**Accountant I**

**Full-Time**

$6,009.00 - $7,094.00 monthly

10/16/17

11/06/17

**The Position:**
The City of Berkeley is now accepting applications for Accountant I in the Accounting division of our Finance Department. The eligible list resulting from this recruitment will be used to fill vacancies for Accountant I that may occur in the City's Finance and Health, Housing and Community Services Department. In order to be considered for any of the City's permanent or temporary vacancies for Accountant I during the next year, you must submit an employment application, responses to the supplemental questionnaire and meet all application requirements prior to the application deadline.

This position is the entry-level class of the professional accounting series. Under close supervision, performs professional accounting and financial analysis work in the areas of bank reconciliations, monitoring of grant transactions, recording and reporting of financial transactions, preparation of sales and payroll tax returns, account analysis, assistance with the preparation of the City's indirect cost allocation plans, and assistance with the preparation of external reports.

Typical duties may include:

- Assists in maintaining general ledger control and subsidiary ledger account records for a variety of accounts. This includes posting, balancing and reconciliation of the control accounts to the subsidiary ledgers;
- Prepares trial balances and financial reports;
- May prepare journal entries to correct differences between general ledger control accounts and subsidiary accounts;
- Assists in preparing financial statements, and supporting schedules;
- Prepares quarterly sales and payroll tax returns accurately and in a timely manner;
- Assists in preparing the monthly budgetary-basis fund balance for every City Fund;
- May supervise and review the work of support staff;
- Reviews and analyzes asset, liability, revenue and expenditure accounts;
- May assist in the performance of revenue audits, and/or compliance reviews or audits;
- Assists in preparing or updating of long-term debt payment schedules;
- Assists in the preparation of external audit schedules; prepares records for annual audit, and assists auditors in the review of financial records and operations;
- May attend conferences and seminars to receive updated information on new governmental accounting statements and other regulations;
- Assists in the preparation of the annual gas tax report, State Controller's Office Report, and the City's Comprehensive Annual Financial Report (CAFR);
- Assists in the monthly reconciliation of the City's bank accounts; and
- Assists in monitoring the grant activities of other City departments.

**Intern**

**Temporary**

$17.94 - $21.98 hourly

10/16/17

Continuous

**The Position:**
The City of Berkeley is committed to hiring collegiate students (undergraduate, graduate, and doctoral students) and recent college graduate interns by providing meaningful learning and work experience in a professional and safe working environment that benefit student's academic goals. If you are interested in interning with the City of Berkeley please submit an application and indicate the department(s) that you are interested in working for.

**Nutritionist**

**Full-Time**

$6,287.00 - $7,331.00 monthly

10/16/17

11/06/17

**The Position:**

The City of Berkeley is now accepting applications for Nutritionist in the Nutrition and Food Services Division of our Health Services Department. The eligible list resulting from this recruitment will be used to fill vacancies for Nutritionist that may occur in the City's Health Services Department. In order to be considered for any of the City's permanent or temporary vacancies for Nutritionist during the next year, you must submit an employment application, responses to the supplemental questionnaire and meet all application requirements prior to the application deadline.

This position is the entry-level class of the profession of nutrition and food services. Under close supervision, performs professional nutrition and food services work in the areas of planning and providing nutrition services, dietary services, and nutrition education. This includes consultation, education, testing, preparing and serving meals, and record keeping. Typical duties may include:

- Plans and provides nutrition services for a variety of programs. This includes menu planning, preparing and serving meals, and record keeping;
- Provides consultation to the public regarding appropriate nutrition and food service topics;
- Assists in the preparation of the City's Comprehensive Annual Financial Report (CAFR);
- Assists in the monthly reconciliation of the City's bank accounts; and
- Assists in monitoring the grant activities of other City departments.
**The Position:**

Are you passionate about making a difference in your community? The City of Berkeley invites you to apply for our **Nutritionist position**!

Our nutritionists provide nutritional assessments and counseling, coordination of educational nutrition programs and demonstrations of food preparation for medical, community groups and the public. Incumbents may be assigned as project nutritionist for a particular program or project.

Typical duties include:

- Participating in a specialized public health nutrition program;
- Performing nutrition assessments and providing dietary counseling for program participants and consulting with public health division staff and persons having dietary and nutritional problems;
- Conducting workshops and educational programs for children, expectant mothers and teenagers and coordinating educational programs with the public health division, health providers and other community agencies;
- Conducting orientations for new program members;
- Performing outreach to doctors’ offices, clinics and hospitals;
- Preparing pamphlets, newsletters and other types of instructional materials;
- Ensuring that food service operation and nutrition education for assigned dietary projects meet federal regulations and state guidelines;
- Maintaining current knowledge of regulations governing food purchase, storage, preparation and service;
- Reviewing menus with chief cooks at project sites and for portable meals and approves substitutions in certified menus;
- Participating in on-going evaluation of food services and nutrition education programs preparing a variety of periodic and special reports on nutrition program activities.
- Performing related duties, as assigned.

| 2017-10-47030 | Office Specialist II | Full-Time | $4,683.00 - $5,108.00 monthly | 10/02/17 | 10/23/17 |

**The Position:**

The Office Specialist II provides a variety of routine to difficult clerical and operational support to various City services and programs, which may include customer service, utilization of computer software, record keeping, filing; contributes to continuous service improvement efforts; and performs related duties as assigned.

Office Specialist II is characterized by responsibility for an end product of work, by independent application of knowledge of computerized office methods and procedures. Positions in this class are characterized by a thorough understanding of accepted office practices and departmental activities, and are fully competent to independently perform a variety of office support duties. Work is performed under guidelines from which to make decisions and with availability of supervision in non routine circumstances. Specific duties, including the amount of keyboarding, data entry, review and reconciling of data, review and correction of documents, and use of on line or personal computers vary with organizational unit assignment. Assignments entail some phases of a program, or an activity that supports internal operations or direct customer service.

Duties assigned to this classification are performed on the basis of the following principles:

Service focus should be on results that add value to customers; decision-making is delegated to the closest feasible level to the customer; regulatory and control functions are continuously reviewed with suggestions for improvement as appropriate. All activities are expected to be continuously improved over time.

Typical duties may include:

- Typing correspondence, reports, charts, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, or brief instructions, using a variety of computer software programs, preformatted documents or graphics and desktop publishing.
- Performing a variety of general office support duties such as opening, distributing and processing mail, ordering office supplies, using standard office equipment and procedures such as keyboarding, filing, answering the telephone, providing information to customers, and preparing periodic and special reports.
- Obtaining information from customers to begin or discontinue city services; explains licensing and parking permit requirements, fee structures, and administrative rules to contest citations.
- Proofreading and checks keyboarded data and other materials for correct grammar, punctuation, and spelling, data accuracy, completeness, and for compliance with departmental policies.
- Establishing, maintaining, researching and compiling information from office files and suggesting improvement to forms and written desk procedures related to work performed; participating in department and inter-department efforts to improve service and systems.
- Operating a customer service information and payment counter, balancing daily cash receipts and preparing deposit summaries.
- When assigned to customer service function, greeting customers, providing factual information and answering telephone calls; maintaining call-tracking information, referring calls or takes messages; resolving customer complaints within the level of authority, and/or referring complaint to next level; responding to both public and internal inquiries about unit activities and programs; assisting program participants in understanding guidelines and policies and completing necessary applications, permits and forms.
The Position:
The City of Berkeley is accepting applications on a continuous basis for Lateral applicants who have completed the Basic POST Academy and applicants who are current Police Officers or have been a Police Officer within the last three years.

The City of Berkeley Police Officers perform 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, problem solving, and providing information and assistance to the public; and 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.

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The Position:
Supervising and training nursing support personnel in proper patient care;  
Maintaining current knowledge of matters affecting patient care and clinic services and recommending policy and procedural improvements to City management.  
Performing related duties as assigned.

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- Maintaining current knowledge of matters affecting patient care and clinic services and recommending policy and procedural improvements to City management.  
- Performing related duties as assigned.

The Position:
The City of Berkeley is currently accepting applications for an exciting opportunity as a Senior Management Analyst. There is a current vacancy in the City Manager's Office overseeing the Neighborhood Services 20/20 Vision project, and this is also a city-wide classification with positions in multiple departments and multiple divisions including: Public Works; Planning; Parks, Recreation & Waterfront Department; and Health, Housing and Community Services.

Candidates must apply during the recruitment period and pass all examination phases in order to have their names placed on an employment list that will be used by any of the listed City departments to fill career full-time and or temporary positions that may open up in the next 12 months.

The new Senior Management Analysts will be resourceful, have strong written and oral communications skills, and will be methodical problem solvers who embrace the use of technology in accomplishing their work and be experts in complex financial analysis and fiscal administration.

Generally Senior Management Analysts will be responsible for: planning and organizing complex administrative or management studies relating to the activities or projects of a department or the operations of the City as a whole; providing statistical budget development and other management analysis; preparing technical reports, council reports, and reports to boards and commissions; developing or utilizing computer applications to assist with analytical studies; supervising, directing, and evaluating the work of assigned staff, providing technical assistance on administrative and analytical matters.

Specifically Senior Management Analysts in the following departments may be responsible for:

In the City Manager's Office this position will include responsibility for development, administration, and evaluation of the 20/20 Vision program, a citywide movement to ensure academic success and well-being for all children and youth growing up in Berkeley. The incumbent will encounter regular interaction with citizen groups, boards, and commissions, and will require project management, communication, and multi-tasking skill. Please note: positions in the City Manager's Office are exempt from the competitive service and the incumbent will hold regular at-will status.

In the Public Works Department incumbents coordinate and provide oversight of large portions of the department's Capital Improvement Plan (CIP), including reviewing and approving Project Initiation Forms (PIFs), project reconciliations, reporting, and carryover/new appropriation requests for capital projects, and managing multiple capital fund forecasts; lead or assist in the coordination, development and implementation of departmental budgets; develop and implement department policies and procedures; assist Public Works divisions with the resolution of complex and special project budget issues; supervise, assign work to and evaluate the work of other analysts and clerical staff.

In Planning Department incumbents plan, develop, and manage operating budget; ensure fiscal compliance of multiple funds; review position control and payroll reports for accuracy and payroll distributions; review fiscal year-end and new fiscal year process, including forecast, oversee and monitor enterprise funds; analyze revenues and expenditures; monitor and report grants and expenditure contracts.

In the Parks, Recreation and Waterfront Department incumbents track and monitor capital budget; review position control and labor costs for projects and programs; write City Council and Commission reports; respond to and track PRA requests; develop scope for and execute contracts; support fee analysis and assessment of proposals; special project and grant support, including planning and design; manage, develop, and negotiate citywide department lease and licensing agreements, including oversight, billing, and monitoring of compliance.

In the Health, Housing and Community Services Department incumbents performs supervisory work in the departmental finance unit including coordinating division budget development and monitoring, fiscal and program analysis, and oversight of contract and grant compliance requirements. This classification may also coordinate city-wide projects and will work closely with other City of Berkeley departments including Police and Public Works, outside groups and sponsors, and City Council offices.

Only City of Berkeley employees may apply for the jobs listed below
The Position:
The Department of Parks, Recreation and Waterfront is currently accepting applications for Senior Landscape Gardener. Under general supervision, this class assists the Landscape Gardener Supervisor in planning and assigning the work of a crew; leads and performs a variety of skilled work in the care and maintenance of garden, park and median areas.

This is a lead level class in this series, providing direction and performing a variety of gardening and maintenance duties in landscaped areas. This class is distinguished from Landscape Gardener by its lead responsibilities and from Landscape Gardener Supervisor which has first line supervisory responsibility for a landscape maintenance crew.