

Berkeley Unified School District

The Board Room, 1231 Addison Street
Berkeley CA 94702

Personnel Commission

Timothy Zenor-Davis, Chairperson

Heidi Goldstein, Vice-Chairperson
Charlie Castillo, Secretary

Isaiah Roter, Commissioner

Special Meeting Agenda

November 8th, 2023 – 4:30 pm

1. **Call to Order** **Chairperson Zenor-Davis**
2. **Roll Call & Establishment of Quorum** **Secretary Castillo**
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 Zenor-Davis**
5. **Discussion Items** **Chairperson Zenor-Davis**
These items are open for discussion and do not require action.
 - a) Classification & Compensation Study: Phase 2 Review **Attachment A**
Eric Hall & Associates will present an Executive Summary Phase 2 update to the Personnel Commission.
6. **Closed Session** **Chairperson Zenor-Davis**
The Personnel Commission will meet in closed session to discuss potential litigation: California Government Code §54954.5
7. **Report from Closed Session** **Chairperson Zenor-Davis**
8. **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.
9. **Next Meeting** **Chairperson Zenor-Davis**
Follow-up items for next Personnel Commission Meeting.
10. **Adjournment** **Chairperson Zenor-Davis**

BERKELEY UNIFIED SCHOOL DISTRICT



Classification Review: Phase 2 May 2023 – October 2023 First Draft 51 Selected Bargaining Unit Job Classes in

Facilities Services (8)
Technical / Specialist (30)
Technology Support (8)
Transportation Services (4)

Jan Brannen, Associate
Rick Labib-Wood, Associate
Angela Bishop, Associate
Sandra McCoy, Associate
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Executive Summary

Eric Hall & Associates (EH&A) / MGT Consulting is pleased to present this report of its classification review (Phase 2) of selected job classes in the Berkeley Unified School District (BUSD).

BUSD is responsible for educating more than 9,400 individual students in 11 public elementary schools, three middle schools, one comprehensive high school, and an alternative high school. In addition, the district has three preschool facilities and an Adult School serving several thousand students each year.

The District and its Personnel Commission have agreed to the necessity of reviewing all District job classifications, most of which were last updated in 2016. A joint management/bargaining unit Steering Committee is shepherding the project on behalf of both parties.

The job class description reviews are organized around three groupings of District classifications. The three-phase review of the job descriptions for all classes is scheduled from January 2023 through November 2023. Phase 1 are the job classes presented in the previous report. Phase 2 are the jobs presented in this report. Phase 3 will review jobs in Confidential, Supervisory, and Classified Management roles. A fourth phase, consisting of an external wage survey of relevant school districts in the region, is scheduled from November 2023 through December 2023. Reports on Phases 3 and 4 will be submitted to the Personnel Commission in December 2023.

This report summarizes the results from Phase 2 during which the 51 bargaining unit job class descriptions in the Facilities Services (8), Technical / Specialist (31), Technology Services (8), and Transportation Services (4) job families have been reviewed. The titles of all 50 job classes reviewed during Phase 2 are presented as Appendix A, along with other summary data for Phase 2. Most of the job class titles have remained the same. Only a small number of job classes have been identified as benefitting from a title revision for clarification; two new classes are recommended for addition to the Commission's classification plan; and one vacant class the District does not plan to restaff is recommended for removal from the classification plan.

Please note that the use in this report of any salary ranges merely reflects the ranges already present on the job class descriptions before January 2023, but do not reflect any wage survey results from this project. The four-phase project design is intended to ensure a best practice that all job data have been collected, analyzed, and included in the job class descriptions before attempting wage comparisons to an external market.

The proposed draft job descriptions, presented as Appendices C through AY, were developed, and reflect the data from employee Job Content Questionnaires (sample included as Appendix B), follow-up interviews with incumbents and supervisors, input from the Steering Committee, and further input from employees and supervisors after their review of the first drafts. It is acknowledged that job descriptions are subject to the negotiations process as are salary range allocation recommendations.

The Steering Committee has the opportunity to receive, begin review of, and provide input to this report. All updates to existing job descriptions, elimination of outdated job classes, and the creation of new job classes in this phase and the next phases, are subject to the collective bargaining process as will be any salary findings and suggestions that may occur as part of Phase 4 of the project.

EH&A / MGT Consulting appreciates this opportunity to be of service to BUSD, its Personnel Commission, and all of its employees, and would especially like to extend thanks and recognition for the time, effort, and collaborative support from all those who have participated in the Phase 2 job description review process.





Introduction

In October 2020, BUSD contracted with EH&A / MGT Consulting to provide an assessment of the job duties and responsibilities of all its classified job class descriptions. The original list of titles for the second phase (see Appendix A) included 50 job classifications in four distinct job groupings:

- Facilities Services
- Technical / Specialist
- Technology Services
- Transportation Services

This is the second phase of a planned four-phase review of all classified job classes in BUSD Personnel Commission's classification plan. The remaining classes are to be reviewed in Phase 3 (Fall 2023). The last part of the overall project, Phase 4 (Fall 2023), will be an external salary review to compare BUSD classified wage/salary rates with matched positions of an identified market of school districts in the same general region of California.

The project established three overall goals for Phase 2:

- Review, verify, and update documentation of current duties of the positions/classes identified;
- Provide classification recommendations of positions reviewed including proposing new job classes where appropriate and the elimination of classes no longer to be staffed;
- Draft updated job class descriptions reflecting the current tasks, duties, responsibilities, and functions identified for each class. All job descriptions will be presented in an agreed-upon format.

All incumbents of the identified job class positions received a Job Content Questionnaire (JCQ) with opportunity to comment on their jobs (a sample questionnaire is included as Appendix B). Subsequently, a cross section of incumbents from each classification were invited to interviews with a Consultant from EH&A / MGT Consulting over the summer and very early Fall 2023. EH&A Consultants also interviewed supervisors of the classes under review.

Information received from questionnaires and interviews with employees and supervisors was synthesized and incorporated into draft job class descriptions. These drafts were considered by the Steering Committee and subsequently distributed to all incumbents and their supervisors for review and comment prior to finalizing the proposed job description drafts. Job description drafts are subject to the negotiations process.

A total of 51 job classes were requested to be reviewed during Phase 2. The complete list can be found in Appendix A. Draft job descriptions in a uniform format for these 51 classes are located at Appendices C through AY of this report. Note that any salary ranges appearing in Appendices C – AY are “legacy” ranges. Any proposals for salary range reallocations of job classes studied in Phase 2 will be deferred and included in the comprehensive salary survey scheduled as Phase 4, currently planned to occur during late Fall 2023. With respect to bargaining unit job classes, final job class descriptions from Phases 1, 2, and 3, as well as technical salary range recommendations to be based on data collected in Phase 4, may also be subject to bargaining prior to final Board of Trustees and Personnel Commission action.

Scope of Study

To accomplish the goals of the study, EH&A / MGT Consulting undertook the following tasks:





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- Conducted meetings and telephone discussions with the Steering Committee and senior Human Resources staff to discuss goals and objectives of the study; to confirm the scope of the study, the work plan, the selection of comparison agencies for external salary data collection; and to manage the study calendar and timeline.
- Reviewed applicable BUSD documents, including policies, regulations, salary schedules and existing job descriptions.
- Distributed a Job Content Questionnaire (sample in Appendix B) to all incumbents of the job classes to be studied; analyzed questionnaires that were returned.
- Conducted virtual interviews with a cross section of incumbents and supervisors.
- Presented draft job descriptions to the Steering Committee for review and discussion of class concepts and work described.
- Provided draft job description revisions to all incumbents and supervisors for their review and comment.
- Provided recommendations, as needed to update job class descriptions, suggested classes to be eliminated, and proposed new job descriptions where appropriate.
- Drafted this Phase 2 Report for the District and the Steering Committee for review, discussion and forwarding to the Personnel Commission and the Board of Trustees after negotiations for review and final action.

Information Reviewed and Research Conducted

- Job descriptions in effect before the start of the project
- Employees' responses to the classification Job Content Questionnaire (sample at Appendix B).
- Interviews with incumbents and supervisors, either individually or in small group settings
- Personnel Commission Rules and Regulations
- Board Policies

Incumbent Interviews and Job Class Descriptions

During Spring, Summer and very early Fall of 2023, incumbents from a cross section of each class were interviewed by a Consultant from EH&A / MGT Consulting.

Based on the data provided by employee responses to the questionnaires, and from the individual and group employee and supervisor interviews, updated class descriptions were prepared to reflect new information about tasks, responsibilities, and functions. All employees and supervisors were afforded the opportunity to review and comment on the drafts. This input was incorporated into the final draft job class descriptions (see Appendices C - AY).



Classes Relating to Facilities Services

Jobs in the Facilities Services family are essential to performing the work that supports the District's facilities maintenance program. These positions consist of the semi-skilled and skilled trades occupations and grounds maintenance crews. The other series focused on the District's infrastructure is the Custodian series (Operations) and was reviewed in Phase I.

The eight (9) job classes reviewed in this section are:

Facilities Security Officer
General Maintenance Worker
Grounds Gardener
Irrigation Specialist
Lead Grounds Gardener

Lead Maintenance Engineer
Maintenance Engineer
Maintenance Technician
Security Engineer

Facilities Security Officer

Under the direction of an assigned supervisor, assure the safety of District staff, students, and properties by patrol assigned areas of District properties and facilities before, during, and after school hours, at night, on weekends, and holidays. Incumbents in this job class investigate occurrences of property damage and suspicious or criminal activity, enforce laws and regulations; and respond to emergency situations. They may have contact with law enforcement when dealing with intruders, especially during evening and night shifts.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Facilities Security Officer job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of "Facilities Security Officer" that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix C.

General Maintenance Worker

Under general supervision of an assigned supervisor, perform routine custodial activities at an assigned school site or District facility; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition during the assigned shift; operate a variety of cleaning equipment used to perform job responsibilities; train, lead, and provide work direction and guidance to assigned custodial staff.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the General Maintenance Worker job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

**Recommendation:**

- Approve the revised job class description of “Custodian II” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix D.

Grounds Gardener

Under the direction of an assigned supervisor and/or lead, perform a variety of grounds maintenance and gardening duties for the beautification of assigned grounds and landscaped areas.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Grounds Gardener job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Grounds Gardener” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix E.

Irrigation Specialist

Under the direction of an assigned supervisor, oversee, lead, and perform skilled work in the installation, repair, and maintenance of designated irrigation systems and related parts, components, and equipment; and lead, train, and provide work direction and guidance to assigned grounds crew member.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Irrigation Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendation:

- Approve the revised job class description of “Irrigation Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix F.

Lead Grounds Gardener

Under the direction of an assigned supervisor, oversee and participate in grounds maintenance and gardening activities for the beautification of District-wide grounds and landscaped areas; lead, train, and provide work direction and guidance to assigned grounds crew members.

Findings:



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- The position is properly classified and continues to be assigned work typical of that characterized in the Lead Grounds Gardener job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendation:

- Approve the revised job class description of “Lead Grounds Gardener” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix G.

Lead Maintenance Engineer

Under the direction of an assigned supervisor, lead, coordinate, and oversee day-to-day operations involving the repair, construction, and maintenance of District buildings, facilities, utilities, and equipment; provide work direction and guidance to maintenance personnel involved in maintenance and repair of facilities, utilities, and equipment on an assigned day or night shift and ensure the completion of assigned work ; perform journey-level tasks in two (2) building trades and basic maintenance and repair work in other trades (e.g., carpentry, electrical, HVAC, plumbing, and painting/glazing).

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Lead Maintenance Engineer job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by incumbents with minor edit needed to conform to the revised format for job class descriptions.

Recommendation:

- Approve the revised job class description of “Lead Maintenance Engineer” that conforms to the revised job description format and reflects the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix H.

Maintenance Engineer

Under the direction of an assigned supervisor or day-to-day work coordination of a Lead Maintenance Engineer, perform a variety of journey-level maintenance and repair activities of District buildings, facilities, utilities, and equipment in two (2) building trades (carpentry, electrical, plumbing, painting/glazing, and HVAC) on an assigned day or night shift; provide work direction and guidance to maintenance personnel on special projects as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Maintenance Engineer job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by incumbents with minor edit needed to conform to the revised format for job class descriptions.

Recommendation:

- Approve the revised job class description of “Maintenance Engineer” that conforms to the revised job description format and reflects the duties and responsibilities of the job class. A draft job class



description for consideration is included as Appendix I.

Maintenance Technician

Under the direction of an assigned administrator and as a key employee in overall site efforts to ensure that students are safe, patrol school properties on foot to provide security, safety, and protection to students, personnel, equipment, and property; enforce laws and regulations; respond to emergency situations, administering first aid and assisting the injured or ill as needed; model and reinforce a positive school environment. This position is responsible for responding to calls involving alarms, thefts, disturbances, vandalism, and malicious mischief on the school grounds.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Maintenance Technician job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by incumbents with minor edit needed to conform to the revised format for job class descriptions.

Recommendation:

- Approve the revised job class description of “Maintenance Engineer” that conforms to the revised job description format and reflects the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix J.

Security Engineer

Under the direction of an assigned supervisor, perform skilled locksmith work in the installation, maintenance, repair, and alteration of the district master key system, including all locks, keys, and electronic key swipes, for doors, cabinets, closers, hinges, etc.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Security Engineer job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Security Engineer” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AT.



Classes Relating to Technical / Specialist

Jobs in the Technical / Specialist family are essential to performing responsible and work that directly supports business and specialized student support programs for the District. These include functions in accounting, human resources, data entry and maintenance, adult programs, student records, and language interpretation to name a few.

The twenty-five (28) job classes reviewed in this section play important support roles both for District offices as well as for direct student support services. The current job class titles in this group are:

Accounting Technician	Lead Accounts Payable Technician
Adult Prog EL Examiner	Nutrition Education Specialist
Adult School Prog Specialist	Payroll Specialist
Attendance Technician	Restorative Justice Coordinator
BSEP Program Specialist	Senior Emp Benefits Specialist
Budget Analyst I	Senior Human Resources Technician
Budget Analyst II	Senior Workers Compensation Specialist
Communications Specialist	Special Ed Data Technician
District Registrar	Student Admissions Specialist
Employee Benefits Specialist	Student Assessment Specialist
Evaluation & Assessment Analyst	Student Assessment Specialist – Multilingual
Facilities Planning Analyst (Moved)	Language Learner
Family Engage & Equity Specialist	Student Body Account Technician
Home School Liaison	Student Employment Specialist
Human Resources Technician	Student Records Assistant
Interpretation/Translation Specialist	Student Welfare / Attn Specialist

Accounting Technician

Under the direction of an assigned supervisor, perform a variety of clerical-accounting duties in the accurate processing of payments for approved invoices and employee expense reimbursement claims in accordance with established guidelines and District policy; record, update, and reconcile related fiscal information; calculate and process quarterly use tax payments; prepare, maintain, and assure the accuracy of various fiscal records and reports.

Findings:

- One position in the job class is properly classified and continues to be assigned work typical of that characterized in the Accounting Technician job description. However, the job title of “Accounts Payable Technician” is a more appropriate job title for the duties assigned to this classification.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents assigned to the Business Services Division with some edits and clarification needed.
- The primary function of one position in this class includes supporting the fiscal operations of the Special Education Department. There is a need to draft a new classification to capture the duties of this single-incumbent position.

Recommendations:

- Consider retitling the job class from “Accounting Technician” to “Accounts Payable Technician”



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to reflect assigned responsibility for processing of payment for approved invoices and employee expense reimbursement claims.

- Approve a revised job class description for “Accounts Payable Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix K.
- Approve the new job description of “Program Operations Technician” that reflects the duties of the current Accounting Technician position in Special Education to prepare and process contracts, purchase requisitions, and employee and parent reimbursements and payments, and to track services and expenditures to support the specific fiscal needs of the Special Education department. A draft job class description for consideration is included as Appendix L.

Adult Program English Language Examiner

Under the direction of an assigned supervisor, perform specialized duties related to the orientation, assessment, and placement of English language adult learners in the appropriate course level for the Adult Education Program of the Berkeley Unified School District; schedule and administer a variety of academic assessments in accordance with applicable adult school program policies, statutes, and codes; score, report, and maintain accurate assessment records.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Adult Program English Language Examiner job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Adult Program English Language Examiner” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix M.

Adult School Program Specialist

Under the direction of an assigned supervisor, perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate, and organize office activities; coordinate the flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

Findings:

- Consultant has completed data collection and analysis and conducted interviews with the incumbent and supervisor.
- The position is properly classified and continues to be assigned work typical of that characterized in the Adult School Program Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- An incumbent has expressed disagreement with supervisor’s suggested edits to the class without providing reasons or a basis by which further analysis could be undertaken.



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Recommendation:

- Approve the revised job class description of “Adult School Program Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix N.
- It is understood that the District must meet and consult with the Union prior to making changes to a class description or implementing a new class.

Attendance Technician

Under the direction of an assigned supervisor, perform a variety of duties related to attendance accounting and recordkeeping at an assigned school site involving frequent and responsible public contacts; prepare, maintain, and account for average daily attendance (ADA) and other attendance records and reports for submittal to local and state agencies for state funding.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Attendance Technician job description.
- The department could benefit from adding a second-level position to lead, train, and provide work direction and guidance other attendance staff. This would also create an internal career pathway within the job series.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with minor edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Attendance Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix O.
- Consider creating an Attendance Technician II classification to lead, train, and provide work direction and guidance to other attendance staff.

BSEP Program Specialist

Under the direction of an assigned administrator, collaborate with multiple departments in providing support to the Director, Planning and Oversight (P&O) Committee, School Site Councils (SSCs), program managers, and Principals in the management and oversight of Berkeley Schools Excellence Program (BSEP) Measure plans and funds; assist Principals in the development of school site fund budgets and site plans; monitor expenditures of Berkeley Educator’s Recruitment and Retention Act (BERRA) Oversight, Communications, and Translation program funds.

Findings:

- Consultant has completed data collection and analysis and conducted interviews with the incumbent and supervisor.
- The position is properly classified and continues to be assigned work typical of that characterized in the BSEP Program Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.



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Recommendations:

- Approve the revised job class description of “BSEP Program Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix P.
- It is understood that the District must meet and consult with the Union prior to making changes to a class description or implementing a new class in the bargaining unit portion of the Classification Plan.

Budget Analyst I

Under the direction of an assigned supervisor, perform a variety of specialized financial accounting duties to assist in the preparation, analysis, monitoring, and maintenance of designated budgets; evaluate and project annual income and expenditures to determine budget requirements; prepare and maintain the general ledger; update financial records and balance sheet accounts; generate financial reports as assigned; ensure the accuracy of assigned budgetary accounts and reports.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Budget Analyst I job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Budget Analyst I” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix Q.

Budget Analyst II

Under the direction of an assigned supervisor, perform a variety of specialized financial accounting duties to assist in the preparation, analysis, and maintenance of designated budgets; perform and maintain finance activities, including forecasting, planning, budget development, and financial state and federal reporting.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Budget Analyst II job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Budget Analyst II” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix R.

Communications Specialist





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Under direction of the assigned supervisor, perform a variety of professional and specialized duties in the research, preparation, composition, design, writing, editing, and distribution of a variety of materials in print, video, and/or electronic format; develop and maintain a specialized knowledge base and skill set relevant to assigned duties, including, but not limited to: website structure, social media platforms, site/department communication strategies, and evolving trends in communications; support objectives, including public relations efforts and strategic communication plans, staff professional development, community outreach initiatives, and stakeholder engagement activities that build support and understanding for the District's schools, programs, and initiatives.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Communications Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of "Communications Specialist" that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix S.

District Registrar

Under the direction of a site administrator, prepare, maintain, and transmit complete and accurate permanent student records for the comprehensive high schools and the alternative high school programs; evaluate transcripts and record grades, test scores, credits, class ranking, personal data, and school activities; prepare and transmit student records to colleges, universities, and other school districts according to established guidelines; organize and coordinate a wide variety of administrative and other office functions related to the administration of diverse programs at the high schools; provide support to district personnel to ensure data accuracy; provide ongoing communication regarding legal requirements for graduation, A-G requirements, current enrollment, and course accreditations; act as liaison between international exchange programs and various programs at the high schools.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the District Registrar job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of "District Registrar" that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix T.

Employee Benefits Specialist

Under the direction of an assigned supervisor, perform a variety of technical duties in support of employee benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities; serve as a technical resource to personnel concerning employee benefits



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information, insurance plans, options, guidelines, bargaining unit agreements, and applicable laws, codes, and procedures.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Employee Benefits Specialist job description, however, the job title of “Executive Assistant” is a more appropriate job title for this classification.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Employee Benefits Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix U.

Evaluation and Assessment Analyst

Under the direction of an assigned supervisor, perform a variety of specialized duties to assure proper analysis and mandated reporting of student assessment data; maintain the District assessment data system and assure integrity of data; compile and analyze performance and statistical data for special reports; develop queries to gather and extract data and to generate reports.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Evaluation and Assessment Analyst.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Evaluation and Assessment Analyst” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix V.

Facilities Planning Analyst

Under the direction of the Executive Director of Facilities, Maintenance, and Operations, provide a comprehensive range of analytical and administrative support to the Executive Director; coordinate and perform support for construction-related activities and projects related to District facilities, maintenance, operations, and the Bond Program; manage Facilities Office functions, including planning, budgeting, purchasing, bidding, and other facilities-related activities; assist with special projects as assigned; monitor project expenditures and assigned budgets.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Facilities Planning Analyst job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.



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Recommendations:

- Approve the revised job class description of “Facilities Planning Analyst” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix W.

Family Engagement and Equity Specialist

Under the direction of an assigned supervisor, encourage and coordinate parent education and involvement in various school programs and other activities with a focus on families and students of underserved populations; perform liaison duties between administrators, district staff, community resources, and parents; engage families to develop supportive relationships with school staff; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports and/or report out on activities as assigned.

Findings:

- Consultant has completed data collection and analysis and conducted interviews with the incumbent and supervisor.
- The position is properly classified and continues to be assigned work typical of that characterized in the Family Engagement and Equity Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- As this report was being prepared, incumbents submitted for consideration a different job description they had developed. There is no longer sufficient time to review further the issue before finalizing this Phase 2 report.

Recommendations:

- Approve the revised job class description of “Family Engagement and Equity Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix X.
- It is understood that the District must meet and consult with the Union prior to making changes to a class description or implementing a new class.

Home School Liaison

Under the direction of an assigned supervisor, perform liaison duties between administrators, personnel, parents, and the community; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Home School Liaison job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:



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- Approve the revised job class description of “Home School Liaison” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix Y.

Human Resources Technician

Under the direction of an assigned supervisor, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; participate in the recruitment, screening, assessment, and processing of new personnel; provide information and assistance to employees, job applicants, and the general public regarding personnel functions, policies, and procedures; track absenteeism; conduct leave audits; process leave deductions and grants; maintain the substitute management system; and prepare and maintain a variety of manual and automated personnel files, records, and reports.

Findings:

- Some of the position are properly classified and continues to be assigned work typical of that characterized in the Human Resources Technician job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- There are two positions in this class assigned to the Personnel Commissions whose duties differ sufficiently that a separate job class description is warranted.

Recommendations:

- Approve the revised job class description of “Human Resources Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix Z.
- Approve the new job class description “Personnel Specialist” describing the work of two positions in the Personnel Commission Office. A draft job class description for consideration is included as Appendix Z₁. Salary range allocation recommendation to be made in Phase 4.

Interpretation/Translation Specialist

Under the direction of an assigned supervisor, provide oral and written translation and interpretation of correspondence, forms, legal and confidential documents, letters, reports, and instructional and educational materials from English to a designated second language; serve as an interpreter for a variety of meetings, workshops, conferences, and special events; provide simultaneous and consecutive interpretation.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Interpretation/Translation Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:



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- Approve the revised job class description of “Interpretation/Translation Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AA.

Lead Accounts Payable Technician

Under the general supervision of an assigned supervisor, 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 batch records, identifies, documents, and resolves discrepancies, inaccuracies, and/or incomplete data in submitted invoices, and provides day-to-day work direction to lower-level accounting staff.

Finding:

- The position has been vacant for a period of time and no incumbent data either from JCQ response or from interview was available.
- The District indicates that it does not intend to restaff this position.

Recommendations:

- Consider deleting this job description from the classification plan. No updated job description was able to be prepared, hence there is no job description appendix for this classification.

Nutrition Education Program Specialist

Under the direction of an assigned supervisor, perform specialized duties in the planning, implementation, coordination, administration, and programmatic support for the District Garden and Cooking Program.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Nutrition Education Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Nutrition Education Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AB.

Payroll Specialist

Under the direction of an assigned supervisor, perform a variety of specialized and complex payroll accounting duties to pay employees accurately and timely; prepare and maintain a variety of automated and manual records and reports related to the payroll function; provide consultation concerning payroll processes, policies, and procedures.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Payroll Specialist job description.



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- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Payroll Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AC.

Restorative Justice Coordinator

The Restorative Justice Coordinator develops and facilitates the delivery of school-wide restorative interventions and provides restorative justice services and information to students, teachers, administrators, and community members in support of programs that serve as alternatives to the traditional justice system..

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in Restorative Justice Coordinator job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Restorative Justice Coordinator” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AD.

Senior Employee Benefits Specialist

Under the direction of an assigned supervisor, perform a variety of specialized and technical duties in support of employee benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities; serve as the lead technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures; assists with communications to District employees, as well as reconciling and balancing bills for group health insurance and processing payments..

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Senior Employee Benefits Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Senior Employee Benefits Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AE.



Senior Human Resources Technician

Under the direction of an assigned supervisor, perform a variety of specialized and technical duties in support of classified and/or certificated human resources operations. Provide information and assistance to classified and certificated employees, job applicants, and the general public regarding a myriad of personnel functions such as employee leaves, requests for accommodations, CalPERS and CalSTRS retirement programs, onboarding, day-to-day absence logging, and substitute assignment. Assist in recruitment, screening, and processing of new personnel; prepare and maintain a variety of manual and automated personnel files, records, and reports; assist with the processing and response to DOJ/FBI inquiries as needed, and ensure compliance with applicable leave laws and regulations in relation to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), the Americans with Disabilities Act (ADA), the Pregnancy Disability (PDL), and the District Collective Bargaining Unit Contracts.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Senior Human Resources Technician job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Senior Human Resources Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AF.

Senior Worker’s Compensation Specialist

Under the direction of the high school, alternative programs/alternative schools, or adult school principal, plan, organize, and coordinate a wide variety of administrative and other office functions and activities related to the administration of diverse programs and operations at the high school, alternative programs/alternative schools, or adult school; serve as administrative support to the principal and coordinate communications among administrators, personnel, parents, students, and the general public; train, assign, and coordinate the work of assigned school personnel. The School Administrative Assistant III classification provides primary and complex administrative support to the high school, alternative programs/alternative schools, or adult school principal. Incumbents require thorough knowledge of school operations, policies, and procedures, and serve in a leadership capacity, providing training and guidance to other clerical staff in the office.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Senior Worker’s Compensation Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Senior Worker’s Compensation Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AG.



Special Education Data Technician

Perform a variety of specialized and complex technical duties related to student information systems, records management, and reporting functions for the Special Education Department, including auditing, verifying and assuring the accuracy of student records related to Individual Education Plans (IEPs) and related program data; generate a variety of reports for use by the District and reporting to State and federal agencies; provide instruction and training to Special Education teachers, coordinators, and staff regarding data entry in special education related database systems.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Special Education Data Technician job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Special Education Data Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AG.

Student Admissions Specialist

Under the direction of an assigned supervisor, perform a variety of duties in support of student admission, registration, and related activities; serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, and objectives; and participate in the administration of the student assignment program.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Student Admissions Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- The program will be considering options for including home visits with parent to ensure accurate residency data in certain situations as part of the admissions process moving forward.

Recommendations:

- Approve the revised job class description of “Student Admissions Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AI.

Student Assessment Specialist

Perform specialized duties in support of District student assessment programs and activities; coordinate assessment testing processes, schedules, and security and distribution activities.

Findings:



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- The position is properly classified and continues to be assigned work typical of that characterized in the Student Assessment Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Student Assessment Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AJ.

Student Assessment Specialist – English Language Learners & Supplementary Services

Under the direction of an assigned supervisor, perform specialized duties related to categorical and special projects, programs, and assessment of Multilingual Language Learners (MLLs).

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Student Assessment Specialist – English Learners & Supplementary Services.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- There has been a program change in terminology that replaced English Learners with Multilingual Language Learners. This requires a change in the title of the job class description to align with program terminology.

Recommendations:

- Approve the revised job class description of “Student Assessment Specialist – Multilingual Language Learners” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AJ₁.

Student Body Account Technician

Perform a variety of technical accounting duties in support of assigned student accounts; receive, review and process student body purchase orders and invoices as assigned; prepare and maintain related financial records and reports in compliance with the Fiscal Crisis and Management Assistance Team’s (FCMAT) best practices in preparation for audits of Associated Student Body (ASB) accounts.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Student Body Account Technician job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- The position is noted to be a 7.5-hour, 12-month position, although an incumbent reports that the schedule is not sufficient to complete all work being assigned.

Recommendations:



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- Approve the revised job class description of “Student Body Account Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AK.

Student Employment Specialist

Under the direction of an assigned supervisor, provide academic and vocational advising to students of the BAS - Career Technical Education program; assist individuals and groups of students with developing vocational and job-search skills; and serve as a liaison between students, counselors and outside agencies regarding employment services, opportunities, and placement.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Student Employment Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Student Employment Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AL.

Student Records Assistant

Under the direction of an assigned supervisor, perform a variety of clerical duties involved in the collection, review, manipulation and reporting of student information and other required data; utilize a computer to input data, create queries and produce a variety of mandated and requested computerized records and reports.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Student Records Assistant job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Student Records Assistant” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AM.

Student Welfare / Attendance Specialist

Under the direction of an assigned supervisor, coordinate the supports and resources for students with attendance issues including working actively with existing service providers as applicable; coordinate communications and information between the School Attendance Review Board (SARB), personnel, students, parents and outside agencies in the enhancement of student attendance in the assigned schools; under the direction of the Dean of Attendance, schedule (and participate as needed) SARB conferences at



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school sites and homes; participate in the development and implementation of the SARB process; attend School Attendance Review Team (SART) meetings.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Student Welfare / Attendance Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Student Welfare / Attendance Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AN.



Classes Relating to Technology Services

Jobs in Technology Services are essential to both the business operations of the District as well as the instructional program. These positions maintain both the hardware and systems software thereby ensuring access to the internet and the reliable function of apps needed through District instruction and business activities.

There are eight (7) job classes reviewed in this section; their titles are

Business Systems Analyst
Computer Technician I
Computer Technician II
Data Integrity Specialist

Network Engineer
Student Systems Analyst
Telecom/Electrical Specialist

Business Systems Analyst

Under the direction of an assigned supervisor, administer the applications of the complex district system software programs, including full read and write database access; install version updates; write SQL (structured query language) queries; resolve program or process issues as needed; communicate with various district departments and schools regarding system operations and processes; assure the integrity of data; and generate a variety of records and reports related to assigned areas.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Business Systems Analyst job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve a revised job class description for “Business Systems Analyst” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AO.

Computer Technician I

Under the direction of a certificated administrator or program supervisor, assist certificated teachers and/or other service providers in reinforcing instruction to individual or small groups of students with special needs whose Individualized Education Program (IEP) require behavior intervention support; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social, and community skills; assist with the implementation of IEP’s goals and objectives; provide routine clerical duties in support of educational programs. Behavioral Intervention Specialist incumbents provide instructional support to students with emotional disabilities, behavior disorders, and/or significant anti-social behaviors.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Behavioral Intervention Specialist job description.



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- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve a revised job class description for “Behavioral Intervention Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AP.

Computer Technician II

Under the direction of an Administrator, assist in reinforcing instruction to visually impaired student(s) in a classroom or other learning environment by performing a variety of alternate media translation and transcription functions and activities; implement a standardized procedure for alternate media production; perform routine clerical and supportive tasks for instructional personnel; locate, order, and receive alternate media and other instructional materials; production, acquisition, and distribution of e-text, Braille transcription, large print, and/or alternative media of instructional materials to visually impaired students.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Braille Transcriber job description; however, the job title of “Alternative Media Specialist” is a more appropriate job title for this classification.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Consider retitling job class from “Braille Transcriber” to “Alternative Media Specialist” to reflect the production of instructional materials in a variety of alternative formats.
- Approve the recommended title change and revised job class description of “Alternative Media Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AQ.

Data Integrity Specialist

Under the direction of an assigned supervisor, prepare, verify, and submit state and federally mandated reports; prepare, verify, and submit attendance accounting reports; maintain the accuracy of data in the Student Information System (SIS) related to assigned reports; communicate with various departments and outside organizations to coordinate reporting activities.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Data Integrity Specialist job description; however, the job title of “Data Management Specialist” is a more appropriate job title for this classification.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:





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- Consider retitling the job class from “Data Integrity Specialist” to “Data Management Specialist” to reflect assigned responsibility for generating queries for student and class data trends from administration and assisting in the implementation of testing programs.
- Consider creating a new job description for the Adult School to include unique duties assigned to this position.
- Approve the revised job class description of “Data Management Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AR.

Network Engineer

Under the direction of an assigned supervisor, recommend, design, install, maintain, and administer local and wide area network (LAN, WAN) computer systems and peripherals; provide technical assistance to department and site personnel in the operation of software, hardware, and peripherals; analyze, troubleshoot, and correct complex network protocol and security issues.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Network Engineer job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Network Engineer” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AS.

Telecommunications/Electronic Specialist

Under the direction of an assigned supervisor, perform a variety of technical duties in the installation, maintenance and repair of telephone systems (analog and digital), voicemail systems (digital) and related equipment; perform skilled electronics work in the installation, maintenance and repair of IP-based (Internet Protocol) electronic devices, low-voltage alarm systems, intercom and facility entry systems, clock systems, security camera systems, and other electronic systems and equipment.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Telecommunications/Electronic Specialist job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve the revised job class description of “Telecommunications/Electronics Specialist” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AT



Classes Relating to Transportation Services

Jobs in the Transportation Services family are essential to ensuring that students arrive safely at school on time for classes and are returned safely to their drop-off stops. Some jobs operating the transport buses and vehicles; others ensure workable schedules and safe locations for bus stops; and others ensure that the buses and other transport vehicles will be in good repair and operate reliably and safely.

The four (4) job classes reviewed in this section play important support roles in the District's efforts. The current job class titles are:

School Bus Driver
Transportation Dispatcher
Transportation Router
Vehicle and Equipment Mechanic

School Bus Driver

Under general supervision, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform daily pre-trip safety inspections; and assist in the general cleaning of school buses.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the School Bus Driver job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve a revised job class description for "School Bus Driver" that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AV.

Transportation Dispatcher/Scheduler

Under general supervision, schedule and dispatch school bus drivers and routes accord to industry laws and regulations pertaining to a student transportation program. Develop weekly schedules, daily schedules, and special schedules to ensure the overall coverage required to meet the transportation operation scheduling demands. Evaluate, resolve, and recommend solutions to incidents, complaints, and accidents. Perform a variety of clerical duties in support of student transportation services; utilize a telephone and two-way radio to receive transportation requests and information and/or to assign the activities of school bus drivers in the field.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Transportation Dispatcher job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.



Recommendations:

- There is necessarily some overlap of activities in scheduling drivers to routes that warrant being reflected in the job title which is suggested be changed to “Transportation Dispatcher/Scheduler.”
- Approve a revised job class description for “Transportation Dispatcher/Scheduler” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AW.

Transportation Router/Scheduler

Under the direction of the assigned supervisor, implements the operational software parameters necessary to create routing schemes, routes, and schedules in accordance with laws, rules, regulations, student assignment plan and board policy; assign regular and special education students to the appropriate and safest bus stop according to their residence or location of childcare or an afterschool program. Assists the Dispatcher/Scheduler with scheduling and coordinating all BUSD and outside vendors' field trips and arranges field trip assignments based on the drivers' seniority, preparing field trip sheets, and providing directions to the drivers

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Transportation Router/Scheduler job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.

Recommendations:

- Approve a revised job class description for “Transportation Router/Scheduler” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AX.

Vehicle and Equipment Mechanic

Perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of large and small engines and motors, including gasoline, diesel, compressed natural gas, and high-voltage electric-powered vehicles. Performs repairs and maintenance on specialized equipment.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Vehicle and Equipment Mechanic job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbents with some edits and clarification needed.
- The title inadequately conveys the actual extent and complexity of the kinds of vehicles and equipment that the position maintains, which includes not only small engines and gasoline powered cars and pickup trucks, but large school buses, heavy-duty trucks, diesel and specialized equipment, and alternative, sustainable-fuel vehicles.

Recommendations:

- Retitle the job to “Heavy Duty Fleet Technician” as more clearly conveying that the position is not



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- just an automotive mechanic and/or technician.
- Approve a revised job class description for “Heavy Duty Fleet Technician” that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is included as Appendix AY.



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Conclusion

This report serves as an opportunity for Berkeley Unified School District to discuss and analyze its next best steps regarding its remaining classified positions and job descriptions.

EH&A / MGT Consulting is prepared next to undertake the District's request to review its Classified management, supervisory, and confidential groups including those represented in Local 21 during Phase 3 of the 4-phase comprehensive review of all of Berkeley's classified service.

EH&A / MGT Consulting thanks the employees and administrators for their time and attention to this study and looks forward to working further with them during the upcoming Phase 2.

The remaining pages of this report are the new job descriptions prepared to reflect the findings and recommendations resulting from the Phase 2 reviews.



Appendix A: Original List of 51 Job Classes to be Reviewed During Phase 2

Also includes a list of the recommended new classes, retitled classes, reclassifications, and classes to be deleted



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The Following 51 job classes were reviewed in Phase 2

Facilities Services9 classes

Facilities Security Officer
General Maintenance Worker
Grounds Gardener
Irrigation Specialist
Lead Grounds Gardener
Lead Maintenance Engineer
Maintenance Engineer
Maintenance Technician
Security Engineer

Technical / Specialist.....31 classes

^{1,2,3} Accounting Technician
Adult Program EL Examiner
³ Adult School Program Specialist
Attendance Technician
³ BSEP Program Specialist
Budget Analyst I
Budget Analyst II
Communications Specialist
District Registrar
Employee Benefits Specialist
Evaluation & Assessment Analyst
Facilities Planning Analyst (Moved)
³ Family Engagement & Equity Specialist
Home School Liaison
^{1,3} Human Resources Technician
Interpretation/Translation Specialist
⁴ Lead Accounts Payable Technician
Nutrition Education Specialist
Payroll Specialist
Restorative Justice Coordinator
Senior Employee Benefits Specialist
Senior Human Resources Technician
Senior Workers Comp Specialist
Special Ed Data Technician
Student Admissions Specialist
Student Assessment Specialist
Student Assessment Specialist-English
Languish Learners & Supplemental Services
Student Body Account Technician
Student Employment Specialist
Student Records Assistant
Student Welfare / Attendance Specialist

Technology Services7 classes

Business Systems Analyst
Computer Technician I
Computer Technician II
Data Integrity Specialist
Network Engineer
Student Systems Analyst
Telecommunications / Electronics Specialist

Transportation Services.....4 classes

School Bus Driver
² Transportation Dispatcher
Transportation Router/Scheduler
² Vehicle & Equipment Mechanic

Summary of changes discussed in report

- ¹ Two new job classes are recommended to be added:
 "Program Operations Technician" as discussed in report; see also Appendix L
 "Personnel Specialist" as discussed in report; see also Appendix Z₁
- ² Three job class titles are recommended for updates that do not comprise a reclassification:
 From: "Accounting Technician"
 To: "Accounts Payable Technician"
 From: "Student Assessment -Specialist – English Learners & Supplemental Services"
 To: "Student Assessment -Specialist – Multilingual Language Learners"
 From: "Transportation Dispatcher"
 To: "Transportation Dispatcher/Scheduler"
 From: "Vehicle & Equipment Mechanic"
 To: "Heavy Duty Fleet Technician"
- ³ Three incumbent recommended for reclassification
 From: old class "Accounting Technician" one
 To: new class "Program Operations Technician"
 From: old class "Human Resources Technician" two
 To: new class "Personnel Specialist"
- ⁴ From the initial list of 51 job titles, one is recommended for deletion: "Lead Accounts Payable Technician"



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Appendix B: Job Content Questionnaire (JCQ)



JOB CONTENT QUESTIONNAIRE® (JCQ)

The following survey is designed to collect information about your role in the organization and the job that you perform. The data collected from this survey will be analyzed to develop a classification and compensation structure for your organization that is equitable and market competitive.

Survey results may be used to:

- Create accurate and up-to-date job descriptions.
- Determine if job titles accurately reflect the position and duties.
- This information will form the basis of market competitiveness and Equal Pay for Equal Work analyses.

This survey will NOT:

- Determine how well you perform your job. This is not a performance evaluation.
- Evaluate the need for a position or seek to eliminate roles.

This survey includes four main sections:

I. Basic Job-Related Information

Section 1.0 – Employment Status

II. Job Description, Duties, Responsibilities, and Requirements

Section 2.0 – Job Description

Section 3.0 – Job Duties

Section 4.0 – Knowledge, Skills, and Abilities

Section 5.0 – Function within the Organization

Section 6.0 – Educational Preparation

Section 7.0 – Experience Required

III. Work Performed, Responsibility and Leadership, Communication, and Decision-Making Job Factors

Section 8.0 – Work Performed

Section 9.0 – Responsibility and Leadership

Section 10.0 – Communication

Section 11.0 – Decision-Making

IV. Financial Authority, Tools and Equipment, and Physical Job Factors

Section 12.0 – Financial Authority

Section 13.0 – Tools and Equipment Usage

Section 14.0 – Working Conditions and Physical Requirements



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I. BASIC JOB-RELATED INFORMATION

Name _____

E-mail _____ Phone _____

Supervisor's Name _____

Supervisor's E-mail _____

SECTION 1.0 - EMPLOYMENT STATUS

Official Job Title: _____

Working Title: * _____

*Unofficial title if different from official title.

Status (choose one):

☐

Full-time

☐

Part-time

II. JOB DESCRIPTION, DUTIES, RESPONSIBILITIES, AND REQUIREMENTS

SECTION 2.0 - JOB DESCRIPTION

1. Please provide a brief general description of the purpose and responsibilities of your position. Please do not list specific duties here. You will list your specific duties in Section 3.0.

2. Indicate the number of Full-time and Part-time individuals you supervise:
(Supervision is the management or supervision of employees who report directly to you.)

Full-Time _____ Part-Time _____



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SECTION 3.0 - JOB DUTIES

1. Please list the major job duties of your position and indicate the percentage of time that you spend annually on each major job duty.

(The % of Time column should total 100 percent.)

ESSENTIAL DUTIES	% OF TIME
Example 1 - Prepare briefing documents on cash availability.	20
Example 2 - Address citizen concerns on permit applications.	55
Example 3 - Develop complex software solutions for internal users.	25

ESSENTIAL TASKS	% OF TIME

PERCENT OF TIME SHOULD TOTAL 100%

2. Please describe any additional related job duties:

(If you need more space, continue on a sheet of paper and staple it to the back of the questionnaire.)

1. Please describe the Knowledge, Skills, and Abilities necessary to perform the functions of your job.
Knowledge, Skills, and Abilities are additional qualifications and attributes that are necessary to successfully perform the functions of a specific job.

- Knowledge of maintenance equipment and procedures
- Knowledge of operations, services, and policies.
- Knowledge of general office procedures and protocols.
- Knowledge of financial rules, regulations, laws, and procedures.
- Skill in cutting a board to within 1-16" inch of required measurement.
- Skill in typing 40 words-per-minute.
- Ability to communicate effectively orally and in writing.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SECTION 5.0 - FUNCTION WITHIN THE ORGANIZATION

1. Please indicate the following organizational level that most closely matches your position within the organization and skip to the section indicated in parentheses at the bottom of this page. Once you have completed the section indicated in the parentheses, skip to Section 6.0 Educational Preparation.
 - ☐ **Clerical/Manual** (skip to SECTION 5.1) - Work involves clerical tasks; following standardized procedures, techniques, or procedures; and carrying out practices according to standards set by a supervisor or employers.
 - ☐ **Technical/Paraprofessional** (skip to SECTION 5.1) - Work involves inspecting, measuring, or comparing to a standard; utilizing special training to perform a defined function; following standardized procedures, techniques, or procedures.
 - ☐ **Computer Professional** (skip to SECTION 5.2) - Work involves maintaining/supporting computer software, hardware, or operating systems through activities like programming, designing, developing, documenting, and analyzing computer systems or software.
 - ☐ **Administrator** (skip to SECTION 5.3) - Work is directly related to assisting with running or servicing of the business or department.
 - ☐ **Professional** (skip to SECTION 5.3) - Work requires advanced learning acquired by a prolonged course of specialized intellectual instruction; or work involves advising clients or assisting customers or clients with running their business.
 - ☐ **Executive/Managerial** (skip to SECTION 5.4) - Work involves managing employees; planning, designing, or overseeing the implementation of organization projects or policies.
 - ☐ **Artistic Profession** (skip to SECTION 6.0) - Work requires invention, imagination, originality, or talent in recognized field of artistic or creative endeavor.
 - ☐ **Protective Services** (skip to SECTION 6.0) - Work involves preventing, controlling, or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; pursuing, restraining, and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; or other, similar activities.
 - ☐ **Outside Sales** (skip to SECTION 6.0) - Work takes place away from employer's place of business and involves making sales.

If you chose Clerical/Manual or Technical/Paraprofessional, skip to SECTION 5.1.

If you chose, Computer Professional, skip to SECTION 5.2.

If you chose Administrator or Professional, skip to SECTION 5.3.

If you chose Executive/Managerial, skip to SECTION 5.4.

If you chose Artistic Profession, Protective Services, or Outside Sales, skip to SECTION 6.0.

SECTION 5.1 - ADMINISTRATIVE DUTIES

Only complete this section if you selected Clerical/Manual or Technical/Paraprofessional in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. Do your primary duties involve performing office or non-manual work directly related to management or general business operations of your employer or its clients?

For example, do you perform work directly related to assisting with the running or servicing of the business, such as working on a manufacturing production line or selling a product in a retail or service establishment. This includes, but is not limited to, work in functional areas such as finance; quality control; purchasing/procurement; marketing; research; safety/health; human resources; public or government relations; network/database administration; compliance; and similar activities.

☐ Yes ☐ No

2. Do your primary duties include the exercise of discretion and independent judgment in matters of significance?

Discretion and independent judgment implies that the authority to make an independent choice, free from immediate direction or supervision. NOTE: You can exercise discretion and independent judgment even if your decisions or recommendations are reviewed at a higher level.

Consider the following factors and check the applicable factors to guide you in determining whether to answer yes or no.

- Have authority to formulate, affect, interpret, or implement management policies or operating practices
- Perform work that affects operations to a substantial degree
- Have authority to waive or deviate from established policies and procedures, without prior approval
- Have authority to negotiate and bind the organization on significant matters or that have financial impact
- Provide consultation or expert advice to management; involved in planning long- or short-term objectives
- Investigate and resolves matters of significance on behalf of management
- Represent the organization in handling complaints, arbitrating disputes, or resolving grievances
- Make recommendations about significant matters to supervisors for action after comparing and evaluating possible courses of action

☐ Yes ☐ No

SECTION 5.2 - COMPUTER DUTIES

Only complete this section if you selected Computer Professional in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. Select "Yes" if your primary duties consist of the following:

- The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems
- A combination of the aforementioned duties, the performance of which requires the same level of skills

☐ Yes

☐ No

SECTION 5.3 - ADMINISTRATIVE AND PROFESSIONAL DUTIES

Only complete this section if you selected Administrator or Professional in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. Do your primary duties involve performing office or non-manual work directly related to management or general operations of your employer or its clients?

☐ Yes ☐ No

2. Do your primary duties include the exercise of discretion and independent judgment in matters of significance?

Discretion and independent judgment implies that the authority to make an independent choice, free from immediate direction or supervision. NOTE: You can exercise discretion and independent judgment even if your decisions or recommendations are reviewed at a higher level.

Consider the following factors to guide you in determining whether to answer yes or no.

- Have authority to formulate, affect, interpret, or implement management policies or operating practices
- Carry out major assignments in conducting the operations of the organization
- Perform work that affects operations to a substantial degree
- Have authority to commit the employer in matters that have significant financial impact
- Have authority to waive or deviate from established policies and procedures, without prior approval
- Have authority to negotiate and bind the organization on significant matters
- Provide consultation or expert advice to management; involved in planning long- or short-term objectives
- Investigate and resolves matters of significance on behalf of management
- Represent the organization in handling complaints, arbitrating disputes, or resolving grievances
- Make recommendations about significant matters to supervisors for action after comparing and evaluating possible courses of action

☐ Yes ☐ No

3. Does your primary duty consist of work requiring advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction as distinguished from a general academic education?

Consider the following factors and definitions before answering yes or no.

- “Advanced knowledge” means work that is predominately intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment
- Advanced knowledge is generally used to analyze, interpret or make deductions from varying facts or circumstances
- Advanced knowledge cannot be attained at the high school level
- “Prolonged course of specialized intellectual instruction” means that the learned professional exemption is limited to professions where specialized, academic training is a standard prerequisite for entering the profession

☐ Yes ☐ No

4. Does your work require the use of creativity, invention, or imagination in a recognized field of artistic endeavor?

☐ Yes ☐ No

5. Is your work predominantly intellectual and varied in character rather than routine mental, manual, mechanical or physical work?

☐ Yes ☐ No

SECTION 5.4 - EXECUTIVE DUTIES

Only complete this section if you selected Executive in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. Does your primary duty consist of managing a department or subdivision?

Factors to consider in determining importance of duty are:

- Supervising and directing the work of other employees, ordering items, managing the budget and authorizing
- The relative importance of your management duties as compared with other types of duties
- The amount of time you spend performing management work. Usually spending more than 50% of ones time performing management work will satisfy the primary duty requirement, but one can spend less time and also meet the primary duty requirement based on other factors
- Your relative freedom from direct supervision
- The relationship between your salary and the wages paid to other non-management workers for the same kind of non-management work

Consider the following management duties to guide you in determining whether to answer yes or no.

- Supervising employees and/or interviewing, selecting, and training of employees
- Setting and adjusting pay rates and work hours
- Directing the work of employees
- Conducting performance appraisals
- Handling employee complaints and grievances
- Disciplining employees
- Planning work and apportioning the work among the employees
- Running or servicing a organization, such as determining the items to be bought, stocked and sold
- Planning and controlling the budget
- Monitoring or implementing legal compliance measures

☐ Yes ☐ No

2. Do you have the authority to hire and fire employees or do you provide suggestions or recommendations regarding hiring, firing, and advancement decisions, which are given weight in the decision-making process?

To determine weight, consider the following factors:

- The degree to which your duties require making suggestions and recommendations
 - The frequency with which suggestions and recommendations are made or requested
 - The frequency with which your suggestions and recommendations are relied upon
- Note: You need not have authority to make the ultimate decision. Suggestions and recommendations may be reviewed by a higher level manager

☐ Yes ☐ No



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3. Do you regularly direct the work of two or more full-time employees?

☐ Yes ☐ No

4. Do you decide when to perform non-management duties, and when performing such duties do you remain responsible for the success or failure of the organization's operation?

☐ Yes ☐ No

5. Are you a shift manager or leader?

Typically a shift manager is not responsible for success or failure of the business operation, but rather directs employees while also performing similar work to the employees.

☐ Yes ☐ No

6. Does your primary duty consist of work requiring advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction as distinguished from a general academic education?

Consider the following factors and definitions before answering yes or no.

- "Advanced knowledge" means work that is predominately intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment
- Advanced knowledge is generally used to analyze, interpret or make deductions from varying facts or circumstances
- Advanced knowledge cannot be attained at the high school level
- "Prolonged course of specialized intellectual instruction" means that the learned professional exemption is limited to professions where specialized, academic training is a standard prerequisite for entering the profession

☐ Yes ☐ No

7. Does your work require the use of creativity, invention, or imagination in a recognized field of artistic endeavor?

☐ Yes ☐ No

8. Is your work predominantly intellectual and varied in character rather than routine mental, manual, mechanical or physical work?

☐ Yes ☐ No

SECTION 6.0 - EDUCATIONAL

1. What level of education is required for your position?

- | | |
|---|--|
| <input type="checkbox"/> Up to and including some high school | <input type="checkbox"/> Completion of Bachelor's degree |
| <input type="checkbox"/> Completion of high school/GED | <input type="checkbox"/> Some graduate work |
| <input type="checkbox"/> Some college | <input type="checkbox"/> Completion of master's degree |
| <input type="checkbox"/> Completion of Associate's degree | <input type="checkbox"/> Completion of doctorate degree |

2. If applicable, please indicate the field required for this position's education degree (e.g. Bachelor's in English).

3. What certifications, licenses, or professional designations, if any, are required for your position?

4. What certifications, licenses, or professional designations, if any, are preferred for your position?

SECTION 7.0 - EXPERIENCE

1. How much experience is required for your position?

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> No experience required | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 6 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 7 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 8 years |
| <input type="checkbox"/> 3 years | <input type="checkbox"/> Over 8 years |
| <input type="checkbox"/> 4 years | |

2. If applicable, please indicate the field required for this position's years of experience (e.g. 1 year of experience in administrative support).

3. Can education be substituted for experience?

- ☐ Yes ☐ No

4. Can experience be substituted for education?

III. WORK PERFORMED, RESPONSIBILITY AND LEADERSHIP, COMMUNICATION, AND DECISION-MAKING JOB FACTORS

SECTION 8.0 - WORK PERFORMED

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Perform clerical or manual tasks <u>Example:</u> May copy, compile, maintain basic files systems or enter data, or compute data using addition, subtraction, multiplication, and division; or compare items against a standard; or operate light equipment such as lawn mowers, floor buffers, pickup truck, van; or perform general housekeeping/custodial duties.
	Perform clerical or manual tasks involving intensive understanding of a field, unit or division <u>Example:</u> May summarize, tabulate, or format data or information, or gather data and information for later evaluation; or perform arithmetic operations including basic geometry or algebra, including computing discounts, interest rates, ratios and/or percents; or uses or operates medium use equipment such as chainsaws, mowing equipment; or journeyman level trades work.
	Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities <u>Example:</u> May use descriptive statistics, advanced geometry or algebra; requires the use of a wide range of administrative and/or technical methods in the solution of problems; or operate heavy construction equipment; or perform master level trades duties.
	Perform entry level professional work including basic data analysis and synthesis, or report on operations and activities of an organization; or perform quality assurance and compliance activities <u>Example:</u> May use advanced algebra, inferential statistics, and/or financial models.
	Perform professional level work requiring a wide range of administrative, technical, scientific, engineering, accounting, legal, or managerial methods applied to complex problems <u>Example:</u> May plan or direct the sequence of department or division activities
	Perform professional or managerial work including advanced data analysis and synthesis <u>Example:</u> May develop policies, procedures, or methodologies based on new facts or knowledge; or interpret or apply established policies.
	Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact <u>Example:</u> May require the use of creative ability and resourcefulness in the analysis and solution of complex problems; may develop new approaches or methodologies to solve problems not previously encountered.
	Perform executive or expert professional work to establish policy, long-range plans, and programs, identify funding sources and allocate funds <u>Example:</u> May develop or use theoretical mathematical concepts to formulate new techniques, or make decisions that impact both the organization and the discipline.

SECTION 9.0 - RESPONSIBILITY AND LEADERSHIP

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Follow instructions or work orders; or read routine sentences, instructions, regulations, or procedures.
	Follow technical instructions, procedure manuals and charts to solve practical problems, or compose routine or specialized reports or forms and business letters, or ensure compliance with clear guidelines and standards.
	Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis, or provide extensive customer service to internal or external customers.
	Follow complex rules or systems, using professional literature and technical reports; or enforce laws, rules, regulations, or ordinances.
	Supervise, instruct, or train others through explanation, demonstration, and supervised practice or make recommendations based on technical expertise. May have first-level supervisory duties including administration of performance feedback; or coordinate work activity schedules for teams.
	Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; or may write or present extremely complex papers and reports.
	Formulate and issue policies, procedures, and instructions; responsible for long term planning within an agency, department or division.
	Guide organization-wide development; leads the development of organization mission, vision, and principles; directs capital improvement initiatives.

SECTION 10.0 - COMMUNICATION

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Communicate using routine sentences, complete routine job forms and incident reports, or communicate routine information regarding daily activities.
	Communicate to convey or exchange general work-related information or service to internal or external customers.
	Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.
	Communicate with internal and external groups, write manuals and complex reports, persuade or influence others in favor of a service, point of view, or course of action.
	Communicate information among co-workers, customers, vendors, and management; or speak before professional and civic groups; may write complex articles and reports or develop presentations for specialized audiences; may read scientific or technical journals or reports.
	Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge.
	Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions.
	Communicate with key stakeholders to affect long term planning and to secure organization position and resources.

SECTION 11.0 - DECISION-MAKING

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Perform routine or semi-routine work under direct supervision. Requires very few decisions, affecting only the individual.
	Perform semi-routine work involving set procedures, but which may require problem-solving, serve clients or co-workers, or respond to requests. Requires some decisions that affect a few co-workers.
	Perform semi-skilled work involving some set procedures and frequent problem-solving. Requires frequent decision-making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service.
	Perform skilled work involving almost constant problem solving. May be responsible for actions of others, requiring almost constant decisions affecting co-workers, clients or others in the general public.
	Perform coordinating work involving guidelines and rules with constant problem-solving. May be responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, clients, or others in the general public.
	Perform management and supervisory work involving policy and guideline interpretation, solving both people and work-related problems. Decision-making is a significant part of job, affecting a large segment of the organization and the general public.
	Perform advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact. Work in a highly dynamic environment, responsible to establish goals, objectives and policies.
	Perform executive work involving the application of broad principles of professional management and leadership to new problems for which conventional solutions may or may not exist. Responsible for long-range goals, planning, and methodologies; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics.

IV. FINANCIAL AUTHORITY, TOOLS AND EQUIPMENT, AND PHYSICAL JOB FACTORS

SECTION 12.0 - FINANCIAL AUTHORITY

Please read each sentence below and select all factors that represent the financial authority your job entails. (Check all that apply.)

- ☐ None/Not Applicable
- ☐ Handle cash transactions; prepare and process purchase orders.
- ☐ Bill or reconcile records, including departmental budget records and other related information such as subcontracts.
- ☐ Manage inventory, property, or loss control.
- ☐ Administer benefits by determining individual eligibility and coverage levels or determining compensation levels.
- ☐ Purchasing authority: the ability to purchase goods or services worth more than \$100 without securing approval from another authority or Financial Recommendations: the ability to make recommendations that impact resource allocation.
- ☐ Manage or administer budget within assigned department.
- ☐ Budget or allocate funds within or across departments or divisions.

SECTION 13.0 - TOOLS AND EQUIPMENT

Please read each statement below and select all factors that represent the tools or equipment you use to perform your job. (Check all that apply.)

- ☐ None/Not Applicable
- ☐ Use office machines such as copiers or calculators.
- ☐ Use computers for data entry; or handle, use, or repair hand-held power equipment or light machinery.
- ☐ Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications or operate or repair large shop equipment and machines or operate or repair vehicles or use firearms.
- ☐ Use, develop, or repair electronics or complex software, hardware, or network systems; operate, install, test or inspect heavy or complex machinery.
- ☐ Supervise the activities of those operating or repairing complex machinery or technology systems.
- ☐ Interpret policy and establish methods and procedures for acquiring, installing, testing, operating or repairing machinery or technology systems.
- ☐ Establish policy for the acquisition, installation, testing, operation, and maintenance of machinery or technology systems.
- ☐ Establish long-range plans and programs for capital improvements, major construction projects, or new technology systems.

SECTION 14.0 - PHYSICAL JOB FACTORS

Please provide details for the working conditions and physical demands that are required to successfully perform your job.

1. Which of the following physical conditions and hazards are encountered in your position? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Indoor environment | <input type="checkbox"/> Poor ventilation |
| <input type="checkbox"/> Outdoor environment | <input type="checkbox"/> Electrical hazards |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Mechanical hazards |
| <input type="checkbox"/> Extreme temperatures | <input type="checkbox"/> Chemical hazards |
| <input type="checkbox"/> Vibration | <input type="checkbox"/> Explosive hazards |
| <input type="checkbox"/> Moisture and/or humidity | <input type="checkbox"/> Burn hazards |
| <input type="checkbox"/> Dust | <input type="checkbox"/> Potential for violence/physical altercations |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gases | <input type="checkbox"/> Other _____ |

2. How much time is spent doing the following activities in your position?

Example: Position requires sitting over 2/3 of the time.

ACTIVITY	AMOUNT OF TIME SPENT			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripping/feeling with hands; typing/repetitive movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, crouching or crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking or hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasting or smelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job require that weight be lifted? If so, how much and how often?

Example: Position requires lifting up to 25 pounds over 2/3 of the time.

PHYSICAL REQUIREMENT: WEIGHT LIFTED	AMOUNT OF TIME SPENT			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Does this job have any special vision requirements? (Check all that apply.)

- ☐ No special vision requirements.
- ☐ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)



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Appendix C: Facilities Security Officer



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TITLE:	Facilities Security Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 46

BASIC FUNCTION:

Under the direction of an assigned supervisor, assure the safety of District staff, students, and properties; patrol assigned areas of District properties and facilities before, during, and after school hours, at night, on weekends, and holidays; investigate occurrences of property damage and suspicious or criminal activity; enforce laws and regulations; and respond to emergency situations.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Assure the safety of District staff, students, and property; patrol assigned areas of District properties and facilities on foot and in patrol vehicles before, during, and after school hours; at night; on weekends and holidays
- Inspect and monitor the security of doors, windows, and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed
- Investigate and report unusual, suspicious, or criminal activities; investigate complaints and security notifications related to trespassing, loitering, vandalism, and other criminal activities; assure that users of District properties have appropriate permits
- Contact and assist the police with investigations of criminal activities; contact and assist the fire department with matters related to alarms, detectors, and fires; contact animal control if necessary to resolve issues of animal intrusions
- Perform temporary repairs on school and District facilities as appropriate (e.g., board up a broken window or secure a broken door pending replacement); notify appropriate personnel for needed repairs
- Assist with special events as directed; assist other campus security with crowd control, vandalism, graffiti, gang activity, and fights as necessary



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- Direct unauthorized personnel (e.g., homeless intruders, people camping in vehicles) to depart the school property; contact police if intruder fails to cooperate with directions
- Prepare and maintain reports related to the security of District premises and daily activities, events, and incidents; provide documentation related to illegal activity to District administrators and police as requested
- Communicate with other campus security and staff, administrators, parents, students, police and fire departments, alarm companies, and others to exchange information to resolve issues and concerns
- Operate and respond to calls on a two-way radio; drive a vehicle to conduct work
- Operate a variety of security and safety equipment, including fire extinguishers, mobile phones, handheld radios this is an issue if the individual is certified
- Apply sound judgment and protocols to prioritize situations in order to continue operations
- Remain on-call for emergency situations as assigned
- Open up and/or close up buildings if needed on weekends for authorized individuals and/or events

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of effective security techniques

Applicable sections of the California Penal Code, State Education Code, and Motor Vehicle Code

Traffic laws, defensive driving techniques, and rules of the road

Operate and ensure checkpoints of basic maintenance of a patrol vehicle to conduct work and operate two-way radio and cell phone to maintain communication

Investigation and report-writing techniques

Record-keeping techniques

Interpersonal skills using tact, patience, and courtesy

Oral and written communication skills

First aid and CPR/AED techniques

Safe operation of basic maintenance hand and power tools such as hammers, saws, screwdrivers

ABILITY TO:

Patrol and monitor assigned District property and facilities to provide security and protection to students, personnel, equipment, and property

Patrol effectively, detecting and preventing problems within established guidelines

Establish and maintain cooperative and effective working relationships with others



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Interpret, apply, and explain rules, regulations, requirements, and restrictions
 Communicate effectively, both orally and in writing
 Meet schedules and timelines
 Maintain records and prepare reports
 Determine appropriate action within clearly defined guidelines
 Apply standard broadcasting procedures for a police radio system
 Analyze situations quickly and adopt a safe and effective course of actions
 Detect and report fire and safety hazards
 Organize and write clear and concise reports of incidents
 Understand and follow oral and written directions
 Use hand and power tools to secure buildings, doors, windows, and other areas
 De-escalate situations when encountering unauthorized individuals on school property
 Use sound judgment and apply safety protocols when encountering unauthorized individuals on school property

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of security-related experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record

Valid certification in SB 1626, First Aid, CPR, AED, and other mandated trainings

Incumbents in this class are required to complete coursework and receive the BSIS certification (Bureau of Security and Investigative Services)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments
 Seasonal heat and cold or adverse weather conditions
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Climbing stairs
 Walking, sitting, and standing for extended periods of time
 Seeing to monitor District activities and property, read and write reports
 Hearing and speaking to exchange information
 Dexterity of fingers and hands to operate assigned equipment
 Walking and running
 Lifting, carrying, pushing, or pulling up to **75** pounds (e.g., broken metal door)
 Physical agility and stamina



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HAZARDS:

Driving a vehicle during adverse weather conditions

Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior

Exposure to blood-borne pathogens and infectious diseases

May come into contact with armed and dangerous individuals

May come into contact with animals whose behaviors are unpredictable wandering onto District properties



Appendix D: General Maintenance Worker



*Berkeley Unified School District Report on
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TITLE:	General Maintenance Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 44

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general maintenance and repair duties in the maintenance of buildings, facilities, and equipment to ensure a safe environment for students and staff; move and place furniture and equipment as assigned; remove debris and haul trash when directed.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of general and minor maintenance and repair duties in the maintenance of buildings, facilities, and equipment; troubleshoot malfunctions of related parts and equipment
- Perform a variety of repairs to desks, chairs, and other furniture and equipment; assemble and move furniture as directed
- Assist other maintenance personnel in the maintenance and repair of general plumbing systems and fixtures; assist in unclogging sewer lines, toilets, drains, and related fixtures as assigned
- Assist other maintenance personnel with a variety of assigned special projects related to carpentry, plumbing, painting, roofing repair, HVAC, and electrical; assist with preventative maintenance as needed
- Assist in performing preventive maintenance on locks and hardware, including cleaning, lubricating, and tightening parts
- Expedite maintenance requests from personnel; work from oral and written instructions and work orders; respond to emergency repair needs as requested
- Mount pictures, awards, and banners as requested
- Monitor inventory levels of parts, supplies, and equipment; assist in receiving and maintaining inventory of parts, supplies, and equipment
- Operate and maintain a variety of hand and power tools and equipment



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- Lock and unlock doors and gates as appropriate; set alarms as appropriate
- Maintain routine records related to assigned activities
- Prepare classrooms and other facilities for special events or meetings as assigned; set up and assemble chairs, tables, and other furniture for special events and activities
- Move furniture, equipment, supplies, and staff items to and from District sites and deliver to the landfill as assigned
- Remove debris and hazardous items left by homeless individuals after unauthorized stays on District property

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic tools, equipment, materials, methods, and techniques used in general maintenance and repair
Operation of tools, equipment, and machinery used in the building trades
Basic preventive maintenance principles and practices
Requirements for maintaining buildings and equipment in a safe, clean, and orderly condition
Oral and written communication skills
Health and safety regulations
Basic record-keeping techniques
Proper lifting techniques

ABILITY TO:

Perform a variety of general maintenance and repair duties that vary from day to day in the maintenance of buildings, facilities, and equipment
Drive a delivery vehicle and attached trailers to transport furniture, equipment, supplies, personal items of reassigned/relocated staff, and items to be disposed at landfill as assigned
Ensure a safe environment for students and staff
Effectively and safely operate a variety of assigned tools and equipment
Maintain routine records related to work performed
Understand and follow oral and written directions
Communicate effectively both orally and in writing
Work cooperatively with others
Meet schedules and timelines
Observe health and safety regulations



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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Regular exposure to fumes, dust, and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Standing for extended periods of time

Seeing to perform maintenance work

Hearing and speaking to exchange information

Lifting, carrying, pushing, or pulling objects typically weighing up to 50 pounds and occasionally, with assistance, up to 100 pounds

Bending at the waist or kneeling

Reaching overhead, above the shoulders, and horizontally

Climbing ladders, and working at heights including building roofs

Heavy physical labor

HAZARDS:

Working around and with machinery having moving parts

Working at heights

Chemical fumes

Human excrement, needles, and other items left by unauthorized individuals at District sites



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Appendix E: Grounds Gardener



*Berkeley Unified School District Report on
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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	Grounds Gardener	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 39

BASIC FUNCTION:

Under the direction of an assigned supervisor and/or lead, perform a variety of grounds maintenance and gardening duties for the beautification of assigned grounds and landscaped areas.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Mow, edge, trim, and water lawns, fields, and other turf grounds; prepare and fertilize soil; water various ground areas by hand
- Plant, cultivate, prune, spray, fertilize, and water flowers, trees, grass, and shrubs; hoe and pull weeds, rake leaves and other debris vegetation; apply cardboarding technique, plant installation, and mulching of scrub areas; edge walkways; sweep litter from walks, driveways, and landscape areas
- Perform general grounds cleanup, including picking up paper, trash, and debris on grounds areas, parking lots, playgrounds, athletic fields, and other assigned areas, such as clearing drain intake entrances; empty waste receptacles
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers, and other equipment used in grounds maintenance work; utilize standard gardening hand tools

Perform a variety of duties related to the preparation, reseeding, aerating, lining, burning, marking, and dragging of athletic fields and related areas as assigned; groom and clean artificial turf fields as assigned

- Apply non-herbicidal, non-toxic chemicals (e.g., high concentration vinegar) to control and eradicate weeds according to established procedures as assigned
- Inspect school grounds, play equipment, and other assigned areas; identify, resolve, and report safety issues and hazards to appropriate personnel and cone-off or hazard-tape the problem area pending repair; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs



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- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing, changing oil, and reporting damages to be repaired or replaced; as assigned may have to transport broken equipment to contracted repair facility
- Operate riding mowers, Bobcat equipment, backhoe equipment, and ABI machine (brand name of grooming and surface treatment equipment)
- Maintain routine records related to assigned activities
- Move and arrange outdoor and/or landscape furniture and equipment to perform gardening duties
- Maintain grounds storage areas in a clean and orderly manner subject to inspection

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic grounds maintenance procedures, including mowing, edging, raking, and weeding

Methods, equipment, and materials used in gardening and grounds-keeping work

Cultivating, fertilizing, watering, and spraying flowers, trees, and shrubs

Operation and maintenance of hand and power tools and equipment used in groundskeeping

Basic record-keeping techniques

Health and safety regulations

Organization, department, and general office operations, services, procedures, protocols, and policies

Native plants and horticulture

ABILITY TO:

Perform a variety of grounds maintenance and gardening duties for the beautification of assigned grounds and landscaped areas

Mow, edge, water, weed, fertilize, rake, and cultivate lawns, flowerbeds, athletic fields, and other landscaped areas

Operate hand and power tools and other equipment such as trailer hookup used in grounds maintenance

Understand and follow oral and written instructions

Maintain routine records

Observe health and safety regulations

Work cooperatively with others

Communicate effectively, both orally and in writing

Assess what needs to be accomplished at a given site

Work safely and responsibly around children, staff, and the public

EDUCATION AND EXPERIENCE:





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Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of experience in gardening and grounds maintenance work

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment

Seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil/grease, gases, and random fecal material

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment

Walking or standing for extended periods of time

Seeing to perform gardening and grounds work

Perform work that involves the frequent lifting, pushing, and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance, up to 100 pounds

Sitting for extended periods of time to operate tractors, mowers, and other machines

Bending at the waist, kneeling, or crouching

Reaching overhead, above the shoulders, and horizontally

Heavy physical labor

HAZARDS:

Working around and with machinery with moving parts

Exposure to chemicals used in weed abatement

Exposure to seasonal heat and cold or adverse weather conditions

Exposure to chemicals, fumes, dust, odors, oil or grease and gases



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Appendix F: Irrigation Specialist





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TITLE:	Irrigation Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 45

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee, lead, and perform skilled work in the installation, repair, and maintenance of designated irrigation systems and related parts, components, and equipment; and lead, train, and provide work direction and guidance to assigned grounds crew members.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Oversee, lead, and perform skilled work in the installation, repair, and maintenance of designated irrigation systems and related parts, components, and equipment
- Plan, lay out, assemble, install, maintain, and repair sprinkler and irrigation systems; clean, adjust, and repair sprinkler heads; test water systems for high and low pressure; test sprinkler and irrigation systems for leaks
- Monitors via sprinkler app the status of systems at each school to determine if any repairs may be needed.
- Determine watering schedules and program automatic sprinkler systems accordingly; check lawns to assure proper amounts of water; set time clocks according to seasons, soil conditions, water distribution rates, and established watering schedules
- Maintain, troubleshoot, repair, renovate, and remodel new and existing irrigation systems, including valves, sprinklers, controllers, pumps, valve boxes, cross connections, and related components and equipment; replace system parts and equipment as necessary
- Measure, cut, thread, and install pipes, tubing, and a variety of sprinkler and irrigation systems fixtures; wrap and insulate pipes as needed; excavate and determine appropriate depth of trenches; repair broken main lines and connect new systems to existing water supplies
- Operate a variety of power-driven equipment and tools such as saws, bobcats, backhoes, and trenchers; operate testers, gauges, and small hand and power tools; and drive a vehicle to conduct work



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- Review blueprints to assure compatibility and standardization of sprinkler parts, valves, water pressure guidelines, and pipes; design jobs; estimate time and material requirements
- Communicate with other departments, administrators, and outside agencies to exchange information, coordinate activities, and resolve issues or concerns
- Research prices for parts, materials, and equipment; recommend vendors; requisition needed parts and materials; recommend the purchase of new equipment
- Maintain routine records such as manual and computerized work orders or inventory system related to assigned activities
- Oversee, lead, and perform as assigned a variety of grounds maintenance and gardening duties for the beautification of assigned grounds and landscaped areas
- Operate as assigned a riding mower to cut large grass areas at school sites and other District facilities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures, methods, techniques, materials, supplies, tools, and equipment used in the installation, repair, and maintenance of sprinklers and irrigation systems

Building codes and other restrictions pertaining to sprinkler irrigation systems

Grounds, fields, plants, and tree irrigation and maintenance

Proper operation of a variety of hand and power tools and heavy equipment related to the irrigation field

Principles, practices, and maintenance of electronic controllers used in irrigation systems

Health and safety regulations

Proper lifting techniques

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Basic record-keeping techniques

Shop math applicable to the assigned trade

ABILITY TO:

Oversee, lead, and perform skilled work in the installation, repair, and maintenance of designated irrigation systems and related parts, components, and equipment

Interpret and work from blueprints, plans, schematic drawings, and sketches

Inspect existing irrigation systems to assure proper operation

Estimate materials and supply needs



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Operate a variety of hand and power tools and equipment
Requisition parts and supplies according to established guidelines
Meet schedules and timelines
Make mathematical calculations
Plan and lay out work
Observe health and safety regulations
Work independently with little direction
Communicate effectively, both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Maintain routine records related to work performed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience in the installation, repair, and maintenance of sprinkler and irrigation systems

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment
Seasonal heat and cold or adverse weather conditions
Exposure to fumes, dust, odors, and random excrement
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand and power tools and equipment
Sitting or standing for extended periods of time
Walking over rough or uneven surfaces
Seeing to read a variety of materials and perform irrigation repair duties
Perform work that involves the frequent lifting, carrying, pushing, and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance, up to 100 pounds
Bending at the waist, kneeling, or crouching
Reaching overhead, above the shoulders, and horizontally
Heavy physical labor
Digging with shovels, picks, and power equipment such as trench maker, tractor, and/or Bobcats

HAZARDS:

Working around and with machinery with moving parts
Exposure to chemicals and fumes



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Exposure to seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil, grease, gases, and random excrement

Driving a vehicle to conduct work



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Appendix G: Lead Grounds Gardener





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TITLE:	Lead Grounds Gardener	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 45

BASIC FUNCTION:

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REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Oversee and participate in grounds maintenance and gardening activities for the beautification of District-wide grounds and landscaped areas; assist in establishing grounds maintenance timelines and priorities; assure related activities comply with established standards, policies, and procedures
- Coordinate grounds maintenance activities and inspect completed work at school sites and locations to assure accuracy, completeness, and compliance with established guidelines and procedures
- Lead, train, and provide work direction and guidance to assigned grounds crew members; and assign daily duties to grounds crew members
- Estimate labor, material, and equipment needed for grounds maintenance projects including replacement wood chips on play surfaces; monitor inventory levels of grounds maintenance materials and equipment; order, receive, and maintain inventory of materials and equipment
- Oversee and participate in the mowing, edging, trimming, and watering of lawns, fields, and other turf grounds; prepare and fertilize soil; assure grounds receive proper watering by hand or the irrigation system; assure athletic fields and grounds areas are maintained in a clean, orderly, and safe condition
- Lead and participate in the planting, cultivating, pruning, spraying, fertilizing and irrigation of flowers, trees, grass, and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up paper, trash and debris as needed; **make minor adjustments and repairs to sprinkler heads**



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- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, hedge trimmers, sprayers, chainsaws, trenchers, and other equipment used in grounds work; utilize standard gardening hand tools; drive a vehicle to conduct work
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing, and changing oil
- Oversee and participate in the application of control methods to eradicate weeds according to established procedures
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns
- Prepare and maintain a variety of records and reports related to work orders, inspections, purchase orders, and assigned duties
- Perform a variety of duties related to the preparation, lining, burning, marking, and dragging of athletic fields and related areas as required
- Maintains equipment, supplies, and fuel storage areas in a clean and orderly manner and subject to regulatory inspection.
- Reports to supervisor and to school site any needed repairs to playground equipment, fixtures, furniture, and surfaces and cordon off pending repair
- Removes and clears debris from drain openings and nearby grounds areas as needed to ensure drainage of excess water that may occur during storms; report clogged drains to supervisor

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures, including mowing, edging, raking, and weeding

Methods, equipment, and materials used in gardening and grounds maintenance work

Cultivating, fertilizing, watering, and spraying flowers, trees, and shrubs

Procedures, methods, materials, and equipment utilized in the installation, repair, and maintenance of irrigation systems

Operation of hand and power tools and equipment such as trailer hookups used in ground maintenance

Principles of training and providing work direction

Basic inventory methods and practices

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Methods and materials used in controlling weeds and other pests



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Record-keeping and basic report preparation techniques

Health and safety regulations

ABILITY TO:

Oversee and participate in grounds maintenance and gardening activities for the beautification of organization-wide grounds and landscaped areas

Lead, train, and provide work direction and guidance to grounds crew members

Coordinate grounds maintenance activities to meet organization-wide needs

Mow, edge, water, weed, fertilize, rake, and cultivate lawns, flowerbeds, athletic fields, and other landscaped areas

Assure athletic fields and grounds areas are maintained in a clean, orderly, and safe condition

Operate and maintain hand and power tools and other equipment used in grounds maintenance

Apply specialized non-herbicidal, non-toxic specialized chemicals (e.g., high potency vinegar) to control and eradicate weeds

Work independently with little direction

Maintain records and prepare reports

Observe health and safety regulations

Meet schedules and timelines

Assign employee duties and inspect completed work for accuracy

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible grounds maintenance experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment

Seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil, grease, gases, and random fecal material

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment

Walking or standing for extended periods of time

Seeing to perform gardening and grounds work



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Perform work that involves lifting, carrying, pushing, and/or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds

Sitting for extended periods of time to operate mowers and other machines

Bending at the waist, kneeling, or squatting

Reaching overhead, above the shoulders, and horizontally

Heavy physical labor

HAZARDS:

Exposure to seasonal heat and cold or adverse weather condition

Exposure to fumes, dust, odors, oil, grease, gases, and random fecal material Working around and with machinery with moving parts

Working on ladders

Driving a vehicle to conduct work



Appendix H: Lead Maintenance Engineer





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TITLE:	Lead Maintenance Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 61

BASIC FUNCTION:

Under the direction of an assigned supervisor, lead, coordinate, and oversee day-to-day operations involving the repair, construction, and maintenance of District buildings, facilities, utilities, and equipment; provide work direction and guidance to maintenance personnel involved in maintenance and repair of facilities, utilities, and equipment on an assigned day or night shift and ensure the completion of assigned work ; perform journey-level tasks in two (2) building trades and basic maintenance and repair work in other trades (carpentry, electrical, HVAC, plumbing, and painting/glazing).

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Provide work direction and guidance in a non-supervisory role to assigned maintenance personnel on a designated shift involved in activities related to the maintenance and repair of assigned buildings, facilities, utilities, and equipment
- Assist the supervisor with scheduling, assigning, and reviewing employee schedules; receive, prioritize, and respond to routine and emergency maintenance requests and work orders in a timely and efficient manner; schedule preventive maintenance; manage, assist, and assign work orders to balance the workloads of those assigned workers; complete work requests as assigned; close out the work orders in the online system and keep a record of all work done; create and maintain useful documents, spreadsheets, and files for reference, planning, and record-keeping; workflow and focus differs between day shift and night shift assignments
- Estimate labor, material, and equipment needed for maintenance projects; monitor inventory levels of maintenance materials and equipment; order, receive, and maintain inventory of materials and equipment; research methods, supplies, and new materials for better ways to accomplish tasks; and assist crew members in sourcing needed parts or materials, and advise or recommend ways to deal with specific tasks or issues
- **Inspect and monitor facilities and equipment and** observe on-site conditions during the course of work and report or makes immediate repair to ensure safe, secure, and habitable conditions and legal compliance with safety and uniform building codes; identify and resolve safety hazards; respond to and resolve emergency situations as required



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- Organize and lay out maintenance, repair, installation, and construction tasks; interpret plans, diagrams, any accessible blueprints, sketches, and specifications; estimate time, material, and equipment requirements for assigned projects; design and fabricate (e.g., cut, drill, assemble, and weld) custom parts for unique situations; work with system blueprints and color-coded circuits, branches, valves, etc., and the matrix of operations so that servicing the system is more easily understood
- Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders, and pallet jacks; maintain the tools and materials typically needed for the types of work that are usually assigned
- Monitor inventory levels of maintenance supplies and equipment for the assigned areas of work; order, receive, and maintain appropriate inventory levels of supplies and equipment
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns
- Maintain various records related to safety, expenses, work orders, project status, and assigned activities
- Perform preventive maintenance on equipment and utilities, including replacing and servicing parts and components
- Observe and assess the quality of completed maintenance jobs; assist crew members as needed
- Coordinate with contractors and service vendors on-site to explain issues, get quotes, or assist them to complete what they were hired to do if management accepts the quotes
- Perform a variety of journey-level activities in the maintenance and repair of designated facilities, utilities, playgrounds, and equipment, including tasks in carpentry, electrical, HVAC plumbing, and painting/glazing
- Maintain, troubleshoot, repair, or fabricate articles and structures of wood or related materials such as doors, partitions, counters, and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs, and windows; repair wall board, stucco, and sheetrock as needed
- Maintain, troubleshoot, and repair electrical fixtures, devices, equipment, fire alarm systems, public and other related electronic communication systems, and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling, and other electrical accessories; trace out wiring, perform diagnostic tests on system components, and replace defective wires and parts; train site staff on how to conduct fire drills, respond to system malfunctions, and comply with fire codes
- Maintain, troubleshoot, and repair plumbing systems, faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps, and other fittings and fixtures; inspect and repair leaks, obstructions, and general system failures



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- Maintain, troubleshoot, and repair heating, ventilation, and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary
- Prepare surfaces for painting (e.g., sandblasting, pressure washing, bondo/filler); apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller, -sprayers (conventional, HVLC, or airless) and/or stripe painting, to apply a variety of surface coverings to various surfaces; clean brushes, tools, and other equipment
- Perform routine inspections of playgrounds and playground equipment, assess safety and repair concerns, order parts and replace as needed, call contractors as needed for specialty work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current digital technology and computer skills necessary to complete work

Methods, materials, tools, terminology, and equipment used in the building maintenance trades, including electrical, HVAC, carpentry, plumbing, painting, welding, fire safety systems and playgrounds

Proper methods of storing equipment, materials, and supplies

Requirements of maintaining facilities, utilities, and equipment in good repair

Operation of a wide variety of hand and power tools and equipment

Shop math applicable to the building trades, including estimating costs

Applicable building codes, ordinances, fire regulations, and safety precautions

Technical aspects of the building maintenance trade

Preventive maintenance principles and practices

Health and safety regulations and procedures

Record-keeping techniques

Oral and written communication skills

Proper lifting techniques

Buildings and grounds plumbing systems **B**

School District's standards, rules, and regulations

ABILITY TO:

Perform a variety of journey-level activities in the maintenance and repair of facilities, utilities, and equipment, including tasks in carpentry, electrical, HVAC, plumbing, and painting

Operate a wide variety of hand and power tools and equipment related to the building trades

Receive, prioritize, and respond to work orders in a timely and efficient manner

Organize and lay out work

Work efficiently to meet schedules and deadlines

Inspect, diagnose, maintain, repair, or replace a variety of parts and equipment



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Prepare and/or work from sketches, diagrams, blueprints, plans, and specifications
 Work independently with little direction
 Estimate material and supply needs
 Observe health and safety regulations
 Maintain records related to work performed
 Interpret, apply, and explain applicable building codes, ordinances, fire regulations, and safety precautions
 Understand and follow written and oral instructions
 Communicate effectively, both orally and in writing
 Develop, guide, train, and lead assigned personnel
 Establish and maintain cooperative and effective working relationships with others
 Perform heavy physical labor
 Use of available assigned technology tools/devices related to work orders and other tracking purposes
 Interact with staff, students, and visitors at District properties and communicate intentions and status of maintenance job

EDUCATION AND EXPERIENCE:

A combination of education and experience equivalent to: graduation from high school supplemented by post-high school specialized training in building maintenance or a related field, a minimum of five (5) years of experience in each of two (2) or more of the building trades (i.e., a total of 10 years of experience)

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and DMV H-6 report demonstrating insurability to meet District standards

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
 Regular exposure to fumes, dust, dirt, oil, or grease
 Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment
 Hearing and speaking to exchange information
 Seeing to perform maintenance duties
 Lifting, carrying, pushing, or pulling objects typically weighing 50 pounds, and occasionally and with assistance, up to 100 pounds
 Reaching overhead, above the shoulders, and horizontally
 Bending at the waist, stooping, kneeling, or crouching
 Climbing ladders and working from heights
 Standing, walking, sitting for extended periods of time



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HAZARDS:

Working around and with machinery having moving parts

Working at heights such as ladders, roofs, lifts, confined spaces, basements

Power and hand tools, flying debris

Exposure to fumes and chemicals from paints and solvents, glue, oils and grease, welding, etc.



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Appendix I: Maintenance Engineer



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TITLE:	Maintenance Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 57

BASIC FUNCTION:

Under the direction of an assigned supervisor or day-to-day work coordination of a Lead Maintenance Engineer, perform a variety of journey-level maintenance and repair activities of District buildings, facilities, utilities, and equipment in two (2) building trades (carpentry, electrical, plumbing, painting/glazing, and HVAC) on an assigned day or night shift; provide work direction and guidance to maintenance personnel on special projects as assigned.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**All Positions

- Perform a variety of journey-level activities in two building trades in the maintenance and repair of designated buildings, facilities, utilities, and equipment, and basic maintenance and repair work in other trades
- Receive, prioritize, and respond to work orders in a timely and efficient manner; inspect and assess all work prior to start to ensure all measurements and materials are needed for the start and completion of work orders and manage all work orders in the work order system using assigned technology tools/devices
- Perform safety checks to identify, resolve or report any safety hazard of facilities to assure compliance with established laws, codes, and regulations; respond to emergency situations as required; report and tape off observed safety hazards and non-safety repair needs not immediately repairable
- Organize and lay out maintenance, repair, installation, and construction tasks; interpret plans, diagrams, blueprints, sketches, and specifications; estimate time, material, and equipment requirements for assigned projects
- Operate and maintain a variety of hand and power tools and equipment, such as drills, saws, presses, grinders, pallet jacks and other trade-specific items
- Assemble, move, and arrange various furniture and equipment as directed; load and unload



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equipment and supplies

- Monitor inventory levels of maintenance supplies and equipment; order, receive, and maintain appropriate inventory levels of supplies and equipment
- Communicate with personnel and various outside agencies and contractors to exchange information, coordinate activities, and resolve issues or concerns
- Maintain various records related to safety, expenses, work orders, project status, and assigned activities
- Perform preventive maintenance on equipment and utilities, including replacing and servicing parts and components
- Train and provide work direction and guidance to assigned personnel on short-term special projects; coordinate duties of maintenance personnel on special projects as assigned

Carpenter

- Maintain, troubleshoot, inspect for structural issues including, for example, wood rot, and repair structures of wood or related systems such as walls, ceilings, roofs, floors, windows, and all related building components
- Finish, repair, construct, or install wallboard, stucco, sheetrock, frames, forms, plywood, sheds, fences, doors, partitions, furniture, windows, and other structures; perform necessary millwork; cut, size, and glue Formica; hang sheetrock, lay ceiling tiles, and lay flooring materials; install acoustical materials and remodel offices; repair, replace, and install building hardware, including locks and security devices, door closers, and panic bars; mix, pour, and finish concrete; operate a variety of hand and power tools, including radial arm saws, circular saws, handsaws, planers, drills, pneumatic nailers, power-actuated attachment guns, hammers, screwdrivers, transits, and other hand and power tools

Electrician

- Inspect, maintain, troubleshoot, and repair electrical, equipment, systems, and other installations;
- Install, inspect, service, maintain, repair, and replace electrical components, including interior and exterior conduit, light and power circuits, motors and fans, control equipment, switches, public address systems, switchboards, stage equipment, burglar and fire alarms, clocks, power equipment and tools, heating and air conditioning controls; replace switches, receptacles, fuses, florescent tubes, light bulbs and fixtures; determine causes of electrical failures and solve them; repair, monitor, and troubleshoot the electrical control systems (including those tied in to the EMS) of refrigeration equipment, electric stoves and kitchen appliances; install and maintain scoreboards and a variety of outdoor lighting units; repair and replace electronic devices and controls; operate a variety of inspection and repair equipment such as meters, gauges, fish tapes, drills and drill presses, conduit benders, power saws and other power and hand tools



Plumber

- Maintain, troubleshoot, and repair plumbing systems such as water, drains, lines, and pumps; test plumbing systems; diagnose malfunctions and determine/implement repair needs; inspect and repair leaks, obstructions, and general system failures
- Install, service, maintain, regulate, repair, and replace plumbing lines, fixtures, fittings, and equipment; repair, adjust, or replace auxiliary pumps, pipes, dishwashers, drinking fountains, sinks, faucets, valves, urinals, toilets, and other fittings and fixtures; unclog drains and sewer lines; operate a variety of inspection and repair equipment such as meters, gauges, drill presses, pipe threaders, power saws, grinders, soldering and brazing torches, pipe and tube cutters, hand and power snakes, and other power and hand tools

Heating, Ventilating and Air Conditioning (HVAC)

- Maintain, troubleshoot, and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary
- Install, service, maintain, regulate and repair HVAC equipment such as boilers, HVAC water systems, heaters, gas furnaces, pumps, valves, thermostats, electric and pneumatic control components, bearing assemblies, air conditioners, and other HVAC equipment; analyze operating conditions of boilers, air handlers, furnaces, mechanical components of air conditioners, and other HVAC equipment; perform preventive maintenance such as cleaning and replacing filters, checking and replacing belts; draining, flushing and testing chemicals in boilers; operate a variety of inspection and repair equipment such as meters, gauges, drill presses, pipe threaders, power saws and grinders, soldering and brazing torch, pipe and tube cutters, and other power and hand tools
- Install, configure, troubleshoot, upgrade, and maintain ~~the increasingly necessary~~ District's integrated EMS (Energy Management Systems) that maximize the efficient use of HVAC for various buildings, schools, and classrooms including daily monitoring of computer-generated reports on status of the systems

Painter/Glazier

- Prepare surfaces for painting; apply paint or other protective or decorative materials on a variety of surfaces; make patch repairs to sheet rock and other substrate when needed prior to painting; operate and maintain tools and other equipment
- Prepare and mix paint and other coatings, including matching colors; prepare surfaces such as stucco, plaster, wood, metal, asphalt, and cement for painting; apply paint, varnish, shellac, and stain on interior and exterior surfaces, including play lines for gymnasium-based sports and field sports; apply finish to furniture, cabinets, and shelving; remove broken glass and putty from windows, transoms, and doors; mix and apply putty or polyurethane and/or other sealing materials as a painting substrate and install metal settings on wood moldings to make glass installations secure and watertight; cut glass and plastic window material to size; operate a variety



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of hand and power tools, including circular saws, paint spraying equipment, striping machines, paint mixing equipment, rollers, brushes, glass cutters, and other hand and power tools

- Responds to reports of damaged windows and other glass; measures, cut or order glass and install specialty glass ordered or cut for a specific installation; call out a glazing company as needed for specialty work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current digital technology and computer skills necessary to complete work

Methods, materials, tools, terminology, and equipment used in two (2) of the building trades, including electrical, HVAC, carpentry, plumbing, and painting/glazing

Proper methods of storing equipment, materials, and supplies

Requirements of maintaining facilities, utilities, and equipment in good repair

Operation of a wide variety of hand and power tools and equipment

Shop math applicable to the building trades

Applicable building codes, ordinances, fire regulations, and safety precautions

Technical aspects of the building trades

Preventive maintenance principles and practices

Health and safety regulations and procedures

Record-keeping techniques

Oral and written communication skills

Proper lifting techniques

ABILITY TO:

Perform a variety of journey-level activities in the maintenance and repair of facilities, utilities, and equipment in two (2) of the building trades (carpentry, electrical, HVAC, plumbing, and painting/glazing)

Operate a wide variety of hand and power tools and equipment related to the building trades

Receive, prioritize, and respond to work orders in a timely and efficient manner

Organize and lay out work

Inspect, diagnose, maintain, repair, or replace a variety of parts and equipment

Work from sketches, diagrams, blueprints, plans, and specifications

Work independently with little direction

Estimate material and supply needs

Observe health and safety regulations

Maintain records related to work performed

Interpret, apply, and explain applicable building codes, ordinances, fire regulations, and safety precautions

Understand and follow written and oral instructions

Communicate effectively both orally and in writing



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Establish and maintain cooperative and effective working relationships with others

Perform heavy physical labor

Use assigned computers and software related to work orders and other tracking purposes, current digital technology, and computer skills necessary to complete work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building trades or a related field and four years of experience in each of two (2) of the trades, or nine years of experience in one of the building trades

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Regular exposure to fumes, dust, dirt, oil, or grease

Seasonal heat and cold or adverse weather conditions

Driving vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment

Hearing and speaking to exchange information

Seeing to perform maintenance duties

Lifting, carrying, pushing, or pulling objects typically weighing up to 50 pounds and with assistance, up to 100 pounds

Reaching overhead, above the shoulders, and horizontally

Bending at the waist, stooping, kneeling, or crouching

Climbing ladders and working from heights

Standing for extended periods of time

HAZARDS:

Working around and with machinery having moving parts

Working at heights such as ladders, scissor lifts, building roofs

Power saws and flying debris or nails

Exposure to fumes from chemicals, paints, and solvents



Appendix J: Maintenance Technician



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TITLE:	Maintenance Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 50

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of skilled maintenance and repair duties in the maintenance of school buildings, facilities, and equipment; assist other maintenance personnel with a variety of special projects as assigned.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of skilled maintenance and repair duties in the maintenance of district buildings, facilities, and equipment; troubleshoot malfunctions of related parts and equipment; assist in ensuring a safe environment for students and staff
- Assist other maintenance personnel with a variety of assigned special projects related to carpentry, plumbing, painting, HVAC, and electrical work; assist with preventative maintenance
- Maintain and repair furniture and cabinets; perform minor repairs on doors, frames, locks, and hinges; replace ceiling and floor tiles
- Assist other maintenance personnel with installing, repairing, and replacing fans, compressors, pumps, heaters, and motors; adjust ventilation systems
- Clear plugged drains and sewer lines; repair or replace sinks, toilets, dispensers, and drinking fountains
- Repair or replace circuits, fuses, fixtures, switches, ballasts, and fittings
- Assist in the installation of HVAC equipment and flushing of chemical boilers
- Assist with monitoring and controlling swimming pool chemicals as assigned



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- Operate a variety of maintenance and construction equipment, including drills, fitters, gauges, pumps, detectors, locators, welders, compressors and a variety of hand and power tools; operate a vehicle to conduct work
- Prepare walls, ceilings, fences and other surfaces for painting; repair holes, scrapes and other minor surface damage
- Communicate with district personnel and outside agencies to exchange information related to work orders, supplies, equipment and assigned activities
- Prepare and maintain records related to work orders, materials and assigned activities
- Work from verbal and written instructions, blueprints, sketches and work orders
- Order materials and supplies as directed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in building and equipment maintenance work

Applicable building codes, ordinances, fire regulations and safety precautions

Requirements for maintaining buildings and equipment in good repair

Basic math

Basic record-keeping techniques

Health and safety regulations and procedures

Operation and use of hand and power tools and equipment

Oral and written communication skills

ABILITY TO:

Perform a variety of routine maintenance and repair duties in the maintenance of school buildings, facilities and equipment

Work independently

Assist other maintenance staff with a variety of special projects as assigned

Assist with moving furniture and equipment as required

Observe health and safety regulations and procedures

Operate tools and equipment used in maintaining buildings maintenance work

Communicate effectively, both orally and in writing

Work from sketches and with blueprints

Work cooperatively with others

Understand and follow oral and written instructions

Maintain routine records related to work performed



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Lift moderate- to heavy-weight objects safely and unassisted
Execute job assignments in a timely manner

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of building and equipment maintenance experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Driving a vehicle to conduct work
Regular exposure to fumes, dust, and odors
Working in confined spaces
Working on roofs

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools
Hearing and speaking to exchange information
Seeing to read a variety of materials and inspect ~~D~~district facilities
Standing for extended periods of time
Lifting, carrying, pushing, or pulling objects typically weighing 50 pounds and occasionally, with assistance, up to 100 pounds
Reaching overhead, above the shoulders, and horizontally
Bending at the waist, ~~or~~ kneeling, or crouching
Heavy physical labor
Climbing ladders, work off scaffolding

HAZARDS:

Working around and with machinery having moving parts
Working at heights



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Appendix J₁: Security Engineer



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TITLE:	Security Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	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		SALARY GRADE:	Schedule: 57 Range: 57

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled locksmith work in the installation, maintenance, repair, and alteration of the district master key system, including all locks, keys, and electronic key swipes, for doors, cabinets, closers, hinges, etc.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform skilled locksmith work in the installation, maintenance, repair, and alteration of locks on doors and cabinets; maintain organizational master key systems as required; re-key plugs and locks as needed
- Inspect, install, adjust, and repair door and cabinet locks, fence locks, file cabinet locks, panic hardware, door closures, and make keys; repair and replace vandalized locks and other related hardware
- Review and recommend master coding keying for new and remodeled facilities
- Troubleshoot, repair, rebuild, and program various types of locks and electronic locking devices such as alarm locks; replace various lock components as appropriate; install and adjust closures and other parts; change lock combinations and issue/clear electronic cards; repair lockers
- Disassemble locks and replace worn tumblers, springs, and other parts; select key blanks and operate a key-cutting machine to make original or duplicate keys; order locks and other related hardware; maintain related records
- Perform preventive maintenance on locks and hardware, including cleaning, lubricating, and tightening parts; adjust hinges and other door components as necessary
- Operate a variety of equipment, including a key code machine, pin kits, key gauges, electronic swipe card computer app (e.g., BRIVO), and a variety of hand and power tools; and drive a vehicle to conduct work
- Estimate labor, materials and equipment needed for assigned projects; monitor inventory levels of materials



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and equipment; order, receive and maintain inventory of materials and equipment as needed

- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, and specifications; work from verbal and written instructions and work orders
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns
- Maintain various records related to master keys, combinations, electronic key card systems, work orders and assigned activities
- Maintain shop and work areas in a safe, clean, and orderly condition
- Respond to emergency lock-opening and key needs as required

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, equipment, and materials used in the installation, maintenance, repair and adjustment of manual and electronic locks and related components

Building codes related to the locksmith trade

Operation and maintenance of tools and equipment used in the locksmith trade

Proper methods of storing equipment, materials, and supplies

Master key systems and manual and electronic key coding techniques

Technical aspects of the locksmith trade

Appropriate safety precautions and procedures

Oral and written communication skills

Record-keeping techniques

ABILITY TO:

Perform skilled locksmith work in the installation, maintenance, repair, and alteration of manual and electronic locks on doors and cabinets

Operate and maintain specialized machinery, equipment and tools utilized in the repair, installation and maintenance of locks and related components

Make and duplicate keys and electronic key cards as needed

Replace defective parts and components as necessary

Code keys and maintain a master key system for both manual and electronic locks

Observe health and safety regulations and procedures

Communicate effectively both orally and in writing

Work cooperatively with others

Meet schedules and timelines

Understand and follow oral and written instructions

Work independently with little direction

Maintain various records related to work performed



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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of journey-level experience in the locksmith trade-

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment
Regular exposure to fumes, dust, dirt, oil/grease
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools
Hearing and speaking to exchange information
Seeing to read and perform locksmith functions
Lifting, carrying, pushing, or pulling objects typically weighing 50-100 pounds
Reaching overhead, above the shoulders and horizontally
Bending at the waist, kneeling, or crouching
Sitting or standing for extended periods of time

HAZARDS:

Working around sharp objects and with machinery with moving parts



Appendix K: Accounts Payable Technician

(Proposed Retitle of Accounting Technician)





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TITLE:	Accounts Payable Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	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		SALARY GRADE:	Schedule: 56 Range: 45

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical-accounting duties in the accurate processing of payments for approved invoices and employee expense reimbursement claims in accordance with established guidelines and District policy; record, update, and reconcile related fiscal information; calculate and process quarterly use tax payments; prepare, maintain, and assure the accuracy of various fiscal records and reports.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of clerical accounting duties in the review, evaluation, and processing of payments for approved invoices and employee expense reimbursement claims (i.e., travel, mileage, and other expenses) in accordance with established guidelines and District policy; prepare, maintain, and assure the accuracy of various fiscal records and reports
- Review invoices, purchase orders, employee reimbursement claims, and supporting records for accuracy; prepare invoices and employee expense reimbursement claims for payment; verify invoices and match with purchase orders, and ensure goods and services are received and approved prior to payment; submit batch invoices for review prior to payment; prepare, issue, and distribute accurate payments to vendors and employees as assigned
- Reconcile vendor statements with assigned accounts; research and resolve discrepancies and payment issues; cancel and reissue warrants as needed; issue reports for all outstanding district purchase orders
- Complete year-end closing procedures including determining purchase order balances and meeting with district staff to review balances; ensure year-end expense accruals are charged to the correct fiscal year
- Input a variety of data related to invoices, employee expense reimbursements, and warrants into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports and statements; assure the accuracy of input and output data



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- Research, compile, prepare, and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports, and files related to , purchase orders, invoices, and other assigned activities; assist in the monthly reconciliation and allocation of district phone charges

Maintain contact with vendors regarding payments and policy processes; modify and clarify invoices; resolve discrepancies as required; follow-up on purchase orders, unpaid or past-due invoices, warrants, and payments as needed

- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports, and other financial documents; identify errors and resolve discrepancies
- Compile, research, and evaluate a variety of fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to the appropriate agencies according to established timelines
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data;
- Communicate with district staff and outside agencies to exchange information and resolve issues or concerns; provide external auditors with documentation for the audited items as requested
- Operate a variety of office equipment, including a calculator, scanner, copier, fax machine, computer, and assigned software
- Perform various clerical duties in support of assigned functions as required; receive and respond to telephone calls, mail, and e-mail; prepare routine correspondence; duplicate and distribute materials

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and terminology used in technical accounting work

Financial and statistical record-keeping techniques

Preparation of financial statements and comprehensive accounting reports

Financial rules, regulations, laws, and procedures

General accounting and business functions of an educational organization

Policies and objectives of assigned programs and activities

Use and processing of requisitions, purchase orders, invoices, and related documents

Preparation, review, and control of assigned accounts



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Data control procedures and data entry operations
Modern office practices, procedures, and equipment
Operation of a computer and the assigned software
Oral and written communication skills
Interpersonal skills, including tact, patience, and courtesy
Arithmetic computations

ABILITY TO:

Perform a variety of technical accounting duties in the review, evaluation, and adjustment of assigned accounts
Maintain accurate financial and statistical records
Prepare and evaluate comprehensive accounting reports and statements
Verify, balance, and adjust accounts
Review, process, evaluate, and verify a variety of financial information
Identify, investigate, and resolve financial errors and discrepancies
Issue and distribute vendor and claim reimbursement payments as assigned
Monitor and audit income and expenditures
Assemble, organize, and prepare data for records and reports
Reconcile, balance, and audit assigned accounts
Compare numbers and detect errors efficiently
Operate standard office equipment, including a computer and assigned software
Communicate effectively, both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Meet schedules and timelines
Perform arithmetic calculations quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and two years increasingly responsible clerical accounting or bookkeeping experience.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Seeing to read, assure the accuracy of a variety of materials, and view a computer monitor
Hearing and speaking to exchange information in person and on the telephone
Sitting for extended periods of time



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Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to retrieve and file materials

Lifting, pushing, pulling, and/or moving objects weighing up to 25 pounds





Appendix L: Program Operations Technician

(Proposed New Job Class)





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TITLE:	Program Operations Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Special Education	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		SALARY GRADE:	Schedule: 56 Range: TBD

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical-accounting duties in support of an assigned program or office; prepare and process program specific contracts and service agreements; track program services and expenditures to ensure program funds are expended within established guidelines and budget limitations; prepare and maintain a variety of manual and automated records related to assigned activities.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of clerical-accounting duties in support of the assigned program or office, as assigned; prepare and process program specific contracts and service agreements; track program services and expenditures to ensure program funds are expended within established guidelines and budget limitations; prepare and maintain a variety of manual and automated records related to assigned activities
- Utilizing approved templates, prepare and process program specific contracts, Individualized Service Agreements (ISAs), and Memorandums of Understanding (MOUs) with contracting vendors, student service providers, and independent contractors; receive and review contracts and agreements for accuracy and completeness, and route for approvals as required; input contract information into assigned computer system and track expenditures; monitor expiration of contracts for services and renew as needed
- Review and monitor program purchases, contracts, and agreements for assigned accounts to ensure compliance with applicable laws, codes, and policies; track and monitor expenditures to ensure expenses do not exceed established budget limitations and contract terms; maintain databases and spreadsheets pertaining to contracts and services; review and adjust purchase orders (Pos) as needed.
- Prepare purchase requisitions for non-contract program items within assigned accounts (i.e., office, teacher, and student supplies); receive and review invoices for accuracy, verify work completed or materials received, and resolve discrepancies as required; code, obtain management approval for payment, and route invoices to Accounts Payable for processing;



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follow-up on purchase orders, unpaid or past-due invoices, warrants, and other payments as needed

- Receive and process timesheets for all program staff; prepare and process employee and/or parent reimbursement claims; monitor routing, and support investigation and resolution of issues relating to employee timesheets and parent reimbursement claims
- Input a variety of data into an assigned computer system; develop and maintain spreadsheets, records, and files related to assigned activities; research, compile, prepare, and maintain financial data related to assigned accounts and activities; prepare and maintain a variety of auditable records and files related to assigned accounts, expenditures, purchase orders, invoices, contracts, and assigned activities; assure the accuracy of input and output data
- Review and process various forms and applications for completeness and accuracy; compare and reconcile forms, statements, records, reports, and other financial documents; identify errors and resolve discrepancies; prepare and submit budget transfer requests as needed based on management approval
- Communicate with district staff and various outside agencies to exchange information and resolve issues or concerns, including contracts, agreements, payments, and policy processes; establish and maintain positive relationships with contractors/vendors; provide external auditors with documentation for the audited items as requested
- Operate a variety of office equipment, including a calculator, scanner, copier, fax machine, computer, and assigned software
- Perform various clerical duties in support of assigned functions as required; receive and respond to telephone calls and e-mail; prepare routine correspondence; duplicate and distribute materials

OTHER DUTIES:

Attend and participate in meetings and in-service trainings as assigned.
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and terminology used in clerical-accounting work
Financial record-keeping techniques
Financial rules, regulations, laws, and procedures
Basic accounting and business functions of an educational organization
Policies and objectives of assigned programs and activities
Use and processing of requisitions, purchase orders, invoices, and related documents
Preparation, review, and control of assigned accounts
Data control procedures and data entry operations
Modern office practices, procedures, and equipment
Operation of a computer and the assigned software



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Oral and written communication skills
Interpersonal skills, including tact, patience, and courtesy
Arithmetic computations

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned department or program
Learn the Standardized Account Code Structure (SACS) rules quickly
Maintain accurate financial and statistical records
Review, process, evaluate, and verify a variety of financial information
Identify, investigate, and resolve financial errors and discrepancies
Monitor and audit income and expenditures
Assemble, organize, and prepare data for records and reports
Keyboard or input data accurately and at an acceptable rate of speed
Compare numbers and detect errors efficiently
Use good judgment in resolving problems, prioritizing work, and informing supervisor of actions taken
Operate standard office equipment, including a computer and assigned software
Communicate effectively, both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Meet schedules and timelines
Perform arithmetic calculations quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in bookkeeping, accounting or related field and two years increasingly responsible clerical experience, preferably maintaining financial or statistical records.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read and assure the accuracy of a variety of materials and view a computer monitor
Hearing and speaking to exchange information in person and on the telephone
Sitting for extended periods of time
Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to retrieve and file materials
Lifting, pushing, pulling, and/or moving objects weighing up to 25 pounds



Appendix M: Adult Program English Language Examiner



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TITLE:	Adult Program English Language (EL) Examiner	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Berkeley Adult School	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5019 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized duties related to the orientation, assessment, and placement of English language adult learners in the appropriate course level for the Adult Education Program of the Berkeley Unified School District; schedule and administer a variety of academic assessments in accordance with applicable adult school program policies, statutes, and codes; score, report, and maintain accurate assessment records.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform specialized duties related to the orientation, assessment, and placement of English language adult learners for the Adult Education Program
- Schedule and administer English language, high school diploma, and adult basic education assessment sessions in accordance with applicable adult school program policies, statutes, and codes; may use online meeting technology in the course of assigned work
- Interview and may explain assessment instructions in language(s) other than English to adult learners to determine the appropriate English assessment
- Prepare and proctor English language, high school diploma, and adult basic education assessments
- Score, report, and maintain accurate assessment records for reporting to Adult Program administration, teachers, and adult learners; coordinate assigned software and online systems with Adult Education instructors as needed
- Admit and verify identity of adult learners participating in the English Language assessments
- Based on assessment results in math, reading, writing, listening, and oral comprehension, assign adult learners to the appropriate course level
- Ensure all relevant data collection is complete, accurate, and filled out in an appropriate manner
- Enter adult learner demographic and/or test data into the appropriate computer or online system



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- Inform the site administrator if any unusual events or irregularities taking place during the assessment session and recommend a course of action in such circumstances
- Maintain the security of assessment and testing materials in accordance with adult program policies and procedures
- Perform administrative tasks in support of the adult program, including making and responding to e-mails and phone inquiries and duplicating materials
- May direct, train, and monitor assessment proctors
- Prepare reports for adult program administration and teachers; participate in related surveys as needed
- Attend and participate in meetings and conferences as assigned
- Operate office equipment, including a copier, printer, computer and assigned software applications
- Provide translation and interpretation for the adult program as needed

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, practices, and terminology used in adult program English language, high school diploma, and adult basic education assessment administration

Modern office practices, procedures, and equipment

Technical aspects of adult program English language assessment

Applicable laws, codes, rules, and regulations

Operation and use of computers and assigned software applications

Correct English usage, grammar, spelling, punctuation, and vocabulary

Record-keeping, filing, and proofing techniques

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Telephone techniques and etiquette

ABILITY TO:

Perform specialized duties related to the assessment, placement, and test evaluation of English language adult learners for the Adult Education Program

Learn District, federal and state policies related to adult program English language learners

Learn

Adult Program policies and objectives

Provide for the continuous assessment of adult program English language learners



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Answer phones and greet visitors
Administer the coordination, preparation, distribution, collection and scoring of assessments Adult Program English Language learners
Work independently with minimum supervision
Interpret and apply laws, codes, rules, and regulations
Operate a variety of office equipment, including computer equipment and assigned software
Keyboard and input data efficiently
Communicate effectively both orally and in writing
Establish and maintain effective working relationships with others
Develop and meet schedules and timelines
Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Any combination of equivalent to: Associate's degree in a related field and two years of increasingly responsible clerical or secretarial experience, including some experience in adult program assessment activities. Translation and interpretation experience in a designated language(s) preferred.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office or school classroom environment
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Sitting, standing, or walking for extended periods of time
Hearing and speaking to exchange information in person and on the telephone
Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to retrieve and file materials
Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds
See to read a variety of materials and view a computer monitor



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Appendix N: Adult School Program Specialist



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TITLE:	Adult School Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5019 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate, and organize office activities; coordinate the flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate, and organize office activities; and coordinate the flow of communications and information; assure smooth and efficient office operations
- Serve as administrative support to the assigned administrator; perform public relations and communication services for the administrator; receive, screen, and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences, and other events
- Receive visitors, including administrators, staff, and the public; provide information or direct them to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide general information and assistance related to program or organizational operations and related laws, rules, regulations, policies, and procedures
- Compile information and prepare and maintain a variety of records, logs, and reports related to programs, students, financial activity, budgets, attendance, staff, projects, and assigned duties; establish and maintain filing systems; revise, verify, proofread, and edit a variety of documents
- Input a variety of data into assigned computer systems; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data, and generate various computerized lists and reports as requested; assure accuracy of input and output data
- Compose, independently or from oral instructions, note, or rough draft a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers,



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requisitions, handbooks, newsletters, brochures, certificates, contracts, and other materials; format materials to meet program and office needs

- Research, compile, and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed
- Coordinate, schedule, and attend a variety of meetings, workshops, and special events; prepare and send out notices of meetings; compile and prepare a variety of required materials and information for meetings, workshops, and other events; set up equipment and supplies for meetings and other events as needed; may take, transcribe, and distribute minutes as directed

Perform a variety of clerical accounting duties in support of the assigned program or office as assigned; monitor funds for income and expenditures; assist in ensuring expenditures do not exceed established budget limitations as assigned; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required

- Oversee the accounts receivable and payable for the adult school; ensures proper billing to adult school partners and researches, reconciles, and resolves all billing discrepancies ~~issues~~; process all invoices according to established procedures; verify work completed or materials received; approve billings, and submit to accounting for proper and timely payment
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned
- Prepare, ~~negotiate~~, and review Memorandums of Understanding (MOUs) with contracting vendors, student service providers, and independent contractors; communicate with district staff and various outside agencies to exchange information and resolve issues or concerns
- Operate a variety of office equipment, including a calculator, copier, scanner, fax machine, computer, and assigned software
- Receive and respond to e-mails; prepare and distribute informational packets and bulk mailings as directed
- ~~Maintain appointment and activity schedules and calendars; coordinate~~ **Process** travel arrangements and hotel reservations **payments and reimbursements** as necessary; reserve facilities and equipment for meetings and other events as needed
- Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory as required; prepare, process, and code purchase orders and invoices as assigned; arrange for billings and payments as directed
- Responsible for sourcing, pricing, and ordering for the adult school program, including textbooks, instructional materials, equipment, and other items; receive and maintain inventory of supplies and sales items; oversee adult school sales to students



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- Perform technical human resources (HR) and payroll functions for the program, including verifying full time equivalency (FTE), verifying and calculating instructional hours on timesheets, managing and reporting benefit eligibilities, calculating hours for California State Teachers' Retirement System (CalSTRS) retirement reporting, monitoring, and reporting step increases and sick leave, and reviewing and completing personnel actions; receive and respond to Verification of Employment (VOE) requests
- Monitor funds and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed; create budget codes and generate budget transfers from appropriate budgets as appropriate and as needed; assist Adult School principal and budget analyst with the preparation of the fiscal budget
- **Perform clerical** accounting activities including routing for accounts payable, accounts receivable, cash deposits, recording, and cash management; reconcile bank statements; prepare accurate account distributions of cash receipts and disbursements; answer inquiries from district employees and outside vendors regarding accounts

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department or program organization, operations, policies, and objectives
Policies and objectives of assigned programs and activities
Terminology, practices, and procedures of the assigned office
Record-keeping and filing techniques
Business letter and report writing, editing, and proofreading
Telephone techniques and etiquette
Methods, procedures, and terminology used in clerical accounting work
Modern office practices, procedures, and equipment
Correct English usage, grammar, spelling, punctuation, and vocabulary
Data control procedures and data entry operations
Interpersonal skills using tact, patience, and professionalism
Operation of a computer and assigned software
Oral and written communication skills
Methods of collecting and organizing data and information
Mathematic calculations

ABILITY TO:





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Perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail

Plan, coordinate, and organize office activities and coordinate the flow of communications and information for the administrator

Assure smooth and efficient office operations

Learn district operations, policies, and objectives

Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures

Compose correspondence and written materials independently or from oral instructions

Perform a variety of clerical accounting duties in support of the assigned department or program

Keyboard or input data at an acceptable rate of speed

Answer telephones and greet the public professionally

Complete work with many interruptions

Compile and verify data and prepare reports

Maintain a variety of records, logs, and files

Utilize a computer to input data, maintain automated records, and generate computerized reports

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Work independently with little direction

Communicate effectively, both orally and in writing

~~Add, subtract, multiply, and divide~~ **Perform mathematical computations** with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in public or business administration or a related field and six years of administrative support experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read and assure the accuracy of a variety of materials and view a computer monitor

Sitting, standing, or walking for extended periods of time

Bending at the waist, kneeling, or crouching to file and retrieve materials

Lifting, moving, pushing, and pulling materials weighing up to 25 pounds



Appendix O: Attendance Technician





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TITLE:	Attendance Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	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		SALARY GRADE:	Schedule: 56 Range: 38

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties related to attendance accounting and recordkeeping at an assigned school site involving frequent and responsible public contacts; prepare, maintain, and account for average daily attendance (ADA) and other attendance records and reports for submittal to local and state agencies for state funding.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of duties related to attendance accounting and recordkeeping at an assigned school site involving frequent and responsible public contacts; revise and implement office procedures to assure accurate and timely attendance activities
- Prepare, maintain, and account for ADA and other attendance records and reports for submittal to local and state agencies according to established timelines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules, and regulations; correct enrollment errors as needed
- Serve as a liaison between students, parents, staff, and outside agencies regarding student attendance and related policies, procedures, rules, and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries; and provide information
- Utilize a computer and assigned software system to input attendance documents and related data; establish and maintain manual and automated student records; generate ADA and various other computerized reports related to student attendance data; assure accuracy of input and output data
- Process and verify student absence information from parents, teachers, and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences; clear absences as appropriate;;; notify teachers of missing attendance reports



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- Collect, maintain, and track data of students enrolled in short-term independent studies; communicate with parents and students regarding program enrollment requirements; ensure students enrolled in short-term independent studies complete requirements and notify administration if requirements are not met; maintain and monitor list of students for other school-based attendance activities
- Assist students, staff, and visitors in the attendance office; take and relay messages to and from parents and students; compose and respond to e-mails; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines
- Prepare and compile information into comprehensive School Attendance Review Board (SARB) packet for use during SARB panel meetings; e-mail teachers, counselors, and administrators for information regarding potential SARB students; print required District SARB information regarding the student
- Prepare reports of students qualifying to attend Saturday School; manage sign-in sheets for students requesting Saturday School; notify parents of selected students to assure availability and attendance; update student records for students who have completed Saturday School
- Operate a variety of office equipment, including a calculator, copier, and computer and assigned software
- Refer student attendance issues to appropriate district staff according to established procedures; assist in identifying and resolving student attendance problems
- Perform a variety of clerical duties such as keyboarding and distributing correspondence, lists, bulletins, and notices as assigned; prepare and receive signed truancy letters from parents and guardians; maintain and update the phone call list
- Attend student attendance-related meetings with appropriate personnel
- Perform other attendance-related activities, including correcting enrollment errors verifying student census data, and maintaining a list of disenrolling students

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Attendance policies, procedures, terminology, and attendance accounting methods

Applicable laws, codes, regulations, policies, and procedures

Modern office practices, procedures, and equipment

Recordkeeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary



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Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Data control procedures and data entry operations
Telephone and email techniques and etiquette
Operation of a computer and assigned software

ABILITY TO:

Perform a variety of duties related to attendance accounting and recordkeeping at an assigned school site, involving frequent and responsible public contacts
Prepare, maintain, and account for ADA and other attendance records and reports for submission to local and state agencies
Serve as a liaison between students, parents, staff, and outside agencies regarding student attendance
Verify excused and unexcused absences
Interpret, apply, and explain applicable laws, codes, rules, and regulations
Answer telephones, email, and greet the public courteously
Keyboard or input data at an acceptable rate of speed
Establish and maintain effective working relationships with others
Operate a variety of office equipment, including a computer and assigned software
Meet schedules and timelines
Maintain a variety of records, logs, and files
Communicate effectively, both orally and in writing
Understand and follow oral and written instructions
Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical or secretarial experience, including some recordkeeping or maintaining student records.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Hearing and speaking to exchange information in person or on the telephone
Sitting or standing for extended periods of time



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Seeing to read and assure the accuracy of a variety of materials and view a computer monitor

Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials

Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



Appendix P: BSEP Program Specialist



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TITLE:	BSEP Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Educational 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		SALARY GRADE:	Schedule: 56 Range: 58

BASIC FUNCTION:

Under the direction of an assigned administrator, collaborate with multiple departments in providing support to the Director, Planning and Oversight (P&O) Committee, School Site Councils (SSCs), program managers, and Principals in the management and oversight of Berkeley Schools Excellence Program (BSEP) Measure plans and funds; assist Principals in the development of school site fund budgets and site plans; monitor expenditures of Berkeley Educator's Recruitment and Retention Act (BERRA) Oversight, Communications, and Translation program funds.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Provide support to the Director, P&O Committee (SSCs), program managers, and principals in the management and oversight of BSEP Measure plans and funds
- Assist Principals in the development of school site budgets; send BSEP site fund allocations for upcoming year; coordinate BSEP budget development meetings and produce BSEP school site budget summaries
- Meet with principals and Director of Categorical and Special Projects to review site plans and revise site plan draft to ensure overall state, federal, and District compliance of school plans necessary for Board approval;; coordinate annual site plans and produce consolidated school plans binder; work with Principals to revise site budgets as needed; collect SSCs minutes and site plan addenda; post school plans for all schools and programs annually to BUSD webpages
- Work with District departments to implement and maintain BSEP school funds in the District's financial and personnel systems; assure staff allocations and budget are accurate for BSEP site-funded positions; oversee and facilitate completion and submission of BSEP site-funded contracts; read Board packets to maintain current knowledge of personnel lists, lay-offs, and contracts
- Monitor expenditures of BSEP school discretionary funds to assure compliance with the Measure and Board-approved expenditures; review, approve, monitor, and track BSEP site fund expenditures; initiate and/or receive, verify, code, approve, and record all personnel paperwork, contracts, and invoices for any payment to staff and vendors paid from BSEP site funds, including BSEP oversight and communication funds, personnel action forms (PAFs), time sheets, invoices, and purchase requisitions



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- Plan, organize, and assist with training workshops for principals, program managers, SSC members, P&O Committee representatives, and other school and District committees related to recruitment, elections (nomination forms and ballots, vote counting forms, roster completion), member training, site plan and budget development, approval and amendments, and other committee tasks for the coming year
- Prepare and maintain assigned records, calendars, and documentation of the BSEP program; assist the Director in compiling and producing a variety of financial and narrative documents regarding BSEP special tax for presentation to the Board of Education and dissemination to the public; prepare, distribute, and analyze surveys and data collection related to use of site BSEP funds; participate in the preparation of the BSEP annual site plan and annual compliance report
- Attend a variety of meetings and provide direct support to the P&O Committee as assigned; determine date and location and coordinate meeting logistics for committee training activities; prepare meeting documents including agenda, minutes, and reports; post meeting notices in compliance with public open meeting laws, District policies, and best practices; participate in the kindergarten fair and other activities as requested; make presentations to school and community groups to provide information regarding the BSEP Measure and to encourage community support of and involvement with the BSEP Measure; distribute information and documentation to principals pre- and post-meetings
- Support annual SSC elections; compile, collect, and disseminate election summaries and roster forms to appropriate personnel; prepare annual report to the P&O Committee and Board on SSC elections
- Monitor expenditures of Berkeley Educator's Recruitment and Retention Act (BERRA) Oversight, Communications, and Translation program funds; initiate and/or receive, verify, code, approve, and record all personnel paperwork, contracts, and invoices for any payment to staff and vendors paid from BERRA Oversight, Communications, and Translation program funds, including personnel action forms (PAFs), timesheets, invoices, and purchase requisitions
- Receive and respond to inquiries and communications from site committee members around policies, processes, practices, requirements, and committee function; track and communicate committee concerns, questions, and issues with the District's administrators as appropriate; collaborate with directors and other District leaders on required support or intervention for site committees
- Receive and respond to inquiries from taxpayers and explain the City of Berkeley tax refund process and requirements; track tax rates for BUSD parcel taxes; coordinate with Fiscal Services and City of Berkeley to receive and process refund requests, including monitoring and enforcing refund policies
- Prepare and distribute a Districtwide Committee Handbook, integrating all changes in BUSD policies with a focus on continually improving committee member education and overall committees' function; organize and maintain BUSD's Committee Training webpage, including updating and producing materials and videos, coordinating with managers and departments to update and/or produce materials and videos annually
- Create and maintain digital folders for all school site committees annually, with templates for all meeting documents for each school and locations; receive, review, and confirm compliance with SSC processes to implement any site plan addenda for any site or program in BUSD



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- Operate a computer and assigned software; drive a vehicle to various sites to conduct work
- Attend and participate in trainings and in-service meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public committee best practices, including the Brown Act, Greene Act, and Roberts Rules of Order

Organizational and departmental operations, procedures, policies, and objectives

Trends and practices in education

Current office practices, procedures, and equipment

Operation of a computer and assigned software

Interpersonal skills including tact, patience, and courtesy

Oral and written communication skills

Recordkeeping techniques

Mathematical computations

Public speaking techniques

Budget development and control techniques

ABILITY TO:

Interpret and explain BSEP measures, P&O Committee and SSC bylaws, California Education Code and other laws, rules, and regulations related to assigned activities

Collaborate with Educational Services and Fiscal Services in providing support to the Director, P&O Committee, SSCs, program managers, and Principals in the management and oversight of BSEP Measure funds

Assist Principals in the development of school site fund budgets and plans

Plan and organize meetings, trainings, and events

Keyboard or input data at an acceptable rate of speed

Prepare a variety of effective working documents, plans, and reports

Develop processes

Communicate effectively both orally and in writing

Prepare and deliver effective presentations

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Plan and organize work

Work independently with little direction

Operate a computer and assigned software

EDUCATION AND EXPERIENCE:



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Any combination equivalent to: bachelor's degree in business administration or related field and three years of professional level work experience in a related area such as public policy, public oversight, committee support, local tax administration, budget development/administration, business, non-profit or public administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

Work evening or variable hours to attend meetings and public events

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Seeing to read and assure the accuracy of a variety of written or digital materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting, walking, or standing for extended periods of time

Reaching overhead, above the shoulders, and horizontally

Bending at the waist, kneeling, or crouching to file and retrieve materials

Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds

Appendix Q: Budget Analyst I



TITLE:	Budget Analyst I	REPORTS TO:	Assigned Supervisor
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DEPARTMENT/SCHOOL:	Fiscal 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		SALARY GRADE:	Schedule: 56 Range: 59

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized financial accounting duties to assist in the preparation, analysis, monitoring, and maintenance of designated budgets; evaluate and project annual income and expenditures to determine budget requirements; prepare and maintain the general ledger; update financial records and balance sheet accounts; generate financial reports as assigned; assure the accuracy of assigned budgetary accounts and reports.

DISTINGUISHING CHARACTERISTICS:

The Budget Analyst I is assigned to a small number of departments with straightforward budget processes.

The Budget Analyst II is assigned large programs with complex budget structures and large dollar impacts. Work assigned requires a better understanding of District operations and functions, requiring operational and organizational knowledge.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized financial accounting duties to assist in the preparation, analysis, and maintenance of designated program, grant, department, and/or special budgets; assure compliance with established budgetary guidelines, rules, regulations, policies, and procedures
- Monitor financial activity of assigned accounts; monitor expenditures and revenue; post expenditures to the appropriate account(s); prepare journal entries to adjust accounts as appropriate; compare expenditures with financial records to verify and assure accuracy
- Input a variety of budgetary and other financial data into an assigned computer system; maintain and update various automated records and files; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports and statements; assure the accuracy of input and output data; prepare and submit monthly, quarterly, semi-annual, and/or annual financial reports to program managers, and local, state, and federal agencies as assigned; prepare specialized budget reports as requested



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- Maintain, audit, and reconcile assigned budgets; assemble, match, sort, tabulate, check, and post a variety of financial and statistical data, including income and expenditures; review, adjust, and assure accuracy of journal entries; balance and make adjustments to accounts as appropriate
- Research, compile, prepare, and revise financial data related to assigned budgets, accounts, and activities; prepare and maintain a variety of auditable financial records, reports, and files related to budgets, accounts, income, expenditures, and assigned activities
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports, and other financial documents; identify errors and resolve discrepancies; input and initiate account transfers as needed
- Evaluate and project annual income and expenditures to determine budget requirements; analyze budgetary data; provide administrators with recommendations concerning budget development, projections, and administration; prepare budget revisions and transfers
- Conduct the year-end closing process by preparing financial schedules and journal entries for revenue, expenses, accounts payable, and receivables to estimate year-end balances
- Compile, research, and evaluate a variety of fiscal information related to assigned fiscal functions;; ensure mandated reports are submitted to appropriate agencies according to established timelines
- Serve as a technical resource to personnel, outside agencies, and others concerning assigned budgets; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies, and procedures; process and communicate with auditors to provide information and resolve audit issues as needed
- Review purchase orders to assure compliance with Governmental Accounting Standards Board (GASB); provide coding for purchase orders
- Receive, verify, record, and remit monthly fees, program cash, and checks to the to the Alameda County Office of Education (ACOE) and/or custodial bank accounts; reconcile cash in bank and petty cash accounts with bank statements
- Communicate with district staff and outside agencies to exchange information and resolve issues or concerns
- Operate a variety of office equipment, including a calculator, scanner, copier, fax machine, 10-key, and computer and assigned software; operate a money calculating machine as assigned
- Attend meetings, workshops, or in-service trainings as assigned
- Review Personnel Action Forms (PAFs) for budgetary purposes prior submission to payroll
- Record all federal, state, local, and parent fee checks received for programs, including preparing entries for bond issuance, refunding, and interest and principal payments
- Review and transfer current-year completed projects to the fixed asset account; monitor and track the fixed asset account, ensuring all capital assets in the district have been identified by asset group



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and asset classification to increase the value of the district's capital assets; prepare and determine the capital asset depreciation expense and accumulated depreciation schedule.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General accounting, budgeting, and business functions of an educational organization
Principles and practices of governmental accounting
General knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
Preparation, review, and control of assigned budgets and accounts
Preparation of financial statements and comprehensive budget reports
General theory and application of budgetary planning and control in a school system
Financial and statistical record-keeping techniques
Methods, procedures, and terminology used in technical accounting work
Applicable laws, codes, regulations, policies, and procedures
Financial analysis, research, and projection techniques
Data control procedures and data entry operations
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Modern office practices, procedures, and equipment
Operation of a computer and the assigned software
Mathematical computations

ABILITY TO:

Perform a variety of specialized financial accounting duties to assist in the preparation, analysis, and maintenance of designated budgets
Evaluate and project annual income and expenditures to determine budget requirements
Maintain accurate financial and statistical records
Analyze complex and technical financial data and prepare reports, forecasts, and recommendations
Verify, balance, and adjust budgets and accounts
Review, process, evaluate, and verify a variety of budgetary and financial information
Identify, analyze, investigate, and resolve financial errors and discrepancies
Assemble, organize, and prepare data for records and reports
Reconcile, balance, and audit assigned budgets and accounts
Interpret, apply, and explain rules, regulations, policies, and procedures
Compare numbers and detect errors efficiently
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction



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Meet schedules and timelines
Operate a computer and assigned software
Consolidate spreadsheets and information
Identify financial trends
Demonstrate critical thinking and problem-solving skills
Perform mathematical calculations with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in accounting, finance, or a related field and two years of professional accounting, budgetary, and analysis experience. Public school district finance or accounting experience desirable.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Seeing to read and assure the accuracy of a variety of materials and view a computer monitor
Hearing and speaking to exchange information in person and on the telephone
Standing, or sitting for extended periods of time
Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



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Appendix R: Budget Analyst II



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TITLE:	Budget Analyst II	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Fiscal 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		SALARY GRADE:	Schedule: 56 Range 67

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized financial accounting duties to assist in the preparation, analysis, and maintenance of designated budgets; perform and maintain finance activities, including forecasting, planning, budget development, and financial state and federal reporting.

DISTINGUISHING CHARACTERISTICS:

The Budget Analyst II is assigned large programs with complex budget structures and large dollar impacts. Work assigned requires a better understanding of District operations and functions, requiring operational and organizational knowledge.

The Budget Analyst I is assigned to a small number of departments with straightforward budget processes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized financial accounting duties to assist in the preparation, analysis, and maintenance of designated program, grant, department, and special budgets, or local parcel tax measures; assure compliance with established budgetary guidelines, rules, regulations, policies, and procedures
- Monitor financial activity of assigned accounts; initiate activity to address financial and accounting issues and advise management of issues; monitor expenditures and revenue; assure expenditures are posted in appropriate accounts; adjust accounts as appropriate; compare expenditures with financial records to verify and assure accuracy
- Load a variety of budgetary and other financial data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports and statements; assure accuracy of input and output data



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- Maintain, audit, and reconcile assigned budgets; assemble, match, sort, tabulate, check, and post a variety of financial and statistical data, including income and expenditures; review, adjust, and assure accuracy of journal entries; balance and adjust accounts
- Research, compile, prepare, and revise financial data related to assigned budgets, accounts, and activities; prepare and maintain a variety of auditable financial records, reports, and files related to budgets, accounts, income, expenditures, and assigned activities; verify accuracy of all salary schedules to assure-compliance with salary agreements
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports, and other financial documents; identify errors and resolve discrepancies; input and initiate account transfers as needed
- Evaluate and project annual income and expenditures to determine budget requirements; project revenue and fund balances for the new fiscal year; allocate revenue to resources according to established guidelines; analyze budgetary data and provide administrators with recommendations concerning budget development, projections, and administration
- Compile, research, and evaluate a variety of fiscal information related to assigned fiscal functions; assemble and distribute related materials; ensure mandated reports are submitted to appropriate agencies according to established timelines
- Serve as a technical resource to personnel, outside agencies, and others concerning assigned budgets; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies, and procedures; provide assistance during auditing activities
- Analyze purchase orders to assure compliance with Governmental Accounting Standards Board (GASB); provide coding for purchase orders
- Work with principals, program managers, and budget managers to resolve budget questions and requisition and time sheet issues; monitor and follow-up on resolutions
- Assist the administrator by identifying financial issues associated with parcel tax programs or assigned budgets; provide financial information to review, manage, and monitor resources; and report to District management and public oversight committees as appropriate
- Develop and monitor school site budgets as assigned by the position to assure compliance with program funding guidance and regulations; coordinate and assist principals with site plan budgets and expenditure inquiries, and related matters
- Prepare and set up budget transfers and journal entries based on planned budgets; review position control reports for staffing full-time equivalent (FTEs) and funding for accuracy
- Assure program expenditures are spent in accordance with program compliance and guidance



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- Communicate with district staff and outside agencies to exchange information and resolve issues or concerns
- Operate a variety of office equipment, including a calculator, copier, scanner, fax machine, 10-key computer, and assigned software; operate a money calculating machine as assigned
- Assist with audits, interim, quarterly, semi-annual, and annual reporting, year-end closing activities, and fiscal reporting
- Attend and participate in meetings, in-services, and workshops as assigned by the position

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Financial accounting, budgeting, and business functions of an educational organization
Preparation, review, and control of assigned budgets and accounts
Preparation of financial statements and comprehensive budget reports
General theory and application of budgetary planning and control in a school system
Financial and statistical recordkeeping techniques
Methods, procedures, and terminology used in technical accounting work
Applicable laws, codes, regulations, policies, and procedures
Financial analysis and projection techniques
Data control procedures and data entry operations
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Modern office practices, procedures, and equipment
Operation of a computer and assigned software
Mathematical computations

ABILITY TO:

Perform a variety of specialized and complex financial accounting duties to assist in the preparation, analysis, and maintenance of designated budgets
Evaluate and project annual income and expenditures to determine budget requirements
Maintain accurate financial and statistical records
Analyze financial data and prepare reports, forecasts, and recommendations
Verify, balance, and adjust budgets and accounts
Review, process, evaluate, and verify a variety of budgetary and financial information
Identify, investigate, and resolve financial errors and discrepancies
Assemble, organize, and prepare data for records and reports
Reconcile, balance, and audit assigned budgets and accounts



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Interpret, apply, and explain rules, regulations, policies, and procedures
 Compare numbers and detect errors efficiently
 Communicate effectively, both orally and in writing
 Establish and maintain cooperative and effective working relationships with others
 Work independently with little direction
 Meet schedules and timelines
 Operate a computer and assigned software
 Understand how the various financial units (accounts payable, purchasing, and payroll) interact with the overall general ledger
 Identify financial trends
 Demonstrate critical thinking and problem-solving skills
 Perform mathematical calculations with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in accounting, finance, or a related field and five years of increasingly responsible professional accounting, budgetary, and analysis experience

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
 Seeing to read a variety of materials and view a computer monitor
 Hearing and speaking to exchange information by phone and in person
 Standing or sitting for extended periods of time
 Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
 Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



Appendix S: Communications Specialist





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TITLE:	Communications Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Office of the Superintendent	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		SALARY GRADE:	Schedule: 56 Range: 58

BASIC FUNCTION:

Under direction of the assigned supervisor, perform a variety of professional and specialized duties in the research, preparation, composition, design, writing, editing, and distribution of a variety of materials in print, video, and/or electronic format; develop and maintain a specialized knowledge base and skill set relevant to assigned duties, including, but not limited to: website structure, social media platforms, site/department communication strategies, and evolving trends in communications; support objectives, including public relations efforts and strategic communication plans, staff professional development, community outreach initiatives, and stakeholder engagement activities that build support and understanding for the District's schools, programs, and initiatives.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- Perform a variety of professional and specialized duties in the research, preparation, composition, design, writing, editing, and distribution of a variety of materials in print, video, and/or electronic format
- Provide support to the Senior Communications Officer to ensure effective communications tactics and best practices
- Prepare original written and multimedia content for social media platforms, district websites, newsletters, internal platforms, television, and other mediums as assigned
- Ensure consistency and quality across district communications and adherence to the District's strategic communication goals and priorities
- Prepare, design, edit, execute, and distribute a variety of publications and materials, including, but not limited to, promotional materials, advertising collateral, posters, camera-ready artwork, guides, handbooks, brochures, signage, and videos
- Participate in the coordination and implementation of public, employee, and media relations strategies at the district level, or for a school or program; assist in creating and executing marketing campaigns for district events



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- Contribute to the development of comprehensive communication, human resources outreach, and community engagement plans
- Photograph and/or video and audio record district programs and events for publications and other uses
- Communicate with other departments and staff regarding the coordination and distribution of information; visit school sites and other departments to research materials
- Work collaboratively with school sites and media to meet district objectives to support accurate and positive press coverage
- Attend school, district, and community events to gather news and pictures for use in public information releases and promotions
- Research and gather data in relation to district programs and activities
- Interview district staff, students, community members, and other stakeholders for multimedia content
- Serve as a resource to district administrators and staff and provide assistance concerning writing, editing, composition, layout, and production of public relations materials as needed, including for human resources outreach
- Research, write, edit, and distribute press releases, articles, opinion pieces, and brochures ensuring communications are technically correct and error-free to appropriate media and outlets
- Attend and support town halls, weekend and evening district programs, and other special events as directed; assist with set-up and break-down of district events
- Support emergency communication efforts through the production of written and recorded messages across multiple platforms
- Monitor and track news media and social media activity concerning the district and its schools; maintain ongoing awareness of current school district and community issues; support the coordination of student and staff media appearances; maintain social media accounts and district webpages, including creating, posting, and monitoring content
- Operate a computer and peripheral equipment; use specialized software in the course of assigned duties; drive a vehicle to conduct work
- May direct the work of others as assigned
- Provide excellent customer service; develop and maintain professional relationships with news media, business representatives, community members, families, students, and district employees
- Attend a variety of meetings, workshops, and in-service trainings

OTHER DUTIES:





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Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies, and procedures
- Effective oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Public relations and communications practices, ethics, and procedures
- Principles, techniques, and practices of public relations, marketing, and advertising methods
- General organization and services provided by public agencies, particularly in the area of education
- Diverse cultures in the community
- Technical aspects of internet design and web publishing
- Operation of a computer and assigned software, including specialized software utilized for print and web publications, and video, audio, and photo editing
- Basic graphic design principles and techniques
- Publication design, editing, and writing
- Modern office practices, procedures, and record-keeping
- Interpersonal skills using tact, patience, and courtesy
- Copyright laws
- Social media etiquette for professional use

ABILITY TO:

- Write, create, and edit a variety of materials that are creative, descriptive, technical, and factual
- Communicate effectively, both in oral and written form
- Assemble information in a creative, informative manner
- Engage stakeholders and implement effective communication practices
- Coordinate and plan district events
- Remain abreast of emerging and changing social media techniques
- Post content to web platforms
- Analyze situations accurately and adopt an effective course of action
- Social media engagement on applications, including, but not limited to, YouTube, Facebook, Twitter, Instagram, and social media scheduling software
- Operate a computer, video, audio, and photo equipment, and editing and design software
- Develop project timelines and schedules, implement projects, track progress, and evaluate effectiveness
- Work within a diverse team and with a variety of district and community partners
- Respond to sensitive matters with discretion and tact
- Demonstrate good judgment, a strong sense of ethics, and professionalism
- Exhibit sensitivity to diversity, cultural competency, equity, and access
- Promote educational excellence for all students
- Interpret and apply rules, laws, codes, and policies
- Perform multiple tasks, work under pressure, and work with priorities and deadlines subject to frequent change
- Maintain records, prepare reports, budget requests, and estimates, and address administrative details and problems
- Work independently with minimal direction



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Direct the work of others as assigned

Establish and maintain a cooperative relationship with those contacted in the course of their assigned duties

EDUCATION/EXPERIENCE:

Any combination equivalent to: Bachelor's degree in English, journalism, public relations, or a related field and three years' experience in a communications-related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

Incumbents in this classification may be required to speak, read, and write in a designated second language other than English.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work as necessary

Work variable hours, including evenings and weekends

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Seeing to read and assure the accuracy of a variety of materials, operate assigned equipment, and drive a vehicle

Dexterity of hands and fingers to operate a computer keyboard and assigned equipment

Sitting, walking, or standing for extended periods of time

Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials and operate assigned equipment

Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



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Appendix T: District Registrar



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TITLE:	District Registrar	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	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		SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of a site administrator, prepare, maintain, and transmit complete and accurate permanent student records for the comprehensive high schools and the alternative high school programs; evaluate transcripts and record grades, test scores, credits, class ranking, personal data, and school activities; prepare and transmit student records to colleges, universities, and other school districts according to established guidelines; organize and coordinate a wide variety of administrative and other office functions related to the administration of diverse programs at the high schools; provide support to district personnel to ensure data accuracy; provide ongoing communication regarding legal requirements for graduation, A-G requirements, current enrollment, and course accreditations; act as liaison between international exchange programs and various programs at the high schools.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze data and prepare technical or statistical reports
- Assist in creating new course numbers and units
- Assist in preparing the Master Schedule
- Attend and participate in a variety of meetings
- Communicate with parents, students, teachers, counselors, and administrators regarding grading policies, recordkeeping requirements, and scheduling
- Compile and prepare resource documents
- Compile data related to current and new students, including grades, credits, test scores, and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate grade point averages (GPAs)
- Compose and send correspondence, memoranda, and requests for records
- Distribute, collect, and process grade forms, report cards, and a variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary
- Drop students withdrawing from school and notify other offices as appropriate
- Frequently work independently to complete varied assignments
- Input data regarding current and new students, including grades, credits, test scores, grade level, hours, and other student information, into an assigned computer system; maintain automated and cumulative student records; generate a variety of computerized lists, reports, and other materials



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related to student records, enrollment, and other information utilizing spreadsheets or appropriate databases

- Maintain automated student information systems containing a variety of data related to registration, enrollment, scheduling, attendance, grades, and scholarships at the comprehensive, alternative, or other high schools
- Maintain records related to graduation requirements and assist counselors and other staff in evaluating transcripts and enrolling new students
- Monitor and assess student records to identify graduation deficiencies and eligibilities; evaluate transcripts received from other schools to determine allowable credits; communicate graduation deficiencies and eligibilities to appropriate administrators, counselors, parents, and students
- Operate a variety of office equipment, including a calculator, copier, scanner, fax machine, laminator, computer, and assigned software; order office supplies as needed according to established procedures; drive a vehicle to conduct work
- Perform other activities in the office, including enrolling and registering students, evaluating foreign and domestic transcripts for transfer students, collecting fees, overseeing the summer senior diploma program, and forwarding cumulative files to new schools as requested
- Perform technical or statistical studies of site or district needs
- Post information to cumulative records, including grades, credits earned, test scores, class ranking, personal data, and participation in school activities
- Prepare, process, and distribute a variety of forms, applications, packets, flyers, posters, reports, and correspondence related to assigned activities; disseminate materials and information to students, staff, parents, and the public
- Prepare and transmit transcripts to colleges, universities, and other school districts as requested
- Prepare lists of graduates and submit for signatures and printing; assist with coordinating graduation activities and preparation of graduation programs
- Prepare, maintain, and update permanent scholastic records for high school students
- Prepare, maintain, modify, and evaluate manual and automated scholastic records; establish and maintain permanent cumulative student records and related filing systems; maintain confidentiality of sensitive and privileged information
- Provide information and assistance regarding data concerning applications, scholarships, and financial aid
- Receive telephone calls, greet visitors, and provide information and assistance to students, parents, staff, and the public regarding student grades, enrollment, and related policies and procedures
- Register new students and evaluate foreign and domestic transcripts for transfer students
- Respond to inquiries from students, parents, staff, schools, alumni, and various outside agencies, including law enforcement agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status, and related data; prepare transcripts for mailing
- Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments
- Review student records to assure completeness, accuracy, and compliance with established state and District regulations
- Serve as a lead in the office as assigned; train and provide work direction and guidance to assigned personnel; provide assistance to staff concerning manual and automated recordkeeping and departmental policies and procedures; assure compliance with established guidelines and regulations



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- Serve as a resource and/or “point person” for district staff, students, and families to understand and evaluate historical records, transcripts, document credit accrual, and evaluation of international course equivalents and transcripts
- Strip and store inactive records
- Train and provide work direction to student aides

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures related to assigned student records
 Basic math
 Correct English usage, grammar, spelling, punctuation, and vocabulary
 Data entry and retrieval techniques
 Interpersonal skills using tact, patience, and professionalism
 Mathematical computations
 Methods of collecting and organizing data and information
 Modern office procedures and record-keeping techniques
 Operation of a computer and assigned software
 Operations, policies, and objectives relating to student records
 Oral and written communication skills
 Practices and procedures related to student registration, credit allocation, and registrar activities
 Principles of training and providing work direction
 Recordkeeping, report preparation, and filing techniques
 Records office functions, practices, and procedures
 State and organizational requirements for graduation
 Technical aspects of the field of specialty
 Telephone techniques and etiquette
 Transcript evaluation, maintenance, and processing methods, procedures, and guidelines

ABILITY TO:

Answer telephones and greet the public courteously
 Communicate effectively, both orally and in writing
 Compile, assemble, verify, and prepare data for records and reports
 Complete work with many interruptions
 Compose correspondence and written materials independently
 Determine appropriate action within clearly defined guidelines
 Establish and maintain cooperative and effective working relationships with others
 Interpret, apply, and explain rules, regulations, policies, and procedures
 Keyboard or input data at an acceptable rate of speed
 Maintain confidentiality of sensitive and privileged information
 Make mathematical computations with speed and accuracy
 Meet schedules and timelines
 Monitor and assess student records to identify graduation deficiencies and eligibilities
 Obtain and respond to requests for student records and information



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Operate a variety of office equipment, including a computer and assigned software
Plan and organize work
Prepare and maintain a variety of manual and automated student files, records, and reports
Understand and follow oral and written instructions
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 48 units of college level course work or an Associate's degree. Bachelor's degree is preferred and five (5) years' experience in records management, with two (2) years of specialized experience in student records systems. Two (2) years of registrar experience working in a school district or community college district is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.
Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.
Incumbents in this classification may be required to speak, read, and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

District or school office environment
Subject to demanding timelines and constant interruptions

PHYSICAL ABILITIES:

Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Hearing and speaking to exchange information in person and on the telephone
Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds
Operating a computer keyboard for extended periods of time
Seeing to read, compose, and assure the accuracy of a variety of written or digital materials and view a computer monitor
Sitting, walking, or standing for extended periods of time

HAZARDS:

Contact with dissatisfied, hostile, and irate individuals



Appendix U: Employee Benefits Specialist





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TITLE:	Employee Benefits Specialist	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		SALARY GRADE:	Schedule: 56 Range: 51

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of employee benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities; serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines, bargaining unit agreements, and applicable laws, codes, and procedures.

DISTINGUISHING CHARACTERISTICS:

The Employee Benefits Specialist is a journey-level classification providing a variety of benefits services to all district employees.

The Senior Employee Benefits Specialist classification provides lead direction, training, and guidance to other Risk Management and Benefits staff. They are the technical experts in all benefits areas, as well as specializing in retiree benefits and the processing of and liaison with district benefits providers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of employee health and welfare benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities; provide eligible employees, domestic partners, retirees, and surviving spouses with benefits; assure proper handling of transactions for active employees at the district for health and welfare benefits

Serve as a technical resource to personnel concerning employee benefits and eligibility information, insurance plans, enrollment options, transit passes, cash-in-lieu, flexible spending accounts, eligibility, coverage, and claims; respond to inquiries, resolve issues, and concerns; and provide technical information concerning related policies, procedures, guidelines, rules, and regulations

Participate in open enrollment activities for health and welfare benefits; assist employees with completing enrollment forms; prepare, distribute, process, and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; assist employees with changes and selecting appropriate plans



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Work with third-party administrators (TPAs) to ensure Consolidated Omnibus Budget Reconciliation Act (COBRA) enrollment for eligible separated district employees and their dependents, and process retiree benefits for the eligible district employees and their dependents; maintain COBRA database for active participants; input COBRA and retiree payments; terminate employee coverage through health carriers; submit rates to TPAs as reported by carriers

Troubleshoot and resolve employee issues and concerns regarding benefits; research information as necessary; prepare and distribute correspondence to employees, retirees, and plan participants concerning employee benefit plans, policies, procedures, and related information; provide employees with related informational materials; refer staff to outside resources as appropriate

Input employee, enrollment, benefits, and a variety of other data into an assigned computer system; maintain automated employee records and files; update the benefits module screens; generate computerized reports as requested; maintain the accuracy of input and output data

Process personnel action forms (PAFs) according to established procedures; enter data related to new hires, leaves of absence, COBRA, and other pertinent data; review all incoming data from Human Resources and employees regarding new hires, separations, and changes that involve any benefits

Compile information and prepare and maintain a variety of records and reports related to employee benefits information, rates, retirements, terminations, insurance plans, contracts, payments, financial activity, and assigned duties; establish and maintain filing systems; retrieve and respond to telephone calls and e-mails; reconcile health carrier bills; receive discrepancy reports; research and evaluate submitted payments; maintain the automated and physical files for each employee

Communicate with personnel, insurance providers, brokers, and various other outside agencies to exchange information, coordinate activities, troubleshoot, and resolve issues or concerns; work with brokers and vendors regarding medical, dental, vision, cash in lieu, flexible spending accounts, and life insurance; Operate a variety of office equipment, including a calculator, copier, fax machine, scanner, computer and assigned software

Perform standard office activities, including filing, printing transactions, photocopying, scanning, faxing, stamping, and distributing mail; order office supplies as needed

Participate in other activities, including orientations, Medicare reimbursements to eligible retirees, completing court-ordered documents, and planning health fairs

Attend various assigned meetings and conferences; participate on assigned committees

Maintain a high level of customer service by answering calls, sending emails, and attending appointments with employees

Work with the payroll department to ensure changes are accurately reflected

OTHER DUTIES:

Perform related duties as assigned





KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in benefits administration
Employee benefit packages and insurance programs
Summary plan descriptions, vendor contracts, and related forms
Accounting practices, procedures, and terminology
Processing of various insurance claims
Employee benefits enrollment practices and procedures
Collective bargaining agreements and other related personnel procedures
Basic budget practices and processes, such as budget transfers
Policies and objectives of assigned programs and activities
Applicable laws, codes, regulations, policies, and procedures
Preparation, review, and control of assigned accounts
Interpersonal skills using tact, patience, and courtesy
Record-keeping and report preparation techniques
Oral and written communication skills
Modern office practices, procedures, and equipment
Correct English usage, grammar, spelling, punctuation, and vocabulary
Operation of a computer and the assigned software
Mathematical computations
Vendor contracts

ABILITY TO:

Perform a variety of technical duties in support of employee benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities
Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures
Process, evaluate, and assist employees with the completion of enrollment forms
Troubleshoot and resolve employee issues and concerns regarding benefits
Perform a variety of accounting duties, including fund disbursement and accounts receivable functions
Prepare and maintain permanent employee benefits records and files
Organize and manage both electronic and physical documents Update records and notify personnel of changes in employment status
Interpret, apply, and explain rules, regulations, policies, and procedures
Utilize a computer to enter data, maintain records and generate reports
Make mathematical calculations quickly and accurately
Communicate effectively, both orally and in writing
Establish and maintain effective working and cooperative relationships with others
Meet schedules and timelines
Plan and organize work
Prepare and maintain a variety of records and reports



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Operate standard office equipment, including a computer and the assigned software
Maintain confidentiality

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources, business administration or a related field and three years increasingly responsible experience working with employee benefit programs

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.
Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read and assure the accuracy of a variety of materials and view a computer monitor
Hearing and speaking to exchange information
Sitting or standing for extended periods of time
Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



Appendix V: Evaluation and Assessment Analyst



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TITLE:	Evaluation & Assessment Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education 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		SALARY GRADE:	Schedule: 56 Range: 59

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized duties to assure proper analysis and mandated reporting of student assessment data; maintain the District assessment data system and assure integrity of data; compile and analyze performance and statistical data for special reports; develop queries to gather and extract data and to generate reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized duties to assure proper analysis and reporting of state and District-mandated assessment data; coordinate the exchange of assessment data and information between various departments
- Input and/or upload data into an assigned computer system; maintain the District assessment data system and assure integrity of data; maintain automated records related to applicable student data;; maintain data archives; manage report card administration for elementary schools
- Compile performance and statistical data for research, program evaluation, or inclusion in special reports; prepare District assessment summary reports; research, record, and analyze data; develop queries to gather and extract data and to generate reports; assure accuracy, completeness, and timely submission of completed reports; coordinate with Information Technology staff to assure data integrity
- Provide support for various data projects at the District and site levels; provide support to evaluation and assessment staff on technical and analytical aspects related to assigned activities; provide support to external organizations on research projects and data requests
- Communicate with other departments, administrators, and outside organizations to collect and provide data, exchange information, coordinate activities, and resolve issues or concerns
- Prepare datasets, charts, and slides related to student progress, achievement, and other information for presentation at Board meetings



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- Operate a variety of office equipment, including a calculator, copier, printer, scanner, and computer and assigned software
- Serve as a technical resource to district staff concerning proper data collection, analysis, and reporting procedures; provide support and guidance to district administration and staff in the proper use and troubleshooting of assigned computerized systems (i.e., Illuminate, eduClimber, or other related systems)

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Statistical techniques and methods utilized in the analysis of information and data

Descriptive statistical terminology, principles, and methods

Data control procedures and data entry operations

Applicable laws, codes, regulations, policies, and procedures

Operation and use of computer and peripheral equipment, including student information system, database management software applications, and database querying languages

Research methodologies and report writing techniques

Research design and program evaluation

Statistical record-keeping techniques

Data verification and integrity procedures

Modern office practices, procedures, and equipment.

Interpersonal skills using tact, patience, and courtesy

Oral and written communication skills

Technical aspects of field of specialty

Mathematical computations

ABILITY TO:

Perform a variety of specialized duties to assure proper analysis and mandated reporting of student assessment data

Develop and implement forms and procedures for data collection and analysis

Compile and analyze test scores and data for special reports

Develop queries to gather and extract data and to generate reports

Serve as a technical resource to others regarding assigned activities

Review and verify input and output data to assure accuracy and efficiency

Interpret, apply, and explain rules, regulations, policies, and procedures

Maintain current knowledge of organizational, state, federal, and individualized test requirements

Evaluate student test data and determine program placement

Communicate effectively, both orally and in writing

Establish and maintain cooperative and effective working relationships with others



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Operate computers, assigned software, and peripheral equipment properly and efficiently
 Work independently with little direction
 Meet schedules and timelines
 Plan and organize work
 Keyboard and input data efficiently
 Make mathematical computations with speed and accuracy
 Work collaboratively other district team members and vendors to solve complicated technical issues
 Demonstrate strong oral presentation and problem-solving skills
 Demonstrate a strong customer service orientation

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in statistics, information technology, or a related field and three years of statistical research, evaluation, or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.
 Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
 Hearing and speaking to exchange information in person and on the telephone
 Seeing to read and ensure accuracy of a variety of materials and view a computer screen
 Sitting or standing for extended periods of time
 Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials to file and retrieve materials
 Lifting, moving, pushing, or pulling objects weighing up to 25 pounds



Appendix W: Facilities Planning Analyst



*Berkeley Unified School District Report on
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TITLE:	Facilities Planning Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Facilities Division	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		SALARY GRADE:	Schedule: 56 Range: 59

BASIC FUNCTION:

Under the direction of an assigned administrator , provide a comprehensive range of analytical and administrative support to the Executive Director; coordinate and perform support for construction-related activities and projects related to District facilities, maintenance, operations, and the Bond Program; manage Facilities Office functions, including planning, budgeting, purchasing, bidding, and other facilities-related activities; assist with special projects as assigned; monitor project expenditures and assigned budgets.

ESSENTIAL DUTIES:

- Advise the district on redevelopment activities and financial alternatives for funding school facilities; assist in administering joint-use agreements.
- Assist with the annual update of the master plan for the District.
- Assist with the development and maintenance of demographic data for the District as it relates to facilities and space planning.
- Assist with the planning and installation of portable classrooms as needed.
- Communicate with state, county, and local agencies relating to school facilities construction and modernization projects.
- Coordinate and perform construction-related activities and projects related to District facilities, maintenance, operations, and the Bond Program; assist the Executive Director in the processing of projects through local, state, and other jurisdictional agencies.
- Coordinate construction activities with sites and maintenance staff for in-house and contract projects; act as liaison between administration, staff, contractors, consultants, and other individuals; provide information regarding district construction projects; interact with contractors and outside agencies to ensure compliance with district standards.
- Coordinate furniture, fixture, and equipment (FF&E) replacement for the District; oversee the purchase of new FF&E; facilitate the design process from conception to delivery including meeting with architects and vendors for the design and placement of FF&E; confirm proper installation and determine the need for changes as necessary; develop standards related to FF&E; meet with administrators, principals, and teachers on project needs; perform stakeholder engagement and procurement regarding all FF&E purchases through knowledge of Board limits, contract implementation, and outside procurement procedures.
- Ensure district compliance with federal, state, and local laws, codes, ordinances, and regulations related to facilities planning.



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- Assist with the closeout of school projects; work with architects, contractors, construction managers, inspectors, regulating authorities, and district buildings and grounds staff to resolve punch list items and other final activities.
- Make recommendations concerning architectural services contracts and works with architectural firms contracted by the District.
- Manage Facilities Office functions; monitor assigned budgets and expenses on assigned projects initiate budget transfers as necessary; complete and submit applications for funding as needed; complete expenditure forms related to assigned projects; provide data and research assistance as assigned.
- Operate a variety of standard office equipment, including a computer and assigned software; operate a motor vehicle in the performance of assigned duties.
- Prepare and maintain files, records, reports, plans, and contracts related to assigned activities; maintain a database of facilities and architectural plans and archives; maintain property records of district-owned facilities
- Provide assistance with student enrollment projections; assist with school or district boundary changes.
- Provide direction and technical guidance to district staff as needed and consultants related to facilities.
- Serve as a technical resource for the division; communicate with various outside organizations; receive, respond to, and resolve issues, concerns, and questions, or refer to the appropriate administrator or department as needed; meet with managers and project managers to facilitate and coordinate administrative support activities;.
- Visit work sites and review work in progress related to procurement of FF&E.
- Review residential and commercial architectural plans to calculate, collect, and deposit developer fees; process certificates of compliance; receive and process appeals related to developer fees; work with Accounting to create budgets for developer fee expenditures; generate annual reports for Board approval.
- Collaborate with other departments to improve efficiency; ensure district procedures are followed regarding contracts and the filing of categorical exemptions in relation to facilities projects; and complete regulatory paperwork to ensure the district receives all funding.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, rules, regulations, policies, and procedures relating to school construction

Interpersonal skills using tact, patience, courtesy, and professionalism

Mathematical computations

Modern office practices, procedures, and equipment

Operation of a computer and the assigned software

Oral and written communication skills

Organizational and departmental operations, procedures, policies, and objectives

Public speaking techniques

Recordkeeping and report preparation techniques



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Research methods

Technical aspects of the field of specialty

Telephone techniques and etiquette

District policies regarding contracts and consultants

Division of the State Architect, Office of Public-School Construction, contracts, and billing procedures

Health and safety regulations

Data entry and retrieval techniques

Contractor/bidding processes

Correct English usage, grammar, spelling, punctuation, and vocabulary

Bond program, accounting, budgeting, and purchasing systems

ABILITY TO:

Coordinate and perform complex and sensitive projects for the management of facilities, maintenance, operations, and the bond program

Perform professional-level functions, including planning, budgeting, purchasing, bidding, and other facilities-related activities

Analyze facts, information, and data

Maintain discretion when working with sensitive and privileged information

Make mathematical computations with speed and accuracy

Manage facilities and office functions

Meet schedules and timelines

Operate a motor vehicle in the performance of day-to-day activities

Operate a variety of office equipment, including a computer and the assigned software

Plan and organize work

Prepare and maintain a variety of manual and automated files, records, and reports

Prepare and maintain accurate records, and prepare reports

Determine appropriate action within clearly defined guidelines

Establish and maintain comprehensive records, and prepare reports

Establish and maintain cooperative and effective working relationships with others

Interpret, apply, explain, and assure compliance with rules, regulations, policies, and procedures

Keyboard or input data at an acceptable rate of speed

Maintain current knowledge of laws, rules, and regulations related to school construction

Serve as a technical resource for the department

Understand and follow oral and written instructions

Work independently with little direction

Compose correspondence and written materials independently

Communicate effectively, both orally and in writing

Complete work with many interruptions

Answer telephones and greet the public courteously

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in project management, public administration, or a related field and five (5) years' experience in project management or facilities administration required with two (2) years involvement with school construction measures is desired.



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LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with district requirements.
Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.

WORKING CONDITIONS:

ENVIRONMENT:

District office environment
Subject to demanding timelines and constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Hearing and speaking to exchange information in person and on the telephone
Seeing to read and compose a variety of written or digital materials and view a computer monitor
Sitting, walking, or standing for extended periods of time
Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds

HAZARDS:

Contact with dissatisfied, hostile, or irate individuals.



Appendix X: Family Engagement and Equity Specialist



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TITLE:	Family Engagement & Equity Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5006 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 51

BASIC FUNCTION:

Under the direction of an assigned supervisor, encourage and coordinate parent education and involvement in various school programs and other activities with a focus on families and students of underserved populations; perform liaison duties between administrators, district staff, community resources, and parents; engage families to develop supportive relationships with school staff; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports and/or report out on activities as assigned.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources for basic needs, such as transportation, housing, food, clothing, legal assistance, immigration, health, mental health, , etc.; refer families to local agencies or school services as appropriate for the well-being of the family and student, with the goal of supporting students' academic success; prepare and maintain related records and reports and/or report out on activities as assigned
- Perform liaison duties between administrators, district staff, community resources, agencies, and parents; communicate with parents regarding student performance, including attendance, behavior, academic achievement, health, and medical problems
- Make home visits to acquire information, build relational trust, perform wellness checks, and discuss school-related barriers such as absenteeism, illnesses, and behavior problems, and other matters
- Develop relationships with community-based organizations to improve access to resources for students and families; inform community agencies of available school services; resolve issues or concerns as needed; contact community businesses to obtain donations and plan activities; support school staff in building capacity to identify community partners to provide on-campus services and resources to students and families such as after-school tutoring, mentoring, counseling, etc.



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- Facilitate family participation in various activities such as parenting skills, understanding child development, school system, mental health concerns, and parent leadership through participation in district advisory committees, affinity groups, and other leadership capacities; identify and encourage the recruitment of parent volunteers; explain and assist in determining program eligibility; arrange parent activities, including recruitment, training, and scheduling
- Assist in planning, coordinating, and conducting parent trainings and workshops, and participate on associated school committees; arrange the training schedule, speakers, meeting sites, and presentations; prepare and distribute related materials
- Assist in the formulation of educational goals and objectives, utilizing the participation of parents, community members, and school personnel; partner with school teams such as the Response to Intervention (RTI), Coordination of Services (COS), Positive Behavior Intervention Systems (PBIS), Individualized Education Plan (IEP)/504 Plans, Equity, and other school teams; partner with attendance team to identify and address absenteeism and provide support to families in overcoming barriers to attendance; partner with staff in identifying and addressing the needs of focal students for counseling, tutoring, and extended learning opportunities; support families in understanding and navigating the educational process including special education
- Partner with school staff in developing strategies to address practices and policies that are barriers to family engagement and assist students in accessing academic and other supports for successful achievement and closing the academic achievement gap; prepare special programs to promote diversity and inclusion in the school community
- Monitor the progress of focal students for academic, attendance, and behavioral support; monitor academic achievement gap at assigned sites as assigned
- Represent the assigned department at a variety of school and community meetings; attend and participate in workshops and conferences as assigned
- Operate a variety of office and/or classroom equipment including a computer and assigned software; drive a vehicle to conduct work
- Perform a variety of clerical duties, including keyboarding, making, and responding to telephone calls and email, duplicating materials, and preparing correspondence; prepare and maintain a variety of records and reports related to program activities
- May inventory, order, receive, and distribute materials, supplies, and equipment
- May provide interpretation services for meetings including Individualized Educational Plans (IEPs) as assigned by the caseload

OTHER DUTIES:

Perform related duties as assigned



KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resource organizations, including various federal, state, and local agencies
Organizational operations, policies, and objectives
Record-keeping and report preparation techniques
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Telephone techniques and etiquette
Policies and objectives of school programs and activities
Public speaking techniques
Operation of a variety of office and instructional equipment, including a computer and assigned software
Family engagement framework, concepts of cultural responsiveness, and equity in schools
Berkeley community and resources available for families

ABILITY TO:

Perform liaison duties between administrators, personnel, and parents
Plan, organize, and implement parent education and involvement activities and programs
Learn, apply, and explain policies, procedures, rules, and regulations
Learn student services, educational services program, extended learning, admissions, transportation, special education, attendance, and Title IX policies
Communicate effectively, both orally and in writing
Operate a computer and a variety of office and instructional equipment
Work independently with little direction
Establish and maintain cooperative and effective working relationships with others
Meet schedules and timelines
Prepare and present oral presentations
Maintain records and prepare reports
Read, interpret, and follow rules, regulations, policies, and procedures
Serve all families with a focus on BIPOC, LGBTQ+, and families of other underserved populations
Plan, develop, and lead parent trainings and workshops

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience working with the public education system, community service, case management, public relations, or related activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Some incumbents in this classification may be required to speak, read, and write in a designated second language
Incumbents in this classification assigned to the Visual and Performing Arts (VAPA) Program may be required to read sheet music and play a variety of musical instruments

WORKING CONDITIONS:



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ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

Constant interruptions

Work variable hours, including evenings and weekends as needed

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment

Sitting, standing, or walking for extended periods of time

Hearing and speaking to exchange information in person or on the telephone

Seeing to read and assure the accuracy of a variety of materials, view a computer monitor, and drive a vehicle

Bending at the waist, kneeling, or crouching and reaching overhead, above the shoulders, and horizontally to file and retrieve materials

Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



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Appendix Y: Home School Liaison



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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	Home/School Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Student Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 37

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform liaison duties between administrators, personnel, parents, and the community; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform liaison duties between administrators, personnel, community resources, agencies, and parents; communicate with parents regarding student performance, including attendance, behavior, academic achievement, and other related issues
- Provide information and materials to parents to assist them in utilizing community or school services and resources; refer families to local agencies or school services as appropriate; schedule parent meetings and coordinate translation services and/or translate as required by position; prepare and maintain related records and reports
- Make home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems, and other matters
- Serve as an advocate for English Learner (EL) students and parents; at time of enrollment administers EL placement test, coordinate and administer annual exams for the EL program; organize EL advisory committee meetings; participates as a member of the planning meetings relating to the needs of EL students, prepare EL files
- Provide support to students in areas of testing and college application processes
- Determine the need for tutors and assist students with locating tutors; create tutor schedules
- Operate a variety of office equipment, including a telephone, calculator, fax machine, computer, and assigned software; operate translating audio equipment; drive a vehicle to conduct work



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- Perform a variety of clerical duties, including keyboarding, answering telephones, duplicating materials, and preparing correspondence; prepare and maintain a variety of records and reports related to program activities
- Inventory, order, receive, and distribute materials, supplies, and equipment
- Participate in planning end-of-year celebrations and field trips
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resource organizations, including various federal, state, and local agencies

Community and human relations

Organizational operations, policies, and objectives

Record-keeping and report-preparation techniques

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Telephone techniques and etiquette

Policies and objectives of EL and other school programs and activities

Operation of a variety of office and instructional equipment, including a computer and related software

ABILITY TO:

Perform liaison duties between administrators, personnel, parents, and the community

Communicate effectively, both orally and in writing

Learn, apply, and explain policies, procedures, rules, and regulations

Work independently with little direction

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Prepare and maintain files, records, and prepare reports

Read, interpret, and follow rules, regulations, policies, and procedures

Understand, appreciate, effectively interact, and communicate with people from diverse cultural backgrounds

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of experience working with community services, public relations, or related activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Some incumbents in this classification may be required to speak, read, and write in a designated second language.

WORKING CONDITIONS:



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ENVIRONMENT:

Office and outdoor environment
Driving a vehicle to conduct work
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Hearing and speaking to exchange information in person or on the telephone
Seeing to read a variety of materials

HAZARDS:

Contact with dissatisfied or abusive individuals
Exposure to blood borne pathogens and infectious diseases



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Appendix :Z Human Resources Technician





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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	Human Resources Technician	REPORTS TO:	As assigned
DEPARTMENT/SCHOOL:	Human Resources Department	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		SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; participate in the recruitment, screening, assessment, and processing of new personnel; provide information and assistance to employees, job applicants, and the general public regarding personnel functions, policies, and procedures; track absenteeism; conduct leave audits; process leave deductions and grants; maintain the substitute management system; and prepare and maintain a variety of manual and automated personnel files, records, and reports.

REPRESENTATIVE DUTIES:

Distinguishing Characteristics:

The Senior Human Resources Technician classification provides lead direction, training, and guidance to other Human Resources staff. This classification provides technical expertise in Human Resources areas that include but not limited to; Leaves (Vacation, Sick, Extended Sick, FMLA, etc.), Onboarding, Personnel Requisition/Action processing, Recruitment/Testing, Staffing, Reemployment.

The Human Resources Technician is the journey-level classification providing a variety of human resources services to classified and certificated employees, applicants, and the general public.

ESSENTIAL DUTIES:

- Perform a variety of technical duties in support of certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; and refer the more difficult or sensitive issues to the supervisor as needed
- Participate in the recruitment, screening, assessment, testing, and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange interview panels and testing activities; arrange and follow-up for clearance on fingerprints; forward new employee information to appropriate departments; facilitate and proctor all assessments during the recruitment process both remotely and in-person, and process and disseminate all assessment results and relevant information to candidates



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- Perform onboarding and provide guidance in onboarding the multiple certificated and classified employee categories, including but not limited to limited term classified substitutes, unrepresented paid coaches, unrepresented volunteer coaches, unrepresented noon duty supervisors, adult school student workers, and minor aged student workers
- Serve as an informational resource to employees, job applicants, and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies, and procedures; distribute and assist applicants with completing required forms and applications; provide employment verifications; receive and respond to telephone calls and e-mails as appropriate
- Input a variety of employee information and other personnel data into the assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; and ensure accuracy of input and output data
- Establish and maintain a variety of personnel and candidate files and records according to established policies and procedures; update records and files with employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for Board approval
- Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; communicate with candidates as well as District staff on recruitment timelines and District policies and procedures; notify candidates of testing and interviewing activities; compile and prepare interview packets; and assure compliance with state and federal rules and regulations
- Provide information to new employees and candidates regarding vacation days, sick leave days, TB clearance, benefits and District rules and regulations; determine proper salary placement; monitor employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility
- Utilize the computer and web-based substitute system as appropriate; locate and arrange for substitutes, including long-term substitutes, limited-term and provisional employees to cover employee absences or short-term needs; assist District staff with securing substitute, limited-term or provisional employees; input and maintain substitute, limited-term, and provisional employee records; process substitute, limited-term and provisional employee applications and assist with hiring substitute, limited-term and provisional staff; troubleshoot system software problems as needed; train others in the proper use of the system
- Organize and coordinate the screening, testing, scoring, data collection, and processing of certificated applicants according to established Education Code, human resources procedures; perform compliance tracking and reporting of classified provisional and limited-term vacancies; report discrepancies and compliance tracking discrepancies to the designated administrator
- Process State disability and paid family leave claim forms; respond to inquiries from State of California examiners



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- Input and track employee information in designated database/system; identify leave status; monitor leave dates and contact site supervisors to assure employees returned as scheduled; notify site supervisors of changes regarding duration of employees' leave of absence; process and file absence certificates; enter and monitor accrual of sick leave, personal leave, vacation, and personal necessity leaves according to established timelines and guidelines
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as an informational resource for employees regarding leave
- Compose a variety of correspondence, including inter-office communications, lists, notices, forms, letters, memoranda, and other materials; disseminate bulk and electronic mailings as requested
- Perform a variety of clerical duties related to assigned activities, such as answering phones, greeting visitors, and duplicating materials as assigned
- Process leave grants and leave transfers, conduct leave audits, review daily absences, prepare District-wide absence reports, and prepare payroll docks

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices, and procedures

Practices and procedures related to classified and/or certificated personnel

District contracts and bargaining units

Applicable laws, codes, regulations, policies, and procedures related to assigned human resources activities

Operations, policies, and objectives relating to human resources activities

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Telephone techniques and etiquette

Modern office procedures and record-keeping techniques

Oral and written communication skills

Interpersonal skills using tact, patience, and professionalism

Operation of a computer and assigned software

Technical aspects of the field of specialty

Data entry and retrieval techniques

Mathematical computations

Department specific, as well as school District rules, policies, and procedures

Substitute fulfillment qualifications and FTE

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities



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Participate in the recruitment, screening, and processing of new personnel
 Provide information and assistance to employees, job applicants, and the general public regarding personnel functions, policies, and procedures
 Prepare and maintain a variety of manual and automated personnel files, records, and reports
 Prepare announcements for job openings and place advertisements
 Interpret, apply, and explain rules, regulations, policies, and procedures
 Distribute, screen, and process employment applications and other personnel-related documents
 Maintain confidentiality of sensitive and privileged information
 Compose correspondence and written materials independently
 Keyboard or input data at an acceptable rate of speed
 Understand and follow oral and written instructions
 Operate a variety of office equipment, including a computer and the assigned software
 Communicate effectively, both orally and in writing
 Establish and maintain cooperative and effective working relationships with others
 Meet schedules and timelines
 Complete work with many interruptions
 Determine appropriate action within clearly defined guidelines
 Make mathematical computations with speed and accuracy
 Set up and maintain electronic hardware

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or a related field and three years of increasingly responsible administrative experience in a human resources office

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Constant interruptions
 Interactions with dissatisfied, hostile, and irate individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
 Hearing and speaking to exchange information in person and on the telephone
 Sitting, walking, or standing for extended periods of time
 Seeing to read a variety of materials
 Bending at the waist or kneeling to file and retrieve materials
 Reaching overhead, above the shoulders, and horizontally
 Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds

Exposure to blood borne pathogens and infectious diseases



Appendix Z₁: Personnel Specialist





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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	Personnel Specialist	REPORTS TO:	As Assigned
DEPARTMENT/SCHOOL:	Personnel Commission Office	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		SALARY GRADE:	Schedule: 56 Range:

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialist duties in the delivery of personnel services for classified personnel, job applicants, and the general public under the Education Code, Merit Rules, Human Resources and Personnel Commission guidelines in the areas of recruitment, testing, selection, classification and compensation; and providing technical information to employees regarding policies, regulations and negotiated language administration while exercising judgment and discretion and confidentiality in handling assigned responsibilities.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Assists the Supervisor with the implementation of employee recruitment timelines, recruitment methodologies, supplemental questionnaires, and advertisement venues; submits requests for position-specific testing materials with contracted testing firms
- Posts and distributes announcements for job openings for internal and external posting, including drafting job announcements and supplemental questions; place advertisements in various media; attend and participate in job recruitment fairs and activities as needed.
- Review and screen applications for minimum qualifications and completeness; verify background information; communicate with candidates as well as district staff on recruitment timelines and District and Personnel Commission policies and procedures; notify candidates of testing and interviewing activities; compile and prepare interview packets
- Schedules examinations and makes in-person and remote testing arrangements; proctors the administration of all tests; works with Personnel Commission staff, District Employees, and external resources to schedule examination raters and panelists. Distributes notification letters and interview guidelines to candidates and oral panel members; provides orientation and coaching to panel members; scans and inputs test materials and scores; drafts lists of eligible applicants
- Serve as an informational resource to employees, job applicants, and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies, and



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procedures; distribute and assist applicants with completing required forms and applications; provide employment verifications; receive and respond to telephone calls and e-mails as appropriate

- Input a variety of applicant and employee information and other personnel data into assigned computer systems; maintain automated employee records and files; generate a variety of computerized lists and reports; and ensure accuracy of input and output data
- Maintain and troubleshoot electronic equipment (e.g., laptop computers, laptops, examination software and databases); extract and compile examination data for scoring purposes
- Establish and maintain a variety of personnel and candidate files and records according to established policies and procedures; update records and files with employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for Board and Personnel Commission approval
- Provide information to new employees and candidates regarding vacation days, sick leave days, TB clearance, benefits and District rules and regulations; determine proper salary placement
- Utilize the computer and web-based substitute system as appropriate; assist district staff with securing substitute, limited-term or provisional employees; input and maintain substitute, limited-term, and provisional employee records; process substitute, limited-term and provisional employee applications and assist with hiring a substitute, limited-term and provisional staff
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software
- Participates in a variety of meetings and attends Commission meetings, workshops and/or training as required by the Supervisor.
- Compose a variety of correspondence, including inter-office communications, lists, notices, forms, letters, memoranda, and other materials; disseminate bulk and electronic mailings as requested
- Perform a variety of clerical duties related to assigned activities, such as answering phones, greeting visitors, and duplicating materials as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Merit System Rules and procedures governing recruitment, testing, and selection and position classification

District and Personnel Commission organization, operations, policies, objectives and applicable legal requirements, collective bargaining agreements, including the Brown Act

Modern office practices, procedures and equipment, including computers, appropriate software programs and online platforms, including NEOGOV

Applicable sections of the California Education Code and federal, state and local laws, rules, regulations



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and court decisions

Strong oral and written communication skills; correct English usage, including grammar, spelling, punctuation, and vocabulary

Must be able to give clear verbal and written instructions

Expertise in Microsoft Office, Google Suite tools, and other applicable software applications, including virtual meeting platforms

Record-keeping and report preparation techniques

Interpersonal skills using tact, patience, and professionalism

Processes and practices for maintaining employment test security and integrity

Social media platforms and their use for District and Personnel

Research methods and data analysis techniques

Safety policies and safe work practices applicable to the assignments

Basic math, including calculations using fractions, percentages, and/or ratios, and other mathematical computations

ABILITY TO:

Business telephone techniques and etiquette

Perform a variety of technical duties to implement comprehensive Personnel Commission programs in assigned areas of responsibility

Conduct the full range of recruitment, testing and selection processes for classified positions

Represent the District and department effectively with other departments, applicants and interviews panels

Support the Personnel Commission in preparation for and in conducting monthly meetings

Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from instructions

Interpret, apply, and explain rules, regulations, policies, and procedures

Compose correspondence and written materials independently

Track and report statistical information utilizing spreadsheets and databases

Maintain confidentiality of Personnel Commission files and records

Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules, working with frequent interruptions, setting priorities, establishing and maintaining effective working relationships

Understand and follow written and oral instructions

Operate standard office equipment utilizing pertinent software applications

Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

Communicate with staff and the public using patience and courtesy in a manner that reflects positively on the organizational unit

Complete work with many interruptions

Make mathematical computations with speed and accuracy

Set up and maintain electronic hardware

Read, write, and communicate clearly in English

EDUCATION AND EXPERIENCE:



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Any combination equivalent to: Associate's Degree in Human Resources, Business Administration, Public Administration, or a closely related field and three years of increasingly responsible administrative experience in a human resources or public personnel office. Experience with full-cycle recruitment is strongly preferred.

LICENSE(S) REQUIRED:

Valid California Driver's License and vehicle insurability to comply with District requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Sitting, walking, or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file and retrieve materials

Reaching overhead, above the shoulders, and horizontally

Lifting, carrying, pushing, or pulling objects typically weighing up to 30 pounds



Appendix AA: Interpretation/Translation Specialist





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TITLE:	Interpretation/ Translation Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Office of Community 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		SALARY GRADE:	Schedule: 56 Range: 58

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide oral and written translation and interpretation of correspondence, forms, legal and confidential documents, letters, reports, and instructional and educational materials from English to a designated second language; serve as an interpreter for a variety of meetings, workshops, conferences, and special events; provide simultaneous and consecutive interpretation.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Provide oral and written translation and interpretation of correspondence, forms, legal and confidential documents, letters, reports, and instructional and educational materials from English to a designated second language from clear copy, rough draft, and oral dictation; proofread, manage terminology, edit documents, and assure accuracy of translated materials
- Serve as an interpreter for a variety of meetings, workshops, and special events for personnel, parents, and students; participate in translation for student Individualized Education Plan (IEP) meetings, board meetings, events, and other activities as requested; provide interpretations in public, educational, and legal settings
- Prepare and maintain records of written translations and logs of interpretations; maintain confidentiality of sensitive information
- Communicate with personnel to exchange information, coordinate activities, and resolve issues or concerns; provide the community and staff with information about the services and procedures for interpretation and translation services
- Assure accurate and prompt simultaneous and consecutive interpretation services; assure accurate interpretation and translation in assigned language(s)
- Coordinate translation strategies to provide information in assigned language(s) to families whose children are English learners



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- Under supervisor's direction process and fulfill requests for interpretation and translation services, including time estimates and costs for completion
- Revise and disseminate guidelines for interpretation and translation services; review and analyze existing data to improve interpretation and translation services; and prepare reports as required; align interpretation and translation services and practices with the District's objectives
- Operate a variety of office equipment, including a computer and assigned software; operate wireless interpretation equipment; drive a vehicle to conduct work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct usage, grammar, spelling, and punctuation of English and a designated second language

Simultaneous and consecutive interpretation techniques

Operation of a computer and assigned software

Operation of interpretation equipment

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Modern office practices, equipment, and procedures

ABILITY TO:

Provide oral interpretation and written translation with appropriate edits of correspondence, forms, letters, documents, reports, and instructional and educational materials from English to a designated second language

Serve as an interpreter for a variety of meetings, workshops, and special events

Read, review, and edit translations

Interpret, apply, and explain policies, procedures, rules, and regulations

Operate a computer and the assigned software

Operate interpretation and audio recording equipment

Communicate effectively, both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in a designated second language, translation studies, or related field and three years of translation and interpretation experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license



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Incumbents in this classification are required to fluently and accurately speak, read, and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, classroom, or group assemblies
Driving a vehicle to conduct work
Work evening or variable hours

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and translation equipment
Hearing and speaking to exchange information in person or on the telephone
Seeing to read a variety of materials and view a computer monitor
Sitting, walking, or standing for extended periods of time
Bending at the waist, kneeling, or crouching
Reaching overhead, above the shoulders, and horizontally to file and retrieve materials and operate assigned equipment
Lifting, carrying, pushing, or pulling objects typically weighing up to 25 pounds



Appendix AB: Nutrition Education Program Specialist



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TITLE:	Nutrition Education Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	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		SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized duties in the planning, implementation, coordination, administration, and programmatic support for the District Garden and Cooking Program.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform specialized duties in the planning, implementation, coordination, administration, and programmatic support for the District Garden and Cooking Program; provide support and resources for cooking and garden staff, classroom teachers, and after school staff; participate in assessing and updating current curricula
- Coordinate the scheduling, outreach, registration, and facility use for nutrition and cooking classes: visit school sites, attend events, prepare e-communications, and follow up on calls and inquiries
- Prepare a variety of documents, records, lists, and reports in support of program operations and grant requirements; and prepare correspondence
- Support the coordination of program evaluation activities, including collaborating with evaluation consultants and the submission of reports
- Serve as an informational resource concerning program-related policies, procedures, objectives, and activities; respond to inquiries and provide information as requested; provide nutrition education materials, training, and support to various District and school staff
- Operate a variety of standard office equipment, including a telephone, copier, computer, and assigned software; drive a vehicle to various sites to conduct work
- Attend a variety of meetings, training sessions, workshops, conferences, and seminars
- Perform a variety of special projects as assigned



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- Update Program webpage content with the District's Information Technology Department as needed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned programs
Applicable federal, state, and local laws and regulations and court decisions applicable to assigned area of responsibility
Nutrition education and/or school garden curricula
Public outreach and involvement techniques
Record-keeping techniques
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Modern office practices, procedures, and equipment
Operation of a computer and the assigned software
Public speaking techniques

ABILITY TO:

Perform specialized duties in the planning, implementation, coordination, administration, and programmatic support for the District cooking and garden program
Coordinate the scheduling, outreach, registration, and facility use for nutrition and cooking classes
Analyze situations accurately and determine an appropriate course of action
Prepare and maintain records, lists, and reports related to the assigned activities
Interpret, apply, and explain the rules, laws, regulations, policies, and objectives of assigned programs
Interpret and respond to internal and external customer needs and expectations
Coordinate and integrate multiple program work activities to meet established timelines
Meet schedules and timelines
Work independently with little direction
Communicate effectively, both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Operate a computer and the assigned software
Plan and organize work
Take detailed meeting notes

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in education, public health, public administration, or a related field and three years of increasingly responsible experience in the implementation of program activities

LICENSES AND OTHER REQUIREMENTS:



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Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office, school garden, and kitchen 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 and make presentations

Sitting for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling



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Appendix AC: Payroll Specialist



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TITLE:	Payroll Specialist	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		SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and complex payroll accounting duties to pay employees accurately and timely; prepare and maintain a variety of automated and manual records and reports related to the payroll function; provide consultation concerning payroll processes, policies, and procedures.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of specialized and complex duties in the preparation of payroll for employees; receive and audit time reports; process and evaluate the accuracy of a variety of payroll-related forms and applications
- Process payroll and related records for payroll; verify input into an assigned computer system for daily, hourly, per diem, extra duty, substitute, overtime, stipends, and higher duty employee timesheet and pay information, including deductions; generate computerized lists and reports accurately; process data accurately; calculate and input salary adjustments, coding, time vouchers, and overtime pay as needed; verify proper authorizing signatures, coding, calculations, and accuracy of payroll adjustments
- Process wage garnishments and child support requests and assist with annual merits, increases, special stipends, and retroactive calculations
- Establish and maintain detailed automated permanent records regarding personnel; process new hire, rehire, retirement, and termination paperwork; input and update a variety of data, including pay rates and salary schedule information, tax status, deductions, salaried FTE changes, changes in classification, and other employee information
- Provide consultation concerning payroll processes, policies, and procedures; respond to inquiries, resolve issues, and resolve conflicts; provide technical information concerning calculations, pay rates, taxes, wage garnishments, and leaves; and provide documentation, forms, or applications to employees as needed



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- Receive, sort, and distribute paychecks and warrants according to established procedures and guidelines; process special payroll transactions such as corrections, awards, professional growth, longevity, shift differentials, bonuses, replacements, final checks, and retro-pay as appropriate
- Compile information, prepare and maintain a variety of records and reports related to employee information, time sheets, pay rates, salary adjustments, voluntary pay deductions and changes, disability, workers compensation, and payroll data, and submit payroll reports to appropriate personnel for processing
- Process and apply payroll changes relative to bargaining unit contracts, PERS, STRS, county, state, IRS, and social security rules and regulations; correct payroll errors and balances for each pay period, identify, investigate, and resolve financial errors and discrepancies; and respond to questions regarding pay policies and procedures; issue manual pay warrants for timesheets that weren't submitted in a timely manner
- Prepare and process a variety of required tax forms accurately and as assigned; perform periodic tax procedures and related payroll reconciliation functions; compile and verify related employee information
- Research and provide current and past payroll information in response to employee inquiries, subpoenas, workers compensation claims, and inquiries from state and county agencies according to established guidelines; provide employment and wage verification for court orders from the county and state agencies
- Operate a variety of office equipment, including a calculator, copier, fax machine, printer, sealing machine, computer, and the assigned software
- Prepare follow-up for stop payment requests to County Office of Education; perform manual check requests and associated system updates
- Provide employment verification from agencies regarding payroll history, including hire date, salary, occupation, length of employment, etc.
- Research employee payroll inquiries or answer questions through the **automated Human Resources/Payroll system**; reconcile discrepancies and adjust timesheets according to personnel action forms with payroll budget codes; assist auditors with timesheet payments and backup documents; encourage employees to use the correct timesheets for accurate payments
- Participate in the development, implementation, and modification of the District's payroll system; identify, and provide technical guidance and training to others assisting with the payroll function, as needed
- Receive, research, and verify information from the Human Resources department; adjust pay accordingly

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced principles and techniques involved in payroll preparation and processing
Tax withholding, voluntary deductions, garnishments, and supplemental insurance



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Preparation, maintenance, verification, and processing of payroll records and reports
 Generally accepted accounting principles, practices, and procedures
 Preparation, review, and control of assigned accounts
 Organizational payroll policies and objectives
 Financial and statistical record-keeping techniques
 Preparation of financial statements and comprehensive payroll accounting reports
 Applicable laws, codes, regulations, policies, and procedures
 Principles and practices of data processing
 Modern office practices, procedures, and equipment
 Technical aspects of the field of specialty
 Operation of a computer and the assigned software
 Oral and written communication skills
 Interpersonal skills including tact, patience, and courtesy
 Arithmetic computations
 Departmental and administrative directives, instructions, practices, and memoranda of understanding relating to employment laws, labor relations, and personnel management
 Financial auditing, budgeting, and financial reporting in accordance with GAAP and GASB

ABILITY TO:

Perform a variety of specialized and complex payroll and accounting duties in the preparation of payroll for certificated, classified, and/or hourly personnel
 Pay employees accurately and timely according to established processes and timelines
 Prepare and maintain a variety of automated and manual records and reports
 Interpret, apply, and explain laws, rules, and regulations related to payroll activities
 Provide consultation concerning payroll processes, policies, and procedures
 Process payroll and related records for payrolls
 Monitor, audit, adjust, and reconcile payroll data
 Identify, investigate, and resolve financial errors and discrepancies
 Reconcile and balance assigned payroll accounts
 Operate a variety of office equipment, including a computer and the assigned software
 Compare numbers and detect errors efficiently

Communicate effectively, both orally and in writing
 Assemble, organize, and prepare data for records and reports
 Work confidentially with discretion
 Establish and maintain cooperative and effective working relationships with others
 Meet schedules and timelines
 Make arithmetic computations with speed and accuracy
 Work on several different tasks simultaneously with accuracy and a high level of independence
 Exercise good judgment in analyzing situations and making decisions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by a college-level course in accounting or a related field and three years of clerical accounting experience, including two years involving payroll processing. Payroll experience in a public agency is preferred.



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WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Contact with dissatisfied or abusive individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Hearing and speaking to exchange information

Sitting and walking for extended periods of time

Lifting, carrying, pushing, or pulling objects typically weighing up to 10 pounds



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Appendix AD: Restorative Justice Coordinator



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TITLE:	Restorative Justice Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10-12 months 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

The Restorative Justice Coordinator develops and facilitates the delivery of school-wide restorative interventions and provides restorative justice services and information to students, teachers, administrators, and community members in support of programs that serve as alternatives to the traditional justice system.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Collaborate in the development process of restorative justice practices, coordinate the implementation of and promote restorative justice practices at various school sites.
- Plan and facilitate, in collaboration with administrative team and school/District stakeholders, community justice forums that bring together the victims, offenders, their families and supporters, and anyone else who has been affected or harmed by the incident for a discussion about the incident and how the harm can be repaired
- Process and respond to all restorative justice conference requests for student-to-student, student-to-teacher, and parent-to-parent circles as needed; maintain and keep records for the program
- Provide referrals for restorative justice services within the school District and community and may make referrals to other agencies and support services and notify all relevant stakeholders.
-
- Work with on-campus intervention and the intervention counselor for immediate response situations
-
- Implement a trauma-informed care framework when handling trauma-specific interventions, which shall include but not be limited to understanding, recognizing, and responding to the effects of all types of trauma
- Prepare resolution agreements and summary reports in accordance with existing District practices, policies, and procedures
- Meet with various parties individually and/or in groups to discuss the incident, explain the restorative justice process, and answer questions



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- Guide participants through the resolution process; educate all involved parties in the benefits of participating in restorative justice forums and accepting responsibility of their individual actions
- Negotiate and obtain an offenders' "participate agreement" to participate in restorative justice forums, including confirmation of their acceptance of responsibility and willingness to actively participate
- Implement restorative justice and other social/emotional curriculum and training materials. Provide orientation, training, support and mentorship to restorative justice participants and volunteers, as well as teachers, administrators, parents, and community members.
- Support the administrative team in the re-entry of students into school life; communicate with behavioral health support personnel and teachers to follow up on students' progress
- Collect data, monitor programs, conduct surveys, and seek input of site restorative justice needs
- May work with the judiciary, court staff, lawyers, police, probation officers, victim support persons, and local providers of family violence and sexual abuse services under the supervision of a school/District administrator

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 interpersonal 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.

Conflict resolution and mediation.

ABILITY TO:

Prepare clear concise memos and reports

Prepare clear, concise, and suitable resolutions (settlement agreements).

Establish and maintain effective relationships with the judiciary, court staff, lawyers, police, probation department staff, victim support personnel, 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.



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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).

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of a formal training/education program in restorative justice, including mediation and conflict resolution, and/or two years of experience conducting youth-oriented individual and group restorative justice interventions, and/or experience working with school-age students in a capacity where participation in restorative justice practices including mediation and conflict resolution was included. Demonstrated experience working with trauma-informed systems. Desired experience in working with students in the PreK-12 education system.

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 for extended periods of time
Seeing to read a variety of materials
Sitting or standing for extended periods of time
Bending at the waist or kneeling

HAZARDS:

Potential exposure to abusive, irate, or violent students, parents, or the general public



Appendix AE: Senior Employee Benefits Specialist



*Berkeley Unified School District Report on
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TITLE:	Senior Employee Benefits Specialist	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		SALARY GRADE:	Schedule: 56 Range: 53

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and technical duties in support of employee benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities; serve as the lead technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures; assists with communications to District employees, as well as reconciling and balancing bills for group health insurance and processing payments.

REPRESENTATIVE DUTIES – Distinguishing Characteristics:

The Senior Employee Benefits Specialist classification provides lead direction, training, and guidance to other Risk Management and Benefits staff. They are the technical experts in all benefits areas, as well as specializing in retiree benefits and the processing of and liaison with District benefits providers.

The Employee Benefits Specialist is a journey-level classification providing a variety of benefits services to all District employees.

ESSENTIAL DUTIES:

- Coordinate and participate in annual open enrollment events; explain benefit programs; conduct enrollments; provide training to employees and new hires on benefits plans; review and reconcile District 1095-C Benefit Tax form
- Conduct new employee benefit orientations and retiree planning seminars; provides guidance to staff in answering questions
- Assist the department manager with budget development, creating purchase orders, and processing budget transfers.
- Attend various assigned meetings and conferences; participate on assigned committees; develop agendas.
- Communicate benefit options to employees by facilitating informational meetings and creating educational materials.
- Enroll new hires in benefits plans and review employee status changes to determine applicable benefits eligibility and premiums.
- Participate in drafting annual rate sheets and ensuring rates are updated in the system.
- Process monthly payments and reconciliation of invoices for accuracy and timely payments to vendor partners.



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- Perform monthly updates and reconciliations of employee benefit changes in the system to ensure timely and accurate processing of payroll deductions. Primary contact with third party administrators to insure timely and accurate implementation of benefits, eligibility, and regulatory changes; assure proper and timely resolution of employee benefit discrepancies issues, and **concerns**
- Develop and implement processes and procedures to improve benefit delivery, maintenance, and tracking systems.
- Compile information, prepare and maintain a variety of records and reports related to employee benefits information, census data, rates, retirements, terminations, insurance plans, contracts, payments, financial activity, including complex statistics and accounting reports;
- Coordinate with other departments to ensure timely, accurate implementation of benefits programs and charges, system data and compliance with regulations
- Provide oversight of benefits office operations when Benefits Manager is not available.
- Prepare correspondence for employees, carriers, and vendors.
- Process personnel requisition spreadsheets according to established procedures; enter data related to new hires, leaves of absence, COBRA, and other pertinent data
- Provide lead direction and oversight to Employee Benefits Specialist.
- Research and analyze existing and proposed benefit programs and coverages; evaluate usage, service, cost, and competitive trends; prepare, collect, and organize data for actuarial assessment; monitor the administrative cost of benefit programs; recommend cost containment strategies, including alternative methods for administration and funding
- Serve as a technical resource for personnel concerning employee benefits and eligibility information.
- Maintain and ensure the accuracy of the benefits website.
- Maintain up to date knowledge of all benefit provision and eligibility requirements, including but not limited to health and welfare, and section 125 plans; coordinate the supplementary benefits program as compliance; and coordinate, oversee, and participate in the preparation and maintenance of a variety of automated and manual records and reports related to employee benefits, including medical, dental, and vision coverage
- Maintain all active employees and COBRA enrollment records for the group health programs, as well as up to date timely, and accurate correspondence. Reconcile and balance billings for group health and any other forms of billing that may fall within the scope of benefits; maintain employee and retiree enrollment records for group health programs, benefit changes, and plan compliance

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience:

Any combination equivalent to:

- A. Graduation from high school supplemented by 48 units of college-level course work or an Associate's Degree. Bachelor's degree in human resources, business administration or a related field degree is desired.
- B. Four (4) years' experience in human resources, with two (2) years of specialized experience in any or all of the following areas: employee benefits, human resources, compliance. Two (2) years' experience working in a school District employee benefits office is preferred.

LICENSES AND OTHER REQUIREMENTS:





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Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance. Incumbents in this classification may be required to speak, read, and write in a designated second language.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting practices, procedures, and terminology
- Applicable laws, codes, regulations, policies, and procedures related to employee benefits
- Basic budget practices and processes, such as budget transfers
- District contracts, collective bargaining agreements, business processes, and benefit processing
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Data entry and retrieval techniques
- Employee benefit packages and insurance programs
- Employee benefits enrollment practices and procedures
- Human resources office functions, practices, and procedures
- Interpersonal skills using tact, patience, courtesy, and professionalism
- Mathematical computations
- Methods, practices, terminology, and procedures used in benefits administration
- Modern office practices, procedures, and equipment
- Operation of a computer and the assigned software
- Operations, policies, and objectives relating to employee benefits activities
- Oral and written communication skills
- Policies and objectives of assigned programs and activities
- Practices and procedures related to classified and/or certificated personnel
- Preparation, review, and control of assigned accounts
- Processing of various insurance claims
- Record-keeping and report preparation techniques
- Summary plan descriptions, vendor contracts, and related forms
- Telephone techniques and etiquette
- Organization and direction of benefits operations and activities
- Principles and practices involved in benefit preparation, voluntary deductions, and supplemental insurance
- Federal laws dealing with employee benefits, including IRS and HIPAA regulations

ABILITY TO:

- Communicate effectively, both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Distribute, screen, and process benefit applications and other benefits and personnel related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines



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- Operate a variety of office equipment, including a computer and the assigned software
- Participate in the planning and coordination of health fairs and open-enrollment activities
- Perform a variety of accounting duties, including fund disbursement and accounts receivable functions
- Perform a variety of technical duties in support of employee benefits programs, including enrollment, data collection, record-keeping, accounting, claims processing, and fund disbursement activities
- Plan and organize work
- Prepare and maintain a variety of manual and automated vendor and employee benefits files, records, and reports
- Process, evaluate, and assist employees with the completion of benefit enrollment forms
- Provide information and assistance to classified and certificated employees regarding employee benefits, policies, and procedures
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures
- Troubleshoot and resolve employee issues and concerns regarding benefits
- Understand and follow oral and written instructions
- Update records and notify personnel of changes in benefit status
- Utilize a computer to enter data, maintain records, and generate reports
- Organize and oversee employee benefit operations and activities to assure District employees are receiving the appropriate employee benefits
- Prepare detailed and concise records, files, and reports
- Coordinate communications and information to assure smooth and efficient payroll and employee benefit activities
- Work independently with little direction

WORKING CONDITIONS:

ENVIRONMENT:

- District Office environment
- Interactions with dissatisfied, hostile, and irate individuals
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- Contact with dissatisfied or abusive individuals
- Extended viewing of the computer monitor
- Sitting for an extended period of time



Appendix AF: Senior Human Resources Technician



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TITLE:	Senior Human Resources Technician	REPORTS TO:	As assigned
DEPARTMENT/SCHOOL:	Human Resources Department	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		SALARY GRADE:	Schedule: 56 Range: 54

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and technical duties in support of classified and/or certificated human resources operations. Provide information and assistance to classified and certificated employees, job applicants, and the general public regarding a myriad of personnel functions such as employee leaves, requests for accommodations, CalPERS and CalSTRS retirement programs, onboarding, day-to-day absence logging, and substitute assignment. Assist in recruitment, screening, and processing of new personnel; prepare and maintain a variety of manual and automated personnel files, records, and reports; assist with the processing and response to DOJ/FBI inquiries as needed, and ensure compliance with applicable leave laws and regulations in relation to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), the Americans with Disabilities Act (ADA), the Pregnancy Disability (PDL), and the District Collective Bargaining Unit Contracts.

REPRESENTATIVE DUTIES - Distinguishing Characteristics:

The Senior Human Resources Technician classification provides lead direction, training, and guidance to other Human Resources staff. This classification provides technical expertise in Human Resources areas that include but not limited to; Leaves (Vacation, Sick, Extended Sick, FMLA, etc.), Onboarding, Personnel Requisition/Action processing, Recruitment/Testing, Staffing, Reemployment.

The Human Resources Technician is the journey-level classification providing a variety of human resources services to classified and certificated employees, applicants, and the general public.

The Human Resources Technician working for the Personnel Commission performs a variety of duties that include but are not limited to; Merit System recruitment, testing, staffing, reemployment, meeting agendas and Brown Act compliance.

ESSENTIAL DUTIES:

- Provide direction and guidance to human resources staff.
- Process a variety of leave requests (FMLA, CRFA, PDL, child rearing leave, reduced workload program, sabbatical leave, educational leave, etc.) from all sources; track classified and certificated employee leave status; monitor and notify District management when a classified and certificated employee's leave status changes.
- Coordinate the type(s) of leave classified and certificated employees are assigned; ensure simultaneous designations are apportioned in accordance with requisite laws, statutes, regulations, and policies. Prepare and distribute correspondence to employees and managers regarding leave



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status, job protection period, payroll, leave balances, benefit status, job abandonment, reemployment, and projected staffing needs.

- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as an informational resource for classified and certificated employees regarding all types and forms of available leaves. Engage in difficult conversations to effectively educate and counsel employees, managers, and administrators regarding sensitive issues such as employee rights, leave options, District policies, processes, and procedures, federal and state laws, and applicable collective bargaining agreements.
- Process disability and paid family leave claim forms; respond to inquiries from State of California examiners.
- Input and track classified and certificated employee information in designated database and systems; identify leave status; monitor leave dates; notify site supervisors of changes regarding the duration of classified and certificated employees' leave of absence; process and file absence certificates; enter and monitor the accrual of sick leave, personal leave, vacation, and personal necessity leaves according to established timelines and guidelines.
- Perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; resolve personnel-related issues with discretion and sensitivity.
- Perform onboarding and provide guidance in onboarding the multiple certificated and classified employee categories, including but not limited to limited term classified substitutes, unrepresented paid coaches, unrepresented volunteer coaches, unrepresented noon duty supervisors, adult school student workers, and minor aged student workers.
- Serve as an informational resource to classified and certificated employees, job applicants, and the general public; respond to inquiries and provide information regarding personnel functions, policies, and procedures; provide employment verifications; and receive and respond to telephone calls and e-mails as appropriate.
- Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with classified and certificated employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for board approval.
- Provide information to new classified and certificated employees regarding vacation days, sick leave days, TB clearance, benefits, and District rules and regulations; determine proper salary placement; monitor classified and certificated employee longevity and notify appropriate personnel of changes in salary step progression and benefit eligibility.
- Input a variety of classified and certificated employee information and other personnel data into the assigned computer system; maintain automated classified and certificated employee records and files; generate a variety of computerized lists and reports; and ensure accuracy of input and output data.
- Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets; and assure compliance with state and federal rules and regulations.
- Organize and coordinate screening, testing, scoring, and data collection; process classified and/or certificated applicants according to established Education Code, Merit Rules, and human resources procedures; perform compliance tracking and reporting of classified provisional and limited-term vacancies; and report discrepancies and compliance tracking discrepancies to the designated administrator.



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- Participate in the recruitment, screening, testing, and processing of new personnel according to established procedures, including researching, creating, proctoring, and scoring examinations; collect and process various employment forms and applications; arrange interview panels and testing activities; arrange and follow-up for clearance on fingerprints; and forward new classified and certificated employee information to appropriate departments. Conduct an evaluation of credentials to ensure minimum qualifications are met and analyze transcripts and verification of experience to determine proper salary placement for employment contracts. Prepare standard communication for conditional offers of employment to new regular or permanent certificated staff
- Coordinate, conduct, and document meetings such as interactive process meetings, fit-for-duty meetings, and job abandonment.
- Utilize the computer and web-based substitute system when necessary; assist with locating and arranging for limited-term substitutes or provisional classified and certificated employees to cover classified and certificated employee absences or short-term needs; assist District staff with securing substitute, limited-term, or provisional employees.
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software.
- Compose a variety of correspondence, including inter-office communications, lists, notices, forms, letters, memoranda, and other materials; disseminate bulk mailings as requested.
- Perform a variety of clerical duties related to assigned activities, such as answering phones, greeting visitors, and duplicating materials as assigned.
- Perform financial accounting for leaves; monitor, verify, audit, and reconcile leave balances; post leave to appropriate accounts; adjust accounts appropriately; and prepare a financial report for the pay warrant. Investigate and research pay issues and respond to time-sensitive inquiries from various non-BUSD entities.
- Assist the District Custodian of Records with the processing and response to Application Agency Justice Connection/DOJ/FBI live scan notifications.
- Manages CalPERS and CalSTRS retirement programs.
- Strategizes and coordinates with fellow HR staff members to ensure consistent department practices; develops standard operating procedures (SOPs) for HR data entry and record-keeping; inputs the data entry of new personnel into the automated personnel records system for electronic record-keeping; and generates personnel reports at the request of HR staff and leadership as needed.
- Manage and provide support and advice in the creation, implementation, and utilization of new forms in electronic form system; provide support to fellow HR staff and other departments on best practices for handling data in electronic personnel record system and absence management system.
- Review personnel action forms (PAFs) for regular certificated and classified staff for extra work hours and position changes to ensure accuracy, and to communicate with school site and department personnel to clear discrepancies.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- C. Graduation from high school supplemented by 48 units of college level course work or an Associate's Degree. Bachelor's degree in Human Resources, Business, Public Policy or a related



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field degree desired.

- D. Five (5) years' experience in human resources with two (2) years specialized experience in any or all of the following areas; Leaves, Onboarding, FLSA Compliance. Two (2) years' experience working in school district Human Resources or Business Services required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprints, tuberculosis, and/or other employment clearance.

Incumbents in this classification may be required to speak, read, and write in a designated second language.

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies, and procedures related to assigned human resources activities
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Data entry and retrieval techniques
- District contracts and bargaining units
- Human resources office functions, practices, and procedures
- Interpersonal skills using tact, patience, and professionalism
- Mathematical computations
- Modern office procedures and record-keeping techniques
- Operation of a computer and the assigned software
- Operations, policies, and objectives relating to human resources activities
- Oral and written communication skills
- Practices and procedures related to classified and/or certificated personnel
- Record-keeping and report preparation techniques
- Technical aspects of the field of specialty
- Telephone techniques and etiquette
- Knowledge of leave policies, procedures, laws, merit rules, and regulations
- Knowledge of state disability policies and procedures, the Americans with Disabilities Act, the Education Code, leaves and placement on the Medical Reemployment List, and worker's compensation procedures and protocols
- Medical terminology for the interpretation of medical certifications and accommodations
- Electronic personnel records system

ABILITY TO:

- Communicate effectively, both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Distribute, screen, and process employment applications, and other personnel-related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain the confidentiality of sensitive and privileged information



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- Make mathematical computations with speed and accuracy
- Meet schedules and timelines
- Operate a variety of office equipment, including a computer and the assigned software
- Participate in the recruitment, screening, and processing of new personnel
- Perform a variety of technical duties in support of human resources operations and activities
- Prepare and maintain a variety of manual and automated personnel files, records, and reports
- Prepare announcements for job openings and place advertisements
- Provide information and assistance to classified and certificated employees, job applicants, and the general public regarding personnel functions, policies, and procedures
- Understand and follow oral and written instructions
- Facilitate meetings, multitask, and problem solve
- Demonstrate interpersonal skills and a customer service-driven approach

WORKING CONDITIONS:

ENVIRONMENT:

- District Office environment
- Interactions with dissatisfied, hostile, and irate individuals
- Subject to demanding timelines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and composing a variety of written or digital materials
- Sitting, walking, or standing for extended periods of time
- Reaching overhead, above the shoulders, and horizontally
- Lifting, carrying, pushing, or pulling objects typically weighing up to 50 pounds

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Extended viewing of the computer monitor.
- Sitting for an extended period of time.



Appendix AG: Senior Worker's Compensation Specialist





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TITLE:	Senior Workers Compensation Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Risk Management Department	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		SALARY GRADE:	Schedule: 56 Range: 55

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and analytical duties involved in workers compensation claims and processing; monitor, coordinate, and process workers compensation claims; maintain case history documentation; contact and interview injured workers; and serve as the expert resource for employees concerning workers compensation.

REPRESENTATIVE DUTIES - Distinguishing Characteristics:

The Senior Workers Compensation Specialist classification provides technical expertise and guidance to management, staff, and employees. Incumbents in this classification are the technical experts on all workers' compensation matters.

ESSENTIAL DUTIES:

- Administers the Employee Bridge Program (Light Duty assignments and Return to Work)
- Analyze the circumstances of claims, injury records and medical evaluations; document injuries; assure prompt delivery of medical and financial services; and ensure the return of injured workers to safe and productive employment in a timely manner
- Assist the Risk Manager with facilitating and coordinating program-related training as appropriate; assist in providing training to departmental administrative personnel regarding roles in recording/reporting job-related injuries or tracking employee leave usage; file, organize and maintain manual and automated records of completed training courses
- Attend a variety of meetings, workshops, and conferences; keeping up to date on workers compensation legislation and legal matters
- Coordinate and maintain schedules for ergonomic evaluations for district employees with the ergonomic evaluator; assist the evaluator as requested; maintain related spreadsheets; submit and track work orders placed to the appropriate department for the installation of employees' ergonomic supplies
- Coordinates information between the district and third-party worker compensation entities
- Develops and recommends plans, policies, procedures, and programs related to workers compensation
- Drive a motor vehicle in the performance of essential duties
- Ensures proper procedures and forms are used in all workers' compensation matters.
- Handles complaints, concerns, and questions by telephone or in person and serves as the contact



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person for employees, management, medical personnel, and state agencies; obtains and provides information on all matters related to workers compensation.

- Interprets workers compensation laws, regulations, and programs
- Liaisons with claims adjusters, insurance carriers, courts of law, and attorneys involved in claims and litigation
- Monitor and record appropriate leave usage relative to workers compensation benefits; notify payroll and other appropriate personnel regarding adjustments
- Monitor, coordinate, and process workers compensation claims; receive and review claim forms; maintain an adequate supply of forms; and provide forms to employees, supervisors and others as requested
- Monitors, maintains, and reconciles workers compensation financial reports and monthly loss reports
- Operate a variety of office equipment, including a computer and assigned software; drive a vehicle to sites to conduct work as necessary
- Perform a variety of specialized and analytical duties involved in workers compensation claims and processing; assure compliance with applicable laws, codes, rules, and regulations; maintain current knowledge of current legislation regarding workers compensation issues
- Prepare and maintain a variety of records, logs, correspondence, and files related to assigned activities; maintain OSHA records; and update district policies as needed
- Provide technical guidance and advice to supervisors, managers, and site representatives regarding workers compensation issues; provide assistance to the district's return to work third party administrator; serve as a liaison between the return-to-work program, injured employees, and administrators in relation to returning injured employees back to work
- Receive and process information on property and liability claims; provide requesting parties with appropriate documentation and forms regarding property and liability claims
- Receive billings, obtain appropriate signatures, and submit them to accounts payable for payment
- Receive, file, and organize student accident reports; determine reportable student accidents; initiate and process claims; maintain files and correspondence regarding student accident reports; maintain communication with third-party administrators; notify administrators regarding student accident reports, trends, or preventative measures
- Researches, analyzes, assembles, and summarizes data in order to prepare a variety of reports related to work injuries
- Reviews accident and injury/illness reports to determine proper actions under workers compensation laws and regulations
- Reviews accident reports and advises departments on injury trends and proper safety procedures.
- Serve as a technical resource to employees concerning Workers Compensation; respond to inquiries and provide technical information concerning related laws, codes, rules, regulations, policies, and procedures; respond to calls from employees, third-party administrators, physicians, medical facilities, and others
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.



EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in human resources or a related field and five (5) years of experience in human resources or benefits that included experience processing workers compensation claims.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with district requirements.
Employment eligibility that includes fingerprints, tuberculosis and/or other employment clearance.

KNOWLEDGE OF:

- Applicable laws, codes, rules, regulations, policies, and procedures
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Data entry and retrieval techniques
- District contracts and bargaining units
- Health and safety regulations
- Human resources office functions, practices, and procedures
- Interpersonal skills using tact, patience, and professionalism
- Legal and medical terminology related to Workers Compensation and federal regulations
- Mathematical computations
- Modern office practices, procedures, and equipment
- Operation of a computer and assigned software
- Oral and written communication skills
- Organizational policies and procedures relating to processing workers compensation claims
- Practices and procedures related to classified and/or certificated personnel
- Public speaking techniques
- Record-keeping and report preparation techniques
- Technical aspects of the field of specialty
- Telephone techniques and etiquette
- Workers' compensation benefit systems

ABILITY TO

- Analyze facts, information, and data
- Answer telephones and greet the public courteously
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Establish and maintain comprehensive records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply, and explain applicable laws, codes, rules, and regulations
- Interpret, apply, and explain workers compensation coverage and benefits to employees
- Keyboard or input data at an acceptable rate of speed
- Learn about other processes of the department, including ergonomic evaluations, billing, student incident reporting and other areas as assigned
- Maintain discretion when handling sensitive and privileged information



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- Make mathematical computations with speed and accuracy
- Meet schedules and timelines
- Operate a motor vehicle in the performance of day-to-day activities
- Operate a variety of office equipment, including a computer and assigned software
- Plan and organize work
- Prepare and maintain a variety of manual and automated files, records, and reports
- Type or input data at an acceptable rate of speed
- Understand and follow oral and written instructions
- Work independently with little direction

WORKING CONDITIONS

ENVIRONMENT

- District office environment
- Interactions with dissatisfied, hostile, and irate individuals
- Subject to demanding timelines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Drive a motor vehicle
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- Contact with dissatisfied or abusive individuals
- Extended viewing of computer monitors
- Sitting for an extended period of time



Appendix AH: Special Education Data Technician





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TITLE:	Special Education Data Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Special Education	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		SALARY GRADE:	Schedule: 56 Range: 40

BASIC FUNCTION:

Perform a variety of specialized and complex technical duties related to student information systems, records management and reporting functions for the Special Education Department, including auditing, verifying and assuring the accuracy of student records related to Individual Education Plans (IEPs) and related program data; generate a variety of reports for use by the District and reporting to State and federal agencies; provide instruction and training to Special Education teachers, coordinators, and staff regarding data entry in special education related database systems.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Review submitted student IEPs to assure compliance with State and federal policies and regulations governing special education program requirements; reconcile discrepancies, errors, and missing information; input data from the IEPs into Special Education Information System (SEIS) and California Longitudinal Achievement Data System (CALPADS)
- Audit data entry in Special Education Information System (SEIS) and California Longitudinal Achievement Data System (CALPADS) entered by staff to identify inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follow up with school sites or programs to obtain missing or corrected data; identify reasons for differences and/or make manual adjustments
- Run queries in the appropriate database system to create reports per State and federal reporting guidelines and to provide class lists to case managers, service providers, and District administrators for such purposes as assisting with the assignment of caseloads, tracking IEP timelines, and following up on past due evaluations
- Serve as the SEIS system administrator to create, modify and delete user accounts/passwords, setting appropriate access levels as determined by the Director of Special Education; maintain the SEIS user file with set permissions and manage accounts as necessary; provide instructions for new user log-in processes
- Serve as a District trainer and primary resource in researching questions; provide assistance, and respond to inquiries from administrators, teachers, school psychologists, speech and language



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pathologists and others as they relate to special Education database systems; assist in providing general training on the uses and operations of SEIS and CALPADS

- Attend SELPA trainings and maintain current knowledge of legislative and policy changes to assure compliance in areas related to the SELPA; follow guidelines for data entry in CALPADS to assure District compliance with State and federal special education requirements, including applicable laws, codes, regulations, and timelines
- Respond to requests for student record information from schools, parents, advocates, attorneys, and court subpoenas; compile necessary student record information; and send requested information to the requestor within established timelines
- Enter student information for special education students into District student information system
- Provide information to the District's testing and assessment department regarding student accommodation needs for testing in adherence to IEP determination and in compliance with State and federal requirements
- Operate a variety of office equipment, including a fax machine, copier, printer, computer and assigned software; drive a vehicle to various sites to conduct work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules and regulations related to State IEP reporting mandates and compliance standards
 Special Education database structures, including methods for creating system queries and data verification
 Basic research techniques, methods, and procedures
 Basic principles of developing and implementing adult training workshops
 Correct English usage, grammar, spelling, and punctuation
 Operation of a computer and assigned software programs
 Modern office practices, procedures, and equipment
 Record-keeping techniques
 Interpersonal skills including tact, patience, and courtesy

ABILITY TO:

Perform a variety of specialized and complex technical duties related to student information systems, records management, and reporting functions for the Special Education Department
 Generate a variety of reports for use by the District and reporting to State and federal agencies
 Provide instruction and training to Special Education teachers, coordinators, and staff regarding data entry in special education-related database systems
 Learn and apply the rules and regulations involved in assigned program functions
 Maintain the security of confidential materials
 Analyze situations accurately and adopt an effective course of action



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Communicate effectively both orally and in writing
Maintain records and prepare reports
Establish and maintain cooperative and effective working relationships with others
Meet schedules and timelines
Work independently with little direction
Understand and follow oral and written directions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience and one year of experience working with special education management information systems

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Seeing to view a computer monitor
Sitting for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard



Appendix AI: Student Admissions Specialist



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TITLE:	Student Admissions Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Admissions Office	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		SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties in support of student admission, registration, and related activities; serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, and objectives; and participate in the administration of the student assignment program

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of duties in support of student admission, registration, and related activities; perform intake procedures; assist in the enrollment process; and refer students to appropriate personnel or community service organizations as needed
- Participate in the administration of the student assignment program; operate the student assignment software program to assign students to schools; troubleshoot and evaluate the assignment output; compile evaluations of assignments for approval or review; compile lists of assignments for schools; input data from other computerized systems; troubleshoot and evaluate data imports
- Implement student assignment systems and procedures, such as preparing data, ensuring the accuracy of computerized central software programs and creating school waiting lists
- Serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, objectives, and activities; respond to inquiries and provide information regarding inter-district transfers, voluntary desegregation and integration policies, and foreign student exchange questions; assist parents with locating appropriate school District services
- Assist schools and District offices in working with the student information system; assure accuracy of input and output data; collect enrollment data and compile data for District offices and schools; utilize the student information system to transfer records between schools as needed



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- Verify the residency of incoming students to assure students residing within the boundaries are provided priority enrollment status and update the assigned database
- Assist the supervisor in planning and coordinating student enrollment and student assignment processes; communicate with the supervisor regarding District, parent and community issues as needed
- Review inter-District permits; assure continuing students are maintaining good grades, attendance and behavior; update related databases; and maintain a spreadsheet of incoming and outgoing permits
- Perform a variety of clerical duties related to assigned activities; prepare timely correspondence via electronic and regular mail; compile, file and duplicate materials and technical data reports as needed; process a variety of forms and applications; and assemble mass mailings as directed
- Prepare ~~logs~~ **write-ups** and maintain information regarding home visits to verify residency; communicate with home visitors regarding the status of home visits; and forward information to appropriate staff
- Operate a variety of office equipment, including a calculator, copier, computer and assigned software
- Compile and maintain the data pertaining to student enrollment numbers, class size reduction reports, and inter-district permits
- Review pending admissions to ensure smooth enrollments by reminding the parents to provide the required proof of documentation
- Attend meetings and training sessions. Prepare reports for board meetings as required
- Provide training and user support to staff utilizing the student or employee information systems and related products
- Receive and respond to requests for special reports from departments and outside organizations

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and procedures regarding enrollment

Capabilities, settings, reports, and options of the student information and related software programs

Goals and procedures outlined in the District's student assignment policy

Applicable laws, codes, regulations, policies, and procedures

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, punctuation, and vocabulary



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Operation of standard office equipment, including a computer and assigned software
Record-keeping techniques
Modern office practices, procedures, and equipment
Telephone techniques and etiquette
Basic public relations techniques
Mathematic computations

ABILITY TO:

Perform a variety of duties in support of student admission, registration, and related activities
Serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, and objectives
Participate in the administration of the student assignment software program
Compile and evaluate the results of student assignment software
Explain the technical requirements of the student information software to staff
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Interpret, apply, and explain rules, regulations, policies and procedures
Compose correspondence and written materials independently
Operate standard office equipment, including a computer and assigned software
Maintain a variety of lists and records
Operate a keyboard and input data efficiently
Understand oral and written instructions
Complete work with many interruptions
Add, subtract, multiply and divide quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in a related field and three years of experience in admissions or registration activities, maintaining automated student records, or other related experience

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information in person and on the telephone for extended periods of time



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Sitting or standing for extended periods of time
Bending at the waist, kneeling or crouching
Reaching overhead, above the shoulders and horizontally

HAZARDS:

Exposure to seasonal heat and cold or adverse weather conditions
Potential contact with dissatisfied, abusive, irate, or violent students, parents or general public



Appendix AJ: Student Assessment Specialist





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TITLE:	Student Assessment Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education 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		SALARY GRADE:	Schedule: 56 Range: ____

BASIC FUNCTION:

Perform specialized duties in support of District student assessment programs and activities; coordinate assessment testing processes, schedules, and security and distribution activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform responsible and specialized duties related to District student assessment programs and activities; assist the administrators in the coordination, preparation, distribution, collection, and security of numerous State-mandated and District student assessment programs.
- Interpret rules, regulations and procedures related to the testing program; read manuals; explain test results to parents and teachers; remain current on District, State, federal and individualized test requirements; research State testing regulations and guidelines
- Audit schools during test administration; conduct interviews with staff and students when test security is breached; notify appropriate administrators regarding testing issues and irregularities; assure correct testing procedures are followed at school sites; assure proper use of testing variations, accommodations, and modifications in accordance with established regulations
- Create **and verify** District-wide pre-ID student reports for assigned State-mandated tests for accuracy; identify students for pre-ID services electronically; identify Special Education students for accommodation needs; follow-up on incomplete student data as appropriate; **verify** signatures on security affidavit forms annually

Attend State-mandated training sessions, any training pertinent to State assessments, and District-required training. Provide training and instruction to the site teams and other staff who are administering State-mandated tests.

- Perform administrative tasks in support of the office, including responding to e-mails, phone inquiries, and duplicating materials



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- Communicate with students, parents, staff, outside agencies, and administrators to coordinate activities and disseminate information related to assigned activities
- Maintain and update student records; prepare a variety of records and reports related to assigned activities as directed; purge and maintain files according to established procedures; submit reports to the California Department of Education as appropriate according to established timelines; collect, process, package and coordinate the shipping of testing materials to the State for scoring
- Participate in maintaining the department budget; monitor expenditures; order testing or office materials and supplies as needed
- Operate office equipment, including a copier, **printer, scanner**, computer, and assigned software applications; operate a hand truck and cart; drive a vehicle to various sites to pick up or deliver testing materials

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in test administration
Modern office practices, procedures and equipment
Technical aspects of the school testing field
Applicable laws, codes, rules and regulations
Operation and use of computers and assigned software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Record-keeping, filing and proofing techniques
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette

ABILITY TO:

Perform specialized clerical duties in support of organizational student assessment programs and activities
Answer telephones and greet visitors
Assist the school sites in the coordination, preparation, distribution, collection and scoring of numerous State-mandated and District student assessment programs.
Work independently with little direction
Interpret and apply laws, codes, rules and regulations related to testing programs
Operate a variety of office equipment, including computer equipment
Type or input data at an acceptable rate of speed
Communicate effectively both orally and in writing
Establish and maintain effective working relationships with others



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Develop and meet schedules and timelines

Complete work with many interruptions

Prioritize customer service by meeting the needs and expectations of customers, address their inquiries, resolve issues, and create a positive overall experience.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and two years of increasingly responsible secretarial or administrative experience, including some experience in student testing activities

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to possess a valid California driver's license, use of a personal vehicle, and proof of insurance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information in person and on the telephone

Bending at the waist, kneeling or crouching to file materials

Lifting, carrying, pushing or pulling objects typically weighing up to 30 pounds

Seeing to read a variety of materials



Appendix AJ₁: Student Assessment Specialist – Multilingual Language Learners



*Berkeley Unified School District Report on
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TITLE:	Student Assessment Specialist – Multilingual Language Learners	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education 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	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 53

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized duties related to categorical and special projects, programs and assessment of Multilingual Language Learners (MLLs).

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform responsible and specialized duties related to District MLL assessment, categorical and special projects, and activities; assist the administrators in the coordination, preparation, distribution, collection, and security of numerous State-mandated, organizational and assigned assessments
- Provide for the ongoing assessment of students utilizing the designated MLL assessment; assess Spanish incoming Bilingual/Two Way Immersion (TWI) students; prepare student MLL records, notices, forms, and letters to parents and staff; maintain MLL records in assigned database; review students for reclassification according to established timelines and process related documents; provide oral interpretations or written translations as needed
- Prepare categorical and special project letters and District-wide Title III letters; prepare State accountability reports
- Interpret rules, regulations and procedures related to the assessment program; read manuals; explain assessment results to parents; remain current on District, State, Federal and individualized assessment requirements; research State assessment regulations and guidelines
- Perform administrative tasks in support of the office including responding to e-mails and phone inquiries and duplicating materials



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- Communicate with students, staff, outside agencies and administrators to coordinate activities and disseminate information related to assigned activities
- Prepare and maintain records and reports related to assigned activities; prepare, distribute and monitor categorical time accounting forms; prepare mid-year and annual consolidated application to the State related to MLLMLLs and Title I
- Coordinate with various departments entering data into the online system used by the State for Categorical Program Monitoring
- Operate office equipment including a copier, fax machine, typewriter, computer and assigned software applications; drive a vehicle to various sites to conduct work

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, practices and terminology used in MLL assessment
 Administration of categorical special projects policies and objectives
 District, federal and State policy related to MLL/TWI and bilingual student identification and programs
 Modern office practices, procedures and equipment
 Technical aspects of the school assessment field
 Applicable laws, codes, rules and regulations
 Operation and use of computer and assigned software applications
 Correct English usage, grammar, spelling, punctuation, and vocabulary
 Record-keeping, filing and proofing techniques
 Oral and written communication skills
 Interpersonal skills using tact, patience and courtesy
 Telephone techniques and etiquette

ABILITY TO:

Perform specialized duties in support of District MLLL assessment and categorical and special project programs and activities
 Provide for the ongoing assessment of students utilizing the MLL assessment
 Answer telephones and greet visitors
 Assist the administrator in the coordination, preparation, distribution, collection and scoring of numerous State- mandated, organizational and special assessments
 Work independently with little direction
 Interpret and apply laws, codes, rules and regulations related to assessment programs
 Operate a variety of office equipment including computer equipment
 Keyboard and input data efficiently
 Communicate effectively both orally and in writing
 Establish and maintain effective working relationships with others
 Develop and meet schedules and timelines
 Complete work with many interruptions

EDUCATION AND EXPERIENCE



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Any combination equivalent to: associate's degree in a related field and two years of increasingly responsible secretarial or administrative experience including some experience in student assessment activities

LICENSES AND OTHER REQUIREMENTS:

Valid Multilingual Language Learner assessment administration certificate submitted during the probationary period

Valid California driver's license

Incumbents are required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information in person and on the telephone

Bending at the waist, kneeling, or crouching to file materials

Lifting, carrying, pushing or pulling objects typically weighing up to 30 pounds

Seeing to read a variety of materials



Appendix AK: Student Body Account Technician



*Berkeley Unified School District Report on
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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	Student Body Account Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	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		SALARY GRADE:	Schedule: 56 Range: 43

BASIC FUNCTION:

Perform a variety of technical accounting duties in support of assigned student accounts; receive, review and process student body purchase orders and invoices as assigned; prepare and maintain related financial records and reports in compliance with the Fiscal Crisis and Management Assistance Team's (FCMAT) best practices in preparation for audits of Associated Student Body (ASB) accounts

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of technical clerical accounting duties in support of assigned student body accounts, review accounts for errors and make appropriate adjustments
- Receive, review and process student body purchase orders and invoices as assigned; prepare invoice payments; verify invoices and match with purchase orders, checks and receivers; reimburse staff for expenditures incurred relating to conferences, supplies, activities, and field trips; maintain contact with vendors to modify and clarify invoices and resolve discrepancies
- Compile information and prepare and maintain various auditable records and reports related to purchase orders, income, expenditures and assigned accounts; establish and maintain filing systems; prepare and reconcile statements, balance sheets, and other financial documents as assigned
- Verify, balance, and adjust assigned accounts in support of assigned student body programs; monitor funds for income and expenditures; prepare and reconcile bank statements and other financial statements as directed
- Process accounts receivable for student body funds as assigned; collect and receipt monies related to assigned accounts and programs; collect payments for lost or damaged books/textbooks; count and record monies into proper accounts; prepare bank deposits; prepare and assure accuracy of receipts; order, sell and receive payments for tickets, yearbooks, dance tickets, student body cards and other items as directed
- Prepare checks for payment of student body invoices



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- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records
- Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure the accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate
- Assist student body groups with setting up budgets; guide staff and administrators on the best practices of ASB accounting based on FCMAT guidelines
- Operate a variety of office equipment, including a computer and assigned software
- Communicate with administrators, personnel, vendors, and outside agencies to exchange information and resolve issues or concerns related to student body programs, accounts, and fiscal activities
- Assist in the planning and organization of fundraising activities for various student body programs as assigned
- Set up and coordinate web-based store ticketing for special programs and; prepare reports of financial data for teachers and departments regarding donations for club-related supplies and online sales as well as cash and check receipts
- Coordinate with District human resources, accounts payable, and business services for MOUs and guest artist staffing to ensure proper vetting processes and contract requirements to be paid via the District and reimbursed from the correct departmental, club, and grant funding sources as required

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and terminology used in clerical accounting work

Financial and statistical record-keeping techniques

Preparation, review, and control of assigned student body accounts

Preparation of financial statements and comprehensive accounting reports

Data control procedures and data entry operations

Modern office practices, procedures, and equipment

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Arithmetic computations

General accounting principles including the practice of journal entries and fund tracking



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ABILITY TO:

Perform a variety of technical accounting duties in support of the assigned student body accounts
 Receive, review and process student body purchase orders and invoices
 Prepare and maintain accurate financial and statistical records and reports in accordance with established rules, procedures and guidelines
 Assemble, organize and prepare data for records and reports
 Collect and account for monies received from various student functions
 Verify, reconcile, balance, adjust and audit assigned accounts
 Operate standard office equipment, including a computer and assigned software
 Compare numbers and detect errors efficiently
 Process and record accounting transactions accurately
 Understand and follow oral and written instructions
 Communicate effectively both orally and in writing
 Establish and maintain cooperative and effective working relationships with others
 Add, subtract, multiply and divide quickly and accurately
 Meet schedules and time lines
 Process payments from electronic sources such as PayPal, GoFundMe, Eventbrite, and Square
 Work in a fast-paced environment with many interruptions with a great deal of accuracy and a courteous demeanor simultaneously
 Work with minimal guidance and initiative in compliance with Governmental Accounting Standards Board (GASB), the Ed Code, and FCMAT
 Read and interpret accounting-related documents

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or a related field and two years of increasingly responsible clerical accounting or bookkeeping experience

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

FCMAT training in ASB Accounting desired but not required

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
 Seeing to read a variety of materials
 Hearing and speaking to exchange information
 Sitting for extended periods of time
 Bending at the waist, kneeling or crouching to file and retrieve materials
 Perform work involving frequent lifting, carrying, pushing and/or pulling of objects weighing up to 10 pounds, and occasionally up to 25 pounds



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Appendix AL: Student Employment Specialist





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TITLE:	Student Employment Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5007 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 53

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide academic and vocational advising to students of the BAS -Career Technical Education program; assist individuals and groups of students with developing vocational and job-search skills; and serve as a liaison between students, counselors and outside agencies regarding employment services, opportunities, and placement.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Provide academic and vocational advising to students
- Assist individuals and groups of students with developing vocational and job-search skills; determine if students are work-ready and assist as appropriate; confer with students regarding employment opportunities, work ethics, forms, applications, cover letters and other vocational skill development as needed; provide career and job-related advice; develop individual employment plans
- Serve as a liaison between students, personnel, counselors and outside agencies regarding employment services and opportunities; respond to inquiries and provide information concerning program activities, policies, procedures, and objectives
- Interview students and assess their needs, interests, and abilities to determine career goals and placement; assist students in establishing and pursuing goals, and completing various employment and educational packets and applications; assist students with collecting information related to job openings and sources, including internet sources, and developing resumes, cover letters and interview skills
- Monitor and assess student progress and suitability for employment; prepare and maintain progress reports



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- Communicate with students, , personnel, employers, outside agencies, and members of the community to exchange information, coordinate activities and resolve issues or concerns related to student progress and assigned activities
- Operate a variety of office equipment, including a telephone, fax machine, computer and assigned software
- Attend and participate in various assigned meetings

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of career and vocational education training programs for students
Training and employment opportunities in the community
Job search resources, including the internet
Interviewing and guidance techniques
Policies and objectives of assigned programs and activities
Interpersonal skills using tact, patience, and courtesy
Applicable laws, codes, regulations, policies, and procedures
Operation of a computer and assigned software
Oral and written communication skills
Correct English usage, grammar, spelling, punctuation, and vocabulary
Modern office practices, procedures, and equipment
Record-keeping and report preparation techniques
Basic public relations techniques

ABILITY TO:

Provide academic and vocational advising to students Assist individuals and groups of students with developing vocational and job-search skills
Serve as a liaison between students, employers and outside agencies regarding employment services, opportunities, and placement
Identify and evaluate student interests, needs and abilities
Provide career and job-related e guidance
Research and locate employment opportunities for program participants
Refer students to potential employers according to their needs, interests, and abilities
Monitor and report student progress
Interpret, apply, and explain rules, regulations, policies, and procedures
Operate standard office equipment, including a computer and assigned software
Maintain records and prepare reports
Communicate effectively both orally and in writing



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Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in liberal arts, social sciences or a related field and three years of experience working with individuals in a vocational or instructional environment, including some experience with individuals with special needs

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, or reliable transportation, if applicable

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

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



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Appendix AM: Student Records Assistant



*Berkeley Unified School District Report on
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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	Student Records & Attendance Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5007 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 40

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involved in the collection, review, manipulation and reporting of student information and other required data; utilize a computer to input data, create queries and produce a variety of mandated and requested computerized records and reports.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of clerical duties involved in the collection, review, manipulation, and reporting of student information, including attendance, academics, testing, discipline, health records and other required data; file, maintain and update student records and cumulative folders
- Utilize a computer and assigned software to input data, create queries, and produce a variety of mandated and requested computerized lists, records, and reports; update information and maintain a variety of automated records and files; assure accountability for a variety of assigned information; verify and assure accuracy and integrity of computerized data and reports
- Research, compile and verify a variety of data and information; merge a variety of data and computerized documents as needed; compute statistical information for various federal, state and district reports as necessary; purge and clean files as directed
- Serve as a resource to district staff and outside school districts concerning student records and files; respond to inquiries and provide information concerning related practices, applications, requirements, standards, and procedures; provide copies of student records and information, including unofficial and official copies of transcripts, schedules, report cards and other data, according to established procedures
- Maintain appropriate and accurate documentation for compliance with the Individual Education Program (IEP) laws as assigned by the position; update and maintain data in the designated special education information system and other programs; assure proper coding for MediCal billing;



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utilize data to assist in establishing and preparing class lists, program calendars, information booklets, master lists/logs and other related materials; audit information received from school sites for special education funding purposes; add incoming student referrals to the system; and tag the student's disabilities, handicapping condition or grade as needed

- Perform a variety of administrative support duties in support of the assigned office; receive telephone calls, greet visitors, and provide information and assistance to students, parents, staff, and the public; assist students and parents in completing forms; issue admit slips as needed
- Prepare reports for distribution; submit reports to appropriate agencies or personnel according to established timelines
- Coordinate the student scheduling process to meet the needs of students, staff and parents as assigned by the position; assist an administrator with building the master schedule and making various adjustments to teacher assignments and room assignments
- Prepare and distribute materials for teachers as assigned by the position; create and distribute weekly attendance reports; create and distribute progress reports and report cards
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer and assigned software

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods and procedures for operating computers and peripheral equipment

Data control procedures and data entry operations

Principles and practices of data collection and processing

Record-keeping and report preparation techniques

Policies and objectives of assigned programs and activities

Methods of collecting and organizing data and information

Scheduling requirements for mandated reports

Technical aspects of the field of specialty

Modern office practices, procedures, and equipment

Correct standard English usage, grammar, spelling, punctuation, and vocabulary

Interpersonal skills using tact, patience, and courtesy

Oral and written communication skills

Basic math

ABILITY TO:



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Perform a variety of duties involved in the collection, review, manipulation, and reporting of student information

Utilize a computer to input data, create queries and produce a variety of mandated and requested computerized records and reports

Operate computers and peripheral equipment properly and efficiently

Review and verify input and output data to assure accuracy and efficiency

Assemble and prepare data for records and reports

Compile data in a timely and efficient manner and prepare reports

Establish and maintain files and records

Keyboard or input data at an acceptable rate of speed

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Work independently with little direction

Communicate effectively both orally and in writing

Determine appropriate action within clearly defined guidelines

Add, subtract, multiply, and divide with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience, including some increasingly responsible experience in record-keeping or maintaining student records

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read, and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Seeing to view a computer monitor and read a variety of materials

Hearing and speaking to exchange information

Sitting or standing for extended periods of time

Bending at the waist or kneeling to file and retrieve materials



Appendix AN: Student Welfare Attendance Specialist



*Berkeley Unified School District Report on
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TITLE:	Student Welfare & Attendance Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 & 11 months/Calendar 5002 & 5013 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 50

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate the supports and resources for students with attendance issues including working actively with existing service providers as applicable; coordinate communications and information between the School Attendance Review Board (SARB), personnel, students, parents and outside agencies in the enhancement of student attendance in the assigned schools; under the direction of the Dean of Attendance, schedule (and participate as needed) SARB conferences at school sites and homes; participate in the development and implementation of the SARB process; attend School Attendance Review Team (SART) meetings.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Coordinate communications and information between SART/SARB, personnel, students, parents, and outside agencies in the enhancement of student attendance in the assigned schools; serve as a liaison regarding attendance issues; participate in the development and implementation of procedures for reducing student truancy
- Make home visits to discuss attendance or behavior issues with parents verify; addresses relating to attendance issues; and conduct truant student or well checks; assist parents and staff with registering students relative to attendance and truancy concerns
- Respond to inquiries and provide information concerning attendance and SART/SARB policies, procedures, and regulations; schedule and participate as needed at SART/SARB conferences; participate in discussions to provide solutions, options, or referrals to meet identified student needs; prepare and maintain individual case notes and files
- Collaborate with school site administrators in the development and implementation of the SART/SARB process; monitor, assess and assist in resolving attendance issues at designated school sites
- Notify parents of attendance referrals, as appropriate; compose independently or from oral instructions, correspondence and memoranda related to student attendance issues and mail to parents as assigned by the position



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- Compile information and prepare and maintain a variety of mandated and requested records and reports related to student attendance, SART/SARB activities and assigned duties; establish and maintain filing systems.
- provide information to students regarding support services offered by the school or district; track the completion of detentions assigned to students by an administrator; conduct conflict mediations as needed
- Communicate with social services personnel, law enforcement or other agencies for referrals or other information
- Operate a variety of office equipment, including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work
- Attend and participate in a variety of meetings and conferences; attend SARB meetings; serve as a member of SART and other committees, and attend related meetings; testify in court as needed
- Maintain current knowledge of state and district attendance rules and regulations
- safety officers to conduct investigations and interview witnesses; prepare and provide related documentation as needed; collect and preserve evidence; take statements; and support administrators in investigating incidents
- Prepare and send out meeting notices, maintain appointments and activity calendars for the school and the principal and/or administration
- Participate in scheduling and coordinating various special events and other activities at the school site
- Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate
- Assist in the formulation of educational goals and objectives utilizing the participation of parents, community members and school personnel

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and local laws, rules and regulations relating to student attendance and truancy
 SARB and SART policies, procedures, and related documents
 Record-keeping and report preparation techniques
 Oral and written communication skills
 District policies regarding graduation, truancy, attendance, SART/SARB, and admissions
 Practices and objectives of assigned programs and activities
 Interpersonal skills using tact, patience, and courtesy
 Technical aspects of the field of specialty
 Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and families
 Operation of a computer and assigned software
 Public speaking techniques
 Methods, procedures, and practices for effective student safety

ABILITY TO:



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Coordinate communications and information between SARB, personnel, students, parents, and outside agencies for the enhancement of student attendance in assigned schools
Schedule and conduct SARB conferences at school sites and homes
Participate in the development and implementation of the SARB and SART processes
Interpret, apply, and explain rules, regulations, policies, and procedures
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Compose correspondence and written materials independently
Prepare and deliver oral presentations
Prepare the required documents and informational packets for various SARB hearings
Operate standard office equipment, including a computer and assigned software
Maintain records and prepare comprehensive reports
Plan and organize work
Meet schedules and timelines
Work independently with little direction
Mitigate and deescalate conflicts among the students

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree with course work in social sciences, sociology or a related field and two years of experience working with youth in a school setting

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Some incumbents in this classification may be required to speak, read, and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting, walking, or standing for extended periods of time
Perform work involving frequent lifting, carrying, pushing and/or pulling of objects weighing up to 10 pounds, and occasionally up to 100 pounds with assistance

HAZARDS:

Exposure to dissatisfied, abusive, or violent individuals
Driving a vehicle during adverse weather conditions
Exposure to seasonal heat and cold or adverse weather conditions



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Potential exposure to weapons, illegal substances, and dog attacks
Potential exposure to blood-borne pathogens and infectious diseases



Appendix A0: Business Systems Analyst



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TITLE:	Business Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	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		SALARY GRADE:	Schedule: 56 Range: 74

BASIC FUNCTION:

Under the direction of an assigned supervisor, administer the applications of the complex district system software programs, including full read and write database access; install version updates; write SQL (structured query language) queries; resolve program or process issues as needed; communicate with various district departments and schools regarding system operations and processes; assure the integrity of data; and generate a variety of records and reports related to assigned areas.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Administer the applications of complex business system software programs, including full read and write database access; install version updates
- Maintain databases that include all types of sensitive personnel information, including SSNs and direct deposit information
- Maintain and assure overall accuracy and reliability of data in district data systems software; maintain data related to human resources, payroll, finance, benefits, purchasing, students, and other data as assigned
- Write SQL commands to maintain or update district databases as needed
- Write SQL queries and prepare reports using the resultant data, including charts and graphs from those queries, utilizing business software or other data visualization products like spreadsheets or Jaspersoft
- Develop processes and procedures, including automated workflows, to adapt business systems to support workflow and data requirements for the district
- Communicate with various district departments and schools regarding system operations and processes; communicate with various departments and outside organizations to coordinate activities and resolve issues or concerns
- Communicate with district departments about improvements in district systems that provide improved functionality
- Install applications on customer computers; set up and change existing customer capabilities
- Comply with all state and federal government reporting requirements
- Manage reporting processes for W-2 creation/Social Security transmittal, 1099 creation/IRS transmittal, direct deposit transmittal, and year-end processes
- Maintain automated and manual files as well as develop bargaining unit employment letters
- Maintain data synchronization between district systems, including online systems



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- Prepare, maintain, generate, and manage data for a variety of records and reports related to assigned areas, as well as request and upload data as needed for reports
- Provide ad hoc reporting for internal and external customers; assure data is transmitted in an accurate and timely manner
- Provide training and user support to customers utilizing the business system and related products; assist users with options for using the system data
- Resolve program or process issues as needed; monitor applications for integrity and improvement; monitor applications for corrective needs; make recommendations and develop solutions as appropriate
- Use Monarch or similar report writing software to convert data reports to spreadsheet-friendly formats if no other method is available
- Work with Technology Department staff to ensure that effective data recovery systems are in place and tested for any data systems hosted by the district
- Attend a variety of meetings and training sessions as assigned
- Operate a motor vehicle in the performance of these duties
- Operate standard office equipment

OTHER DUTIES:

- Perform related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to:

- E. Graduation from high school or equivalent. Bachelor's degree in information technology/information systems that includes specific coursework in database and data processing administration.
- F. Seven (7) years of experience in managing complex and multifaceted business system software applications and database resources.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and vehicle insurability to comply with district requirements.
Employment eligibility that includes fingerprint, tuberculosis, and/or other employment clearance.
Incumbents in this classification may be required to speak, read, and write in a designated second language.

KNOWLEDGE OF:

- Analytical skills and tools
- Applicable laws, codes, regulations, policies, and procedures to include State Education Code
- Basic business practices and accounting principles
- Computer system management techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Data entry and retrieval techniques
- Data processing principles and practices
- Development of system and user documentation
- Interpersonal skills using tact, patience, courtesy, and professionalism
- Mathematical computations



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- Methods and techniques of data collection, research, and report preparation
- Modern office procedures and record-keeping techniques
- Motor vehicle operation
- Operation of a computer and the assigned software
- Operation of the mainframe computer
- Operations, policies, and objectives relating to school district activities
- Oral and written communication skills
- Organizational operations, policies, and objectives
- Record-keeping and report-preparation techniques
- Research methods
- Technical aspects of the field of specialty
- Telephone techniques and etiquette

ABILITY TO:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, including policies and procedures and equipment manuals
- Ability to read, write, hear, and speak in English.
- Adapt to changing technologies and learn the functionality of new equipment and systems
- Administer the applications of the complex business systems software program
- Analyze situations accurately and adopt an effective course of action
- Analyze users' needs, business requirements, and technical requirements and develop computer-based solutions
- Assure the integrity of data
- Collect, evaluate, and interpret complex information and data
- Communicate effectively, both orally and in writing
- Communicate with various district departments and schools regarding system operations and processes
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Generate a variety of records and reports related to assigned areas
- Install version updates
- Interpret, apply, explain, and assure compliance with rules, regulations, policies, and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain discretion with sensitive, proprietary, and privileged information
- Make mathematical computations with speed and accuracy
- Meet schedules and timelines
- Operate a motor vehicle
- Operate a variety of office equipment, including a computer and the assigned software
- Plan and organize work
- Prepare and maintain accurate records and prepare reports
- Prepare clear and concise administrative and financial reports
- Provide support to users by training them and answering technical and non-technical questions as needed



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- Read, interpret, and apply complex technical publications, manuals, and other documentation
- Implement new applications and programs
- Resolve program or process issues as needed
- Skill in speaking effectively one-on-one and/or before internal and/or external groups.
- Skill in writing routine draft instructions, reports, and correspondence;
- Troubleshoot and resolve problems related to software applications
- Understand and follow oral and written instructions
- Work independently with little direction

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions

Driving a vehicle to conduct work

Interactions with dissatisfied, hostile, and irate individuals

Indoor/Office environment

Subject to demanding timelines and constant interruptions

PHYSICAL ABILITIES:

Bending at the waist; kneeling or crouching to file and retrieve materials

Crawling, climbing, squatting, bending, stretching, and reaching for field service work

Dexterity of hands and fingers to operate a computer keyboard and mouse

Hearing and speaking to present or exchange information in person and on the telephone

Moving, lifting, carrying, pushing, and pulling objects of up to 75 pounds

Operating a computer keyboard for extended periods of time

Reaching overhead and above the shoulders to retrieve hardware or peripherals

Seeing to view, monitors, read, or compose a variety of written or digital materials

Sitting or standing for extended periods of time

HAZARDS:

Contact with dissatisfied or abusive individuals.

Extended viewing of the computer monitor.

Sitting for an extended period of time



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Appendix AP: Computer Technician I





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TITLE:	Computer Technician I	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 57 7.5 hours per day or duty days/hours as assigned 12 months
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of an assigned supervisor and/or lead, install, maintain, and repair computer equipment, peripherals, and networks to prevent service interruption; instruct personnel in the operation of computers, peripherals, and related equipment.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Install, maintain, and repair PC Macintosh computer and district and classroom technology equipment and related peripherals; review and prioritize work orders
- Install, configure, and assist in the use of various operating systems and software applications; troubleshoot and resolve software and hardware-related problems; re-install operating systems and other programs as needed
- Participate in the installation, configuration, and maintenance of networks and related equipment; assist schools in the implementation of networks; install network hubs and wiring; and upgrade network hardware and software as needed; install hubs and set up computers and peripheral equipment; utilize diagnostic testing software and equipment to identify causes of networking problems; basic troubleshooting troubleshoot Wi-Fi access points, projectors, phones, and miscellaneous technology issues
- Provide user support and training to staff in the operation and care of assigned equipment and software, including network access, internet usage, user accounts, and data backup; assist schools with the selection and installation of software; create user accounts, unlock accounts, reset passwords, and assist in other related activities; assist sites with prioritizing equipment and software needs



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- Consult with vendors, service providers, and technical support regarding the purchase of parts, the status of repairs, and software and hardware-related questions; and provide support for technology and equipment for use in classrooms
- Make recommendations regarding the purchase of hardware and software products; evaluate software and hardware for potential use; review purchase requests,—for new technology equipment, setting up new equipment, cataloging new equipment in asset management system; inform staff of the procedures relating to using and purchasing district technology.
- Connect, and patch clients to network equipment/ports; report network connectivity issues to supervisor/designee
- Operate a variety of hand and power tools; drive a vehicle to sites to conduct work
- Maintain accurate inventory of computers and site technology; maintain records and logs related to assigned activities; and move technology from one site to another for setup or recycling
- Maintain current knowledge of technical advances in the field

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer hardware systems and software applications utilized by the district
 Materials, methods, and tools used in the operation and repair of computer and network systems
 Record-keeping techniques
 Technical aspects of the field of specialty
 Oral and written communication skills
 Laws, rules, and regulations related to assigned activities
 Inventory methods and practices
 Proper methods of storing equipment, materials, and supplies
 Organization, department operations, services, and policies

ABILITY TO:

Perform skilled work in the repair, maintenance, and installation of a variety of PC and Macintosh, Chromebooks, computerized equipment, and peripherals
 Provide technical assistance to computer system users
 Troubleshoot and repair basic system malfunctions and maintain system operation
 Research and recommend new system software and hardware
 Make routine equipment adjustments and perform routine maintenance
 Communicate effectively, both orally and in writing
 Prioritize and schedule work
 Maintain records and prepare reports



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Work cooperatively with others
Plan and organize work
Operate a vehicle to conduct work
Operate a computer and work with a variety of software

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Two years of college-level course work in computer science, information technology, or a related field and Two years of experience in the installation, maintenance, and repair of computer and network systems, peripherals, and related equipment. A degree or equivalent IT certification and prior experience preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
Reaching overhead, above the shoulders, and horizontally
Climbing ladders to reach ceiling cables
Sitting, walking, or standing for extended periods of time
Perform work that involves the frequent lifting, pushing, and/or pulling of objects weighing up to 50 pounds, and occasionally up to 75 pounds occasionally, with assistance
Bending at the waist, kneeling, or crouching
Seeing to perform computer repair duties

HAZARDS:

Occasional working at heights



Appendix AQ: Computer Technician II



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TITLE:	Computer Technician II	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	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		SALARY GRADE:	Schedule: 56 Range: 54

BASIC FUNCTION:

Under the direction of an assigned supervisor, install, maintain, and repair computer equipment, peripherals, and networks to prevent service interruption; install, support, and maintain a variety of servers and/or cloud-based services for the district; lead, train, and provide work direction and guidance to Computer Technician I; and instruct personnel in the operation of computers, peripherals, and related equipment.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

Install, maintain, set-up and repair PC, Chromebooks, and Macintosh computer and district and classroom technology equipment and related peripherals; review and prioritize work orders;

- Install, support, and maintain a variety of servers and cloud-based services for the district, including Windows, Mac OS, Chromes OS, and Linux systems; assist with the setup and configuration of network and server equipment, under the guidance of senior staff; work with vendors to implement new services and their infrastructure to the district; document the use of services
- Install, configure, and assist in the use of various operating systems and software applications; troubleshoot and resolve software and hardware related problems; re-install operating systems and other programs as needed; utilize automation systems for large deployments, such as computer labs and staff computers
- Assist network engineer with the installation, configuration, and maintenance of networks and related equipment; install network switches, wiring, and cables; upgrade network hardware and software as needed; set up computers and peripheral equipment; utilize diagnostic testing software and equipment to identify the causes of networking problems
- Provide user support and training to staff in the operation and care of assigned equipment and software, including network access, internet usage, user accounts, and data backup; assist schools with the selection and installation of software; create user accounts, unlock accounts, reset



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passwords, and assist in other related activities; assist sites with prioritizing equipment and software needs

- Consult with vendors, service providers, and technical support regarding selection, purchasing, implementation and support of software and hardware
- Make recommendations regarding the purchase of hardware and software products; analyze and evaluate software and hardware for potential use; submit proposals to site management for approval and action; prepare and process purchase orders; participate in maintaining the technology plan; deliver purchased equipment to sites as directed
- Perform general technology maintenance activities, including rack-mounting, power balancing UPS loads, backup tape and drive swapping, and other on-site local terminal work
- Lead, train, and provide work direction and guidance to Computer Technician I
- Operate a variety of hand and power tools; drive a vehicle to sites to conduct work
- Maintain inventory of computers and networking equipment; maintain software license allocations; manage the asset tracking systems to maintain accurate records of inventory
- Attend web seminars on products to evaluate their use for the district; conduct end-user training presentations as requested; maintain current knowledge of technical advances in the field

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Servers, clients, and workstations.

Principles and practices of maintaining a LAN, Window

Computer hardware systems and software applications utilized by the district

Materials, methods, and tools used in the operation and repair of computer and network systems

Record-keeping techniques

Technical aspects of the field of specialty

Oral and written communication skills

Laws, rules, and regulations related to the assigned activities

Inventory methods and practices

Proper methods of storing equipment, materials, and supplies

ABILITY TO:

Perform skilled work in the repair, maintenance, and installation of a variety of PC and Macintosh computerized equipment and peripherals

Provide technical assistance to computer system users



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Install, maintain, and troubleshoot LAN, servers, and workstations
 Troubleshoot and repair system malfunctions and maintain system operation Develop effective training presentations as directed
 Train and provide work direction to assigned personnel
 Research, analyze, and recommend new system software and hardware Make routine equipment adjustments and perform routine maintenance Communicate effectively, both orally and in writing
 Maintain records and prepare reports
 Prioritize and schedule work
 Analyze and report from data using spreadsheets
 Work cooperatively with others
 Plan and organize work
 Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in computer science, information technology, or a related field and three years of experience in the installation, maintenance, and repair of computer and network systems, servers, peripherals, and related equipment. A degree or equivalent IT and or network certification preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
 Driving a vehicle to conduct work
 Evening or variable hours

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand tools, computer keyboards, and other assigned equipment
 Reaching overhead, above the shoulders, and horizontally
 Climbing ladders to reach ceiling cables
 Sitting, walking, or standing for extended periods of time
 Perform work that involves the frequent lifting, carrying, pushing, and/or pulling of objects typically weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds Bending at the waist, kneeling, or crouching
 Seeing to perform computer repair duties



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HAZARDS:

Occasional working at heights



Appendix AR: Data Management Specialist





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TITLE:	Data Management Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 or 12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 55

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare, verify, and submit state and federally mandated reports; prepare, verify, and submit attendance accounting reports; maintain the accuracy of data in the Student Information System (SIS) related to assigned reports; communicate with various departments and outside organizations to coordinate reporting activities.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Prepare, verify, and submit state and federally mandated reports, including CALPADS, CRDC, EEO, CBEDS, WIOA, and CAEP; generate and validate average daily attendance reports from sites and compile data into district-wide attendance reports; compile class size reduction reports; ensure reports are submitted according to established timelines
- Maintain and assure accuracy and reliability of data in the SIS related to assigned reports; maintain data related to student demographics, enrollment, and attendance; validate and correct anomalies in the data; create class and course listings in SIS for publication in the school catalog; import student, class, and test data into other databases as needed and ensure accuracy of the information; act as a resource for issues with online registration, course creation, cancellation, and refunds.
- Communicate with school sites and others to confirm student information, report due dates, and discuss related matters; communicate with various departments and outside organizations to coordinate activities and resolve issues or concerns; and work with internal staff and external consultants to track various indicators of student success, such as program completion, graduations, and transitions to postsecondary (college) or jobs.
- Monitor and maintain student and employee data in assigned software systems, including student enrollment entries and exits, new employee hires and terminations, and e-mail addresses for employees; create new accounts as necessary;



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- Generate queries for student and class data trends from administration; implement mass mailings and surveys that use student data; and assist in the implementation of testing programs by generating reports of student data and assessment results
- Prepare and maintain a variety of records, lists, and reports related to assigned activities; maintain automated and manual files; prepare reports for board meetings as directed
- Receive and respond to requests for special reports from departments and outside organizations; compile data for requesting parties; manipulate data and databases to compile reports
- Conduct site visits to perform internal attendance audits
- Provide training and user support to staff, parents, and students utilizing the student or employee information systems and related products
- Operate standard office equipment, including driving a vehicle to conduct work if applicable
- Attend a variety of meetings and training sessions as assigned; participate in state reporting conference calls

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and techniques in the development of system and user documentation
 Student and employee information systems
 Student attendance reporting
 Bulk data imports and extracts for reporting
 Computer applications utilized by the district
 Applicable state, federal and district codes, rules, regulations, and procedures
 Research methods, report writing, and record-keeping techniques
 Oral and written communication skills
 Interpersonal skills, including tact, patience, and courtesy
 Operation of a computer and the assigned software
 CALPADS and other reporting requirements
 Correct English grammar, spelling, punctuation, and vocabulary
 Advanced spreadsheet and word processing functionality

ABILITY TO:

Utilize software programs such as word processing, spreadsheets, and database applications
 Utilize various computer applications to facilitate data collection and reporting
 Analyze complex data and develop optimal solutions
 Read, interpret, and apply complex technical publications, manuals, and other state and federal laws and code
 Work with large sets of data that require attention to detail



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Learn new software quickly and thoroughly, and share knowledge effectively with others
Provide training and user support for others on assigned programs
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Meet schedules and timelines
Prepare and maintain records and reports
Plan and organize work
Work independently with little direction
Process-oriented thinking to implement procedures that are done at regular intervals
Work with internal and external staff to meet reporting requirements
Learn student and employee information systems
Learn Student attendance reporting
Learn CALPADS and other reporting requirements

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in information technology or a related field and four years of increasingly responsible experience in information technology

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license as applicable

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment
Driving a vehicle to conduct work, as applicable

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Lifting, carrying, pushing, or pulling objects typically weighing up to 50 pounds
Ability to move within the appropriate school sites or District office
Sitting for extended periods of time
Seeing to view a computer monitor
Reaching overhead, above the shoulders, and horizontally



Appendix AS: Network Engineer



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TITLE:	Network Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	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		SALARY GRADE:	Schedule: 56 Range: 69

BASIC FUNCTION:

Under the direction of an assigned supervisor, recommend, design, install, maintain, and administer local and wide area network (LAN, WAN) computer systems and peripherals; provide technical assistance to department and site personnel in the operation of software, hardware, and peripherals; analyze, troubleshoot, and correct complex network protocol and security issues.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform hardware and software design, installation, and configuration of LANs and WANs and computer workstations, including networking devices such as servers, routers, switches, printers, and other related peripherals
- Maintain and manage internet content filters, firewalls, and VPNs to control downstream and upstream traffic; participate in developing, implementing, and administering intranet, extranet, virtual networks, and remote access capabilities
- Install, configure, and administer district-wide WAN; perform system administration duties; configure workstations for network access; run network cables; create users and groups; establish access levels and network security; create system or user log-in scripts; assign IP addresses
- Analyze, isolate, and correct complex hardware, software, and network malfunctions, including software applications errors, hardware and software errors, communications errors, network address conflicts, and other malfunctions
- Participate in the development and maintenance of security systems for network equipment, including internal and external network security
- Provide technical assistance to department and site personnel in the operation of software, hardware, and peripherals; provide technical assistance for the district's help desk to solve end users' technical requests
- Deploy and maintain the district's wireless network, backup, and antivirus systems



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- Update and upgrade software and firmware for servers and network equipment
- Maintain current knowledge of technological advances in the field
- Maintain network system and infrastructure documentation and an architecture diagram
- Operate laptop and desktop computers and assigned software; utilize cable testers and power tools; drive a vehicle to conduct work
- Meet with personnel to analyze and determine data communications, hardware, and software needs; recommend and implement strategies to improve network performance, security, and productivity; assist in the design and development of network services architecture and the implementation of new network systems
- Interact with vendors for the recommendation, purchase, maintenance, and repair of equipment

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LAN and WAN network software and hardware configurations, enhancements, topologies, and protocols
Principles and practices of advanced network administration
Methods and techniques for performing connectivity testing and troubleshooting, including the use of diagnostic tools and equipment
Development of system and user documentation
Technical aspects of the field of specialty
Oral and written communication skills
Applicable sections of the state Education Code and other applicable laws
Interpersonal skills using tact, patience, and courtesy
TCP/IP addressing, routing, configuration, and troubleshooting methods
Setup of wireless networks with controllers and non-controller-based management systems

ABILITY TO:

Recommend, design, install, maintain, and administer LAN and WAN computer systems and peripherals
Configure a variety of network computer equipment
Provide technical assistance to department and site personnel in the operation of software, computer hardware, and peripherals
Analyze complex computer system and network issues
Read, interpret, and apply complex technical publications, manuals, and other documentation
Identify data communication and information management issues and opportunities
Implement new applications and programs
Establish and maintain cooperative and effective working relationships with others
Plan and organize work



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Work independently with little direction

Meet schedules and timelines

Maintain the confidentiality of proprietary and confidential data and information

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in information technology, including course work in programming or network administration, and five years of increasingly responsible experience in the design and sharing of networked hardware and software resources in a large, wide-area network environment

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/Outside environments

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Seeing to view a computer monitor

Dexterity of hands and fingers to operate a computer keyboard

Perform work that involves the frequent lifting, pushing, and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance, up to 75 pounds

Bending at the waist, kneeling, or crouching

Reaching overhead, above the shoulders, and horizontally

Climbing ladders or steep stairways

Crawling

HAZARDS:

Heat exceeding 85 degrees

Cold below 60 degrees

Loudness for extended periods



Appendix AT: Student Systems Analyst



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TITLE:	Student Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	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		SALARY GRADE:	Schedule: 56 Range: 59

BASIC FUNCTION:

Perform a variety of specialized activities in the management and maintenance of the Student Information System (SIS), instructional software resources, and other assigned systems; provide user support and training to District staff and users of the SIS; troubleshoot hardware and software systems; train and provide guidance for correct use of SIS and related systems to other site and District staff.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of specialized activities in the management and maintenance of the SIS and other assigned programs; assist and advise administration on the maintenance and deployment of other technology related to district operations
- Prepare step-by-step guides for the use of tools and modules of various systems; provide user support and training to district staff and users; and provide training at various school sites
- Configure, maintain, and troubleshoot software systems related to the maintenance and operation of SIS; communicate with vendor technical staff to resolve issues; maintain district DNS servers
- Produce custom reports to analyze student academic performance and evaluate instructional support models using SQL and other query languages, spreadsheet software, and real-time graphing tools
- Assess instructional software resources to determine compliance with District standards for accessibility and student data privacy; maintain and update lists of approved instructional software resources
- Assist with the setup, configuration, and ongoing maintenance of instructional software resources
- Create custom solutions for providing SIS data to other District systems; receive and respond to report requests from District departments and schools; create, maintain, and update object reports including report cards, transcripts, for letters and mailing labels



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- Coordinate with data integrity and other staff to assure accurate reporting for CALPADS and attendance ADA reporting; perform data integrity checking of graduating and promoting students; assist and support secondary schools with master scheduling
- Train and communicate with staff on the proper use and functionality of the SIS as it relates to their assignment
- Install system updates and upgrades; maintain SIS test databases and update as needed; develop SIS customizations as needed
- Open and close the grading window for elementary schools; activate/deactivate ungraded District standards; make changes to report card templates and standards as needed; store term grades
- Prepare and maintain a variety of records, lists and reports related to assigned activities; maintain and update pertinent technical reference materials and vendor information
- Maintain backups and archives of SIS data
- Operate standard office equipment; drive a vehicle to various sites to conduct work
- Manage student and parent portals, on-line registration system, email systems, groups, and permissions
- Annually updates student enrollment and exit data

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Installation, maintenance, and operation of the assigned student information systems software
 Applicable laws, codes, rules, and regulations related to student data and assigned activities
 SQL and database languages utilized by the District
 Principles and practices of training and providing work direction to others
 Expert-level spreadsheet and word processing apps
 Basic programming concepts
 Oral and written communication skills
 Interpersonal skills using tact, patience, and courtesy
 Record-keeping techniques
 Technical aspects of the field of specialty

ABILITY TO:



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Perform a variety of specialized activities in the management and maintenance of the SIS and other assigned systems

Provide user support and training to District staff and users of the SIS

Troubleshoot and resolve system malfunctions, bugs, or other errors

Train and provide guidance and support to District and site staff

Create, maintain, and update SIS reports

Maintain data integrity and prepare backup data files

Understand and follow oral and written instructions

Determine appropriate action within clearly defined guidelines

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Prepare and maintain records and reports

Meet schedules and timelines

Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology, math, science or a related field and two years of increasingly responsible experience in information systems and use of SQL and other query languages

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

Perform work after hours when required on an overtime basis

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Lifting, carrying, pushing, or pulling objects typically weighing up to 10 pounds

Sitting for extended periods of time

Seeing to view a computer monitor



Appendix AU: Telecommunications / Electronics Specialist





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TITLE:	Telecommunications/ Electronics Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Technology Department	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		SALARY GRADE:	Schedule: 57 Range: 57

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in the installation, maintenance and repair of telephone systems (analog and digital), voicemail systems (digital) and related equipment; perform skilled electronics work in the installation, maintenance and repair of IP-based (Internet Protocol) electronic devices, low-voltage alarm systems, , intercom and facility entry systems, clock systems, security camera systems, and other electronic systems and equipment

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of technical duties in the installation, maintenance and repair of telephone systems, voicemail systems and related equipment; program and maintain telephones, voice mail boxes, dialing plans, and system features
- Inspect, repair, install, test, maintain and replace a variety of low-voltage electronic devices, equipment, and systems such as conduit, cabling, wiring, alarm, communication, intercom, clock, paging systems and security cameras; work is performed in compliance with building codes applicable to electronics
- Troubleshoot and diagnose electrical malfunctions; make appropriate repairs or replacement of modules/components to electronic assemblies, devices, and equipment; trace out wiring, perform diagnostic tests on system components and repair or replace as needed
- Inspect and troubleshoot telephone systems, cabling and related devices and equipment; diagnose and repair malfunctions and failures; test the voice network to assure proper operation; make related repairs and adjustments; maintain voice mail and system user databases; perform backups
- Install, maintain, repair, and expand telephone network infrastructure, including cabling, connectors, and terminations; add and relocate new or existing telephone lines; relocate existing telephone lines as needed
- Operate a variety of tools and electronic testing equipment such as drills, wrenches, cable locators,



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frequency counters, volt meters, soldering irons, oscilloscopes, multi-meters, power analyzers, digital probes, and signal generators; operate a computer and assigned software; drive a vehicle to conduct work

- Plan, organize and lay out assigned tasks; interpret electrical plans, diagrams, blueprints, sketches, and specifications; work from verbal and written instructions and work orders
- Estimate labor, materials and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed
- Perform routine and preventive maintenance on low-voltage electronic systems, parts, and circuitry; set up and program communications and other specialized electronic systems
- Research low-voltage electronic devices, equipment, and systems to provide recommendations concerning system replacements, modifications, additions, and related purchases
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns
- Maintain various records related to work orders and assigned activities
- Maintain shop and work areas in a safe, clean, and orderly condition
- Manage the alarm system zone access and user codes for all sites and types of systems

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, testing devices and equipment used in the electronics trade

Methods, materials, and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems

Telecommunications terminology

Standard practices in telephone repair

Design, construction, installation, repair and maintenance of electronic devices and systems

Electronic and electrical theory and practices

Building codes related to electronics

Shop math and measures applicable to the electronics trade

Proper methods of storing parts, supplies and equipment

Record-keeping techniques

Appropriate safety precautions and procedures

Oral and written communication skills

Technical aspects of the field of specialty



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ABILITY TO:

Perform skilled electronics work in the installation, maintenance, and repair of a variety of telecommunications, electronic devices, systems, and equipment
Perform a variety of technical duties in the installation, maintenance and repair of telephone systems, voicemail systems and related equipment
Troubleshoot and diagnose malfunctions and failures
Install low-voltage data cabling
Operate tools, equipment, and materials of the electronics trade
Perform accurate electronic measurements
Plan and lay out electronics work
Troubleshoot and diagnose malfunctions of low-voltage electronic devices, systems, and equipment
Read and work from plans, blueprints, sketches, specifications, and diagrams of electronics
Perform routine preventive maintenance on electronic systems, parts, and circuitry
Communicate effectively both orally and in writing
Work cooperatively with others
Meet schedules and timelines
Observe health and safety regulations and procedures
Understand and follow oral and written instructions
Work independently with little direction
Maintain various records related to work performed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by additional training and experience such as completion of an approved apprenticeship program in electronics or closely related field; three years of experience in the maintenance, repair, and installation of low-voltage systems such as telecommunication systems, camera systems, alarm systems, and equipment of a large, multi-site organization with multiple end-user departments

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate tools and machines utilized in the electronics trade
Lifting, carrying, pushing, or pulling objects typically weighing up to 75 pounds and occasionally up to 100 pounds with assistance
Hearing and speaking to exchange information
Seeing to perform electronics repair and maintenance work
Bending at the waist, kneeling, or crouching to install equipment or make repairs



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Reaching overhead, above the shoulders and horizontally
Sitting or standing for extended periods of time
Climbing ladders and working from heights



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Appendix AV: School Bus Driver



*Berkeley Unified School District Report on
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Facilities Services; Technical / Specialist; Technology Services; Transportation Services*

TITLE:	School Bus Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 57 Range: 44

BASIC FUNCTION:

Under general supervision, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform daily pre-trip safety inspections; and assist in the general cleaning of school buses

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Drive a school bus on designated routes; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations; assure that only registered students (checking attendance) board and exit at assigned bus stops unless otherwise approved by the school district or parents
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; communicate effectively with school staff and parents regarding student behavior as needed; and prepare behavior/conduct reports to document incidents and negative behaviors of students
- Perform the required daily safety inspections of buses; inspect the interior and exterior of buses according to California Highway Patrol pre-trip regulations to assure safe operational condition; and report mechanical malfunctions or other problems as required
- Determine appropriate action in emergency situations according to established guidelines and administer first aid to passengers as needed
- Maintain the buses in a clean and safe operating condition, including bodily fluid, etc..., which includes sweeping passenger areas; cleaning windshields, mirrors, dashboards, and driver compartments
- Transport ambulatory and non-ambulatory students and designated adults on school routes or school-related activity trips; adhere to scheduled departure and arrival times as assigned; and prepare related logs and reports



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- Maintain records of vehicle condition, incidents/accidents, route times and mileage; conduct student counts; and prepare related records
- Assist students as needed in boarding, buckling, loading, securing, and unloading students in wheelchairs as assigned, and operate a wheelchair lift as assigned
- Utilize two-way radios for bus-to-bus and bus-to-base communications
- Communicate with transportation operations staff and the maintenance shop on a daily basis regarding safety concerns of school bus stops and the mechanical condition of the buses
- Be available to respond to emergency or natural disaster situations when there is an urgent need to transport students, designated adults, victims, or others as needed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code applicable to the operation of vehicles in the transportation of students

California Vehicle Code and local traffic ordinances

District policies and practices regarding pupil transportation

Safe and defensive driving practices

Proper operation of school buses

Applicable traffic and student transportation laws, codes, and regulations

Basic first aid procedures

Basic record-keeping techniques

Interpersonal skills using tact, patience, and courtesy

Health and safety regulations

Oral and written communication skills as related to the position

ABILITY TO:

Drive a school bus safely and efficiently

Communicate about mechanical issues and defects verbally and in writing

Perform daily pre-trip safety inspections and assist in the general cleaning of school buses

Learn and apply District policies and procedures related to student discipline on buses

Maintain a safe level of discipline among passengers

Observe legal and defensive driving practices

Learn and follow the designated routes

Learn the functionality and tolerance of the dual air brake system

Learn the proper use of the electronically controlled transmissions installed in the fleet



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Maintain buses in a clean and orderly condition
Administer first aid
Maintain routine records as related to the position
Understand and follow oral and written directions
Communicate effectively with others
Adhere to schedules and assigned timelines, except under extenuating circumstances
Operate a two-way radio
Maintain a clean driving record
Maintain the safety and security of assigned students and all passengers
Fuel buses

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements
Valid California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus drivers
Valid Medical Examiner's Certificate
Valid First Aid and CPR Certificate (as required) issued by an authorized agency
Department of Justice fingerprint clearance through the California Highway Patrol
Good DMV driving record and ability to maintain insurability under the district's vehicle insurance policy
Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment
Seasonal heat and cold or adverse weather conditions
Evening or variable hours
Exposure to fumes, dust, odors, oil/grease, and gases
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses
Hearing and speaking to exchange information
Reaching, pulling, and pushing to open bus doors
Bending at the waist, kneeling, or crouching to inspect buses and wheelchairs
Seeing to monitor passengers and operate a vehicle



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Perform work involving the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds and occasionally exceeding 100 pounds with assistance

Pushing or pulling wheelchairs

Dexterity of hands and fingers to operate school bus control panel

HAZARDS:

Traffic hazards

Exposure to seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil/grease, and gases

Exposure to blood-borne pathogens and infectious diseases

Potential exposure to abusive, irate, or violent students, parents, or the general public

Appendix AW: Transportation Dispatcher/Scheduler

*(Proposed retitle of “Transportation
Dispatcher”)*





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TITLE:	Transportation Dispatcher/Scheduler	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	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		SALARY GRADE: (salary range reallocated by PC on 7/1/21)	Schedule: 57 Range: 48

BASIC FUNCTION:

Under general supervision, schedule and dispatch school bus drivers and routes accord to industry laws and regulations pertaining to a student transportation program. Develop weekly schedules, daily schedules, and special schedules to ensure the overall coverage required to meet the transportation operation scheduling demands. Evaluate, resolve, and recommend solutions to incidents, complaints, and accidents. Perform a variety of clerical duties in support of student transportation services; utilize a telephone and two-way radio to receive transportation requests and information and/or to assign the activities of school bus drivers in the field.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of dispatching duties in support of student transportation services; coordinate the flow of communications between personnel to assure proper and timely transportation of students; dispatch drivers according to student transportation needs; route buses to special education students according to their residences or locations of childcare or afterschool program.
- Assist in developing and coordinating the district's student transportation schedules and services, including scheduling substitute drivers; assist in developing routes for special education students, time schedules; plan and organize work for district school bus drivers
- Process routing and transportation requests and information; provide direction and assistance to school bus drivers concerning directions, routing, scheduling, equipment issues and information related to students; provide operational information to the repair shop; and interact with the school and other departments regarding operational or administrative issues
- Respond to school bus driver accidents in the absence of the transportation manager and/or as assigned: notify schools, parents, drivers, and administrators as needed; route backup buses to transport students home as needed
- Provide real-time communication and assistance to parents and schools regarding daily operations; perform a variety of clerical duties in support of transportation functions; answer telephones and provide information concerning transportation functions, activities, policies, and procedures; take and relay messages as needed; prepare and distribute routine correspondence
- Prepare and maintain a variety of records related to student assignments, fuel usage, keys, trips, contact lists, substitutes, and extra duty and overtime work; establish and maintain filing systems;



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maintain and update the dispatch board with daily changes, including trip boards and weekend trip boards

- Drive a school bus as needed; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations; administer first aid as needed according to established procedures
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns
- Perform accounting tasks, including creating and processing invoices and reconciling payments, for field trips

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code sections applicable to the operation of vehicles in the transportation of students California Vehicle Code and local traffic ordinances

Laws, rules, and regulations related to student transportation

District policies regarding student transportation

Proper operation of school buses

Safe and defensive driving practices

Modern office practices, procedures, and equipment

Basic maintenance and operation of school buses

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, punctuation, and vocabulary

Operation of a computer and assigned software

Record-keeping and filing systems and techniques

Telephone techniques and etiquette

Basic accounting principles

Basic first aid and CPR techniques

ABILITY TO:

Perform a variety of dispatch functions in support of overall operational safety and efficiency

Utilize a telephone and two-way radio to receive transportation requests and information and provide assistance to bus drivers, the shop, and other departments

Learn about the local geography, street locations, important buildings, and landmarks of the area

Learn the policies and objectives of assigned programs and activities

Type or input data at an acceptable rate of speed



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Assist bus drivers with directions and routing, scheduling and equipment issues and information.

Maintain records and files and perform clerical duties as necessary

Understand and follow oral and written instructions

Communicate effectively both orally and in writing

Deal tactfully and effectively with the school bus drivers

Establish and maintain cooperative and effective working relationships with others

Operate a computer and the assigned software

Meet schedules and timelines

Administer first aid and CPR as needed

Drive a school bus safely and efficiently

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in student transportation activities

LICENSES AND OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements

Valid California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus

Valid Medical Examiner's Certificate

Valid First Aid and CPR Certificate (as required) issued by an authorized agency

Department of Justice fingerprint clearance through the California Highway Patrol

Good DMV driving record and ability to maintain insurability under the district's vehicle insurance policy

Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor and occasional school bus environment

Constant interruptions

Seasonal heat and cold or adverse weather conditions

Evening or variable hours

Exposure to fumes, dust, odors, oil/grease, and gases

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Perform work involving occasional lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds, and occasionally up to – 75 pounds with assistance



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Sitting for extended periods of time

Bending at the waist or kneeling to file materials

HAZARDS:

Traffic hazards

Exposure to seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil/grease, and gases

Exposure to blood borne pathogens and infectious diseases

Abusive, irate, or violent students, parents, or general public



Appendix AX: Transportation Router/Scheduler





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TITLE:	Transportation Router/Scheduler	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	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		SALARY GRADE: (salary range reallocated by PC on 7/1/21)	Schedule: 57 Range: 48

Under the direction of the assigned supervisor, implement the operational software parameters necessary to create routing schemes, routes, and schedules in accordance with laws, rules, regulations, student assignment plan and board policy; assign regular and special education students to the appropriate and safest bus stop according to their residence or location of childcare or an afterschool program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Establish routes and schedules in accordance with established guidelines; review routes and schedules to accommodate changes; update route sheets for drivers

Assist in the installation and use of various transportation operational software applications; troubleshoot and resolve software and hardware-related problems; install version updates; re-install other programs as needed

Train new and temporary staff in software use; assign access and login codes to all department staff

Provide reports and data to the assigned supervisor for the purposes of improving the safety of our students and the efficiency of the transportation program

Assign regular and special education students to the appropriate and safest bus stop according to their residence or location of childcare or an afterschool program

Answer telephones; direct inquiries to the appropriate department or person as needed; place telephone calls to request, provide or verify information; resolve pupil transportation issues and concerns

Communicate with faculty, district departments, parents, and the public; communicate with city personnel regarding road improvement and construction activities effecting bus routes; communicate re-routes with the drivers; and report to the assigned supervisor regarding changes in school zoning and other issues

Monitor bus activity utilizing assigned GPS software; monitor Sigalert traffic reports to notify drivers regarding road conditions



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Implement and communicate emergency routing scenarios

Operate a two-way radio to communicate with drivers as needed; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notify drivers or authorities as appropriate; review routes for drivers as needed

Prepare and maintain a variety of logs, records and files related to transportation; maintain student assignment software and district vehicle inventory

Operate a variety of office equipment, including a copier, fax machine, computer, and applicable software applications

Attend approved conferences and user group meetings regarding updates to technology in the transportation field

Assist the Dispatcher with scheduling and coordinating all BUSD and outside vendors' field trips. Arrange field trip assignments based on the drivers' seniority. Prepare field trip sheets and provide directions to the drivers

OTHER DUTIES:

Substitutes for the dispatcher when they are absent for the purpose of ensuring the dispatcher's job is covered and buses are flowing smoothly

Serve as backup to drive a school bus as needed

Assist in preparing the billing for all field trips, creating estimates and invoices, calculating mileage and time, and processing payment

Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code sections applicable to the operation of vehicles in the transportation of students California Vehicle Code and local traffic ordinances

Laws, rules, and regulations related to student transportation

Applicable laws, codes, rules, and regulations related to student transportation

Modern office practices, procedures, and equipment

District policy and industry standards related to routine and student assignment

Student Assignment Plan, District boundaries and eligibility criteria

Health and safety regulations

Operation of a computer, automated transportation systems and a two-way radio

Telephone techniques and etiquette

Record-keeping and filing systems and techniques

Health and safety regulations

Interpersonal skills using tact, patience, and courtesy



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Oral and written communication skills

ABILITY TO:

- Plan, coordinate and develop bus routes and schedules
- Review routes and schedules to accommodate changes
- Read maps and utilizing mapping programs and GPS system
- Provide clear and precise directions to drivers if help is needed
- Maintain a variety of logs, records, and files
- Interpret, apply, and explain laws, codes, rules, and regulations related to assigned activities
- Operate a variety of office equipment including a computer and applicable software
- Operate a two-way radio
- Handle and deal with highly stressful emergency situations over a two-way radio quickly and concisely
- Observe legal and defensive driving practices
- Plan and organize work
- Answer telephones and greet the public courteously
- Understand and resolve issues, complaints, or problems
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or GED and three years of experience driving a school bus, including some experience in planning and scheduling bus routes and experience in operating an automated transportation system and student transportation activities.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements
- California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus
- Valid Medical Examiner's Certificate
- Valid First Aid and CPR Certificate (when required) issued by an authorized agency
- Department of Justice fingerprint clearance through the California Highway Patrol
- Good DMV driving record and ability to maintain insurability under the district's vehicle insurance policy
- Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/outdoor and occasional school bus environment
- Constant interruptions
- Seasonal heat and cold or adverse weather conditions
- Exposure to fumes, dust, odors, oil/grease, and gases
- Driving a vehicle to conduct work



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PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Bending at the waist or kneeling to file materials

Perform work involving occasional lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds

HAZARDS:

Traffic hazards

Exposure to seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil/grease, and gases

Exposure to blood borne pathogens and infectious diseases

Abusive, irate, or violent students, parents, or general public

Appendix AY: Heavy Duty Fleet Technician

*(Proposed retitle of Vehicle & Equipment
Mechanic)*





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TITLE:	Heavy-Duty Fleet Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	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		SALARY GRADE:	Schedule: 57 Range: 53

BASIC FUNCTION:

Perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of large and small engines and motors, including gasoline, diesel, compressed natural gas and high-voltage electric-powered vehicles. Performs repairs and maintenance on specialized equipment.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of large and small vehicles and maintenance equipment, including gasoline, diesel compressed natural gas (CNG) and EV vehicles and buses
- Evaluate maintenance, servicing, and repair needs; inspect and diagnose mechanical and electrical malfunctions
- Perform required and routine preventative maintenance and safety checks and inspections of district school buses and a variety of other fleet vehicles and equipment; initiate and complete repair orders and vehicle inspection reports; prepare vehicles for smog inspections
- Inspect, diagnose, and repair a variety of full electric light duty vehicles, heavy duty electric buses, hybrid vehicles and major components, such as engines, transmissions, brakes, suspensions, steering, drivetrains, emissions systems, and electronic computer modules of heavy-duty vehicles, including onboard electronics, utilizing industry standard software and hardware for heavy duty, light duty, and full electric vehicles. Handle high-voltage electrical systems with proper and specialized safety equipment.
- Communicate verbally and in writing with vehicle operators, operations staff and the CHP motor carrier division regarding vehicle records and documentation; the mechanical condition of all buses, light and heavy-duty vehicles and equipment; the repair of defects and vehicle maintenance schedules



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- Comply with all federal and state rules and regulations, including but not limited to Federal Motor Vehicle Safety Standards (FMVSS) related to the construction, design and repair of school buses and California Code of Regulations rules and regulations related to school bus maintenance and repair, and facility or terminal requirements
- Adjust and replace brakes; maintain, rebuild, and replace air and hydraulic brake system components
- Change oil, transmission, brake, and other fluids according to prescribed procedures; assure compliance with laws, rules, and regulations regarding the disposal of hazardous waste
- Repair, replace, diagnose automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases and rear ends
- Diagnose, repair, and replace engine electrical and ignition systems, such as alternators, starters, and related systems
- Repair and maintain vehicle air conditioning units and related components; charge and recharge air conditioning systems
- Maintain the shop area, equipment, and tools in a safe, clean, and orderly condition
- Utilize best practices for inventory accountability and control
- Operate safely a variety of fleet vehicles and specialized electronic diagnosis equipment and machinery including computers
- Assist school bus drivers with cleaning school buses as necessary and delivering school buses and other vehicles as assigned; refuel and prepare vehicles for operation; and inspect tires
- Drive a vehicle to respond to calls for disabled vehicles and buses
- Maintain current knowledge of technologies related to vehicles, and buses, including the software systems required to diagnose and repair vehicles
- Perform welding as needed
- Diagnose and perform repairs on high pressure diesel fuel pressure systems, common rail, and DEF diesel exhaust fluid. Remove and repair diesel after-treatment systems, diesel particulate filters, selective catalyst reduction and diesel oxidation catalysts.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:



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KNOWLEDGE OF:

Techniques and practices for the maintenance and repair of heavy and light automotive vehicles and maintenance equipment
 Specialized techniques in electric-powered school buses and automotive vehicles
 Operation, theory, and principles of assigned activities
 Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment
 Diagnostic procedures for vehicles and equipment
 Technical aspects of the field of specialty, including analog and digital electronic equipment installed in vehicles
 Shop math applicable to vehicle maintenance
 Health and safety regulations, including the handling and use of high-voltage electric buses and vehicles
 Proper safety, handling, and use of hazardous materials
 Advanced computer operations and communications, including all types of scanning tools and software related to the variety of systems in modern vehicles and buses

ABILITY TO:

Diagnose, repair, and maintain a wide variety of large and small gasoline, diesel and CNG engines, EV, and buses
 Diagnose and repair mechanical, electrical and computerized malfunctions
 Operate specialized equipment used in repairing or servicing vehicles
 Read and apply technical and mechanical diagrams, schematics, and repair manuals
 Analyze situations accurately and adopt an effective course of action
 Maintain records related to safety, preventive maintenance and work performed
 Understand and follow oral and written directions
 Work cooperatively with others
 Observe legal and defensive driving practices
 Observe health and safety regulations
 Operate proper diagnostic equipment and computer terminals

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in the repair and maintenance of gas, diesel and CNG vehicles, EV and equipment, and three years of journey-level automotive or diesel maintenance and repair experience

LICENSES AND OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger and air brake endorsements OR the ability to obtain the same within the 6-month probationary period
 Valid Medical Examiner's Certificate
 Good DMV driving record and ability to maintain insurability under the district's vehicle insurance policy
 Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:



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ENVIRONMENT:

Vehicle and equipment repair shop environment
Driving a vehicle to conduct work
Regular exposure to fumes, dust, and odors
Indoor and outdoor work environments

PHYSICAL DEMANDS:

Lifting, carrying, pushing, or pulling objects frequently weighing up to 50 pounds, and occasionally weighing up to 100 pounds with assistance
Bending at the waist, kneeling, or crouching
Reaching overhead, above the shoulders and horizontally
Dexterity of hands and fingers to operate power tools and equipment
Seeing to observe and perform repairs
Hearing and speaking to exchange information
Standing for extended periods of time

HAZARDS:

Exposure to chemical fumes and vapors such as gasoline and diesel fuel
Working in a cramped or restrictive work chamber
Working around or with machinery with moving parts
Hazardous materials
Electrical hazards while working with high-voltage electric vehicles