

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD**  
1301 Shattuck Avenue  
Live Oak Community Center, Fireside Room  
Berkeley, CA 94704  
November 6, 2023  
7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Director  
2180 Milvia Street, First Floor, Berkeley, CA 94704  
(510) 981-6800  
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**MEETING MINUTES**

I. Call to Order 7:02 pm

II. Roll Call

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

Members Absent: Aviva Gilbert (Vice Chair), Maya Karpinski

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager)

Public Attendance: None

III. Public Comments

None.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on October 2, 2023

**Action:** MSC (Wenk/Bartlow) to approve the minutes of the meeting on October 2, 2023 with a correction to change Mary Kay Lacey to absent.

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

V. Request to Establish Classification and Salary Range – Community Preparedness Educator

**Action:** Item was pulled from the meeting agenda.

VI. Recommendation to Amend Job Class Specification – Audit Manager

**Action:** MSC (Lacey/Wenk) to approve Recommendation to Amend Job Class Specification – Audit Manager

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

VII. Recommendation to Amend Parking Meter Supervisor and Traffic Maintenance Supervisor

**Action:** MSC (O'Loughlin/Wenk) to approve Recommendation to Amend Parking Meter Supervisor and Traffic Maintenance Supervisor.

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

VIII. Recommendation to Amend Job Class Specifications – Assistant Human Resources Analyst and Associate Human Resources Analyst

**Action:** MSC (Dixon/Bartlow) to approve Recommendation to Amend Assistant Human Resources Analyst and Associate Human Resources Analyst.

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

**INFORMATION ITEMS:**

IX. Director's Report – Updates from HR Director – Discussion Only

X. Copy of Berkeley Matters – Discussion Only

XI. Adjournment 8:04 pm