

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

Personnel Commission

~~Timothy Carter, Chairman~~ ~~Heidi Goldstein, Vice Chairman~~ ~~Debra H. O'Neil, Clerk~~

Peter Rogosin, Secretary

Meeting Agenda

August 11, 2017 – 4:30 pm

1. Call to Order

Chairperson Carter

2. Roll Call & Establishment of Quorum

Secretary Rogosin

3. ~~Public Comments (15 minute limit)~~

~~Public~~

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Commissioners. The 60th anniversary of the 1956 Interstate Commerce Act is being celebrated in many ways. The 60th anniversary of the Interstate Commerce Act is being celebrated in many ways.

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

Personnel Commission Meeting Minutes

July 13, 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-Chairperson Goldstein, and Commissioner Ortiz were present and a quorum was established.

3. Public Comments

Paula Phillips, BCCE President, inquired about the closed session items.

4. Approval & Adoption of Agenda

Chairperson Carter made a motion to approve the agenda,
Approved, 3-0

5. Closed Session (2 matters)

a) Employee Discipline and Legal Matters - Government Code § 54954.5

The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).

b) Public Employment - Government Code § 54957 (b)(1)

The Personnel Commission met in closed session to discuss the recruitment of Director, Classified Personnel and provide direction to staff.

8. Consent Items

I. Ratification of Eligibility Lists

- a) Director, Classified Personnel
- b) Vehicle & Equipment Supervisor
- c) Clerical Assistant III
- d) Instructional Tech- Before & After School

Chairperson Carter made a motion to approve eligibility lists a-d,
Approved, 3-0

9. Conference Items

These items are presented for discussion and action and may be carried over from a previous meeting.

- a) Request for Advanced Salary Placement for Maintenance Engineer

Chairperson Carter said that for negotiable items, the bargaining agreement trumps the merit rules. Secretary Rogosin commented that step increases occur in July or January, and the BCEE bargaining agreement states that the employees aren't advanced sooner than that. President Phillip said that step advances have always been readily

granted to management positions when they have been difficult to fill or when the person exhibits experience

10. Discussion Items

This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item at this time.

a) Revised Agenda Item Request Form

President Phillips asked if this form was submitted for _____

[REDACTED]

to filled out by all yet her members were being asked to _____

[REDACTED]

Respectfully Submitted,

Peter Rogosin
Secretary, Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

The Board Room, 1231 Addison Street,
Berkeley, CA 94702

July 20, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:33 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Paula Phillips, BCCE President, urged the Commission to sustain the hearing officer's report findings. She commented that the District had suspended members for more than 45 days under a 30 day suspension order because only work days - not calendar days - are counted, which she believes is excessive. Marleen Sacks, BUSD Attorney, commented that she prepared a written a memo in response to the hearing officer's report and requested that it be included as part of the overall case record.

7. Report from Closed Session

The Personnel Commission recessed from closed session at 5:56 p.m. and resumed at 6:00 p.m.

referencing Merit Rule 60.100.4 and CEC 45306 et seq. for context on hearing procedure that supported the Commission's authorization of the Chairperson to serve as the hearing officer for the appeal hearing.

Commissioner Carter described the content of the findings which included approval of the appeal of the termination of an employee by the Board; and sustained the original 30-day suspension as implemented , and that the decision would be final.

Commissioner Ortiz moved to accept the report findings and Vice-Chairperson Goldstein seconded the motion.

Approved, 3-0

8. Public Comments

Chairperson Carter clarified that the suspension period applied to the case would be in accordance with the past practice of applying a 30 *work* day period. President Phillips said she wants to thank the Commission for the ruling but does not agree with the duration of the suspension which the Union considers to be a 45-day period. Secretary Rogosin said he would be in touch with Union and Ms. Wilson to set the date of her return.

Ms. Wilson thanked the Commission for listening, but that she was confused about 'subsequent investigations' mentioned in the report. Chairperson Carter said these questions would be addressed when Ms. Wilson met with

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Introduction

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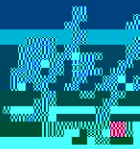
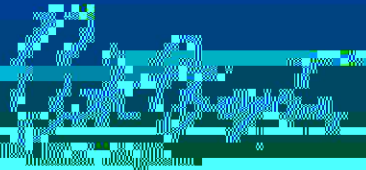
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<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
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Instructional Assistant II - SPED	4	7	
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Lead Maintenance Engineer	5	4	
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Administrative Assistant I	7	7	
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School Bus Driver	1	1	
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Nutrition Services Satellite Operator I	3		3
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Educational Occupational Therapist	3	3	
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Transportation Scheduler/Router		2	
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Instructional Assistant, ECE	3		
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To: The Personnel Commission

Date: August 11, 2017

Subject: Request for Advance Step Placement of Existing Employee (Maintenance Engineer)

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 "Mark Out Of Class" basis and receiving a 5% differential for doing so.

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: August 11, 2017
Subject: Informative Report on Establishment of New Position

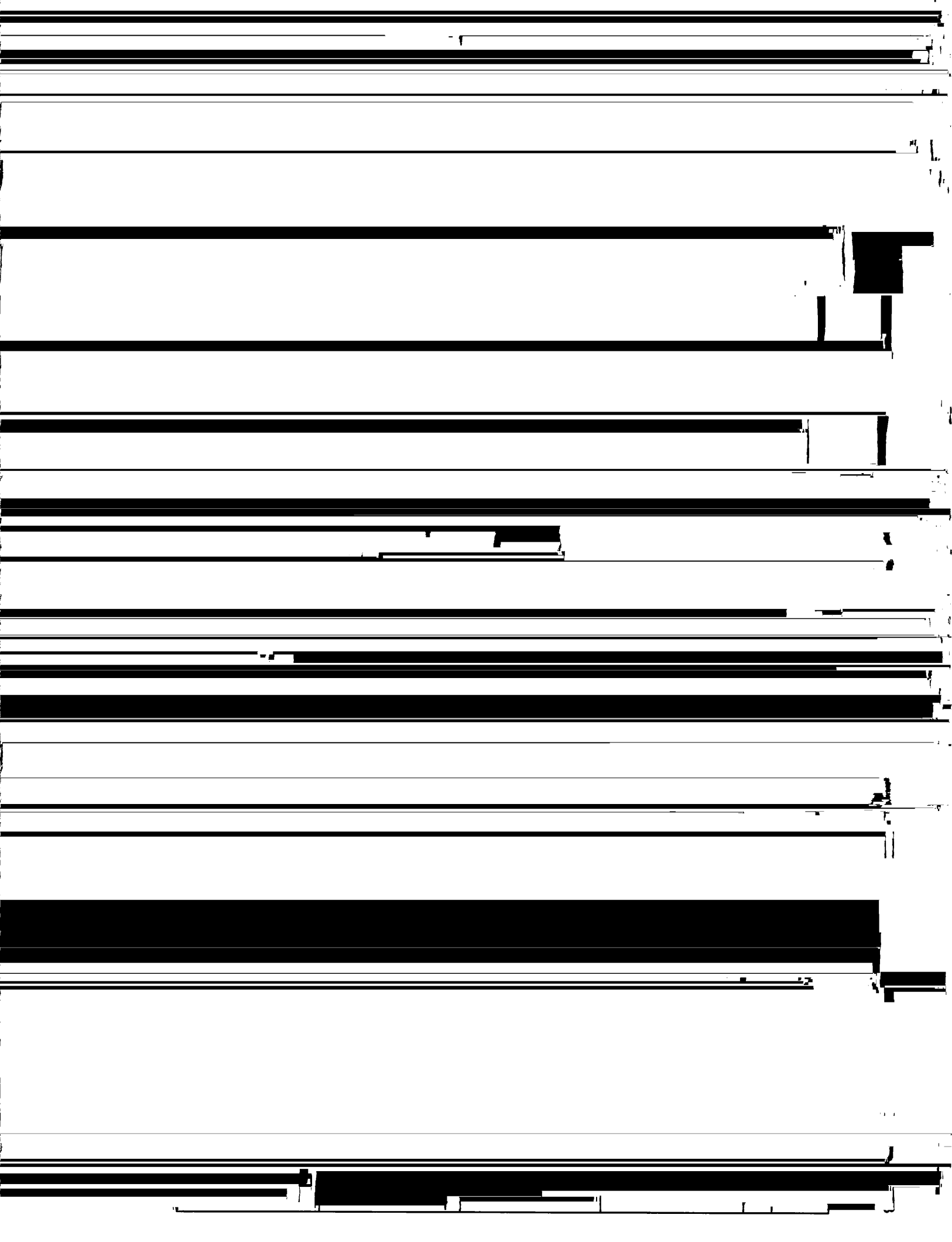
This report was prepared as an informative report on establishing new positions and creating and

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 designees. Classification descriptions, including title, salary range, allocation, typical duties, and

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



To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: August 11, 2017
Subject: Establishment of New Class of Lead Accounts Payable Technician

Recommendation:

It is recommended that the Personnel Commission approve the class description for the new class of Lead Accounts Payable Technician

It is recommended that the class of Lead Accounts Payable Technician be placed in Range 47

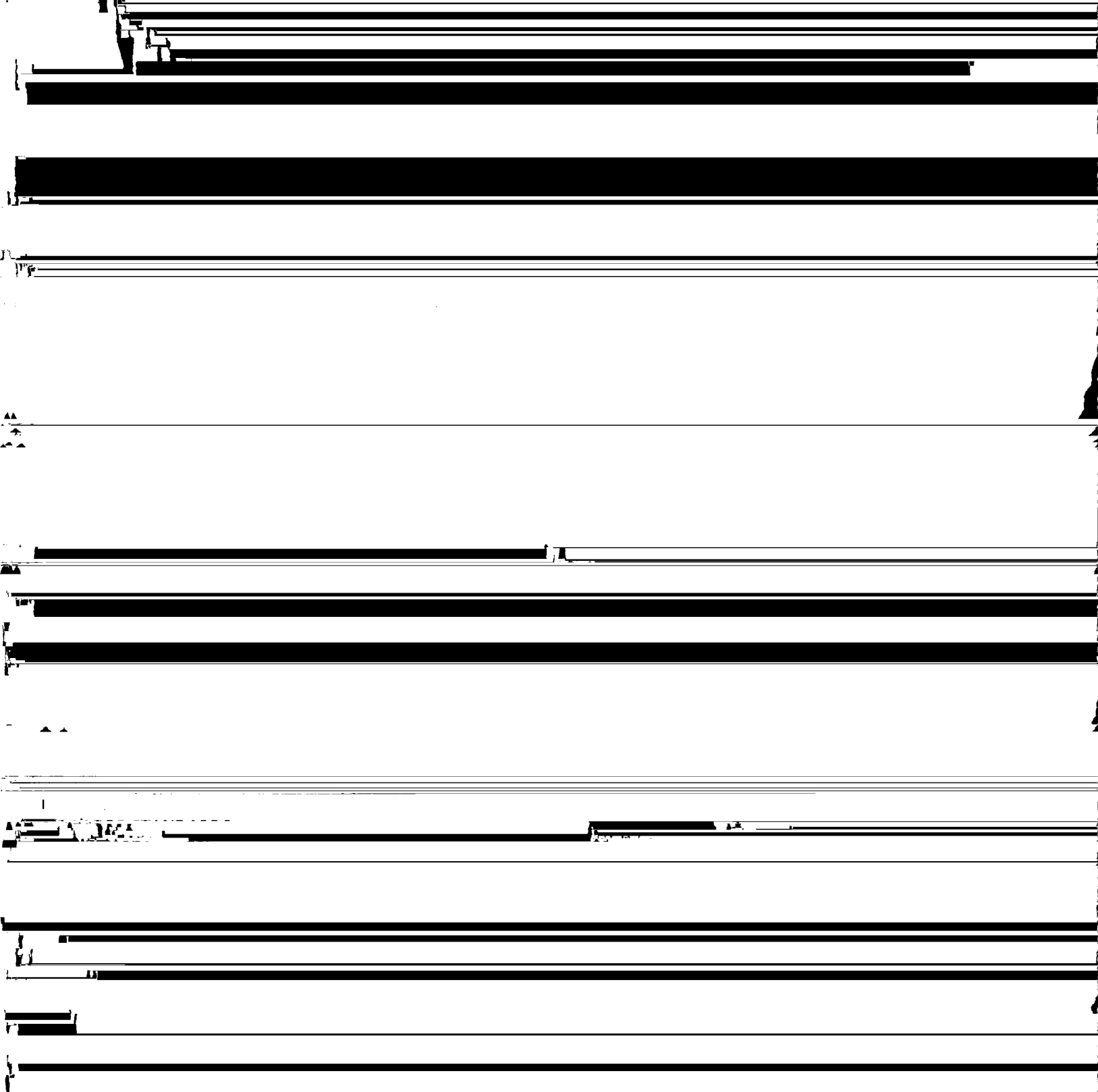


BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

ATTACHMENT C

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Lead Accounts Payable Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Class Administrator



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 calculator 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 irregularities in batch records.~~

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: August 11, 2017
Subject: Establishment of New Classes of Senior Restorative Justice Coordinator and 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 salary schedule 56.

It is recommended that the Personnel Commission approve the new class description of Senior

employees to have specialized training and/or experience in the specialty field similar to the requirements recommended for the class of Restorative Justice Coordinator.

Salaries for comparable positions varied from \$21.84 to \$41.55 per hour. The median was chosen as the reference basis for salary setting purposes as it is a stable indicator of what the market is paying for

similar services with similar requirements. The Senior Restorative Justice Coordinator classification is recommended for an allocation that is six ranges (15%) above the class of Restorative Justice Coordinator based on the complexity of conducting restorative justice circles involving significantly more serious issues that require an additional level of expertise and training above that of the Coordinator.



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

Berkeley Unified School District

TITLE:	Restorative Justice Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Admin. Administrative

- Provides orientation, training, support and mentorship to restorative justice participants and volunteers, as well as, teachers, administrators, parents and community members.
- Coordinate the re-entry of students into school life.
- Collect data, monitor programs and conduct evaluations of restorative justice programs.
- May work with the judiciary, court staff, lawyers, police, probation officers, victim support persons, and local providers of family violence and sexual abuse services.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The history, theory, practice and program goals of Restorative Justice programs.

Benefits of restorative justice programs in school based settings.

Principles and practices of inter personal conflict resolution and mediation

The emotional impact that is the result of offending behavior on all of those affected.
Facilitation techniques used in restorative justice practice.
Community resources available to victims, offenders and their families.
Group dynamics and facilitation.

ABILITY TO:

Prepare clear concise memos and reports regarding

Prepare clear, concise and suitable resolution "settlement agreements."

Establish and maintain effective relationships with the judiciary, court staff, lawyers, police, probation

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

Some evening and weekend work may be required.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

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



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Senior Restorative Justice Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	10-12 months 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 56

BASIC FUNCTION:

The Senior Restorative Justice Coordinator performs the most sensitive and complex school based restorative justice interventions, mentors' others in restorative justice principles and practices, and develops and facilitates the delivery of restorative justice services and information to students, teachers, administrators and community members

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops, coordinates the implementation of school based restorative justice interventions

- Provides orientation, training, support and mentorship to restorative justice participants and volunteers, as well as, teachers, administrators, parents and community members.
- Coordinate the re-entry of students into school life.
- Collect data, monitor programs and conduct evaluations of restorative justice programs.
- May work with the judiciary, court staff, lawyers, police, probation officers, victim support persons, and local providers of family violence and sexual abuse services.
- May attend legal proceedings.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The history, theory, practice and program goals of Restorative Justice programs.

Benefits of restorative justice programs in school based settings.

Programs that serve as alternatives to the traditional justice system.

Principles and practices of inter-personal conflict resolution and mediation.

The emotional impact that is the result of offending behavior on all of those affected.

Individual and group facilitation techniques used in restorative justice practice

Community resources available to victims, offenders and their families.

Group dynamics.

ABILITY TO:

Prepare clear concise memos and reports regarding

Prepare clear, concise and suitable resolution "settlement agreements."

Establish and maintain effective relationships with the judiciary, court staff, lawyers, police, probation department staff, victim support persons, and local providers of family violence and sexual abuse services.

Establish and maintain professional relationships with referring agencies.

Establish and maintain effective relationships with victims of crime, offenders and others affected by incidents requiring restorative justice intervention.

Travel to various school and community sites and may attend court proceedings.

Effectively promote restorative justice programs in the schools.

Maintain accurate and up to date records of work performed.

Operate standard business office software (such as word and excel).

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

Some evening and weekend work may be required.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

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

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Subject: Revision of Class Description – BSEP Program Specialist

Date: August 11, 2017

Recommendation:

It is recommended that the Personnel Commission approve the revised class description for BSEP Program Specialist.

Background:

The Director, Berkeley Schools Excellence Program (BSEP) and Community Relations requested Personnel Commission staff to review the existing BSEP Program classification description with the idea



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

ATTACHMENT F
CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	BSEP Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Community/Public Relations	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty day/hour as assigned

_____ provides information about the BSEP

program, sends out program correspondence and rebate forms and provides other information on the BSEP program as requested.

_____ develops rules and program based regulations

OTHER DUTIES:

Perform related duties as assigned

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: August 11, 2017
Subject: Classification Study Implementation – E. Johnson

Recommendation

It is recommended that Ms. Johnson be provided with the current standard layoff notification letter indicating and offering her the choices specified on that letter, i.e., (1) accept the voluntary demotion to

School Administrative Assistant III retroactively effective to the date of the reclassification or (2) accept a layoff from all District employment and be placed on the 30 month reemployment list for School

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: August 11, 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

into which he promoted. Obtaining the promotion did not result in an increase in salary nor did the employee receive credit for the time served in the provisional assignment. As shown below, the negotiated guidelines for step advancement can result in different employees spending differing amounts

[The table content is completely obscured by heavy black redaction bars.]