

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

Personnel Commission

Timothy Carter, Chairman

Heidi Goldstein, Vice Chairman

D. R. H. Hill, Secretary

Patricia Duwel, Secretary

Meeting Agenda

October 5, 2017 – 4:30 pm

- | | |
|---|---------------------------|
| 1. Call to Order | Chairperson Carter |
| 2. Roll Call & Establishment of Quorum | Patricia Duwel |
| 3. Public Comments (15-minute limit)
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. | Public |
| 4. Approval & Adoption of Agenda | Chairperson Carter |
| 5. Approval of Meeting Minutes
Approve the Personnel Commission Meeting Minutes for the following:
a) September 7, 2017, Regular Meeting Minutes, p.3-6 | Chairperson Carter |

appeal hearings of two class

Session

Chairperson Carter

10. Reports

88

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211

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

Personnel Commission Meeting Minutes

1. Call to Order

The meeting was called to order at 4:35 pm.

2. Roll Call & Establishment of Quorum

Chairperson: [REDACTED] Clerk: [REDACTED]

September 7, 2017 4:30 PM

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approves it. Erin Arinez, Classified Personnel Supervisor, commented that the position was approved at the August, 23rd Board meeting. Brent Daniels, Human Resources Director, said that this position has not yet been negotiated with the Union. Secretary Duwel recommended tabling the item until the next meeting so the District and the Union can meet.

Commissioner Ortiz made a motion to table the item; Vice-Chairperson Goldstein seconded the motion, Approved, 3-0

b) Revision to Class Description for BSEP Program Specialist

Natasha Beery, Director of Berkeley of BSEP & Community Relations, commented that she wanted to update the class description because of more recent changes to the BSEP measure. She said that she met with President Phillips and they agreed to the changes.

description; Chairperson Carter seconded the motion, Approved, 3-0

c) Report on Classification Study Implementation- E. Johnson

September 7, 2017 4:20

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Commissioner Carter made a motion to table this Item, subject to review after Ms. Johnson puts forward

her request to be interviewed for the open School Administrative Assistant III position at BAS, pursuant to Merit rule 50.200.5; Vice Chairperson Goldstein seconded the motion,
Approved, 3-0

1/1/2020

1/1/2020

1/1/2020

1/1/2020

Personnel Commission staff.

1/1/2020

1/1/2020

1/1/2020

Berkeley Unified School District

PC Advance Examination: September 13, 2017

List Established by Personnel Commission: October 5, 2017

Government Code
Civil Service Commission
Personnel Manual

Developmental Psychology

Developmental Psychology

Developmental Psychology

Developmental Psychology

Developmental Psychology

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Developmental Psychology

Developmental Psychology



4 Jaquille Loggins

3 Coleman Sawyer

* Elected to the Board of Directors 2010

School: **1**

Eligibility List for:

Attendance Promotion

11/17/2020

11:15

11/17/2020 11:15

11/17/2020

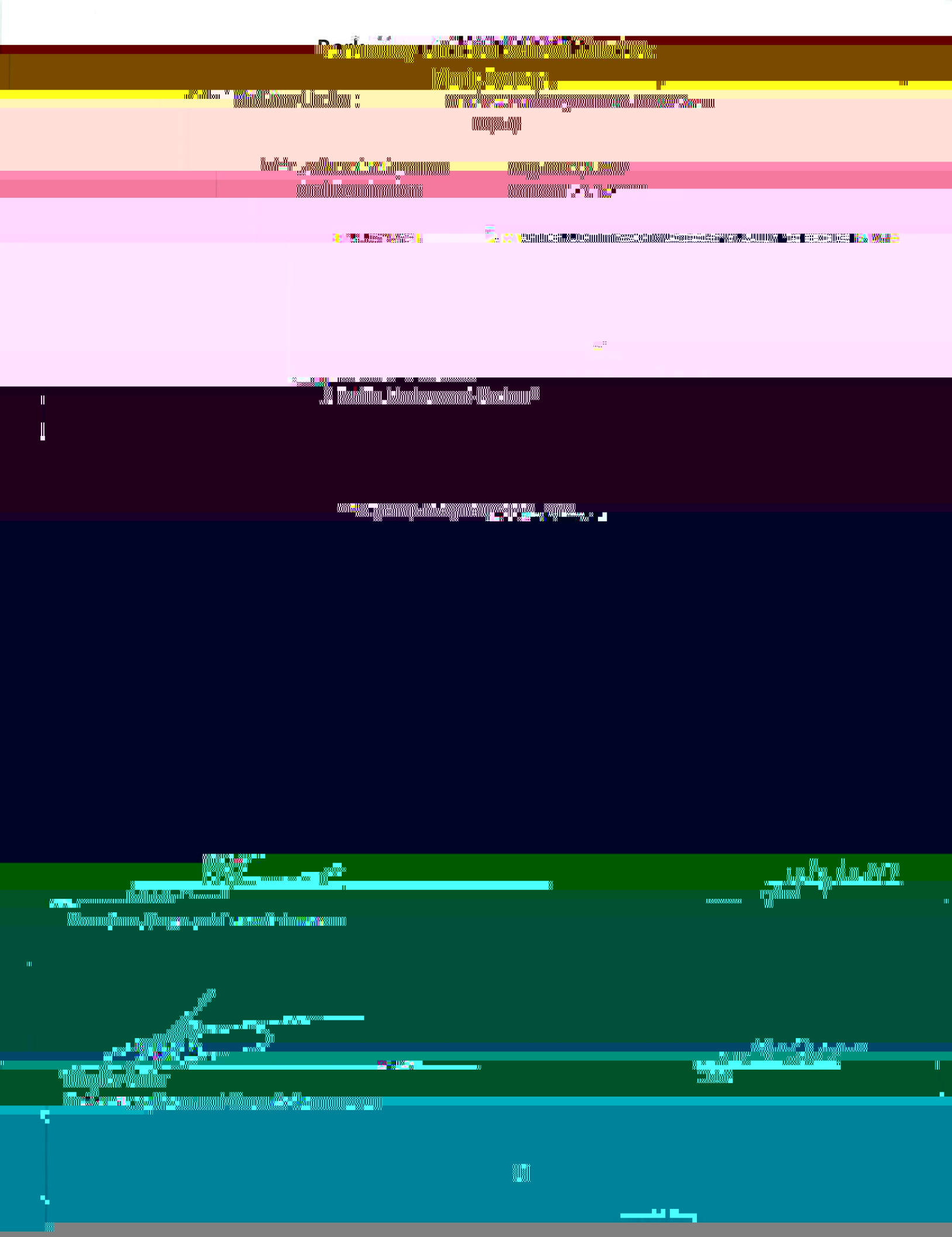
11/17/2020 11:15

11/17/2020

11/17/2020

- 2 Tanisha Payton
- 3 Kimberli McKinzie*
- 4 Constanza Welo
- 5 Elena Childs
- 6 Jenny Rivera

11/17/2020



Merit System

Eligibility List for :

**Vehicle & Equipment Mechanic
(Open)**

03/20/2014

1

2

3

4

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 Truckee Valley Conference Center 126 in the

District Administration Building, 2020 Bonar St. Berkeley, CA 94702.

- January 9, 2018
- February 6, 2018
- March 1, 2018
- April 19, 2018
- May 3, 2018
- June 7, 2018

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

Examinations Administered in the Month of September:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Student Body Account Technician	6	2	
Instructional Assistant II, Special Education	5	3	
Cook	3		2
School Administrative Assistant II	12	8	
Instructional Technician, Before and After School	4	4	
Vehicle and Equipment Mechanic	2		2
Human Resources Technician	7		
Evaluation and Assessment Technician	6		

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

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
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Tashi Dorjee	New-Hire	Nutrition Services Assistant	Jefferson
Roderick Carraway	Promotion	Lead Maintenance Engineer	Maintenance
Sylvia Robinson	New-Hire	Instructional Assistant II- SPED	Malcolm X
Nicole Fitzhugh	New-Hire	Library Media Technician	Berkeley High
Agripina Delgado	New-Hire	Nutrition Services Satellite Operator I	Emerson

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.

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 duty days/hours as assigned
APPROVED: Board Commission	8/23/17	SALARY GRADE:	Schedule: 56 Range: 47

BASIC FUNCTION:

Under general supervision, as a working lead, performs the work of and leads a team of Accounting Technicians performing a variety of technical accounting tasks requiring the review and evaluation of budget

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 data.

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

To: The Personnel Commission

From: Peter Bagnall, Acting Personnel Director

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~~

~~Restorative Justice Coordinator and allocate the new class to Range 54 of salary schedule 56.~~

employees to have specialized training and/or experience in the specific field of work.

requirements recommended for the class of Restorative Justice Coordinator. The minimum

qualifications for the Senior Restorative Justice Coordinator are completion of a formalized educational program in social work, psychology or directly related field, completion of a formal training/educational program in restorative justice including mediation and conflict resolution AND two years' experience conducting individual and group restorative justice interventions.

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 including significantly more



BERKELEY UNIFIED SCHOOL DISTRICT

**CLASSIFICATION AND
POSITION DESCRIPTION**

Berkeley Unified School District

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

- 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.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

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

Classification/Salary Range	# of Ranges Above Lower classification
53 (proposed range)	8
	8
	2
neer/61	4
57	7
neer/61	11
r/45	6
	5
lite Operator I/31	5
lite Operator II/45	19
lite Operator II/45	14
	10
	15
	4

at currently process the District's payments to vendors and
 lures. The process would be improved if one Accounting
 of work produced by the department, with higher level review still

rm a variety of technical accounting tasks including reviewing,
 le accounting batches prepared by other employees in the

ommission on August 11, 2017, and will be resubmitted for their