

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

~~Personnel Commission~~

Timothy Carter, Chairperson

Heidi Goldstein, Vice-Chairperson
Patricia Duwel, Secretary

Dr. Reynaldo Ortiz, Commissioner

Meeting Agenda

November 2, 2017 – 4:30 pm

1. **Call to Order** **Chairperson Carter**
2. **Roll Call & Establishment of Quorum** **Secretary 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 & Adoption of Agenda** **Chairperson Carter**

~~5. **Personnel Commission Minutes** **Chairperson Carter**~~

8. Closed Session (1 matter)

Chairperson Carter

Employee Discipline

08:13:57 01/17/15

Personnel Commission will meet in closed session to discuss a matter related to the termination and subsequent appeal of two classified employees.

9:00

...a opportunity for the public to comment on Personnel Commission business not on the agenda. In accordance with the Commission's...

...the Commission...

...that are not...

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

Personnel Commission Meeting Minutes

October 5, 2017 – 4:30 pm

1. Call to Order

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

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice Chairperson Goldstein, and Commissioners O'Neil were present. Street

established.

None.

4. Approval & Adoption of Agenda

Commissioner O'Neil made a motion to approve the agenda. Vice Chairperson Goldstein seconded the motion.

September 7, 2017 – 4:30 pm
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proposed draft classification. She said the position was approved by the Board. Paula Phillips, BCCE President, asked if other Districts were studied to compare salary ranges. Secretary Duwel responded that that had not been done but that the salary range recommendation fell within the distribution of other lead position ranges within Berkeley Unified. President Phillips said that the Union and the District have not yet finalized

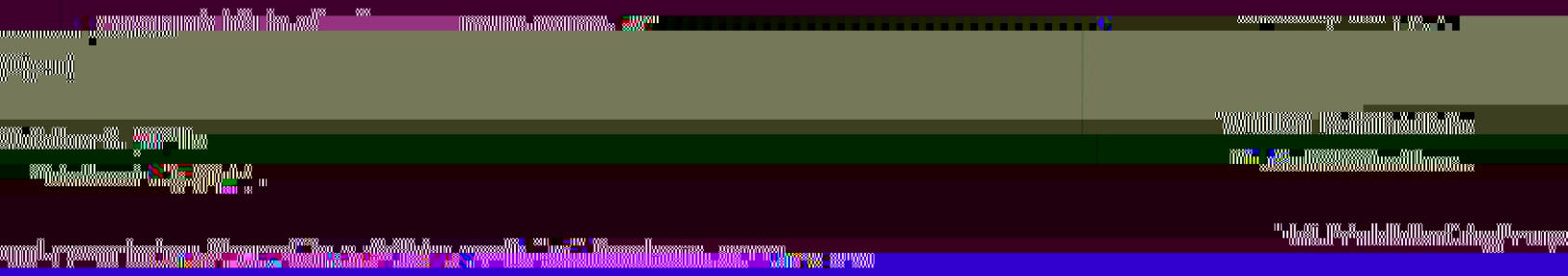
negotiations, and requested that staff do an external study. Vice-Chairperson Goldstein said that she was

9. Report from Closed Session

The Personnel Commission came out of closed session at 5:54 pm. Chairperson Carter commented that a Hearing

10. Reports

President Phillips said Union has been working with Secretary Duwel and HR Director Daniels to ensure that



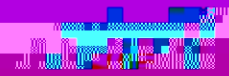
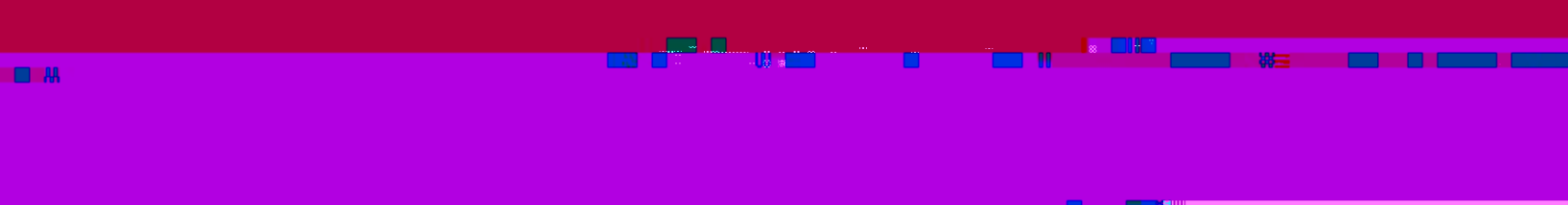
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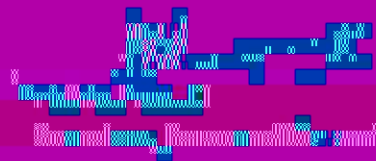
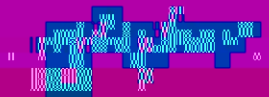


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List Established by Personnel Commission, November 2, 2017 to expire November 1, 2018

Open

[redacted]

[redacted]

[redacted]

[redacted]

Podiatrist

[redacted]

[redacted]

CALENDAR

Open

1 Nathan Thompson*

2 Nicole Piver

3 Julio Bautista*

4 Wilfredo Feliciano*

5 Leilani Donaldson*

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7

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(Optional)

Written Examination: ~~October 13, 2017~~

Oral Examination: ~~October 20, 2017~~

October 13, 2017

Dr. Nathan Rosenberg

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Research Interests: <http://math.berkeley.edu/~nro/>

Current Projects: <http://math.berkeley.edu/~nro/>

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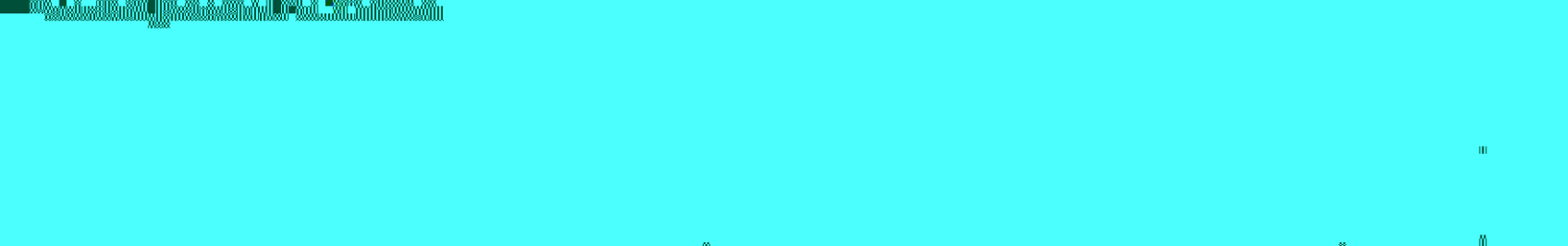
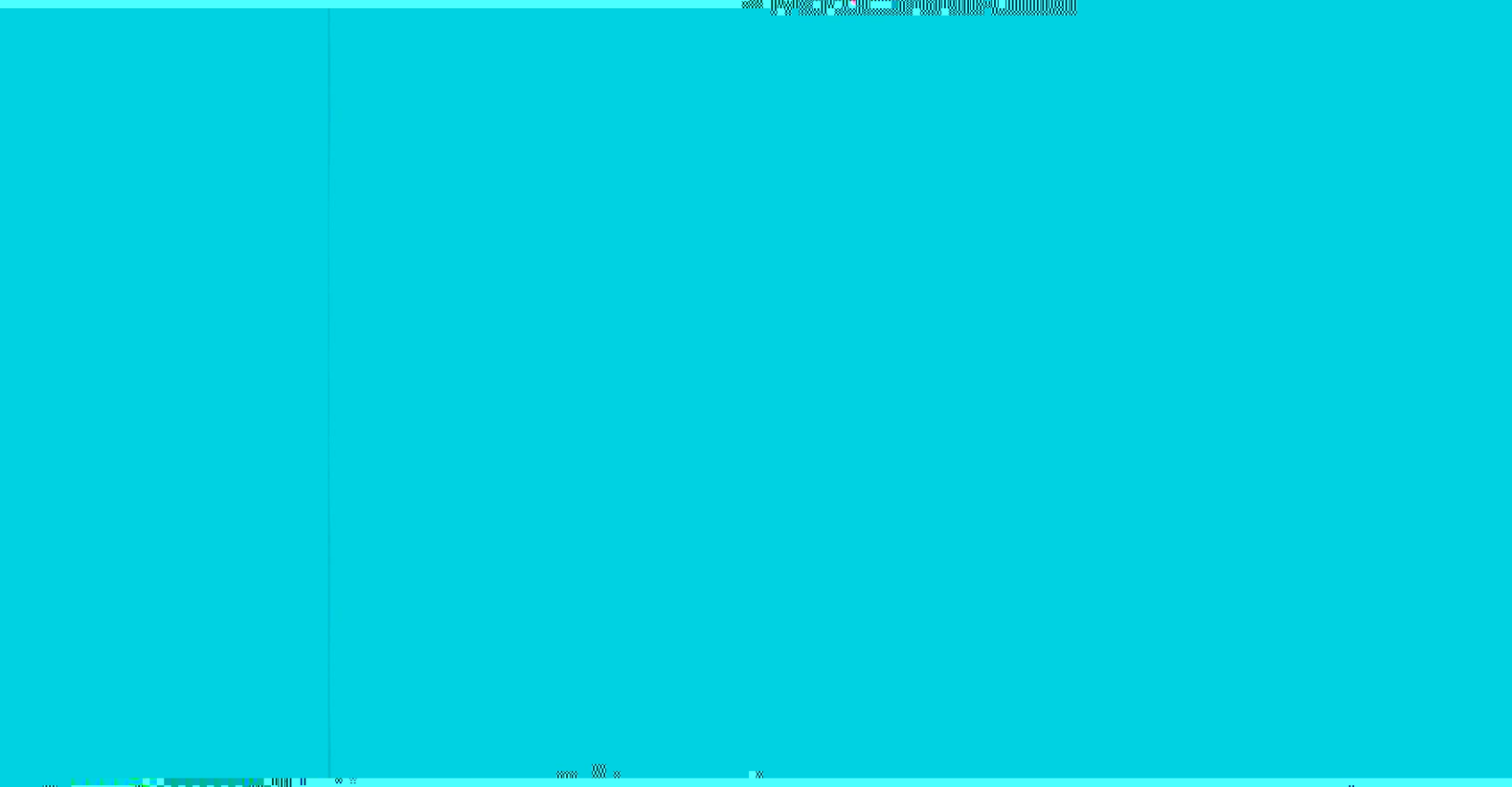
Publications: <http://math.berkeley.edu/~nro/>

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Classification

Written Oral Performance

Visual and Performing Arts Technician	2	2	
Instructional Specialist, Dance	2		2
Evaluation and Assessment Analyst	6	4	
Instructional Assistant	3	1	
Human Resources Technician	7	4	
Delivery Driver	2	2	
Maintenance Engineer	3		2
Nutrition Services Assistant	2		2
Grounds Gardener	5		5

Cook	14
Sous Chef	3

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

Name Employment Type Classification

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
November 2, 2017

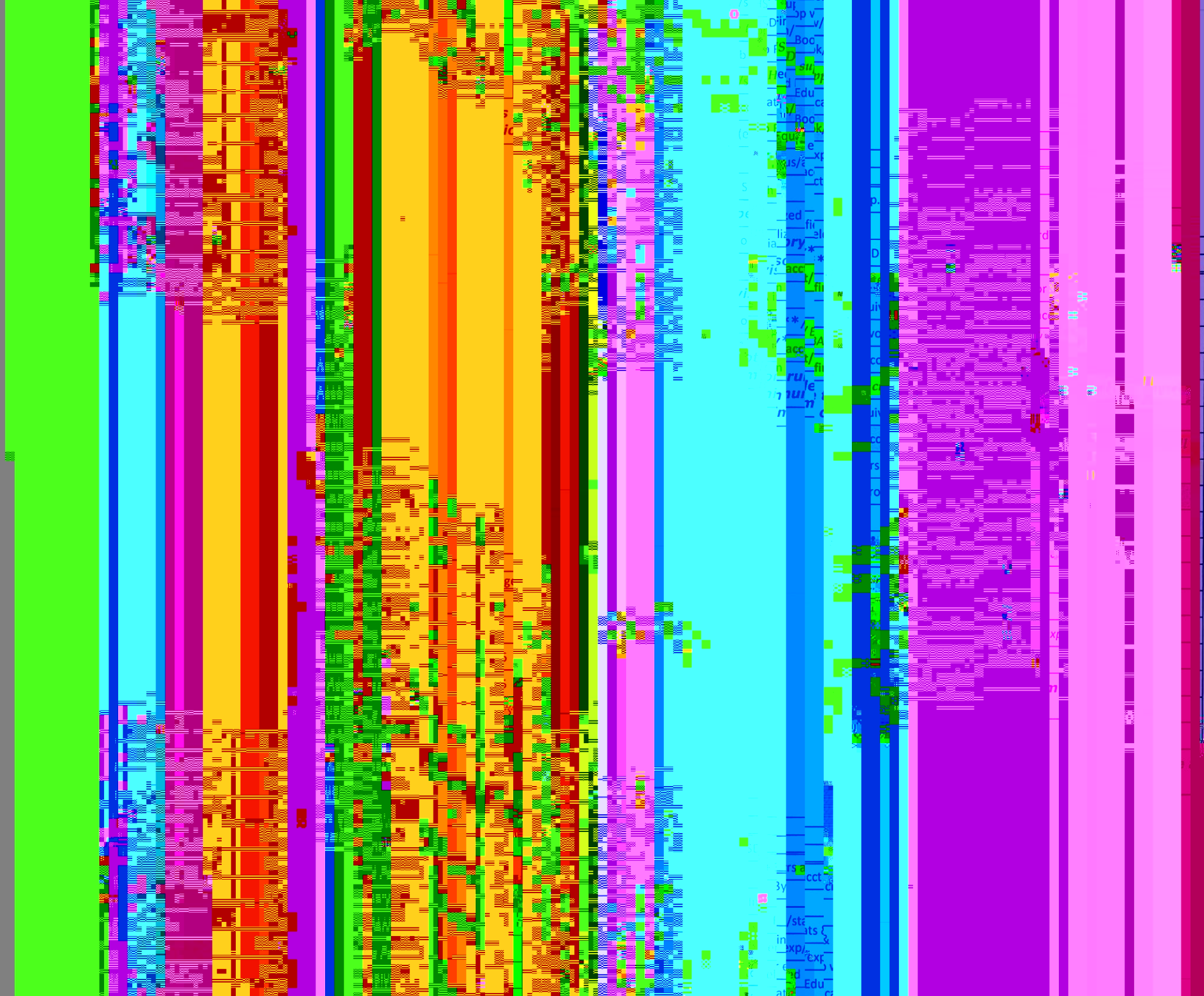
AGENDA ITEM NO 7.a.

SUBJECT: CREATE NEW LEAD ACCOUNTS PAYABLE TECHNICIAN
CLASSIFICATION AND RECOMMEND SALARY PLACEMENT BE SET AT

RANGE 47 ON SCHEDULE 56.

BACKGROUND INFORMATION

The Berkeley Unified School District has a long history of providing quality education for all students.



Payable

BERKELEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION AND

Berkeley Unified School District

TITLE:	Lead Accounts Payable Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Non-Administrative Classified Technical

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

Verify the authenticity and accuracy of invoices.

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT

AGENDA ITEM NO 7.b.

SUBJECT: CREATE NEW RESTORATIVE JUSTICE COORDINATOR

RANGE 48 ON SCHEDULE 56.

BACKGROUND INFORMATION

The Berkeley Unified School District has requested that the classification of Restorative Justice Coordinator be established in accordance with District Personnel Regulations 1100.11.01.10



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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

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:

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

