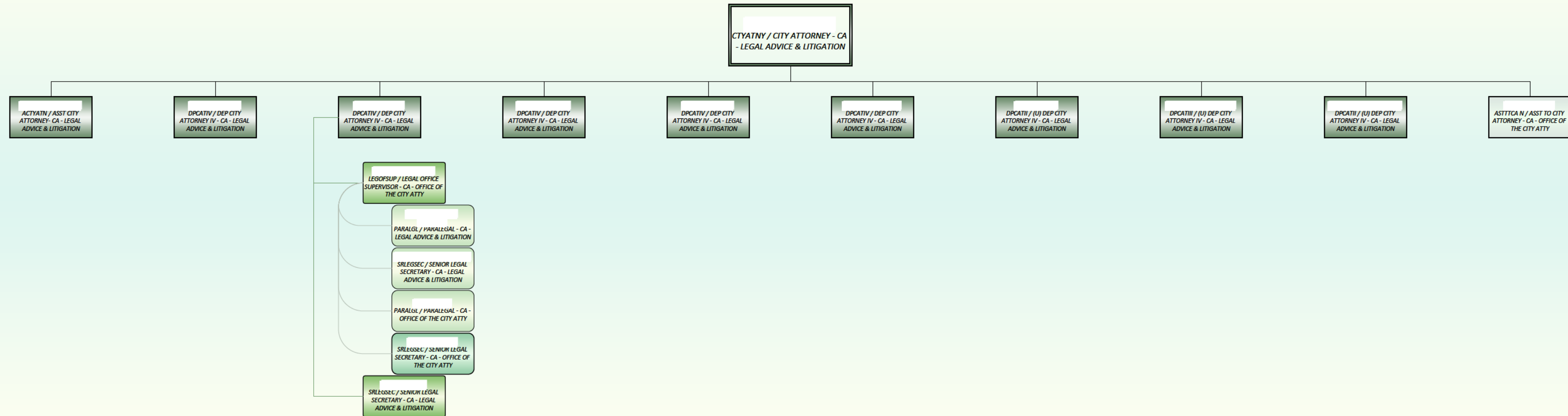
WORKING CONDITIONS

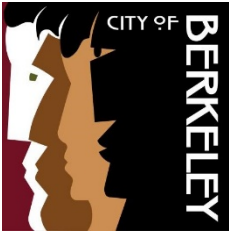
Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends.

CLASSIFICATION HISTORY

Classification Code: TBD
Classification Established: TBD
FLSA Status: Non-Exempt (Overtime)
Representation Unit: Unrepresented
Probationary Period: One Year
Workers' Comp Code: 8810

MUNIS ORG CHART





Human Resources

PERSONNEL BOARD

November 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Job Class Specification – Firefighter

RECOMMENDATION

Revise the job class specification of Firefighter as outlined.

FISCAL IMPACT

There will be no fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The job class specification is being revised to align with the City of Berkeley Fire Department's current staffing model, industry standards, and clarify the duties being performed.

BACKGROUND

With the advent of the single-function Paramedic classification over the past few years, the staffing model for the Fire Department has shifted. Firefighters will be fully transitioned out of the permanent ambulance rotation as of July 1, 2025, replaced by single-function Paramedics. The Department has also enhanced staffing by adding a second firefighter to certain engine and truck companies in areas of the City that have the highest risk. This enhancement brings the Department in alignment with the recommendations of the [Standards of Coverage and Community Risk Assessment](#) completed by CityGate LLC in January of 2024. As a result, only one of the two firefighters assigned on these companies requiring a Paramedic certification license while the other may be certified as an Emergency Medical Technician (EMT).

Many qualified applicants for Firefighter meet all other qualifications except for the Paramedic license, and this results in unnecessary adverse impact. Adjusting the minimum requirements to certification as an Emergency Medical Technician (EMT) relieves the adverse impact, broadens the candidate pool, and creates a career path for those who cannot commit to a multi-year Paramedic program while working as an Emergency Medical Technician.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification has undergone the meet-and-confer process with Berkeley Fire Fighters Association I.A.F.F. Local 1227.

RATIONALE FOR RECOMMENDATION

For over two decades the Department has been working to build a pipeline from the Berkeley Unified School District (and other Career Technical Education pathway programs) to increase the opportunities for local youth interested in public safety careers and modify the makeup of the Department, so it more closely reflects the community. The minimum qualifications for Firefighter are being revised as one of the final changes to complete the [Berkeley Safety Training & Education Pathway \(B-STEP\)](#) pathway to allow for those certified as Emergency Medical Technicians (EMTs) to qualify and serve as Firefighters, and to clarify the resulting duties being performed by Firefighters.

ALTERNATIVE ACTIONS CONSIDERED

If the job class specification is not revised, the City will continue to recruit under existing requirements at the risk of creating an adverse impact among applicants.

CONTACT PERSON

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

ATTACHMENTS

1. Proposed Job Class Specification – Firefighter

City of Berkeley

Firefighter

CLASS CODE 8113/8013

SALARY

\$35.34 - \$44.51 Hourly

\$3,957.61 - \$4,985.29 Biweekly

\$8,574.82 - \$10,801.46 Monthly

\$102,897.85 - \$129,617.49 Annually

ESTABLISHED DATE October 29, 2021

REVISION DATE ~~February 14, 2023~~ November 4, 2024

Description

DEFINITION

Under general supervision, responds to fires, medical emergencies, and other emergency and non-emergency situations, and takes appropriate action [to provide aid, save lives, protect property and the environment; perform fire prevention activities; maintains station quarters](#); performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry- and full working-level class in fire suppression, learning and performing all duties required to effectively respond to emergency fire suppression and basic life support medical situations. Incumbents may be assigned to a truck or engine, typically in three- [or four](#)-person crews. This class is distinguished from Fire Apparatus Operator in that the latter class is [fully qualified assigned](#) to operate any vehicles and apparatus in addition to performing all normal emergency response duties. This class [may also functions as a Paramedic](#), providing [basic and/or](#) advanced life support emergency medical response.

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. In a fire emergency, connects, develops, charges, and bleeds hose for handlines, booster lines, connecting water appliances, and supply lines connecting to hydrants and between engines.;
2. Controls and extinguishes fires, and places water curtains using various size handlines, cellar distributors, and deck, ladder, and portable water monitors.;
3. Connects foam educators and applies foam and chemicals for fire suppression and control.;
4. Places and secures various adapters, nozzles, and in-line controls, connections, and fittings.;
5. Searches buildings and rescues victims;
6. Provides ~~first responder medical~~ emergency [medical](#) response at the basic and/or advanced life support levels, including initial patient ~~and situation~~ assessment ~~and~~ treatment. [Documents patient care and uses various medical software and equipment provided by the department](#) ~~cardio-pulmonary resuscitation, and trauma emergency medical care~~.;
7. Uses various hand and power tools to obtain entry to buildings, free trapped accident victims, and provide ventilation.;
8. Participates in specialized rescue operations, including aerial and underground situations, including the use of rigging and shoring.;

9. Participates in various clean up, salvage, and overhaul operations.;
10. Cleans, services, and ensures operational readiness of vehicles, apparatus, hoses, and equipment.;
11. Participates in training and maintains/improves skills.;
12. Participates in various staff support assignments including but not limited to: fire prevention, inspection, and hazardous spill and weed abatement programs, maintenance of inventory records, scheduled inspection of departmental equipment, and hydrant and fire flow testing.;
13. Contains, removes, and decontaminates hazardous material spills.;
14. Employs appropriate fire-fighting and chemical safety apparel and equipment, including turnout gear, helmets, hoods, axe belt, and self-contained breathing apparatus.;
15. Participates in maintenance of station and facilities.;
16. Works with the community in a variety of educational, public relations, and service programs.;
17. Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of services to residents and visitors.;
18. Promote a positive image of the department to the public.;
- ~~16-~~
- 17-19. _____ May serve in higher level classifications on a relief basis.;
- 18-20. _____ May direct other Firefighters personnel in greater alarm fires.;
~~and~~- 19-21. _____ Performs related duties as assigned.

Knowledge and Abilities

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

Knowledge of:

1. Basic principles and practices of fire suppression and prevention.;
2. Basic principles and practices of emergency medical care at the basic life support and advanced life support levels.;
~~and~~- 2-3. Basic principles and practices of emergency medical care at the advanced life support level (for employees assigned as paramedics).
- ~~3-4.~~ Safety practices and precautions pertaining to the work.

Ability to:

1. Follow oral and written directions.;
2. Establish and maintain effective working relationships with those encountered in the course of the work.;
3. Maintain accurate records and prepare clear and concise reports, and other written materials.;
~~and~~4. Remain calm, make sound decisions, and respond appropriately in emergency and non-emergency situations.

Minimum Qualifications

FIREFIGHTER - AT TIME OF APPLICATION:

1. Graduation from high school or GED equivalent.
2. Valid California Emergency Medical Technician (EMT) Certification, or National Registry NREMT of Emergency Medical Technicians (NREMT) EMT Certification, or California Paramedic License, or NREMT National Registry Paramedic Certification Card, or be actively participating in a Paramedic Field Internship Program.
3. Candidate Physical Ability Test (CPAT) Card of Completion issued no earlier than one (1) year from the recruitment filing deadline.
4. Successful Completion of the Firefighter Candidate Testing Center (FCTC) written exam completed no earlier than one (1) year from the recruitment filing deadline.
- 4.5. Valid California Driver's License with a satisfactory driving record.

FIREFIGHTER – BY TIME OF APPOINTMENT:~~FIREFIGHTER—BY DATE OF APPOINTMENT, MUST POSSESS:~~

1. Valid California EMT Certification or California Paramedic License.

~~1. A valid California Paramedic license.~~

~~The core courses required to be an Alameda County accredited paramedic~~

FIREFIGHTER - BY COMPLETION OF PROBATION:

1. ~~Successful completion~~ Completion of the City of Berkeley Firefighter Taskbooks.
2. Successful completion of City of Berkeley Firefighter written and psychomotor examinations.
3. Certificates of completion for:
 - a. Introduction to the Incident Command System (ICS-100), FEMA
 - b. National Incident Management Systems, An Introduction (IS-700.A), FEMA
4. Certificates of completion issued by the California Office of the State Fire Marshal (OSFM) or the National Wildfire Coordinating Group (NWCG) for the following courses or equivalents/replacements as determined by the OSFM or NWCG:
 - a. FSTEP Low Angle Rope Rescue Operational
 - b. FSTEP Fire Fighter Survival
 - c. FSTEP Fire Control 3B
 - d. FSTEP Driver Operator 1A
 - e. FSTEP or NWCG S130
 - f. FSTEP or NWCG S131
 - g. FSTEP or NWCG S190
 - h. FSTEP Vehicle Extrication
 - i. CFSTES Firefighter I
 - j. CFSTES Firefighter II
 - ~~k. SFT or National Wildfire Training Group (NWCG) Intermediate Wildland Fire Behavior (S-290)~~

FIREFIGHTER LATERAL - AT TIME OF APPLICATION:

1. Graduation from high school or GED equivalent.
2. Valid California EMT Certification, or National Registry of Emergency Medical Technicians (NREMT) EMT Certification, or California Paramedic License, or NREMT Paramedic Certification.
- ~~2. A valid California Paramedic license or EMT certification.~~
3. Currently employed as a 12 months full-time paid experience as a Firefighter- with at least one two years of continuous employment. or Firefighter/Paramedic.
- ~~3. ALS medical transport experience highly desirable.~~
4. CFSTES or IFSAC/ProBoard Firefighter I Certification.
- 4.5. Valid California Driver's License with a satisfactory driving record.

FIREFIGHTER – BY TIME OF APPOINTMENT:

1. Valid California EMT Certification or California Paramedic License.

~~FIREFIGHTER LATERAL—BY DATE OF APPOINTMENT, MUST POSSESS:~~

~~1. The core courses required to be an Alameda County accredited paramedic.~~

FIREFIGHTER LATERAL - BY COMPLETION OF PROBATION:

1. ~~Successful completion~~ [Completion](#) of City of the Berkeley Firefighter Taskbooks.
2. Successful completion of City of Berkeley Firefighter written and psychomotor examinations.
3. Certificates of completion for:
 - a. Introduction to the Incident Command System (ICS-100), FEMA
 - b. National Incident Management Systems, An Introduction (IS-700.A), FEMA

~~FIREFIGHTER LATERAL - WITHIN TWO YEARS FROM DATE OF APPOINTMENT:~~

44. Certificates of completion issued by the California Office of the State Fire Marshal (OSFM) [or the National Wildfire Coordinating Group \(NWCG\)](#) for the following courses or equivalents/replacements as determined by the OSFM [or NWCG](#):
 - a. FSTEP Low Angle Rope Rescue Operational
 - b. FSTEP Fire Fighter Survival
 - c. FSTEP Fire Control 3B
 - d. FSTEP Driver Operator 1A
 - e. FSTEP or NWCG S130
 - f. FSTEP or NWCG S131
 - g. FSTEP or NWCG S190
 - h. FSTEP Vehicle Extrication
 - i. CFSTES Firefighter II
 - ~~j. SFT or National Wildfire Training Group (NWCG) Intermediate Wildland Fire Behavior (S-290)~~

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 job responsibilities. ~~When driving on City business, the incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record.~~ [The incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record.](#) and must obtain [CDL](#) Firefighter Endorsement prior to the completion of the [Berkeley](#) Fire Academy.

Must be willing to maintain facial hair in such a way as to ensure proper fitting and operation of self-contained breathing apparatus. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds.

Classification History

Title: Firefighter

Classification Code: 8151

Established: 1988-10-01

Revised: 1997-06

Revised: 2007-11 (EMT removed from title)

Revised: 2010-01 Revised: 2014-12

Revised: 2020-02

[Revised: 2024-10 \(Added EMT as minimum requirement\)](#)

FLSA Status: Non-Exempt

Admin Leave / Overtime: Overtime

Representation Unit: B

Probationary Period: 2 years

Workers' Comp Code: 7706



Human Resources

PERSONNEL BOARD

November 4, 2024

To: Members of the Personnel Board

From: Aram Kouyoumdjian, Director of Human Resources

Subject: Recommendation to Revise Job Class Specification – Police Officer Recruit

RECOMMENDATION

Revise the job class specification of Police Officer Recruit as outlined.

FISCAL IMPACT

There will be no fiscal impact as a result of revising the job class specification.

CURRENT SITUATION AND ITS EFFECTS

The minimum qualifications are being revised to include driver's licenses from other states in order to expand the candidate pool.

BACKGROUND

The current minimum qualifications include the requirement to possess a valid California driver's license and have a satisfactory driving record upon application.

The Police Department's recruitment efforts have increased in geographic scope. In order to allow qualified applicants from other states to apply, the minimum qualifications are being revised to allow for a valid driver's license that is not specific to California. Successful candidates who pass requisite pre-employment background investigations, receive and accept an offer of employment, and become a California resident, will be required to transfer their driver's license to California within 10 days, per the State of California Department of Motor vehicles requirements.

RECOGNIZED EMPLOYEE ORGANIZATION

This classification is not represented by a recognized employee organization.

RATIONALE FOR RECOMMENDATION

The minimum qualifications are being revised to expand the candidate pool to applicants who have out-of-state driver's licenses while they are undergoing the recruitment process.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Internal

Recommendation to Revise Job Class Specification – Police Officer Recruit
Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

ATTACHMENTS

1. Proposed Job Class Specification – Police Officer Recruit

Recommendation to Revise Job Class Specification – Police Officer Recruit

City of Berkeley
POLICE OFFICER RECRUIT

CLASS CODE
7014

SALARY
\$46.23 Hourly
\$3,698.40 Biweekly
\$8,013.20 Monthly
\$96,158.40 Annually

ESTABLISHED DATE
October 06, 2008

REVISION DATE
~~May 01, 2023~~ November 4, 2024

Description
DEFINITION

Under supervision, attends a Peace Officer Standards and Training (P.O.S.T.) certified Basic Recruit Academy; May also perform a wide range of field and office support duties within the Police Department after being selected as a Police Officer Recruit, either prior to, during, or while attending the Basic Recruit Academy.

CLASS CHARACTERISTICS

This is an entry level, temporary civil service classification without peace officer powers, rights or privileges, within the Police Department, used for classification of new recruits during, or prior to, their attendance at a P.O.S.T. Certified Basic Recruit Academy. Upon successful completion of the required course of study in a P.O.S.T. Basic Academy, incumbents may be accepted as a sworn Peace Officer of the State of California and a Police Officer of the Police Department. This class is distinguished from Police Officer, which is a sworn classification with peace officer authorities.

Example 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 classification or~~ is similar or closely related to another duty statement.

1. Attends a P.O.S.T. Certified Basic Academy to obtain classroom and practical education in the criminal justice system, applicable civil and criminal laws, police procedures, law enforcement techniques, first aid and physical fitness.
2. Performs a wide range of field and office support duties in various divisions within the Police
3. Department, under supervision by Personnel and Training unit, or designee.

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:

Basic law enforcement terminology and concepts; and
Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.
Use and basic capabilities of computerized record and information systems.

Internal

Recommendation to Revise Job Class Specification – Police Officer Recruit

Safe work methods and safety regulations pertaining to the work; and
General office practices, including filing and operation of common office equipment.

Skill in:

Observing and accurately recalling places, names, descriptive characteristics and facts of incidents;
Remaining calm and controlling own emotions in tense situations;
Establishing and maintaining effective working relationships with those contacted in the course of the work;
Reading, interpreting and applying complex laws, procedures and policies;
Making rapid, sound independent judgments within legal and procedural guidelines;
Preparing clear and concise reports, records and other written materials; and
Understanding and following oral and written directions.

Ability to:

Learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Minimum Qualifications

Must be free from any disqualifications for employment, including felony convictions.

Must be legally authorized to work in the United States under federal law.

Must be 21 years of age or older at time of appointment. Must be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.

Must be of good moral character, as determined by a thorough background investigation.

Must be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university.

Must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

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

Must be able to meet physical, psychological and background standards.

Must be willing to work evening, night, weekend and holiday shifts.

Must be able to obtain required P.O.S.T. certification and maintain firearms qualification.

Must be willing to attend classes, study and participate in other Academy work outside of typical shift hours, without additional compensation beyond the basic salary range for the class.

In addition to the minimum requirements above, a typical way of gaining the knowledge and skills outlined above is:

Completion of 60 college semester units. Previous volunteer or paid experience in a law enforcement support area is desirable.

Classification History

Established: 1988-10

Revision History:

Title Changed: 2001-07 (Title Change)

Changed class code from 81140: 2014-07 (Class Code Change from 81140)

~~Revision Date: 2019-05~~

~~2023-01 (SB960)~~

~~2023-05~~

11/2024 (Removed California from driver's license)

Berkeley Matters

THE BI-WEEKLY HR NEWSLETTER FOR THE CITY OF BERKELEY



What's New

RECRUITMENTS..... [PAGE 3](#)

VACANCIES..... [PAGE 5](#)

OFFERS OF WORK..... [PAGE 6](#)

TRAININGS & WEBINARS..... [PAGE 7](#)

Webinar: *Getting to Know Your Health Carriers*

Wednesday, **October 23**

12:00pm - 1:00pm

See [page 8](#) for details



SCAN TO REGISTER

Save the date: Benefits Fair

Thursday, **October 31st**

10:00am - 4:00pm

2180 Milvia St, 6th Floor

See [page 9](#) for details



HUMAN RESOURCES DEPARTMENT

GENERAL INQUIRIES

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510-981-6800

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Natini Phosy
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HRLeaveRequest@berkeleyca.gov

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Laura Zurita
Ext. 6812 | LZurita@berkeleyca.gov

Promotional Recruitments

[CLICK HERE TO APPLY](#)

Recruitment	Reason	Hourly Rate	Opening Date	Closing Date
Accounting Office Specialist III	Vacancy	\$40.67 - \$44.34	Continuous	Continuous
Accounting Office Specialist Supervisor	Vacancy	\$41.04 - \$49.42	Continuous	Continuous
Accounting Technician	Vacancy	\$40.02 - \$48.18	Continuous	Continuous
Customer Service Specialist III	Vacancy	\$40.67 - \$44.34	Continuous	Continuous
Office Specialist III	Vacancy	\$39.93 - \$43.60	Continuous	Continuous

Open Competitive Recruitments

[CLICK HERE TO APPLY](#)

Recruitment	Reason	Hourly Rate	Opening Date	Closing Date
NEW Administrative and Fiscal Services Manager	Vacancy	\$56.11 - \$71.56	October 21	November 11
Assistant Civil Engineer	Vacancy	\$55.41 - \$67.02	Continuous	Continuous
Assistant Public Works Engineer	Vacancy	\$53.01 - \$63.86	Continuous	Continuous
Assistant Transportation Engineer	Vacancy	\$53.63 - \$64.64	October 14, 2024	Continuous
Associate Civil Engineer	Vacancy	\$61.03 - \$73.75	Continuous	Continuous
Associate Transportation Engineer	Vacancy	\$61.03 - \$73.75	March 18	Open Until Filled
Building Inspector I/II (Certified)	Vacancy	\$46.55 - \$59.19	Continuous	Continuous
Community Development Project Coordinator	Vacancy	\$50.92 - \$61.57	Continuous	Continuous
Community Service Officer	Vacancy	\$38.46 - \$44.80	Continuous	Continuous
Housing Development Specialist (Community Development Project Coordinator)	Vacancy	\$50.92 - \$61.57	September 30	November 4
Housing Inspector I (Certified)	Vacancy	\$41.90 - \$49.71	Continuous	Continuous
Housing Inspector II (Certified)	Vacancy	\$46.55 - \$55.23	Continuous	Continuous
Housing Policy Specialist (Community Development Project Coordinator)	Promotion	\$50.92 - \$61.57	September 30	November 4
IT Project Manager (Senior Systems Analyst)	Vacancy	\$58.55 - \$71.33	August 5	Open Until Filled

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

Open Competitive Recruitments Continued

Recruitment	Reason	Hourly Rate	Opening Date	Closing Date
Legislative Aide	Vacancy	\$39.20 - \$73.08	Continuous	Continuous
Librarian I	Vacancy	\$38.33 - \$45.96	March 11	October 18
Mealsite Coordinator	Promotion	\$29.29 - \$30.69	October 7	October 21
Mental Health Clinical Supervisor	Vacancy	\$51.07 - \$65.32	Continuous	Continuous
Mental Health Nurse	Vacancy	\$57.79 - \$70.24	Continuous	Continuous
Mid-Level Practitioner	Vacancy	\$58.62 - \$65.00	Continuous	Continuous
Parking Services Manager	Vacancy	\$55.72 - \$67.26	September 30	Open Until Filled
Police Officer Lateral	Vacancy	\$55.98 - \$69.67	Continuous	Continuous
Police Officer Recruit	Vacancy	\$46.23	Continuous	Continuous
Psychiatrist	Vacancy	\$91.42 - \$135.07	Continuous	Continuous
Public Health Nurse	Vacancy	\$53.89 - \$62.86	Continuous	Continuous
Public Safety Dispatcher I	Vacancy	\$35.49 - \$38.78	Continuous	Continuous
Public Safety Dispatcher II	Vacancy	\$49.23 - \$53.43	Continuous	Continuous
Senior Information Systems Specialist	Retirement	\$49.05 - \$58.45	Continuous	Continuous
Senior Planner	Promotion	\$54.77 - \$65.25	Continuous	Continuous
Senior Systems Analyst	Vacancy	\$58.55 - \$71.33	Continuous	Continuous
Supervising Librarian	Vacancy	\$50.25 - \$60.54	March 11	October 18
Supervising Library Assistant	Promotion	\$34.08 - \$41.94	September 30	October 18
Supervising Public Health Nurse	Vacancy	\$65.26 - \$76.62	Continuous	Continuous
Supervising Transportation Engineer	Promotion	\$69.70 - \$85.10	July 8	Open Until Filled
Vector Control Technician	Promotion	\$34.82 - \$37.14	October 7	October 21

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.

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

To have your name placed on the transfer list:

[CLICK HERE](#)

Career vacancies

Classification	Reason	Department	Contact
Accounting Office Specialist II (Req#2024-02376)	Promotion	Planning - Building and Safety	Jenny McNulty JMcNulty@berkeleyca.gov
Accounting Office Specialist III (Req#2024-02383)	Vacancy	Finance - Treasury	Rosario Riche RRiche@berkeleyca.gov
Assistant Management Analyst (Req#2024-02337)	Vacancy	HHCS - Mental Health	Medisa Payvarpour MPayvarpour@berkeleyca.gov
Assistant Transportation Engineer (Req#2023-01417)	Promotion	Public Works	Noah Budnick NBudnick@berkeleyca.gov
Behavioral Health Clinician II - FIT (Req#2024-02387)	Vacancy	HHCS	Alberto Flores AFlores@berkeleyca.gov
Behavioral Health Clinician II - HFSP (Req#2024-02388)	Vacancy	HHCS	Susanne Snowden SSnowden@berkeleyca.gov
Customer Service Supervisor (Req#2024-02259)	Retirement	IT	Penelope Cash PCash@berkeleyca.gov
Health Services Program Specialist (Req#2024-02381)	Vacancy	HHCS	Rachel Rodriguez RaRodriguez@berkeleyca.gov
Housing Inspector I (Certified) (Req#2024-02340)	Vacancy	Planning	Angel Sindayen ASindayen@berkeleyca.gov
Senior Management Analyst (Req#2024-02374)	Vacancy	CMO - Special Projects	Tasha Tervalon TTervalon@berkeleyca.gov
Supervising Public Health Nurse (Req#2024-02386)	Vacancy	HHCS	Janice Chin JChin@berkeleyca.gov

Temporary vacancies with an eligible list

Classification	Reason	Department	Contact	Duration
Groundskeeper (Req#2024-02378)	Promotion	PRW	Bruce Pratt BPratt@berkeleyca.gov	Intermittent
Intern (Req#2024-02372)	Vacancy	Public Works - Engineering	Noah Budnick NBudnick@berkeleyca.gov	NTE 12 months
Playground Leader Trainee (Req#2024-02380)	Vacancy	PRW	Justin Pitcher JPitcher@berkeleyca.gov	NTE 3 months

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

In compliance with the Berkeley Fair Workweek Ordinance, the City offers additional hours of work to existing part-time employees prior to hiring new employees, including temporary workers.

To be eligible for an offer of work listed below, you must:

1. Be qualified to do the additional work (hold a part-time position in the same classification in the same department/division) **AND**
2. Have worked for the City for more than two weeks **AND**
3. Have a work schedule that does not conflict with the additional hours **OR** be a career-eligible employee interested in replacing your current schedule with the hours offered.

To accept an offer of additional hours, you must submit an application by Monday at 5:00 PM following the Berkeley Matters posting.

To submit an application for an offer of additional hours:

[CLICK HERE](#)

Classification	Department	Schedule	Number of Hours
Groundskeeper (Non-Career) (Req#2024-02379)	PRW	Monday 6:30am - 11:30am Saturday 10:30am - 6:00pm Sunday 10:30am - 6:00pm	19 per week

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

UPCOMING CLASSES

All classes take place from 9am to 12pm.

Please register in advance using the link associated with each class.

Topic	Date	Location
Excel Level 3	Day 1: October 31, 2024	Zoom
	Day 2: November 7, 2024	
Excel PivotTables	November 21, 2024	Zoom
ERMA B: PivotTables for ERMA Users	December 5, 2024	Zoom
Excel Level 1	Day 1: December 12, 2024	Zoom
	Day 2: December 19, 2024	

WELLNESS WEBINARS

Both Kaiser and Sutter Health offer a variety of classes, webinars, and other resources to help you advance in your wellness journey. Register online using the link provided.

Topic	Date	Location
Relax and Recharge (Yoga via Zoom) <i>Sutter Health</i>	Thursdays 5pm - 6pm	Zoom
Healthy Connections: Exploring the Impact of Relationships on Well-being <i>Kaiser</i>	October 21, 2024 12pm - 1pm	Online
Healthy Habits Strategies Group October Topic: Stress Management <i>Sutter Health</i>	October 23, 2024 5pm - 6pm	Zoom
Thriving Through the Holidays <i>Kaiser</i>	November 18, 2024 12pm - 1pm	Online

Please note that all internally-delivered City of Berkeley trainings are temporarily paused as we evaluate the most effective delivery strategy.

If you have any questions, please contact training@berkeleyca.gov



2024 EMPLOYEE ENRICHMENT WEBINARS



GETTING TO KNOW YOUR HEALTH CARRIERS

Wednesday, October 23rd
12pm - 1pm

Did you know that the City's health plans offer more than just doctor and dentist appointments?

Join us to meet representatives from Kaiser Permanente, Sutter Health, and Dental Dental!

You'll learn about the wealth of resources offered by your health carriers so that you can get the most out of your medical and dental plans.



[CLICK OR SCAN
TO REGISTER FOR
THE WEBINAR](#)



Coming in November:
*Preventing Burnout in
the Helping Professions*



SAVE THE DATE!

BENEFITS FAIR

Thursday, October 31st

10:00 AM to 4:00 PM

2180 Milvia St, 6th Floor



Meet representatives, grab freebies, and enter to win a prize!

NEW!

Featuring breakout sessions with:





2025 OPEN ENROLLMENT BENEFITS FAIR BREAKOUT SESSIONS

Thursday, October 31st
Cypress Room | 2180 Milvia St, 1st Floor

Vendor	Topic	Time
The Hartford	Voluntary Life Insurance Benefits	10:30 AM
Delta Dental	Wellness Resources	10:45 AM
Empower 457 Plan	Deferred Compensation Plan	11:00 AM
Kaiser Permanente	Kaiser Medical Plan	11:30 AM
Kaiser Permanente	Wellness Resources	11:45 AM
Sutter Health Plus	Sutter Health Plus Medical Plan	12:00 PM
AC Transit	Commuter Benefit	12:15 PM
American Fidelity	Life Insurance & FSA Plans	12:30 PM
CalPERS 457 Plan	Deferred Compensation Plan	12:45 PM



Welcome!

New Hires		
Name	Classification	Department
Christina Pallmann	Registered Environmental Health Specialist	HHCS
Gail McGuire	Legislative Aide	Mayor & Council
Kyle Dequant	Laborer	Public Works
Daniel Norton	Laborer	Public Works
William Perkins	Laborer	Public Works

Congratulations!

Promotions		
Name	Classification	Department
Erica Randle	Office Specialist III	CMO
Ryan Gonzalez	Accounting Office Specialist III	Planning
Christina Freund	Public Safety Dispatcher II	Police
Carla Orozco	Community Development Project Coordinator	Rent Board

Retirements		
Name	Classification	Department
Steven Parker	Public Safety Dispatcher II	Police
Bryan Waggoner	Police Officer	Police

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

Visit cobsavings.savings.workingadvantage.com to sign up and start saving.

NOTE: Use your personal email address so that you can access the website at your leisure. Your household members can use the site too!

The Choice is Yours

Unlock the best life has to offer with exclusive savings on: Theme Parks, Attractions and Shows; Hotels, Flights and Rental Cars; Concerts, Sports and Live Events; Movie Tickets; Electronics and much more.



The World at Your Fingertips

Get unparalleled access to employee discounts from industry-leading brands in travel, entertainment and retail.



Access to Working Advantage is being offered to City of Berkeley employees as a convenience and participation is purely voluntary. Any products, services, or discounts that may be made available to you through Working Advantage are provided by Working Advantage and its partners, and not by the City of Berkeley. The City of Berkeley does not endorse or guarantee the products, services, or any other information contained in or made available by or through Working Advantage. The City of Berkeley does not exercise any editorial control over the information you may find at these locations. Please be aware that by clicking the link or otherwise engaging with Working Advantage, you may be agreeing or otherwise subjecting yourself to Working Advantage's Terms of Use, Terms of Sale, and/or Privacy Policy.

The CalPERS 457 Plan is a voluntary savings program that allows you to easily defer any amount, subject to annual limits, through payroll deductions. Get the benefit of pre-tax contributions and tax-deferred growth! The Plan is designed with your retirement goals in mind and features a simplified fee structure that helps keep more of your invested dollars in your account.



Learn more by scheduling a one-on-one meeting!

In-person appointments are available on the second Wednesday of each month. Appointments will be located in the Chinquapin conference room at 2180 Milvia St.

SCHEDULE A PHONE APPOINTMENT: [CALPERS457.TIMETAP.COM](https://calpers457.timetap.com)

SCHEDULE AN IN-PERSON APPOINTMENT: [CLICK HERE](#)

**OR CONTACT NANCY GARRITY:
NANCY.GARRITY@VOYA.COM
 888-713-8244 EXT 2**

How’s your financial wellness stacking up?

Financial wellness is important and means different things to different people. Many influences in your life can affect your finances — especially your ability to save for your future. To help keep your long-term strategy on track, consider how you can improve your approach to the following important areas:



- Creating an emergency fund
- Reducing your high-interest debt
- Saving for larger purchases

SCHEDULE AN APPOINTMENT: [JOSEANAYA.EMPOWERMYTIME.COM](https://joseanaya.empowermytime.com)

OR EMAIL JOSE.ANAYA@EMPOWER.COM

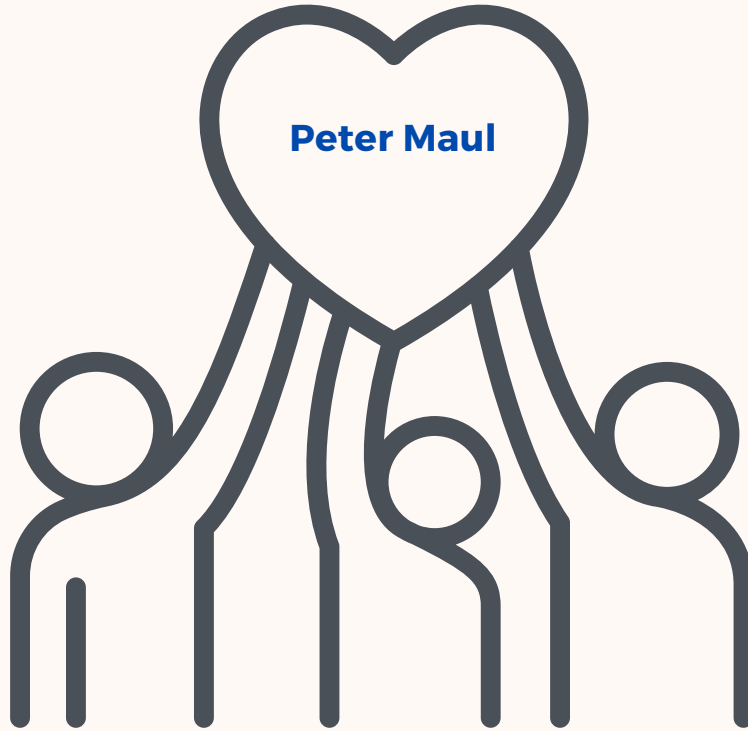
Empower has two new services for participants: **Online Advice** and **My Total Retirement**. Both provide:

- Comprehensive review of your investment holdings
- Personalized investment strategy using the funds offered by Empower
- Unlimited ability to meet with a locally based investment counselor to review your account

Online Advice is provided at no cost to participants, and may be of interest to those who want expert input into their investment decision-making but want to approve and implement adjustments themselves.

My Total Retirement includes two important additional features: automated monthly review of your investment asset allocation, and automated adjustments to your investment account holdings (implemented on a quarterly basis). **My Total Retirement** charges an annual fee assessed as a fixed percentage of your total account balance and may be of interest to those who prefer more of a hands-off approach with changes to their investment holdings made automatically.

The following staff are dealing with serious medical conditions and have exhausted all of their available leave. Any donations of leave would be greatly appreciated.



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

[CLICK HERE](#)



2024 CITY CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan 1 New Year's Day
 Jan 15 Martin Luther King Jr.'s Birthday
 Feb 12 Lincoln's Birthday
 Feb 19 Washington's Birthday
 May 19 Malcolm X's Birthday - Obs 5/20
 May 27 Memorial Day

Jun 19 Juneteenth - Obs 6/21
 Jul 4 Independence Day
 Sept 2 Labor Day
 Oct 14 Indigenous Peoples' Day
 Nov 11 Veterans Day
 Nov 28-29 Thanksgiving Day/Day After

Dec 25 Christmas Day

- Pay Day
- Observed Holidays
- Observed VTO Days
- New Employee Orientation



City of Berkeley 2024 Pay Schedule

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

VTO days for the second half of the year have not yet been determined

When a payday falls on a VTO day or a holiday, checks will be issued a day early