



EMPLOYMENT OPPORTUNITIES

CITY OF BERKELEY
Human Resources Department
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Berkeley, CA 94704
(510) 981-6800
<http://www.cityofberkeley.info/hr/>

Employment Opportunities as of Tuesday, October 4, 2016

You can apply on-line for any of the recruitments listed below by visiting our web-page: <http://www.cityofberkeley.info/jobs>

Job #	Job Title	Job Type	Salary	Opens	Closes
2016-09-66170	Animal Services Assistant	Part-time	\$25.98 - \$27.44 hourly	09/26/16	10/17/16

The Position:

The City of Berkeley is seeking a highly motivated and skilled individual to join our team in the Berkeley Animal Care Services (BACS) Division of the City Manager's Office. BACS provides a wide range of services to our cities' residents and their pets. These services include the enforcement of city ordinances related to animals, removal of killed or injured wildlife, impoundment of stray pets, and investigation of animal-related neglect, cruelty, nuisance and bite cases. At our shelter, domestic animals are housed from the cities of Berkeley, Albany, Emeryville, and Piedmont. BACS provides not only a safe haven for these homeless pets, but also adoption services, advice on animal-related topics, lost and found pet reports, and free or low-cost spay/neuter vouchers for Berkeley residents' dogs and cats.

The Animal Services Assistant is responsible for cleaning and maintaining City animal shelter facilities; feeding, monitoring, and handling domestic and wild animals held at the shelter; assisting the public in location and handling of animals; assisting the Registered Veterinary Technician (RVT) in providing care and services to the animals; and performing related work as assigned.

Typical duties of the Animal Services Assistant include:

- Receiving stray, unwanted, and other wild and domestic animals at the animal shelter from officers, the public, and night deposit cages;
- Administering intake procedures including, scanning for microchip, vaccinating, treatment for parasites, etc. at the direction of the RVT.
- Monitoring and observes animals for signs of illness or injury, and reports symptoms to the supervisor or RVT;
- Placing animals in appropriate shelter areas according to species and special requirements, such as court ordered quarantine or isolation pending diagnosis of diseases;
- Scraping, washing, disinfecting, and drying kennel runs; cleaning, changing, and disinfecting cage linings; feeding and providing water for animals as scheduled;
- Assisting the public in claiming lost animals or selecting pets for adoption;
- Releasing impounded animals to owners and processes adoption to new owners;
- Providing input to supervisor related to behavioral assessment of shelter animals;
- Assisting with euthanasia and disposal of unwanted, unclaimed, sick, injured or aged animals;
- Administering medications as prescribed by the veterinarian at the direction of the RVT;
- Cleaning and maintaining building and grounds areas at the shelter, including janitorial work, grounds-keeping, painting, and limited repair duties;
- Keeping inventory of animals sheltered and their location;
- Stocking food and shelter supplies and keeps inventory;
- May direct and assist shelter volunteers in handling of animals and performance of volunteer work;
- Bathing animals and performs related animal grooming and care;
- Assisting in opening and closing of facilities;
- Maintaining records and completes forms regarding care, feeding, and disposition of animals;
- May perform operations desk duties as needed; and
- Performing related duties as assigned.

2016-09-28220	Applications Programmer/Analyst II	Full-Time	\$7,364.00 - \$8,777.00 monthly	09/12/16	10/11/16
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The Position:

The City of Berkeley is currently accepting applications for an Applications Programmer Analyst II with the Information Technology Department.

Please [follow this link to view the recruitment brochure.](#)

Applications received by the final filing date that meet all application requirements will be placed on an employment list that will be used to fill career full-time and or temporary positions in the department throughout at least the next 12 months.

The Position:

The City Clerk Department provides oversight for legislative proceedings and professional support to the City Council, City Manager and City Staff. As the Elections Official and Filing Officer, the City Clerk administers municipal elections, campaign finance and conflict of interest regulations. The City Clerk Department also administers the Citywide Records Management Program to maintain the integrity of documented actions of City legislative bodies, and ensure accessibility of public information to the community.

We currently have an exciting opportunity for an Assistant City Clerk. This position reports directly to the City Clerk and assists in the planning, organization, and administration of the City Clerk Department. This position will supervise a variety of functions within the Department with a focus on municipal elections, campaign filings, conflict of interest requirements, and regulations for City advisory commissions. The incumbent will also provide assistance in the compilation of the City Council agenda packet utilizing an automated agenda workflow system.

Typical duties may include:

1. Organizes, trains and directs staff in setting up, utilizing, and maintaining computerized databases and systems related to the agenda process, public information, legislative history, all official records, records retention and retrieval, and municipal elections on internal computer networks and the Internet.
2. Coordinates and supervises the agenda review process including review of the agenda and agenda reports for compliance with internal procedures, local policies and state law.
3. Coordinates and supervises agenda follow-up including preparation of official resolutions, ordinances, minutes, codification of the municipal code, official letters from the council, council report referrals, and legislative history databases.
4. Writes procedural manuals, trains employees and the public on access to public information and holds workshops for candidates, committee members, commissioners and employees.
5. Organizes, trains, and directs staff in setting up, utilizing and maintaining a citywide records management and retention program, a vital records program, maintenance of a records center, and numerous computer databases for records maintenance and retrieval.
6. Oversees, trains, and directs staff on administration of the commission appointment process; responds to technical and administrative questions from council members and commissioners regarding administrative policies, rules and local and state law; attends commission meetings as necessary.
7. Monitors campaign and conflict of interest statements; responds to technical questions from employees, commissioners, candidates and committees; and attends Fair Campaign Practices Commission meetings as staff support.
8. Supervises a public information/research counter and requests for information under the Public Records Act as well as requests for records and information from other departments. Oversees the implementation and maintenance of computer databases for records retrieval and conducts workshops and produces informational pieces on use of systems; informs and provides the public with new methods of obtaining public information.
9. Participates in the development and administration of the department's budget.
10. Plans, organizes, assigns, directs, trains, reviews and evaluates the work of staff, and participates in their selection; assists staff on work programs and work development plans; provides for cross-training.
11. Performs research, data gathering and analysis for written reports to the City Clerk, City Manager and City Council, and performs specialized research of Council legislative history.
12. Assists the City Clerk in the preparation and execution of municipal elections.
13. Represents the City in contacts with citizen groups, boards, commissions, governmental officials and the public.

The Position:

The City of Berkeley is currently accepting applications for Assistant Management Analyst. This is a city-wide classification with positions in multiple departments and multiple divisions including: Planning; Finance; Rent Board; Public Works; Police; and Health, Housing and Community Services.

Current vacancies exist in Health, Housing and Community Services, and Public Works.

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.

Generally, the Assistant Management Analyst performs responsible administrative, systems, statistical and other management analyses in support of departmental or division activities and functions; makes recommendations for action and assists in policy, procedure and budget development and implementation; performs related work as assigned.

In Planning incumbents monitor delinquent fee accounts to be placed on property tax rolls; prepare correspondence to initiate citations; evaluate efficiency of inspection procedures; coordinate property inspections; gather data in response to public records requests; and process requisitions and invoices.

In Finance incumbents review, research, and analyze discrepancies related to building permit activities; calculate, track, and verify accuracy of supplemental tax; respond to and address inquiries related to property tax and land use determinations/calculations; review plans, specifications, aerial photos, and history files for taxation; and maintain parcel map data obtained throughout the year in order to reconcile the Secured Data Roll data.

In Rent Board incumbents perform administrative research and gather data to prepare reports; assist with managing the website and social media; assist with producing publications for outreach; respond to inquiries from internal and external customers; produce, post, and disseminate Rent Board and committee agendas; and document and assist with improving departmental procedures.

In Public Works incumbents assist in budget preparation, analysis, forecasting and fund management; assist with contract preparation and review; evaluate payroll and related processes making recommendations for improvement; assist with grant monitoring and reconciliation; and may supervise clerical staff.

In Public Work's Transportation division, incumbents may provide the initial administrative review and evaluation of contested parking citations.

In Police incumbents assist with the preparation and maintenance of contracts; process transactions related to asset seizure; assist with grant review and management; draft and review reports; perform budget support activities including report generation; and interface with multiple City Departments and other outside agencies.

In Health, Housing and Community Services incumbents assist with preparation and monitor contracts; update departmental policies and procedures; assist with program budget development and maintenance; prepare invoices and budget modifications; assist with grant monitoring and reconciliation; maintains departmental contract database; review invoices, expense reports, and requisitions; and provide additional fiscal support to program staff as needed.

In HHCS's Mental Health division, incumbents oversee compliance issues to ensure federal and state regulations are met.

In HHCS's Aging Services division, incumbents produce outreach and marketing materials, including website maintenance; assist with program data collection and analysis; and assist with development of administrative and program policies and procedures.

2016-09-67030	Landscape Gardener	Full-Time	\$5,217.00 - \$5,537.00 monthly	09/19/16	10/11/16
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The Position:

The City of Berkeley is currently accepting applications for Landscape Gardener to perform routine and skilled work in the care and maintenance of garden, park and median areas of the City. Typical Duties of Landscape Gardeners include:

- Mowing, trimming, edging, fertilizing, aerating and watering lawn areas;
- Weeding, pruning, mulching, feeding, fertilizing, and irrigating shrubs and small trees;
- Operating a variety of hand and power tools such as hand and riding mowers, edgers, blowers, hedge trimmers, weed eaters, tractors and attachments, chain saws, and other maintenance tools;
- Driving a pickup truck and may tow trailers;
- Performing routine maintenance and repair work on irrigation systems;
- Cleaning and maintaining grounds, athletic surfaces, paved areas, paths, walks, stairways and restrooms and other park buildings; performing touch-up painting, including surface preparation and painting;
- Preparing soil for planting; transplanting seedlings, shrubs and trees;
- Maintaining tools and equipment in safe operating condition; correcting or reporting hazardous conditions in assigned area;
- Ensuring safety of work sites by utilizing appropriate safety equipment and devices, including traffic control;
- Planning or assisting the Landscape Gardener Supervisor in planning landscaping and irrigation systems;
- Keeping basic written records including worksheets, vehicle inspection records and requests for maintenance;
- May assist in instructing and directing Landscape Gardener Trainees and temporary help;
- Trapping rodents as necessary

2016-10-24700	Mid-level Practitioner	Full-time/Part-time	\$8,320.00 - \$9,224.00 monthly	10/03/16	11/07/16
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The Position:

The City of Berkeley's, Health, Housing & Community Services Department (HHCS) is accepting applications for career openings for Mid-Level Practitioner. This classification is used throughout the department which contains the **Public Health and Mental Health Divisions**.

Under general supervision, this classification makes assessments of a patient's physical and psycho social condition and provides patient counseling and guidance in the maintenance of health and the prevention of illness. Incumbents conduct preliminary diagnoses of medical problems, may recommend appropriate medical treatment, implement treatment plan and evaluate patient follow up care. Mid-Level Practitioners may be assigned to either primary care of in/out patient specialty clinics operated by the City such as Maternal and Child Health, Family Planning, Adult Health and STD, Berkeley High School, and/or in the field.

The current vacancy is in the Mental Health Division. Candidates who apply by the final filing date and pass through the minimum

qualifications screening and competitive review of training and experience process will have their names placed on a hiring eligibility list. **The list established from this recruitment may be used to fill future full-time, part-time, and temporary positions for both Divisions.**

TYPICAL 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.

- Performs physical examinations, under written protocol physician consult, and prepares complete medical and physical histories;
- Communicates clinical status of patients to physician and makes necessary referrals of complex cases;
- Performs specified routine procedures such as IUD insertion, colposcopy and cryotherapy and lab testing as authorized by the supervising physician and in accordance with agency protocol and state regulations;
- Instructs and counsels patients on matters relating to their physical and mental health;
- Consults with physicians, and other professional staff and families, as required, to ensure appropriate care and support for patient health needs;
- Assists in maintaining an inventory of drugs and supplies and maintenance of office equipment;
- Maintains complete patient records;
- Acts as preceptor for other practitioners in area of specialization;
- Counsels patients on general health, birth control methods, STDS, nutrition, pregnancy and a variety of other health topics;
- Prepares patient status reports as required by supervising physician or state regulations;
- Performs related duties as assigned.

Within the City's Mental Health Division, the Psychiatric Mental Health Nurse Practitioner (PMHNP), under the supervision of a Psychiatrist, provides complete psychiatric assessments which include mental status examinations and psychiatric diagnosis, and provides treatments of both chronic and episodic psychiatric disorders.

Within the City's Public Health Division, the provide health care at the Berkeley High School Health Center (BSHHC) and the City of Berkeley's Public Health Clinic. This position has overall responsibility for the delivery of clinical care and supports other clinical staff.

2015-03-81400	Police Officer (Experienced and Academy Graduates)	Full-Time	\$7,813.00 - \$9,724.00 monthly	03/09/15	Continuous
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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.

2015-05-24760	Psychiatrist III	Full-time/Part-time	\$80.42 - \$97.68 hourly	05/04/15	Continuous
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The Position:

To be considered for this exciting career opportunity, or if you have any questions, please contact Vinny Catullo, Senior Search Consultant with Merritt Hawkins, at (469) 524-1633.

2016-09-28110	Senior Management Analyst	Full-Time	\$7,670.00 - \$9,274.00 monthly	09/26/16	10/17/16
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The Position:

The City of Berkeley is currently accepting applications for Senior Management Analyst. This is a city-wide classification with positions in multiple departments and multiple divisions including: Public Works; City Manager's Office; Planning; Parks, Recreation & Waterfront Department; and Health, Housing and Community Services.

The current vacancy is in the Public Works Department. Positions in the City Manager's office are exempt from the competitive service and the incumbent will hold regular at-will status.

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.

Generally, the Senior Management Analyst are responsible for performing complex administrative, systems, statistical budget development, and other management analysis in support of activities in a department or on a program management basis. Senior Management Analyst assignments may include statistical analysis, program management, personnel matters, operations support, policy and procedure development, or other areas specific to the department. Incumbents exercise considerable latitude in selecting study approach and analytical techniques and in making recommendations; and may supervise the work of professional, paraprofessional, office support or other technical staff.

In Public Works 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 the City Manager's Office incumbents performs budget development; conducts budget operations, including funding; conduct fiscal and program analysis, including the budget process and writing reports.

In Planning 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; 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 Health, Housing and Community Services incumbents performs supervisory work in the departmental finance unit including budget development and monitoring , fiscal and program analysis and oversight of compliance requirements. This classification also coordinates city-wide special events, working closely with other City of Berkeley departments including Police and Public Works, outside groups and sponsors and City Council offices.

2016-09-65130	Solid Waste Worker	Full-Time	\$4,813.00 - \$5,177.00 monthly	09/26/16	10/21/16
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The Position:

The City of Berkeley is accepting applications for Solid Waste Worker in our Public Works Department. Come and join our stellar team in the Zero Waste!

Solid Waste Workers perform heavy manual labor in the collection and disposal of solid waste and recycling materials, and occasionally drive solid waste collection trucks. They also perform refuse collection duties on an assigned route or sorting recyclable materials for reclamation at the transfer station. Some positions may be assigned to maintenance and sanitization of solid waste collection containers at the transfer station. Incumbents are expected to provide good customer service, to learn the legal requirements and environmental aspects of the position, and the City of Berkeley's policies governing the collection, storage and disposal of integrated solid waste.

Typical duties of Solid Waste Workers include:

- Transporting solid waste containers from curbside or backyard to truck;
- Lifting exempt containers manually, and using hydraulic lift and tips for carts and dumpsters; operating packing device on truck;
- Picking up spilled solid waste from the ground;
- Checking route book to ensure correct billing for customers based upon type of service and number and size of containers;
- Assisting in recovering materials from the waste stream for diversion from the landfill
- Loading reclaimed materials into designated container or area cart or loader;
- Transporting to designated recycling bin for unloading;
- Directing incoming vehicles to available dump area; and
- Picking up and delivering commercial containers and curbside carts.

The following PROMOTIONAL openings listed below are only open to current career City of Berkeley employees

Job #	Job Title	Job Type	Salary	Opens	Closes
2016-09-71030	Parking Enforcement Supervisor	Full-Time	\$5,426.00 - \$6,282.00 monthly	10/03/16	10/17/16

The Position:

The City of Berkeley is currently accepting applications for Parking Enforcement Supervisor in the Police Department's Parking Enforcement Unit. This is a non-sworn supervisory-level position and has responsibility for the supervision of a designated group of Parking Enforcement Officers. The incumbent provides daily directions, including the planning and scheduling of their work assignments, and responds to and handles a multitude of complaints from the public regarding parking enforcement activities. This position reports to the Parking Enforcement Manager.

Typical Duties Include:

- Planning, organizing, assigning, directing and reviewing the work of Parking Enforcement Officers;
- Training staff in work procedures, counseling employees regarding work performance, writing performance evaluations and preparing documentation of disciplinary problems;
- Responding to complaints on the telephone and in writing;
- Adjusting employee schedules and assignments to reflect daily staffing and special assignments, and arranging for additional coverage;
- Inspecting work in progress and status of parking areas to determine need for additional training or work required;
- Investigating complaints received regarding parking enforcement activities, including field observation of conditions;
- Assisting in employee selection processes;
- Conducting employee safety meetings;
- Planning and adjusting parking enforcement routes and schedules; preparing maps showing routes, parking problem areas, and special enforcement areas such as preferential parking;
- Entering and retrieving data and compiles reports from an on-line or personal computer system; preparing and maintaining a variety of records and reports, including daily attendance and various parking statistics;
- Attending to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date;
- Reviewing citations for accuracy and completeness;
- Preparing memos and written instructions for staff outlining regulations and enforcement policies;
- Assisting in preparation and updating of work procedures;
- Coordinating court appearances for staff or submission of declarations;
- Conducting studies to assess workload and procedures and recommend revisions;
- Recording, tracking and reporting malfunctioning meters to meter repair;
- Assisting in the coordination of parking arrangements for special events; and
- May attend meetings with community groups and other city departments