

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

Personnel Commission

~~Timothy Carter, Chairperson~~

~~Heidi Goldstein, Vice Chairperson~~

~~Dr. Donald O'Neil, Commissioner~~

Patricia Duwel, Secretary

Meeting Agenda

September 7, 2017 – 4:30 pm

- | | |
|---|---------------------------|
| 1. Call to Order | Chairperson Carter |
| 2. Roll Call & Establishment of Quorum | Patricia Duwel |
| 3. Public Comments (15-minute limit) | 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.

~~4. Approval of Adoption of Agenda~~ ~~Chairperson Carter~~

~~5. Approval of Meeting Minutes~~ ~~Chairperson Carter~~

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

Board of Education Meeting Minutes

1. Call to Order

The meeting was called to order at 4:34 pm.

2. Roll Call & Establishment of Quorum

7. Conference Items

a) Request for Advanced Salary Placement for Maintenance Engineer

Vice-Chairperson Goldstein commented that because the issue was resolved, no action needed to be taken.

b) Special Report on Establishment of a Position

President Phillips said the flow chart provided as part of the report completely bypasses the Union involvement in the establishment of a new position. Secretary Rogosin commented that Ed. code states that no changes can be made to a class description without union notification, but that is provided when the agenda is sent to all in

Secretary Rogosin responded that Ed code 45209 states that a layoff is when a position is abolished. Mr. Stevens

said Ms. Johnson's former class, School Secretary III, no longer exists, and that she is now a School Administrative Assistant II. Secretary Rogosin said that the former School Secretary III class and the current School Administrative Assistant III class are almost the same. Chairperson Carter asked if with the title change her qualifications changed. Mr. Stevens responded that it's not an issue of qualifications, and that she's never served

10. Report from Closed Session

Vice Chairperson Goldstein commented that the commission discussed the proposed transition of the

of Classified Personnel and said that they asked Mr. Rogosin to remain employed through 9/15 with the caveat that his services continue to be needed.

11. Reports

a) Union

None

b) District Reports

None

c) Commissioners Reports

Vice Chairperson said that she wanted to thank Secretary Baccin on behalf of all of the Commissioners and that

Berkeley Unified School District

Merit System

Eligibility Information

Announcement

William Kamoharui
Counselor

August 2017
August 2017

Non-Confidential Information

William Kamoharui
Counselor

William Kamoharui
Counselor

William Kamoharui
Counselor

William Kamoharui
Counselor

William Kamoharui
Counselor

William Kamoharui
Counselor

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Berkeley Unified School District Merit System

Eligibility List for :

School Bus Driver
(Open)

Written Examination:

August 21, 2017

P10 — e

9/1/2017

Chairperson, Personnel Commission

February 22, 1966

Mr. J. R. Van Wazer
Berkeley, California

Dear Mr. Van Wazer:

Enclosed are two copies of

the report of the

committee on the proposed new name for the University of California

and

the report of the

committee on the proposed new name for the University of California

and

the report of the

committee on the proposed new name for the University of California

and

the report of the

committee on the proposed new name for the University of California

and

the report of the

committee on the proposed new name for the University of California

Very truly yours,
The Regents of the University of California

Enclosure

Mr. J. R. Van Wazer
Berkeley, California

Enclosed are two copies of

the report of the

committee on the proposed new name for the University of California

and

Very truly yours,
The Regents of the University of California

Karkelev - 1971 - 1972

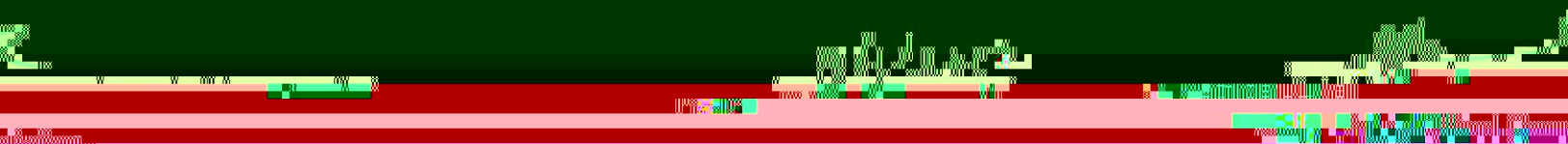
Merit System

1971 - 1972

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January – June 2018 Personnel Commission Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2018 for the

months of January - June. The location for the meetings will be in the Technology Lab room 126 in the District Administration Building, 2020 Bonar St. Berkeley, CA 94702.

- January 11, 2018
- February 8, 2018
- March 1, 2018
- April 12, 2018
- May 3, 2018
- June 7, 2018

All meetings are tentatively scheduled to begin at 4:30pm

Examinations Administered in the Month of August:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Custodian I		6	8
Delivery Driver	2	2	
Nutrition Services Assistant	1		3
Instructional Assistant-Early Childhood Education	3	1	
Library Media Technician	11	7	
School Bus Driver	1	1	
Student Body Account Technician	6		
Instructional Technician BASP	2		

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

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
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[Redacted Name] *[Redacted Employment Type]* *[Redacted Classification]* *[Redacted Location/Dept.]*

[Redacted Name] *[Redacted Employment Type]* *[Redacted Classification]* *[Redacted Location/Dept.]*

Jacqueline Overlid

New-Hire

Library Media Specialist

Cragmont

Latanya Richard

New-Hire

Instructional Assistant ECE

Franklin CDC

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: September 7, 2017

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 allocated to Range 47 of the Salary Schedule 56.

Background:

Berkeley Unified School District

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

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 workplace issues.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course in

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Subject: Revision of Class Description – BSEP Program Specialist
Date: September 7, 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 of revising some of the language to be more description of the specific duties and responsibilities to be assigned incumbents in the class. Since the existing class description was not a part of the recently

completed class study staff agreed that a review with possible revision of non-specific language would be appropriate.

Staff had noted in previous reports to the Personnel Commission that the use of imprecise language should be revised to ensure clarity in the assigning of duties and responsibilities. Descriptors such as

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 days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 58

BASIC FUNCTION:

Collaborate with Educational Services and Fiscal Services in providing support to the Director, Planning and Oversight (P&O) Committee, School Site/Governance Councils (SSC/SGC), Program Managers and school Principals in the management and oversight of Berkeley Schools Excellence Program (BSEP) Measure plans

and funds; assist Principals in the development of school site discretionary fund budgets and site plans.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Prepare and maintain assigned records, calendars and documentation of the BSEP program; assist the Director with the development and production of a variety of financial and narrative documents

regarding the BSEP special tax for presentation to the Board of Education and dissemination to the public; participate in the preparation of the BSEP annual plan and annual compliance report.

- Attend a variety of meetings as assigned; determine date and location and facilitate logistics for committee training activities; prepare meeting documents including agenda, minutes and reports

- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Plan and organize work
- Work independently with little direction
- Operate a computer and assigned software

EDUCATION AND EXPERIENCE:

(Any combination equivalent to: bachelor's degree in business administration or related field and three years

[REDACTED]

To: The Personnel Commission
From: Peter Rogosin, Interim Personnel Director
Date: September 7, 2017
Subject: Classification Study Implementation – E. Johnson

Recommendation

It is recommended that the District provide Ms. Johnson the current standard layoff notification letter indicating and offering her the choices specified on that letter, i.e., (1) accept the voluntary demotion to a School Administrative Assistant II position and be placed on the 63 month reemployment list for 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 39 month reemployment list for School Secretary III (renamed to School Administrative Assistant III).

Basis for the Recommendation

Personnel Commission staff reviewed the implementation paperwork for the Ewing classification study to identify the notifications E. Johnson received regarding a downward reclassification of her position as a School Secretary III based on the District's Title I

From: Peter Rogosin, Interim Personnel Director

Date: September 7, 2017

Subject: Request for Advanced Step Placement – Educational Occupational Therapist

Recommendation:

It is recommended that the Personnel Commission approve advanced step placement at Step 5 of Range 2 for Ms. G. Best effective her first day of hire (8/23/2017).

Basis for Recommendation:

Personnel Commission Rule 70.100.1 allows the Commission to authorize an advanced step placement on initial hire for disabilities being recruited from competitive lists when the

Agenda Item Request Form

You may contact the Commission at (510) 644-8975.

1.