

Berkeley Unified School District

Berkeley, CA 94702

Timothy Carter, Chairperson

Personnel Commission
Heidi Goldstein, Vice-Chairperson

Dr. Reynaldo Ortiz, Commissioner

Peter Rogosin, Secretary

Meeting Agenda

July 13, 2017 – 4:30 pm

- | | |
|---|--------------------|
| 1. Call to Order | Chairperson Carter |
| 2. Roll Call & Establishment of Quorum | Secretary Rogosin |
| 3. <u>Public Comments (15 minute limit)</u> | Public |

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission

Establishment of New

Commissioner's Office

Commissioner's Office

1. Commissioner's Office

2. Commissioner's Office

3. Commissioner's Office

4. Commissioner's Office

5. Commissioner's Office

6. Commissioner's Office

7. Commissioner's Office

8. Commissioner's Office

9. Commissioner's Office

10. Commissioner's Office

11. Commissioner's Office

12. Commissioner's Office

13. Commissioner's Office

14. Commissioner's Office

15. Commissioner's Office

16. Commissioner's Office

17. Commissioner's Office

18. Commissioner's Office

19. Commissioner's Office

20. Commissioner's Office

21. Commissioner's Office

22. Commissioner's Office

23. Commissioner's Office

24. Commissioner's Office

25. Commissioner's Office

26. Commissioner's Office

27. Commissioner's Office

28. Commissioner's Office

29. Commissioner's Office

30. Commissioner's Office

31. Commissioner's Office

32. Commissioner's Office

33. Commissioner's Office

34. Commissioner's Office

35. Commissioner's Office

36. Commissioner's Office

37. Commissioner's Office

38. Commissioner's Office

39. Commissioner's Office

Commissioners

Secretary Rogosin

c) Commissioners Reports

d) Personnel Director

i. New Hires and Examinations Admin

Public

12. Public Comments (15 minute limit)

This is a 15 minute limit.

14. Adjournment

of Personnel Commission Meeting is available at the District's website. The meeting is open to the public and anyone interested in the Commission's work should contact the Commission's Public Information Officer at (202) 475-1234. The meeting will be held on [Date] at [Time] in [Location].

Berkeley Unified School District
2020 Bonar Street, The Personnel Commission Office, Room 133
Berkeley, CA 94702

Personnel Commission Special Meeting Minutes

May 31, 2017 – 1:00 pm

1. Call to Order

The meeting was called to order at 1:02 p.m.

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice Chairperson Goldstein, and Commissioner Ott were present and a quorum was established.

Public Comments (15 minute limit)

Brent Daniels, Human Resources Director, commented that he is investigating the matter pertaining to the demotion of an employee, and will report back to the Commission in the July.

Paula Phillips, BCCE President, commented that she investigated the matter as well and felt that incorrect information was given to her unit member. She also commented that one of her members who was previously a School Secretary III

8. Next Meeting

9. Adjournment

Meeting adjourned at 4:07 pm

Respectfully Submitted,



Peter Rogosin
Secretary, Personnel Commission

13 July 2017

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission Meeting Minutes

June 2, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice Chairpersons Goldstein and Commissioner Ortiz were present and a quorum was established.

3. Public Comments

Antonio Drummond, commented that he wanted it on the record that he was at the meeting.

4. Approval & Adoption of Agenda

Chairperson Carter made a motion to bring items forward. Vice Chairpersons Goldstein seconded the motion.

8. Consent Items**I. Ratification of Eligibility Lists**

- a) Attendance Technician
- b) Instructional Tech- Cooking

Commissioner Goldstein asked if the Classified Director eligibility list would be ratified in this meeting, Secretary Rogosin responded that it will be included in the next regular meeting.

Approved, 3-0

9. Discussion Items

- a) Request for Advanced Salary Placement for Maintenance Engineer

Roderick Carraway, Maintenance Engineer, commented that he has worked as a Maintenance Technician since 2009 and was on Step 5 of his salary range. After the Compensation and Classification study, he was placed at a Step 4. He explained that once he received his promotion as a Maintenance Engineer, he had to be placed at a Step 1 based on his current salary, and is requesting to start at a Step 3 because he won't receive a step increase for 15 months per the bargaining agreement. He said that he believes his background and experience qualify

department. Chairperson Carter asked if the establishment of this position would displace anyone. Secretary Rogosin said no. Secretary Rogosin commented that establishing this classification would establish a criteria that hasn't been there before that would require that you have to lead at least two other employees to create the Lead position.

President Phillips commented that there are other classes that serve in lead capacities. She said that there is language in the proposed classification that is problematic for BCCE, particularly in the duties that direct the employee to have input on the evaluation of another unit member, which is a violation of BCCE's contract. She added that the recommended salary range is lower than other lead positions which are at least 4 ranges above

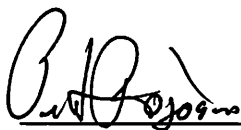
the classes they are leading and that there is no salary study information included. Secretary Rogosin responded

that typically salaries for leads are 2.5%-7.5% above the classes they lead and that the recommendation would be a 5% increase. President Phillips commented that this position has not been approved by the Board yet

14. Adjournment

The meeting was adjourned at 7:52 pm.

Respectfully Submitted,



Peter Rogosin
Secretary, Personnel Commission

13 July 2017

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

2020 Bonar Street, The Personnel Commission Office, Room 133
Berkeley, CA 94702

Personnel Commission Special Meeting Minutes

June 8, 2017 – 12:30 pm

1. Call to Order

The meeting was called to order at 12:35 pm.

2. Roll Call & Establishment of Quorum

Chairman Carter, Miss Chairman Goldstein and Commissioner O'Brien present and a quorum was established.

None

4. Approval & Adoption of Agenda

Berkley Unified School District

www.berkley.k12.ca.us

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

2014-2015

Berkeley Unified School District
Merit System

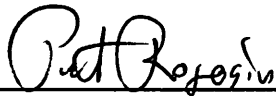
Eligibility List for : **Vehicle and Equipment Supervisor**
(Promotional)

Written Examination: **June 14, 2017**

Oral Examination: **June 14, 2017**

List Established by Personnel Commission: **July 13, 2017 to expire July 12, 2018**

Promotional
1 Stephen Williams



Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Clerical Assistant III**
(Open)

Written Examination: **June 13, 2017**

Oral Examination: **June 23, 2017**

List Established by Personnel Commission: **July 13, 2017 to expire July 12, 2018**

Open

1 Dolly Rountakoun

2 Elena Childs

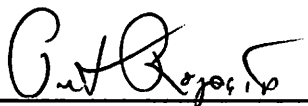
3 [REDACTED]

3 Forrest Wagg

4 Charles Morrow

4 [REDACTED]

5 Ayanna Alvarez



Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

Merit System

**Eligibility List for : Instructional Tech- Before & After School
(Open)**

Written Examination: June 15, 2017

Oral Examination: June 26, 2017

List Established by Personnel Commission July 13, 2017 Expires July 13, 2018

Open

- 1 Isabel Gil-Garcia**
- 2 Yagoit Ahmed**
- 2 Melodee Russell**
- 3 Scott Jackson**

Examinations Administered in the Month of June:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Nutrition Services Assistant		3	3
Clerical Assistant III		20	7
Vehicle & Equipment Supervisor		5	5
Instructional Tech-Before and After School		5	5
School Bus Driver		1	1
Lead Maintenance Engineer		3	

New Hires/New Assignments/Promotions Processed in the Month of June:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Saidy Guillen	New Assignment	Instructional Assistant II- SPED Bilingual	LeConte
Tiffany Williams	New Assignment	Student Records Assistant	Berkeley High
Marina Hernandez	New-Hire	Nutrition Services Assistant	Oxford
Rebecca Merchant	New-Hire	Clerical Assistant III	Special Ed.
Sanna Murcia	New-Hire	Instructional Assistant, ECE	Franklin Preschool
Simon Tran	New-Hire	Instructional Assistant II- SPED	Berkeley High

Erwin Asis	New-Hire	Custodian I	Emerson
Jillissa Bostic	New-Hire	Instructional Assistant II- SPED	John Muir
Elijah Hemphill	New-Hire	Instructional Tech- Before & After School	King Middle School

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: July 13, 2107
Subject: Request for Advance Step Placement of Existing Employee

Recommendation

It is recommended that the Personnel Commission deny the request for advanced step placement.

Basis for the Recommendation

The Personnel Commission received a request for advanced step placement of an existing employee at time of promotion. The request noted that the employee was working in the higher level classification on a "work-Out-Of-Class" basis and receiving a 5% differential for doing so. Upon promotion, the employee was returned to his former class before computing the step placement on promotion. In other words, the employee first lost the 5% differential for working out of class and then was provided a 5% increase for coming off a list into a regular assignment.

~~The timing of the promotion came just prior to the employee's scheduled step increase~~

Date: May 25, 2017

Berkley Unified School District

Berkeley, CA 94702

Att: Personnel Commissioners

From: Roderick Carraway

17426 Via Melina

San Lorenzo, Ca 94580

In reference to : Advance Salary Placement

I, Roderick Carraway am requesting an Advance Salary Placement for my current
position as a Maintenance Employee, I am currently employed as a Maintenance Employee

At this time, I have over thirty College credits, almost commutable to an Associates Degree in Construction Management. I am also, a recipient of two Professional Growth awards from BUSD.

During the posting of this position there were only myself and two outside applicants. I am the only person that passed the test. I also bring unique experience to the district in that I have experience as a Service Technician/Plumber. Service Technicians clear clogged drains. The Service Technician is a trade by itself. The majority of people in the plumbing trade do not provide drain cleaning. I am the only employee in the district that has this experience.

I would also like to point out that as of July 1, 2017 I would have received a Step increase

as a Maintenance Technician to 5100 dollars. I am currently on Step 2 as a Maintenance Engineer, which is only a 120 dollar raise from what I would have received.

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: July 13, 2017
Subject: Establishment of New Class of Lead Accounts Payable Technician

Recommendation:

class of Lead Accounts Payable Technician.

It is recommended that the class of Lead Accounts Payable Technician be allocated to Range 47



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Lead Accounts Payable Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS	Max. Exempt	WORK YEAR:	12 months / Calendar 2000

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic understanding of accounts payable systems, policies and procedures.
Accounts payable principles and procedures in the public sector.
Principles of basic auditing.
Examination, verification and maintenance of accounts and accounting data.
Excel or equivalent spreadsheet software, specialized accounting software and the use of calculators to perform mathematical computations.

ABILITY TO:

Apply specific procedures and established methods to the review of Accounts Payable batch records.
Investigate and resolve discrepancies, inaccuracies and incomplete data in batch records.
Verify the authenticity and accuracy of invoices.

Effectively monitor the work of others and provide work direction.
Make accurate arithmetical computations.
Enter data into relevant categories
Use a computer and standard business and accounting software and calculators.
Communicate effectively to resolve accounts payable concerns and workforce issues.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course in accounting or related field and three years clerical accounting experience including two years involving payroll processing

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Use of computer to exchange information

To: The Personnel Commission

From: [Redacted]

Subject: Establishment of New Class of Restorative Justice Coordinator

Recommendation

It is recommended that the Personnel Commission approve the new class description of Restorative Justice Coordinator and allocate the new class to Range 48 of the salary schedule 56.

Background

[Redacted]

ATTACHMENT C

Pa
Sa
Pl
Liv
Al
Fr
Ha
Al
Ne
An
Oa
Me



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Restorative Justice Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical

- Coordinate the re-entry of students into school life.

- Collect data, monitor programs and conduct evaluations of restorative justice programs

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

Some evening and weekend work may be required.

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist or kneeling



1. The above-described road layout.

2. The above-described road layout.

3. The above-described road layout.

4. The above-described road layout.

5. The above-described road layout.

6. The above-described road layout.

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: July 13, 2017
Subject: Special Report of Step Increases

range including step placement on promotion or demotion. One reason for the special report was the recent promotion of a long-term District employee who was serving in a provisional assignment in the class

Some jurisdictions allow for step advancement from step "A" to step "B" on the first day of the pay period following the completion of 26 full weeks of service and advancement to steps C, D, and E upon completion of successive 52-week periods of service. According to BCCE and Local 21 Agreements, step advancement cannot be denied and occurs only on January 1st or July 1st. These two concepts may have

been the basis for negotiating this issue. The current Personnel Commission Rules are consistent with the BCCE and Local 21 negotiated language.

Step placement on promotion is handled in a similar fashion. Local 21's Agreement specifies that an employee who is promoted to a higher job classification shall be placed on the lowest step on the salary range of the new classification that will give him/her at least a five (5%) percent increase in salary. BCCE's

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 13, 2017

Subject: Informative Report on Establishment of New Position

This report was prepared as an informative report on establishing new positions and creating and approving new classification descriptions. The California Education Code established the legal framework for the separation of responsibilities for single positions (a District responsibility) versus classifications (a Personnel Commission responsibility) in order to maintain an efficient system of personnel administration based on the merit system principles of demonstrated merit and equality of treatment.

The duties and responsibilities performed by one individual are established by the Board of Trustees or designee. Classification descriptions, including titles, salary range allocation, typical duties and responsibilities, required certifications, minimum qualifications necessary to compete in the examination process and other distinguishing characteristics of a class are presented to the Personnel Commission for their approval.

proper list of task statements that can be taken to the Board in support of establishing the new position. Contemporaneously or after the Board agrees on the duties and responsibilities, Personnel Commission staff will prepare a class description and recommended salary range allocation for the Personnel Commission to approve [reference California Education Code § 45261-(a)].

Responsibility for allocating a classification to an appropriate salary range is the responsibility of the Personnel Commission. [Reference California Education Code §45268] While employee compensation is negotiated, it is the responsibility of the Personnel Commission to maintain "reasonable relationships

among related classes" – for example, a Senior Employment Analyst should not be allocated to a lower paying range on the salary schedule than that of an Employment Assistant.

In establishing this relationship, classifications were compared on such factors as (a) level of education