

Berkeley Unified School District

The Board Room, 1231 Addison Street
Berkeley, CA 94702

Personnel Commission

Isaiah Roter, Chairperson

Timothy Carter, Vice-Chairperson
Charlie Castillo, Secretary

Heidi Goldstein, Commissioner

Meeting Agenda

January 31st, 2024 – 4:30 pm

1. **Call to Order** Chairperson Roter
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 shall be taken by the Commission.
4. **Approval & Adoption of Agenda** Chairperson Roter
5. **Approval of Meeting Minutes** Chairperson Roter
Approve the Personnel Commission Meeting Minutes for the following:
 - a) December 13th, 2023 Meeting Minutes, p. 3-7
6. **Closed Session (45 minutes)** Chairperson Roter
 - a) Performance Evaluation of the Executive Director, Classified Personnel- Government Code § 54954.5(e)
The Personnel Commission will meet in a closed session to discuss the performance evaluation with the Executive Director, Classified Personnel.
7. **Report from Closed Session** Chairperson Roter
8. **Reports**
 - a) Union Union Representatives
 - b) District Reports District Representatives
 - c) Commissioners Reports Commissioners
 - d) Personnel Director Secretary Castillo
New Hires and Examinations administered in the month of November and December, p.8-9
 - e) Classification & Compensation Study Secretary Castillo
9. **Consent Items** Chairperson Roter
It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature and can be enacted in one motion without further discussion.
Ratification of Eligibility Lists
 - a) Custodian II, p. 10
 - b) High School Custodial Supervisor, p. 11
 - c) Instructional Assistant, ECE, p.12
 - d) Instructional Assistant II, SPED, p.13
 - e) Irrigation Specialist, p.14
 - f) Library Media Technician, p.15
 - g) Nutrition Services Assistant, p.16
 - h) Nutrition Services Satellite Operator I, p.17
 - i) School Campus Aide, p.18
10. **Conference Item** Chairperson Roter
These items are presented for discussion and action and may be carried over from a previous meeting
 - a) Step Advance Request, A.Custer, **Attachment A (p.19-27)**
 - b) Agenda Item Request, F.Hernandez, *review and modify testing procedure for high school custodial supervisor list*, **Attachment B (p.28-30)**
 - c) Personnel Commission Meeting Re-Schedule (April, May 2024) **Attachment C (p.31)**
11. **Discussion Item** Chairperson Roter
These items are open for discussion and do not require action.
 - a) 2023-2024 Personnel Commission Budget Update
 - b) Classification & Compensation Study, Phase 3 Report, **Attachment D**

Agendas and minutes of Personnel Commission meeting are available at the District's website, www.berkeleyschools.net. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

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|---|--------------------------|
| 12. Public Comments (15-minute limit)
This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission. | Public |
| 13. Next Meeting
Follow-up items for the next Personnel Commission Meeting. | Chairperson Roter |
| 14. Adjournment | Chairperson Roter |

Berkeley Unified School District

Personnel Commission Meeting Minutes

December 13th, 2023 – 4:30PM

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #811 4287 6822. The meeting was called to order at 4:31PM.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Amanda Dea, Clerical Assistant III at Berkeley Adult School, spoke in support of Rodney Lewis. Denise Ray-Diggs, Administrative Assistant III, asked for transparency in the budget and asked to see the budget for the past three years for comparison purposes.

Rodney Lewis, Custodian II, asked for additional information about the examination process, specifically on the floating passing point.

4. Approval & Adoption of Agenda

Given the length of the agenda, the commissioners discussed pushing items 9 and 10 to a future meeting. Commissioner Goldstein moved to approve and adopt the agenda as presented; Vice-Chairperson Carter seconded the motion, Approved, 3-0

5. Approval of Meeting Minutes

a) November 29th, 2023 Regular Meeting Minutes

With no changes to note, Vice-Chairperson Carter moved to approve item 5a; Commissioner Goldstein seconded the motion, Approved, 3-0

6. Reports

a) Union

Mildred Scherr, BCCE Vice-President, gave an update on Phase 2 of the Classification & Compensation Study. She reported ongoing member concerns about lack of response from Eric Hall & Associates (EHA) when an employee had additional feedback on the revised job description. Members are still unclear about the origin of various changes captured in the track change format of the revised job description.

b) District

None.

c) Commissioner

Chairperson Roter and Vice-Chairperson Carter had nothing to report. Commissioner Goldstein reported that she had participated in the Phase 3 review of the Executive Director Classified Personnel job description.

d) Personnel Director

Secretary Castillo explained there were no eligibility lists this meeting since the time period between meetings was short and the Classified Personnel Supervisor had been on vacation.

e) Classification & Compensation Study

Secretary Castillo reported the Steering Committee had recently met with Chairperson Roter in attendance. That meeting included an important discussion about the effectiveness of the Steering Committee and what was the best use of time during the meetings. He said that Phase 2 follow-up is in progress for the 21 classifications that did not respond to the employee review of the revised job description. Employees and supervisors in Phase 3 are reviewing the draft revised job descriptions. Phase 4 compensation data is in progress and should be presented as an informational item at the January 31, 2024 Personnel Commission meeting. Chairperson Roter, for the benefit of Vice-Chairperson Carter, gave a brief summary of the Study's process to date. He said it was clear that it became clear during the meeting that the purpose of the Steering Committee was to steer EHA's work and not to intervene when there is a job description discrepancy between the employee and supervisor. He said that since there is no mechanism in place to resolve disagreements between employee and supervisor, he suggested the Personnel Commission might act as a forum to attempt to resolve some of these issues. Commissioner Goldstein asked for a list to be compiled showing employee comments and what action has been taken to address those comments. She said the mechanism for resolving an employee/supervisor disagreement related to duties is the desk audit; there may be some classifications that will require a desk audit as part of this Study, but it will be important to agree on a threshold of what constitutes a material difference. Ms. Scherr voiced BCCE's concern for the accuracy of EHA's work considering how quickly the Study is moving along and the amount of work to be done by their team. Secretary Castillo reminded the Commissioners of the District's proposed "three-buckets" approach to negotiations, in that some jobs are agreeable, some will be meet and confer items, and some may be resolved in a forum with the Personnel Commission.

7. Conference Item

a) Step Advance Request, M.Rodas

Secretary Castillo said that he intends to work with the District to create a list for the Board's consideration, in which certain classifications demonstrating high need / recruitment / retention are pre-approved for step advance consideration. Secretary Castillo said that the Instructional Technician Before and After School classification continues to be a high-need recruitment and retention area. Monica Rodas has an impressive educational background but she does not have the years of professional experience to support her request at Step 5. He recommended the Commissioners approve Ms. Rodas' request at step 3. Vice-Chairperson Carter asked for clarification on how Secretary Castillo's rationale for determining his recommendation for step advancements. Secretary Castillo explained that he calculates one step for earning a degree and an additional step for each year of relevant professional experience. Ms. Diggs-Ray asked if people granted a step advance will potentially receive another salary increase depending on the outcome of the Study? Chairperson Roter explained and Secretary Castillo confirmed that it is possible an employee who received a step advance could also get a salary increase (due to benchmarks and the negotiation process) but it would not affect the salary step. The classification is being benchmarked, not the individual.

Commissioner Goldstein made a motion to approve Ms. Rodas' step advance request at step 3, Vice-Chairperson Carter seconded the motion,
Approved, 3-0

b) Ratification of Hearing Officer Agreement

Chairperson Roter provided background information regarding the need for ratification of the hearing officer agreement. Vice-Chairperson Carter asked if there was a cap on the number of hours in this hearing. Secretary Castillo, Commissioner Goldstein and Chairperson Roter said that the number of hours was not explicit but that it could be a lengthy, robust process. Commissioner Goldstein said that she believed the rate was fair, that the hearing officer understood the balance of fairness versus expense, and because this hearing is the last stop in the process for someone's livelihood, it is important that it is done properly.

Vice-Chairperson Carter made a motion to ratify the hearing officer agreement; Commissioner Goldstein seconded the motion,

Approved, 3-0

c) Allocation of Approved 2023-2024 Personnel Commission Budget

Chairperson Roter said it had come to his attention that the 2023/24 budget, approved by the Personnel Commission and sent to the County in June 2023, had not been fully allocated in the Escape system. Secretary Castillo said he became aware of the issue when a bill needed to be paid and was told there were insufficient funds in the budget. Associate Superintendent of Business Services, Pauline Follansbee, indicated in an email correspondence to Mr. Castillo, copying Vice-Chairperson Carter and the County, that Mr. Castillo had put forward \$20k of unauthorized District funds and had not obtained the proper BERRA authorizations to fund the department's 0.5 FTE Administrative Assistant III position. Mr. Castillo provided the Commissioners with documentation showing the District's process had been properly followed. He reminded the Commissioners that Ms. Follansbee had been invited to attend two meetings related to the Personnel Commission budget; she, nor any representative of her office, attended. From the time the budget was approved by the Personnel Commission in June and sent to the County, he heard nothing from Ms. Follansbee and was operating as if the budget had been approved. The deadline for the District to protest the budget was June 30, 2023.

Commissioner Goldstein expressed concern that the Personnel Commission had been operating on the 22/23 budget and questioned if other departments had similar issues. She questioned the budget allocation of the unauthorized \$20k referenced in Ms. Follansbee's message. Mr. Castillo said he could only speculate as Ms. Follansbee did not provide more information. Vice-Chairperson Carter suggested the Personnel Commission may need to adjust the budget showing in Escape to make sure that bills are getting paid. Assistant Superintendent of Human Resources, Samantha Tobias-Espinosa explained the BERRA authorization process to the Commissioners and said that it had been taken care of properly. She said that she and Ms. Follansbee will come to a Personnel Commission meeting once the Governor's budget is announced, to provide information and improve communications between the District and Commissioners for future budget planning.

Vice-Chairperson Carter motioned that Chairperson Roter spearhead communications with the District to resolve the budget allocation disagreement; Commissioner Goldstein seconded the motion,

Approved, 3-0

Commissioner Goldstein motioned that the Executive Director give a recommendation on funds that need to be moved around to keep the Personnel Commission operationally viable until the budget issues are resolved; Vice-Chairperson Carter seconded the motion,

Approved, 3-0

8. Discussion Item

a) Agenda Item Request, F. Hernandez

Ms. Scherr stated that BCCE believes the examination process lacks transparency and fairness, specifically as it concerns the floating passing score of the written examinations. She said this issue was first brought to the Personnel Commission's attention in November, 2021 and said that BCCE's Executive Board never received information regarding the criteria for the Executive Director to determine an examination's passing point nor which steps in the recruitment process are subject to appeal. Ms. Scherr cited language from the CSPCA Model Merit Rules (5.5.3) and California Ed Code (45260, 45261, 88080 and 88081) to support BCCE's belief that a BCCE member and promotional candidate for the High School Custodial Supervisor recruitment, if seniority credits are applied per CSPCA Model Merit Rules, did indeed pass the written examination. BCCE believes that in order to promote an examination process that is fair, firm and consistent, all candidates should be aware of the passing score before taking the exam and that the passing score should always be 70. Ms. Scherr asked that this promotional candidate be allowed to move onto the oral examination. Secretary Castillo said that the current merit rules

do not include seniority credits but a promotional candidate who makes it onto the eligibility list (pass both exams) will automatically be moved to the top of the list. Commissioner Goldstein said that her interpretation of the Ed Code cited by Ms. Scherr, is that if BCCE feels strongly about a set passing score of 70, it should be negotiated as part of the Collective Bargaining Agreement. If not, then the passing score of an examination rests at the discretion of the Personnel Commission. Vice-Chairperson Carter said a set score should be supported by the Personnel Commission. He believes that if the score needs to be changed for efficiency reasons, those particular examinations should come before the Personnel Commission to determine the passing score. He said that making these decisions in a silo creates distrust and does not promote transparency. Chairperson Roter said he supports putting a set passing score into the Merit Rules and that the criteria for changing the passing score needs to be shared for transparency. He is concerned about privacy and efficiency if the Personnel Commission becomes involved in deciding the passing score for a particular examination. Commissioner Goldstein asked about the use of a floating score by other Merit Districts. Secretary Castillo said the floating score is common practice; Ms. Scherr said nearby merit districts use a set score of 70. Commissioner Goldstein said the Personnel Commission should rely on the appeal process as outlined in the merit rules to resolve any issues related to examination scores; asking the Commission to review these on a case-by-case basis will introduce delays and is philosophically the wrong approach. Vice-Chairperson Carter reiterated that consulting the Personnel Commission prior to changing a passing score will eliminate any question of transparency. Erin Arinez, Classified Personnel Supervisor, said that she supports a more transparent process but cautioned Vice-Chairperson Carter's suggestion would prevent eligibility lists getting into the hands of the hiring manager in a timely manner. Secretary Castillo said he welcomes an ongoing conversation with BCCE about the examination process. Chairperson Roter made a recommendation to hold the creation of the High School Custodial Supervisor eligibility list pending receipt and analysis of examination participation data; Vice-Chairperson Carter agreed; Commissioner Goldstein objected. Secretary Castillo said that it should be noted that the Personnel Commission was going against the merit rules as it concerns the appeal process. Chairperson Roter said he did not believe the rules were being circumvented as the question of a set passing score needs to be resolved.

b) Agenda Item Request, M. Ferguson

Marie Ferguson, School Administrative Assistant II / Sub Specialist, explained that since February 2023, she has been assigned new duties related to the enrollment process. She said that since these duties had previously been done by a Student Admissions Specialist at range 52, she should be getting out-of-class pay for the work she is now expected to complete. She also said that her draft revised job description did not show any aspects of the School Administrative Assistant II in the basic function. She added that Board Policy 50.11 does not stipulate that this work should be done by anyone at the high school. Vice-Chairperson Carter questioned how much impact the Personnel Commission can have since the main concern is workload. Secretary Castillo said that EHA reviewed Ms. Ferguson's position and determined that the work being done was within the scope of the job description. In light of the new work on Ms. Ferguson's desk per Board Policy 50.11, he suggested to the District that a solution should be made, one of which could be out-of-class pay. He has offered to help facilitate a discussion with Ms. Ferguson and the District to reach a solution. Chairperson Roter said he does not believe this is a matter of reclassification as there is no gradual accretion of duties. He suggested that a desk audit would determine if the new work merits out-of-class compensation. Chairperson Goldstein asked for clarification as to if this work was simply shifted from admissions to the high school or if it involved work previously done by positions eliminated in the Admissions department. Secretary Castillo confirmed that staffing had not changed in the Admissions department. Ms. Diggs-Ray said that when Ms. Ferguson did her Job Content Questionnaire and had her interview with EHA, she did not have this work. Furthermore, she said that EHA created a new job description for the School Administrative Assistant I who works with the Registrar. The new

classification is School Administrative Assistant II – Admissions; the Registrar does not register students. She believed that no extra duties were to be assigned during the Study and asked that either Ms. Ferguson should be compensated or move the work back to the Admissions department. Chairperson Roter reiterated that a desk audit should be conducted and EHA needs to review the draft revised job description, especially since the new work came after Ms. Ferguson was interviewed. Secretary Castillo said he believes a desk audit will not produce new information; the supervisors involved all say there is more work but not new work. He is counting on the District to find a solution and get resources in where they are needed. Chairperson Goldstein said it is important to investigate the Student Admission Specialist and School Administrative Assistant II-Sub Specialist job descriptions to determine discrepancies. The Commissioners asked Secretary Castillo to help facilitate conversations with all stakeholders to reach an equitable decision since this is not a Personnel Commission matter and to provide an update at the January meeting. Vice-Chairperson Carter expressed his appreciation of Ms. Ferguson's service to BUSD.

9. Closed Session

The commissioners unanimously voted to defer the closed session item (Executive Director's Review) to the next meeting and agreed to hold the closed session at the beginning of the meeting.

10. Report from Closed Session

No closed session.

11. Public Comments

Ms. Diggs-Ray asked that page numbers be included in the entire agenda packet and thanked the Personnel Commission for considering the issue of the passing score.

12. Next Meeting

The next regular meeting of the Personnel Commission will be held on January 31 at 4:30 pm in the Boardroom.

13. Adjournment

The meeting was adjourned at 8:14 pm.

Examinations Administered in the Month of November 2023:

<u>Classification</u>	<u>Training & Experience</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Instructional Technology Technician	10		7	
Instructional Technician - Berore & After School Program	20	11		
Buyer		22	11	
High School Custodial Supervisor		17	8	
Instructional Assistant II, Special Education	18	15		
Executive Assistant I		16	7	
Custodian II		17	9	

New Hires/New Assignments/Promotions Processed in the Month of November 2023:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Dixon, Robyn	New Hire	Instructional Tech- BASP	Rosa Parks
Evans, Asia	New Hire	Safety & Risk Coordinator	Facilities
Fleming, Robert	Promotion	Lead Maintenance Engineer	Maintenance
Hernandez, Jenefer	New Hire	School Administrative Assistant II	Arts Magnet
Hernandez, Jesus	Promotion	Instructional Assistant- Bilingual	Rosa Parks
Landry, Melina	Promotion	Family Engagement & Equity Specialist / OFFEE	
Lewis, Candice	New Hire	Instructional Tech- BASP	Arts Magnet
Mayer, Emily	New Hire	Executive Director, Fiscal Services	Business Services
Owens, Salina	New Hire	School Campus Aide	Cragmont
Suttice, Oliver	New Assignment	Instructional Assistant, ECE	Malcolm X
Uribe, Jason	New Hire	Insstruotional Specialist-Gardening	Longfellow
Vasquez, Isaiah Marshal	New Hire	Instructional Tech- BASP	Arts Magnet

Examinations Administered in the Month of December 2023:

<u>Classification</u>	<u>Training & Experience</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Nutrition Services Assistant	4			4
Library Media Technician		20		8
Nutrition Services Satellite Operator I	2			1
Irrigation Specialist	9		5	
Instructional Assistant II, Special Education	9	5		
Instructional Assistant - Early Childhood Education	4	3		
Instructional Technician - Before & After School Program	7	4		

New Hires/New Assignments/Promotions Processed in the Month of December 2023:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Chakib, Susan	New Hire	Instructional Assistant II, SPED	Cragmont
Custer, Antoine	Promotion	Custodian II	Ruth Acty
Gonzalez, Gerald	New Hire	School Administrative Assistant II	Sylvia Mendez
Gurung, Tenzin	Promotion	General Maintenance Worker	Maintenance
Hardrick, Kaiya	New Hire	Instructional Assistant II, SPED	Berkeley High
Iniguez, Reina	New Hire	School Administrative Assistant II	Longfellow
Lechuga, Vanessa	New Hire	Instructional Assistant, ECE	Sylvia Mendez
Levinson Worsley	New Hire	Nutrition Services Assistant	King Central Kitchen/Malcolm X
Padilla, Joel	New Hire	Maintenance Engineer	Maintenance
Robertson, Jermaine	New Hire	Instructional Tech- BASP	Rosa Parks
Young, Nakia	New Hire	Instructional Tech- BASP	Willard

Berkeley Unified School District

Merit System

Eligibility List for : **Custodian II**
(Open and Promotional)

Written Examination: **October 26, 2023**
Oral Examination: **November 2, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 29, 2025**

Promotional

1 Antoine Custer

Open

1 Erin Johnson
1 Ira Robinson
2 Dontice Cooper
2 Osmar Arceo-huerta
2 Clotile Proctor*
3 Kunga Gaton
4 Rajeshwar Prasad*

****Eligibility to expire August 29, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **High School Custodial Supervisor
(Open and Promotional)**

Written Examination: **November 7, 2023**
Oral Examination: **November 29, 2023**

List Established by Personnel Commission: **January 31, 2024, to expire January 30, 2025**

Promotional

- 1 Eduardo Ortigoza
- 2 Robert Fleming

Open

- 1 Edward McClain
- 2 Xenia Galicia
- 3 Jimmy Gallegos Roque
- 4 Imarogbe Devoe

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant, Early Childhood Education
(Open)**

Training & Education Examination: **December 20, 2023**

Written Examination: **December 29, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

- 1 Karen Hernandez*
- 2 Chrystal Moore
- 3 Yessica Chavarria

**** Eligibility to expire November 28, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Assistant II, Special Education**
(Open)

Training & Experience Examination: **December 20, 2023**

Written Examination: **December 29, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

1 Johnna Stroud

2 Ashleah Shelan

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Irrigation Specialist
(Open)**

Training & Experience Assessment: **December 13, 2023**

Oral Examination: **December 22, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

- 1 Robert Skinner
- 2 Kevin Gamino
- 3 Melissa Cornett
- 4 Emmanuel Arreola

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Library Media Technician
(Open)**

Written Examination: **December 12, 2023**

Oral Examination: **December 21, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

- 1 Lesya Westerman
- 2 Anna Giske
- 3 Hiu Suen Allison Law
- 4 Nereida Bravo
- 5 Pedro Perez
- 5 Aspensong Nevarez
- 6 Kat Healy
- 7 Emma Spertus

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Nutrition Services Assistant
(Open)**

Training & Experience Assessment: **November 29, 2023**

Performance Examination: **December 7, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

- 1 Maria Corral
- 2 Quintin Moore
- 3 Kunga Jigme
- 4 Toneya Hollie

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Nutrition Services Satellite Operator I
(Open)**

Training & Experience Assessment: **December 13, 2023**

Performance Examination: **December 20, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

- 1 Jasper Levinson-Worsley*
- 1 Pamela Thomas*
- 2 Drake Chan*
- 3 Maria Corral
- 4 Nancy Zevallos
- 5 Arti Darshini**

*****Eligibility to expire June 22, 2024***

****Eligibility to expire October 24, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Campus Aide**
(Open and Promotional)

Training & Experience Examination: **December 20, 2023**

Written Examination: **December 29, 2023**

List Established by Personnel Commission: **January 31, 2024 to expire January 30, 2025**

Open

- 1 Cristina Lira Bazan
- 2 Rudy Moon
- 2 Randolph Ontiveros
- 3 Daniella Reyes Escobar
- 4 Amara Rosalia
- 5 Brandon Cato
- 5 Yessica Chavarria
- 5 Ashley Johnson
- 6 Angeela Naeem
- 7 Angelic Hernandez

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
January 31, 2024**

AGENDA ITEM 10 b.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR ANTOINE CUSTER,
CUSTODIAN II

BACKGROUND INFORMATION

The attached request and supporting documents are for advanced step placement for Mr. Antoine Custer who has requested to be placed at Step 3. After reviewing Mr. Custer's documentation and employment history, I am recommending the commission deny Mr. Custer's request for the reasons described below.

The MOU between the District and the BCCE allows for step placement for a promotion. ARTICLE 18.3 states; *"A unit member receiving a promotion shall be moved to the appropriate range and his/her step. Placement shall provide for a minimum of five percent (5%) salary increase, excluding promotion from Step 5 to Step 5"*.

Mr. Custer has already been placed in step 2 of the new promotion accordance with the MOU as of his hire date in Dec 2023. Additionally, Mr. Custer requested and was granted a step advance in December 2022 when he was hired as a Custodian I.

The Merit rules are intended for initial placement and for difficult recruitment areas. This recruitment also did not meet those requirements. There were a fair number of viable candidates on the eligibility list. Although the Commission has granted advance steps for promotions in the past, they were initial requests in high need recruitment areas.

70.100.1 Initial Placement

*All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. **An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

Schedule 52	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 43	\$4,543.50	\$ 27.96	\$4,775.88	\$29.39	\$5,013.13	\$30.85	\$5,268.25	\$32.42	\$ 5,542.88	\$34.11

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 3/Schedule 52/Range 43 be denied.

Advanced Step Placement Request

ATTACHMENT A

Name: ANTOINE CUSTER, SR

Classification: CUSTODIAN 2

Hire Date: JUNE 2022 Site: RUTH ACRY

Advanced Step Requested: 1 2 3 4 5 (circle one)

*Please note that there is no step/increase after Step 5 until Longevity at 10 years.

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

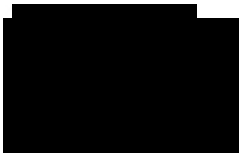
☒ Resume (**required**) ☐ Diploma(s) ☐ Transcript(s) ☐ Certification(s)

Please note: Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and **will not** be returned to you. Therefore please ensure that only copies are submitted.

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree		
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	<u>BUSD CUSTODIAN 1, 2</u>
	3-5 years	
	6-9 years	
	10-15 years	
	15+ years	

Antoine Custer, Sr



December 18, 2023

RE: Request for Advance Step Placement

Commission Chairperson,

I would like to take this opportunity to appeal to you and request an Advance Step Placement at Step 3 on the Classified Salary Schedule for Custodian II. My attached resume reflects my years of experience prior to BUSD and while at BUSD. I have worked hard to prove my leadership skills, as well as my physical abilities to handle the tasks at hand and lead a crew. I believe my experience will support this request.

I have received numerous accolades, and recommendations at the multiple schools I've subbed in, or worked as interim Custodian 2, as well as leading summer work at Berkeley Highschool.

If you need additional information, please contact me at the number listed above.

Thank you in advance for your time and consideration,

A handwritten signature in blue ink that reads "Antoine Custer, Sr.".

Antoine Custer, Sr.

Custodian II

Ruth Acty Elementary School

ABOUT ME

Self-starter, detail oriented.
Fast learner, organized.

CONTACT



EDUCATION



CONTRA COSTA COLLEGE

General Education

1990 -1992



BERKELEY HIGH SCHOOL

Diploma

1989

ANTOINE CUSTER SR

OBJECTIVE

Seeking to use proven skills and extensive knowledge to provide safe and healthy environment for clients/customers.

EXPERIENCE

CUSTODIAN 2, RUTH ACTY

(Dec 2023 – Present)

Custodian and maintenance at multiple school sites. Working at Ruth Acty.

In accordance with the district cleaning standards, perform routine custodial activities at assigned school sites or facilities; order supplies, sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, auditoriums, kitchens, assembly areas and other areas; spot clean and shampoo carpets.

- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work

- Pick up paper and other debris and sweep school grounds and/or other assigned areas
- Operate custodial equipment such as vacuums, mops, small hand and manual tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber/stripper/polisher and large wet mops

- At designated sites, drive a District off-street vehicle as needed to perform duties
- Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors; wash windows, blinds, counters, sinks, and walls

- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events

- Lock and unlock doors, gates, and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate

- Report safety, sanitary and fire hazards to appropriate personnel; perform minor maintenance tasks such as removing graffiti, repairing furniture; report need for maintenance and repairs to Custodian II or supervisor
- Participate in the thorough cleaning and restoration of campus facilities during recess periods

EXPERIENCE

CUSTODIAN 1, BUSD

(June 2022 – Dec 2023)

In accordance with the district cleaning standards, perform routine custodial activities at assigned school sites or facilities; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, auditoriums, kitchens, assembly areas and other areas; spot clean and shampoo carpets

- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work
- Pick up paper and other debris and sweep school grounds and/or other assigned areas
- Operate custodial equipment such as vacuums, mops, small hand and manual tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber/stripper/polisher and large wet mops
- At designated sites, drive a District off-street vehicle as needed to perform duties
- Replace light bulbs and tubes; clean chalkboards, white boards, trays, and erasers; empty pencil sharpeners; clean tables, chairs, and floors; wash windows, blinds, counters, sinks, and walls
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events
- Lock and unlock doors, gates, and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate
- Report safety, sanitary and fire hazards to appropriate personnel; perform minor maintenance tasks such as removing graffiti, repairing furniture; report need for maintenance and repairs to Custodian II or supervisor • Participate in the thorough cleaning and restoration of campus facilities during recess periods

EXPERIENCE

Custers Kitchen – Catering

Chef/Cook

May 2020 – Present

- Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits, and salads in a production kitchen environment; comply with established safety and sanitation requirements
- Determine appropriate quantity of food items for cooking; assure compliance with food quality standards including appearance and nutritional requirements; heat and cook food according to standardized recipes to meet scheduled menu requirements and operating timelines
- Measure and weigh ingredients; calculate, adjust, and extend recipes; estimate needed quantities of food and supplies; assemble, mix and prepare a variety of ingredients and supplies; open containers; remove wrappers and ingredients; thaw items as needed; assure proper temperature of foods
- Maintain kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; deep clean ovens, food racks, carts, refrigerators, chillers, and other equipment
- Prepare food items and utensils for distribution to contracted sites according to individual needs as assigned.
- Monitor inventory levels of food items, utensils, and supplies; order, receive, store and rotate food items and supplies
- Operate standard food service equipment such as slicers, ovens, can openers, food carts, mixers, choppers, stoves, and warmers

EXPERIENCE

LABORER, KAISER HOSPITAL
(June 2017 – May 2020)

General maintenance Construction/Clean Up

- LABORER FOR CONSTRUCTION COMPANY, CLEAN UP, DEMO, GENERAL CONSTRUCTION. CLEAN AND DISINFECT CONSTRUCTION SITES, OFFICES, TRAILERS. EMPTY WASTE CANS, SWEEP, MOP. OPERATE EQUIPMENT, SHOP VAC, VACUUMS, MOP, HAND TOOLS.
- PICK UP DEBRIS AND PAPER, OPERATE VARIETY OF CLEANING AND CONSTRUCTION EQUIPMENT. REPLACE LIGHTS, MOVE AND ASSEMBLE & ARRANGE FURNITURE.
- REPORT SAFETY AND SANITARY HAZARDS ESP WITH COVID 19. OBSERVE HEALTH AND SAFETY GUIDELINES. MAINTAIN TOOLS AND EQUIPMENT IN CLEAN AND ORGANIZED MANOR.

CUSTODIAN/MAINTENANCE, INTEGRITY COMPLETE
MAINTENANCE SERVICE

(June 2010- December 2018)

- Private Business/Co-Owner – responsible for maintaining properties, sweep and mops floors using hand or power equipment, cleans and waxes furniture; empties trash containers; strips and refinishes floors; washes walls and mirrors; washes windows (inside/out) using both Unger and tucker methods; dusts cleans boards, drinking fountains, counters, lights; cleans and sanitizes restrooms and replenished supplies, inspected for cleanliness; repairs and makes adjustments to toilets and urinals, performed minor maintenance to custodial equipment.
- Vacuums, spot cleans shampoos carpets. Move furniture, rearrange desk, chairs, and tables. Replace bulbs, provide batteries, performs security surveillance. Washed and fueled vehicles. Mixed and added chemicals to HVAC system. Schedule work orders, monitored quality of work, and assures timely completion of assignments

EXPERIENCE

TECHNICIAN, AT&T

(April 2007- September 2012)

Respond to and resolve incident tickets, provide support to network engineers, install and repair phone, data, cable, and security lines. Trouble shooting and swapping out layers, program, maintain and repair security alarm wiring, and work in accordance with relevant coding

TECHNICIAN SUPERVISOR, COMCAST

(January 2005-April 2007)

Underground control supervisor – splice, repair, balancing amps running wire from CAT5 to 850, supervise technicians, coordinate, and install new equipment, coordinate network operations, troubleshoot, order inventory, shipping/receiving, manager daily schedules.

CUSTODIAN, OUSD

(September 2004- January 2005)

General maintenance/Cleaning

- Sweeps and mops floors using hand or power equipment, cleans and waxes furniture; empties trash containers; strips and refinishes floors; washes walls and mirrors; washes windows (inside/out) dusts clean boards, drinking fountains, counters, lights; cleans and sanitizes restrooms and replenished supplies, inspected for cleanliness; repairs and adjusts toilets and urinals, performed minor maintenance to custodial equipment. Vacuums, spot cleans shampoos carpets.
- Move furniture, rearrange desk, chairs, and tables. Replace bulbs, provide batteries, performs security surveillance. Washed and fueled vehicles. Mixed and added chemicals to HVAC system. Schedule work orders, monitored quality of work, and assures timely completion of assignments

SKILLS

LAN/WAN Devices

Site surveys

OSPF, BGP, Visio and Service Now
familiar

Custodian/janitorial

Construction maintenance

Cook/Chef

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
January 31, 2024**

AGENDA ITEM 10.c

SUBJECT: HIGH SCHOOL CUSTODIAL SUPERVISOR TESTING PROCESS REVIEW

BACKGROUND INFORMATION

This is a conference item requested by Frank Hernandez on behalf of the BCCE for Commissioners to discuss whether or not to redo the exam for the High School Custodial Supervisor recruitment. At issue is the cut score process and authority to establish the score. The Union is requesting that promotional employees be considered when scoring and that 70 be an across the board score for all exams.

The applicable Merit Rules for this topic are the following:

20.300.2 General Duties of the Personnel Director (EC 45266)

A. The Personnel Director shall perform all of the duties and carry out all of the functions imposed upon him/her by law and these rules. Shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. Shall direct and supervise the employees of the Commission and conduct administrative transactions consistent with the law and rules necessary to the proper functioning of the office and staff of the Commission.

C. In cases where two or more rules appear to be in conflict, or when no rule provides a clear-cut answer to a problem, the matter shall be decided by the Personnel Director, subject to appeal to the Commission.

40.200.7 Examination Procedures (EC 45273)

- A. Examinations shall be administered objectively and shall consist of at least two independent parts.
- B. Oral examinations boards shall consist of at least two members.
- C. When two oral examinations are ordered by the Commission, one shall be a technical oral and the other a general fitness evaluation oral. At least two members of a technical oral board must be technically qualified in the occupational area being examined.
- D. School Board members or Personnel Commissioners in the District where the examination is given may not serve on the oral board. District employees at the first or second level of supervision in the class being examined may not serve as oral examiners. Other District employees may serve.
- E. Confidential references on District employees competing in a promotional examination shall not be given to oral examiners. Scores achieved by candidates in

other parts of the examination whether entry, open or promotional, shall not be given to oral board members.

- F. Oral examinations shall be electronically recorded.
- G. Copies of the questions in a test shall not be made by competitors or other unauthorized persons.
- H. Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in a given examination shall have been marked and rated.
- I. Any competitor in any examination who places any identifying mark upon his/her test papers (other than the identifying mark prescribed at the time of examination) or makes any attempt to disclose to others the identity of his/her papers prior to the completion of the examination shall be disqualified.

40.200.8 Examination Weighting

The relative weights of the different parts of the examination shall be set forth in the announcement of the examination. All examination papers shall be prepared and rated under the direction of the Personnel Director.

The applicable Ed Code sections are the following:

45273. Examinations shall be administered objectively, and shall consist of test parts that relate to job performance. For classes of positions deemed by the commission to require an oral examination, the oral examination board shall include at least two members.

45266 - Responsibility of personnel directors; recommendations to commission concerning disciplinary action appealed to commission(a) The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission, and shall be free of prejudgment or bias in order to ensure the impartiality of the commission. He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Executive Director recommends the ratification of the eligibility list put forward for High School Custodial Supervisor.

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erin.winez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Frank Hernandez (Date) 1/16/24

Telephone Number: _____ Email Address: Frankh.bece@gmail.com

Place on agenda as: ☐ Discussion Item (This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)
☒ Conference Item (This item is presented for discussion and action and may be carried over from a previous meeting)

Description of Item: High School Custodial Supervisor list

Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

This list for the Custodial Supervisor position was discussed at the last Personnel Commission Meeting in December. The union believes an error was made; which caused a promotional employee to not be able to go to the next step of the process. The practice and procedure is not clear to the union.

For Personnel Commission Use Only:

Date of Chairperson Review: 1/19/2024

Determination: ☒ Place on agenda for meeting of 1/31/2024

☒ Place on agenda as Conference Item Date of Personnel Commission Meeting

☐ Do not place on agenda Type of Item

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
January 31, 2024**

AGENDA ITEM 10 d.

SUBJECT: RESCHEDULE PERSONNEL COMMISSION REGULAR MEETINGS: APRIL AND MAY 2024

BACKGROUND INFORMATION

The School Board recently released the meeting schedule for January-June 2024. Unfortunately, the Personnel Commission's regular meetings scheduled for April 24 and May 29 conflict with the School Board.

Due to limited availability for the Boardroom, the proposed dates for the Personnel Commission to reschedule these meetings are the following:

APRIL	MAY
4/22 (M)	5/20 (M)
4/26 (F)	5/24 (F)
4/29 (M)	5/31 (F)

EXECUTIVE DIRECTOR'S RECOMMENDATION

Considering the typical length of the regular meetings, the Executive Director recommends rescheduling for Monday instead of Friday. Ultimately, the best date is the one that allows all Commissioners to attend the meetings.

BERKELEY UNIFIED SCHOOL DISTRICT



Classification Review: Phase 3 Septemter 2023 – January 2024 First Draft

47 Selected Classified Jobs

Non-Represented, Non-Management (Classified Confidential 7)
Local 21 (Classified Supervisory and Professional/Technical 28)
Non-Represented Classified Management (12)

Angela Bishop, Associate
Rick Labib-Wood, Associate
Sandra McCoy, Associate
Kathleen Sanchez, Ph.D., Associate



NOW PART OF

Eric Hall & Associates / MGT Consulting
5245 Avenida Encinas, Suite A, Carlsbad, CA 92008
Office 760.602.9352, Cell 619.954.8394



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Executive Chef	10
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Facilities Maintenance Manager	12
Facilities Operations Manager	12
Family Engagement and Equity Supervisor	13
General Services Manager	13
Grounds Supervisor	13
High School Custodial Supervisor	14
Maintenance Supervisor	14
Nutrition Education Program Supervisor	14
Payroll and Benefits Manager	15
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*Berkeley Unified School District Report on
Phase 3 Classification Services Review of 47 Selected Job Classes:
Non-Represented, Non-Management (Confidential) / Local 21 / Management Non-Represented*

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*Berkeley Unified School District Report on
Phase 3 Classification Services Review of 47 Selected Job Classes:
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Executive Summary

Eric Hall & Associates (EH&A) / MGT Consulting is pleased to present this report of its classification review (Phase 3) 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 previously 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. Phase 1 and Phase 2 reviewed the job classes in the BCCE Bargaining unit. The jobs reviewed in Phase 3, presented in this report, include the Confidential, Supervisory, and Classified Management roles.

The titles of all job classes reviewed during Phase 3 are presented as Appendix A to this report, along with other summary data for Phase 3. Most of the job class titles have remained the same with a small number of job classes identified as benefitting from a title revision for clarification.

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 proposed draft job descriptions, presented as Appendices C through AO, were developed, and reflect the data from employee Job Content Questionnaires (a blank 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. (**Note:** In assembling the report, the placeholder page for several of the job description divider pages had been inadvertently left off; rather than renumber all the appendices and the text references to them, a sub-script was used: for example **K** and **K₁**, etc. There is no other significance to the sub-script designators.)

The Steering Committee has the opportunity to receive, review, and provide input to this report. All updates to existing job descriptions, elimination of outdated job classes, and the creation of new job classes or suggested title changes in this phase 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 this third phase (see Appendix A) included 47 job classifications in three distinct job groupings:

- Classified Confidential (non-represented and non-management) 7 Classes
- Local 21 28 Classes
- Management (non-represented management) 12 Classes

This is the third phase of a planned four-phase review of all classified job classes in BUSD Personnel Commission's classification plan for regular positions. Reports for Phases 1 and 2 have previously been provided to the Personnel Commission.

The project established three overall goals for Phase 3:

- 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 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 during 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 47 job classes were requested to be reviewed during Phase 3. The complete list can be found in Appendix A. Draft job descriptions in a uniform format for these 47 classes are located at Appendices C through AS of this report. (**Note:** As mentioned in the Executive Summary, during the process of assembling the final pagination of the report, the placeholder page for several of the job description divider pages had been inadvertently left off; rather than renumber all the appendices and the text references to them, a sub-script was assigned to the previously omitted dividers: for example **K** and **K₁**, etc. There is no other significance to the sub-script designators.) (**Note also** that any salary ranges appearing in Appendices C through AO are "legacy" ranges in this report. Any proposals for salary range reallocations of job classes studied in Phase 3 will be deferred and included in the comprehensive salary survey scheduled as Phase 4 currently being prepared. 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, EH&A/MGT Consulting understands that these are subject to bargaining prior to final Board of Trustees and Personnel Commission approval/adoption actions.

Scope of Study

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

- 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 3 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 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 current information about duties, 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 - AS).



Non-Represented, Non-Management (Classified Confidential)

Jobs in this family are essential to performing work that supports the collective bargaining process of the District. The work is often highly technical, specialized administrative staff work that is part of the development, preparation, and organizing of management's role during collective bargaining. Such work may include preparing fiscal and other data for bargaining as well as such administrative tasks as document preparation, editing, and duplication/reproduction, etc.

The seven (7) job classes reviewed in this section are:

Budget Analyst II (Confidential)
Executive Assistant I (Confidential)
Executive Assistant II (Confidential)
Executive Assistant – Board of Education
(Confidential)

Human Resources Analyst (Confidential)
Human Resources Specialist (Confidential)
Senior Human Resource Analyst (Confidential)

Budget Analyst II (Confidential)

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; provide specialized accounting support for collective bargaining activities; maintain confidentiality of sensitive and privileged information.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Budget Analyst II (Confidential) 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 (Confidential)" 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.

Executive Assistant I (Confidential)

Under the direction of an Assistant Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations for officials, staff, and the public; plan, coordinate, and organize office activities and flow of communications and information for the assigned administrator.

Findings:



- The position is properly classified and continues to be assigned work typical of that characterized in the Executive Assistant I – Confidential 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 “Executive Assistant I – Confidential” 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.

Executive Assistant II (Confidential)

Under the direction of an Assistant Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations for officials, staff, and the public; and plan, coordinate and organize office activities, public relations, and the flow of communications and information for the Assistant Superintendent.

Findings:

- This class provides executive assistant support to the Assistant Superintendent of Human Resources and to the Assistant Superintendent of Business Services.
- While the content focus of these two positions differ (human resources vs. business services), use of a more generalized executive assistance job description is used to emphasize the role level assigned to these positions rather than the subject matter content of their day-to-day activities, tasks, and responsibilities.
- The position is properly classified and continues to be assigned work typical of that characterized in the Grounds Gardener job description.
- The position assigned to the Superintendent is sufficiently different in scope and focus as to warrant a separate class. This is a common, though not universal, finding in school districts throughout California.
- 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 “Executive Assistant II (Confidential)” 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.
- Approve the reclassification of one Executive Assistant II (Confidential) to the new classification “Executive Assistant to the Superintendent (Confidential)” and approve the revised job class description “Executive Assistant to the Superintendent (Confidential)” 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.



Executive Assistant – Board of Education (Confidential)

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of a variety of administrative details; interpret policies and regulations for officials, staff, and the public; plan, coordinate, and organize office activities and the flow of communications and information for the assigned administrator.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Executive Assistant – Board of Education (Confidential).
- 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 “Executive Assistant – Board of Education” 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.

Human Resources Analyst (Confidential)

Perform a variety of complex and professional Human Resources, Merit System, Labor Relation, Public Meeting, qualification, certification and employment functions. Compile statistics from a myriad of Human Resources, Merit System, employment, certification/qualification programs, and processes. Participate directly in employeremployee relations as outlined in Government Code §35

Findings:

- The class is presently vacant. No Job Content Questionnaire nor interview information was received on which to base an update to the job class description.
- The current job class description duties indicate that the position is properly classified with currently assigned duties appropriate to the class.

Recommendation:

- When the District refills the position, review the current job class description to determine if there needs to be any change to the assigned duties pertinent to HR activities at that time. The current unchanged job description for this class has not been included in the appendices of this report.

Human Resources Specialist (Confidential)

Perform a variety of specialized duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; serve as a technical resource to personnel; and maintain confidentiality of sensitive and privileged information.

Findings:



- The position is properly classified and continues to be assigned work typical of that characterized in the Human Resources Specialist (Confidential) 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 “Human Resources Specialist (Confidential)” 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.

Senior Human Resources Analyst (Confidential)

In a lead capacity, performs a variety of complex and professional Human Resources, Merit System, Labor Relation, Public Meeting, qualification, certification, and employment functions. Compile statistics from a myriad of Human Resources, Merit System, employment, certification/qualification programs and processes. Participate directly in employer-employee relations as outlined in Government Code §3540.1. This position is responsible for working as the District’s custodian of records for the AAJC, DOJ, and FBI clearances. Performing detailed and complicated analytical reports and audits. Processing, overseeing, and auditing employee data and changes

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Senior Human Resource Analyst (Confidential) 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 “Senior Human Resource Analyst (Confidential)” 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.



Local 21

Jobs in bargaining unit Local 21 provide a broad range of professional, supervisory, and managerial functions in such wide-ranging programs as maintenance and operations, facilities use and access, security, risk management, nutrition services for student meals, payroll and benefits, information technology, special subjects, and a robust afterschool program.

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

African American Success Project Manager	High School Custodial Supervisor
Afterschool Program Site Coordinator	Maintenance Supervisor
Afterschool Program Supervisor	Nutrition Education Program Supervisor
Classified Personnel Supervisor	Payroll & Benefits Manager
Classified Professional Development Coordinator	Purchasing Supervisor
Dining Room Supervisor	Safety and Risk Coordinator
Executive Chef	Sous Chef-Production Kitchen
Educational Occupational Therapist	Sous Chef-Purchasing
Facilities After Hours Operations Manager	Student Admissions Program Manager
Facilities Operations Manager	Sustainability Program Coordinator
Facilities Maintenance Manager	Technology Services Supervisor
Family Engagement and Equity Supervisor	Transportation Manager
General Services Manager	Transportation Operations Supervisor
Grounds Supervisor	Vehicle and Equipment Storage

African American Success Project Manager

Develop, implement, coordinate, evaluate, and research a myriad of programs in support of African American students in secondary with a focus on reducing negative behaviors, improving law enforcement interaction, increasing school engagement and graduation rates, developing culturally specific coping skills through intensive support, and mentoring for cohort participants.

Findings:

- The African American Success Project (AASP) is grant-funded by the City of Berkeley. Presently, there is a cohort of approximately 90 students at Longfellow Middle School who participate under this grant.
- Overall, the position is properly classified and continues to be assigned work typical of that characterized in the African American Success Project Manager job description.
- The job class description reasonably reflects the duties and responsibilities of the work performed by the incumbent with edits and clarification needed.

Recommendations:

- Approve the revised job class description of “African American Success Project Manager” 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 J.

Afterschool Program Site Coordinator

Under the direction of the Afterschool Program Supervisor or superintendent designee, develop, implement, oversee, facilitate, and maintain quality after school programs at a District school site as assigned; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise, and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Afterschool Program Site 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 “Afterschool Program Site 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 K.
- 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.

Afterschool Program Supervisor

Develop, oversee, and maintain quality after school programs for District school sites; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise, and evaluate the performance of assigned staff.

Findings:

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

Recommendation:

- Approve the revised job class description of “Afterschool Program Supervisor” 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 K₁.

Classified Personnel Supervisor



Plan, organize, manage and supervise classified personnel operations and activities; direct and implement comprehensive district-wide classified personnel programs, including employee recruitment and selection, employee assignment, classification, and other Merit System services, as required in conformance with relevant sections of the State of California Education Code and in accordance with the Merit System; provide technical assistance to organizational supervisors and administrators concerning the Merit System, human resources programs, functions, policies and procedures.

Findings:

- The position has a scope of responsibility and a level of managerial independence for classified personnel operations that are not adequately expressed through the current job class description.

Recommendations:

- Approve a title change to Classified Personnel Operations Manager and the revised job class description of “Classified Personnel Operations Manager” 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 L.
- 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.

Classified Professional Development Supervisor

Supervises, plans, develops, coordinates, and conducts staff development programs and training designed to improve job skills and career development of classified employees. Meet the mandated training requirements for all school District personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Classified Professional Development Supervisor 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 District is currently reviewing the best way to facilitate the full range of the legacy duties assigned to the class and that have not changed.

Recommendations:

- Approve the revised job class description of “Classified Professional Development Supervisor” 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 L₁.
- 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.

Dining Room Supervisor

Organize and direct the food service activities and operations of the dining room at King Middle School;



ensure District school sites and Child Care and After School programs receive adequate amounts of food based upon enrollment during the school year and summer programs; train and evaluate the performance of assigned personnel.

Findings:

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

Recommendation:

- Approve the revised job class description of “Dining Room Supervisor” 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.

Executive Chef

Plan, organize and manage the District’s food service activities, including the daily production, distribution and service for all schools and child care facilities; assist the Director and manage the Department in compliance with the California Department of Education and USDA laws, rules and regulations related to food service; develop, plan and create menus and recipes accommodating special dietary needs; supervise and coordinate the work of the nutrition staff, fostering effective communication and collaboration between principals, cafeteria personnel and administrators; manage the work assignments of prep cooks and cooks; oversee procurement protocols, and recycling and compost management; supervise and evaluate the performance of assigned personnel and develop training programs for cafeteria employees.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Budget Analyst II job description. Executive Chef 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 “Executive Chef” 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.

Educational Occupational Therapist

Serve as a member of the multidisciplinary team serving the needs of identified students and their families; provide assessment and direct services related to sensory-motor development and other identified developmental needs; provide direct and consultative occupational therapy (OT) services based upon needs determined through established processes; participate in the development of



Individualized Education Plans (IEPs) and/or 504 plans for students; provide consultation and training to multidisciplinary teams, parents, and others related to student programming needs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Educational Occupational Therapist 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 “Educational Occupational Therapist” 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.

Facilities After Hours Operations Supervisor

Under the direction of the assigned supervisor, plan, organize, and coordinate after-hours custodial and security operations; supervise custodial and security personnel assigned to various shifts and at various sites; provide guidance and training to custodial and security staff; and perform related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Facilities After Hours Operations Supervisor 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 title change from Facilities After Hours Operations Supervisor to Night Custodial Supervisor. The title Night Custodial Supervisor more accurately reflects the job duties being performed.
- Approve the revised job class description of “Night Custodial Supervisor” 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.

Facilities Maintenance Manager

Organize and direct operations and activities involved in the maintenance and repair of district facilities, utilities, grounds and equipment, including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; perform a variety of technical duties in the planning, development, implementation and inspection of organizational construction and alteration projects; organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; train and evaluate the performance of assigned personnel; and direct activities involved with the sustainability goals of the district, including the planning, development, and implementation of specific activities related to the sustainability goals.



Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Facility Maintenance Manager 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 particularly in regards to a more recent addition to oversee and supervise staff assigned to the sustainability program initiative to align with the City of Berkeley.
- The job title does not reflect that the position is responsible for three major areas: facilities maintenance, grounds maintenance, and the sustainability program.

Recommendations:

- Approve a retitle of the class to Facilities Manager of Maintenance, Grounds, and Sustainability and the revised job class description of “Facilities Manager of Maintenance, Grounds, and Sustainability” 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.

Facilities Operations Manager

Plan, organize, and direct the administrative and operational activities of the Plant Operations Division for the District; plan, coordinate, and manage a comprehensive budget and custodial care program; plan, organize, and direct the security and safety activities, programs, and operations of the district and District schools; plan, coordinate, manage, and maintain budget and other records pertaining to the Integrated Pest Control Program; supervise and evaluate the performance of assigned personnel.

Findings:

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

Recommendation:

- Approve the revised job class description of “Facilities Operations Manager” 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.

Family Engagement and Equity Supervisor

Develop, implement, coordinate, and evaluate systems designed to increase family engagement and assure educational equity to enhance student achievement with a focus on students of underserved populations; provide supplemental services to families and students in need of academic, behavioral, and/or emotional support; plan and implement districtwide events, workshops, and trainings to increase family engagement; train and evaluate the performance of assigned staff.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized



in the Family Engagement and Equity Supervisor 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 “Family Engagement and Equity Supervisor” 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.

General Services Manager

Under direction of the Executive Director of the Facilities Division or an assigned supervisor, coordinate and manage the rental and operation of the Berkeley High School Community and Little Theater buildings and other District property for public and school use.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the General Services job class 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 “General Services Manager” 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.

Grounds Supervisor

Organize and direct operations involved in the maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; coordinate personnel, communications, and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District’s Landscape Maintenance Program and related components; and train and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Grounds Supervisor 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 “Grounds Supervisor” 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.



High School Custodial Supervisor

Under direction, plans, organizes, coordinates, and supervises custodial personnel assigned to various shifts at Berkeley High School; provides guidance, training, and supervision to custodial staff; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the High School Custodian 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 “High School Custodial Supervisor” 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.

Maintenance Supervisor

Organize and direct operations and activities involved in the general and preventive maintenance and repair of designated buildings, facilities and equipment on an assigned day or night shift; organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District’s Preventive Maintenance Program and related components; train and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Maintenance Supervisor 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 “Maintenance Supervisor” 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.

Nutrition Education Program Supervisor



Plan, organize, and oversee the District gardening and cooking program; coordinate grant requirements for the District; train and evaluate the performance of assigned staff, providing on-site gardening, and cooking instruction.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Nutrition Education Program Supervisor 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 nutrition education aspect of the job is achieved through concepts conveyed through gardening and cooking activities which are the main focus of this class. The current job title is more evocative of a public health nutrition program. A title that conveys immediately the practical aspects of the position (gardening and cooking skills and concepts) would be a more consistent title.

Recommendation:

- Approve the title change to Gardening and Cooking Program Supervisor and the revised job class description of “Gardening and Cooking Supervisor” 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.

Payroll and Benefits Manager

Under general direction of the Director of Fiscal Services, organize and oversee payroll and employee benefits operations and activities to assure district employees are paid in an accurate and timely manner and receive the appropriate employee benefits; review, edit, approve, and process district payroll; analyze and administer various components of the employee benefits’ programs; coordinate, oversee, and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll and employee benefits function; and train and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Payroll and Benefits Manager 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 “Payroll and Benefits Manager” 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.

Purchasing Supervisor

Plan, coordinate and oversee the daily activities and operations of the Purchasing Department; ensure efficient and cost-effective acquisition of goods, services, and materials necessary for the company's operations, including supplier evaluation and negotiation, inventory management, cost analysis, and maintaining relationships with vendors to secure favorable terms and prices, ultimately contributing to the organization's profitability and operational efficiency; oversee the public works bidding and documentation control process; coordinate and perform surplus disposal and fixed asset tracking and documentation; and train and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Purchasing Supervisor 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 responsibility level for managing purchasing and inventory, and for performing cost analysis and resolving issues with vendors is more appropriately title Purchasing Manager rather than Purchasing supervisor.

Recommendations:

- Approve a title change to Purchasing Manager and approve the revised job class description of "Purchasing Manager" 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

Safety and Risk Coordinator

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. Under general supervision, reporting to the Executive Director of Facilities or designee, plan, organize, and perform a variety of operational activities related to site, student, and staff safety and emergency preparedness; develop a comprehensive risk identification and mitigation process to ensure the safety of students, staff, visitors, and property; research, analyze and prepare reports and record.

Findings:

- This position was established just as Phase 3 began. There was not an incumbent during the data gather of Phase 3.
- The position has only recently been filled for the first time.
- The position description is available at the District's website. This very new description has not been added to the appendices of this report.

Recommendations:

- Review the position after it has been filled for 24 months to determine if the description continues to accurately reflect the actual functions and activities of the job after two years, and make adjustments if necessary.

Sous-Chef Production Kitchen

Organize and direct production kitchen operations and activities, including the large quantity preparation, packaging, and delivery of food items with distribution to finishing sites throughout the district; train and evaluate the performance of assigned personnel.

Findings:

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

Recommendation:

- Approve the revised job class description of “Sous-Chef Production Kitchen” 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.

Sous Chef-Purchasing

Organize and oversee the purchasing and nutrition services warehouse activities and operations of the Nutrition Services Department; obtain food, supplies, equipment and services in accordance with established policies and procedures for the Nutrition Services Department; prepare, advertise and follow instructions for bid specifications and formal and informal quotations; communicate with vendors, contractors, manufacturers and wholesalers; train and evaluate the performance of assigned personnel; and receiving and tracking nutrition services warehouse inventory.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in Sous Chef-Purchasing 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 title change from Sous Chef Purchasing to Nutrition Services Purchasing Supervisor. This title more accurately reflects the job duties being performed.
- Approve the revised job class description of “Nutrition Services Purchasing Supervisor” 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.

Student Admissions Program Manager

Design, direct, plan, develop, organize, implement, and evaluate student diversity systems, assignments, and desegregation and integration in District schools; responsible for the development and

implementation of the District's student enrollment, student enrollment projections, processes, and strategy; serve as a gateway to families entering the District; supervise, and evaluate the performance of assigned personnel.

Findings:

- The duties of the position have expanded such that a reclassification is recommended as discussed below.

Recommendations:

- Recommend establish a new class titled "Director, Student Admissions Programs" and approve the proposed job class description "Director, Student Admissions Programs" reflective of these expanded duties and responsibilities. A draft job description for consideration is included as Appendix AC.
- Approve the revised job class description of "Student Admissions Program Director" 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.
- This recommendation does result in a job family and bargaining unit change from Local 21 to Non-Represented Management. If that is not an acceptable outcome, than the recommendation is to reset the job duties to align with the more limited scope of the existing "Student Admissions Program Manager": job description.
- 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.

Sustainability Program Coordinator

Supervise, plan, organize, and direct operations involved in the sustainability activities district-wide; coordinate and oversee staff, parent, community, and student groups; facilitate communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development and implementation of the district's Sustainability Program: green buildings and schoolyards, transportation, water, energy, waste, food, schoolyards, eco-literacy, and nature-based education-related components; train and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Sustainability Program 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 "Sustainability Program 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.

Technology Services Supervisor

Under minimum supervision, manage a group of site technicians who support end-users at school sites. Perform analytical, highly complex tasks in support of the District's technology functions; provide leadership and direction to users and maintenance to various district systems hardware and software applications; assist in the creation of end-user computing policies, procedures and standards; ensure that technology services are delivered with excellent customer service.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Technology Services job description.
- The position supervises not just technology services but also assists in planning and researching technology developments and infrastructure improvements in order to recommend changes in various systems, both hardware and software, that will keep BUSD's technology abreast of industry standards and practices better reflected in a minor title change to Technology Supervisor.
- 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 modest class title change to Technology supervisor and the revised job class description of "Technology Supervisor" 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.

Transportation Manager

Plan, organize, control, and direct the activities, operations, and programs of the Transportation Department; assure District policies related to student transportation are in compliance with state and federal rules and regulations; supervise and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Transportation Manager 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 "Transportation Manager" 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.

Transportation Operations Supervisor

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 Transportation Operations Supervisor 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 “Transportation Operations Supervisor” 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.

Vehicle and Equipment Supervisor

Coordinate, organize, and oversee the activities and operations of the District fleet; maintain an effective preventive maintenance program for buses and other automotive equipment; oversee the performance of skilled repairs; maintain accurate inspection and repair records; serve as liaison with various District departments and outside agencies; and train and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Vehicle and Equipment Supervisor 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 “Vehicle and Equipment Supervisor” 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 AH.



Non-Represented, Management (classified)

Job classes in this group form the classified service top management tier for executive decision-making across a large swath of District programs and activities including business, finance, facilities, maintenance and operations, nutrition services, transportation, business and instruction technology systems, classified recruitment and selection and related HR programs, Title IX, Williams Act, and other major Federal and California State compliance laws, regulations and mandates.

There are twelve (12) job classes reviewed in this section; their titles are

Compliance Officer and Title IX Coordinator
Director, BSEP and Community Relations
Director, Facilities, Maintenance & Operations
Director of Family Engagement & Equity
Director, Fiscal Services
Director, Nutrition Services
Director, Technology Services

Executive Director – Classified Personnel
Executive Director – Facilities, Maintenance and
Operations
Executive Director, Fiscal Services
Investigator
Senior Communications Officer

Compliance Officer and Title IX Coordinator

Under direction of the Superintendent, work with minimal supervision to manage all aspects of Title IX compliance, Title VI compliance, Uniform Complaint Procedures (UCP) regulations, formal complaint procedures, and informal complaint resolution. Collaborate with students, families, District employees, and state and federal agencies to ensure safe and welcoming learning and working environments for all members of our District community and actively support the District's positive school climate initiatives.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Compliance Officer and Title IX Coordinator job description.
- The job class description and job title 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 "Compliance Officer and Title IX 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 A1.

Director, BSEP and Community Relations

Findings:

- The position has been vacant and no JCQ was received. The District indicated that it does not intend to restaff this position.

Recommendation:



- If the District is certain that it will not be restaffing the position, then consider removing the position from the Classification plan. The job description has not been included in the appendices to this report

Director, Facilities, Maintenance, and Operations

Plan, direct, and control facilities construction, maintenance, and operations services of the Berkeley Unified

School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the

District; create and participate in various construction planning and development activities related to the preparation, acquirement, development of capital projects; plan, organize, control and direct; supervise and

evaluate the performance of assigned personnel.

Findings:

- This position was established just as Phase 3 began. There was not an incumbent during the data gathering of Phase 3.
- The position has only recently been filled for the first time.
- The position description is available at the District's website. This very new description has not been added to the appendices of this report.

Recommendations:

- Review the position after it has been filled for 24 months to determine if the description continues to accurately reflect the actual functions and activities of the job after two years, and make adjustments if necessary. No job class description Director, Facilities, Maintenance, and Operations has been included in the appendices of this report.

Director, Fiscal Services

Under general direction of Assistant Superintendent of Business Services, the director of Fiscal Services plans, organizes, controls, integrates and directs the District's financial and accounting activities and operations; directs, integrates and manages the preparation of financial analyses and reports; oversees development of annual operating, capital, program, grant and fund budgets and long-range financial forecasts; manages and monitors financial planning activities for programs authorized by the Board of Education; provides expert professional assistance and support to District management and the Board of Education on financial, accounting and related matters; and performs related duties as assigned.

Findings:

- This position has been superseded by the Executive Director, Fiscal Services, a new classification that was established at about the start of Phase 3. The District has indicated that it does not anticipate restaffing the class Director, Fiscal Services.
- The first incumbent in the new class was just hired and is new both to the job and to the District.



Recommendation:

- If the District elects to not restaff this class, then removing the job from the Classification Plan is recommended; no job class description for “Director, Fiscal Services” has been included in the appendices of this report.

Director, Nutrition Services

Plan, organize, control, and direct the District child nutrition service operations and activities, including the preparation, cooking, baking, serving, distribution, and selling of food items to meet student needs; coordinate personnel, communications, and record-keeping functions to meet food service needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Director, Nutrition Services 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 “Director, Nutrition Services” 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 AMJ

Director, Technology

Plan, organize, control, and direct the technology services, processes, and activities of the district; serve as a technical resource and coordinate technical support for personnel; assure technology activities are performed in compliance with applicable laws, codes, and regulations; train, supervise, and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Director, Technology 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 title change from Director, Technology to Executive Director, Technology. The title Executive Director, Technology more accurately reflects the job duties being performed.
- Approve the revised job class description of “Executive Director, Technology” 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



Executive Director – Classified Personnel

Plan, organize, control, and direct the Classified personnel program consistent with the rules and regulations established by the Personnel Commission, Board of Education, California Education Code, and other state and federal laws; serve as secretary to the Personnel Commission; train, supervise, and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Executive Director-Classified Personnel job description; however, the job title of “Executive Director-Personnel Commission Services” 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 incumbent with some edits and clarification needed.

Recommendations:

- Consider retitling the job class from “Executive Director-Classified Personnel” to “Executive Director-Personnel Commission Services” to reflect the specific area of responsibility more accurately.
- Approve the revised job class description of “Director-Communications” 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.

Executive Director – Facilities, Maintenance, and Operations

Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District; create and participate in various construction planning and development activities related to the preparation, acquirement, development and disbursement of bonds and parcel funds; plan, organize, control and direct; supervise and evaluate the performance of assigned personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Executive Director – Facilities, Maintenance, and Operations 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 “Executive Director – Facilities, Maintenance, and Operations” 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.

Executive Director – Fiscal Services

Under policy direction, plans, organizes, controls, integrates, and directs the District’s financial and accounting activities and operations; directs, integrates, and manages the preparation of financial



analyses and reports; oversees the development of annual operating, capital, program, grant, and fund budgets and long-range financial forecasts; manages and monitors financial planning activities for programs authorized by the Board of Education; Directs and supervises payroll department. Provides expert professional assistance and support to District management and the Board of Education on financial, accounting, and related matters; and performs related duties as assigned.

Findings:

- This class was established just as Phase 3 began. There was not an incumbent during the data gathering process.
- The single-position class has only recently been filled for the first time.
- The job class description is available at the District's website. This very new description has not been added to the appendices of this report.

Recommendations:

- Review the class after it has been filled for 24 months to determine if the description continues to accurately reflect the actual functions and activities of the job after two years, and make adjustments if necessary.

Investigator

Reporting to the Compliance Officer and Title IX Coordinator, Investigator is responsible for investigating and resolving complaints alleging violations of District policies and procedures, including complaints of bullying, discrimination, employee misconduct, sexual misconduct, sexual harassment, and gender-related violence. The Investigator will work collaboratively with other members of the community to investigate and resolve complaints as outlined in school policies and in accordance with federal and state regulations. The Investigator will train students and employees on the District's policies and investigation procedure.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the Investigator 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 "Investigator" 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.

Senior Communications Officer

Under direction of the District Superintendent or designee, serve as district's spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, direct, and implement proactive communication strategies, special events, programs, and initiatives to inform and engage the district's employees, parents, and broader community; oversee the content and effectiveness of the



district's print and electronic communication vehicles including publications, websites, telephone/email alert systems, and social networking media; serve as a member of the Superintendent's cabinet; manage District COVID-19 operations; supervise and evaluate the performance of assigned personnel.

Findings:

- The position assumed managerial responsibility for the District's COVID-19 operations during the early phases of the pandemic more than three years ago.
- The position continues to be assigned work, the majority of which is typical of that characterized in the Senior Communications Officer job description; however, the scope and responsibility of the assignments are such that the job title of "Director-Communications" is more appropriate for this classification.
- The job class description continues to reflect the communications duties and responsibilities of the work performed by the incumbent with some edits and clarification needed, including the COVID-19 functions that were added during the pandemic and continue to be performed.

Recommendations:

- Consider retitling the job class from "Senior Communications Officer" to "Director-Communications" to reflect consistency in BUSD management job titles.
- Approve the revised job class description of "Director, Communications" 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.



Conclusion

his 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 50 benchmark positions against an agreed market of regional school districts similar to Berkeley.

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 updated and/or new job descriptions prepared to reflect the findings and recommendations resulting from the Phase 3 job reviews.

Appendix A: Original List of 47 Job Classes to be Reviewed During Phase 3

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

The Following 47 job classes were reviewed in Phase 3

CLASSIFIED CONFIDENTIAL..... 7

Budget Analyst II (Confidential)
Executive Assistant I (Confidential)
Executive Assistant II (Confidential)
Executive Assistant – Board of Education
(Confidential)
Human Resources Analyst (Confidential)
Human Resources Specialist (Confidential)
Senior Human Resources Analyst (Confidential)

LOCAL 21..... 28

African American Success Project Manager
Afterschool Program Site Coordinator
Afterschool Program Supervisor
Classified Personnel Supervisor
Classified Professional Development Supervisor
Dining Room Supervisor
Executive Chef
Educational Occupational Therapist
Facilities After Hours Operations Supervisor
Facilities Maintenance Manager
Facilities Operations Manager
Family Engagement and Equity Supervisor
General Services Manager
Grounds Supervisor
High School Custodial Supervisor
Maintenance Supervisor
Nutrition Education Program Supervisor
Payroll and Benefits Manager
Purchasing Supervisor
Safety and Risk Coordinator
Sous Chef Production Kitchen
Sours Admission Program Manager
Sustainability Program Coordinator
Technology Services Supervisor
Transportation Manager
Transportation Operations Supervisor
Vehicle and Equipment Supervisor

NON-REPRESENTED MANAGEMENT 12

Compliance Officer and Title IX Coordinator
Director, BSEP and Community Relations
Director, Facilities, Maintenance and Operations
Director, Family Engagement & Equity
Director, Fiscal Services
Director, Nutrition Services
Director, Technology Services
Executive Director – Classified Personnel
Executive Director – Facilities, Maintenance, and
Operations
Executive Director, Fiscal Services
Investigator
Senior Communications Officer

Summary of changes discussed in report

New job classes are recommended to be added:

“Exec. Asst. to Superintendent” pg. 5 & 67

“Classified Personnel Operations Manager” pg.9

Job class titles recommended for updates (not reclass):

“Manager of Maintenance, Grounds, and Sustainability” pg.12

“Purchasing Manager” pg.15

“Director of Student Admissions Programs” pg.17

“Executive Director, Technology” pg.24

“Director, Communications” pg.26

From the initial 47 class titles, one is recommended for deletion:

“Director, BSEP and Community Relations” pg.22, vacant

Other vacant positions for which not data was available are recommended for review before refilling, or for possible deletion.

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



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 _____

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.

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

[illegible]

2. Please describe any additional related job duties:

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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.

[illegible]

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

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)

Appendix C: Budget Analyst II (Confidential)



TITLE:	Budget Analyst II- Confidential	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 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 55 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; provide specialized accounting support for collective bargaining activities; maintain confidentiality of sensitive and privileged information.

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. Some positions in this classification may be part of the Confidential unit, distinguished by the assignment of duties which are directly related to the negotiations and employee/employer relations functions of the district.

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; monitor expenditures and revenue; post expenditures to appropriate account; 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 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

- 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
- 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; assure mandated reports are submitted to appropriate agencies according to established timelines
- Serve as a technical resource to district staff, 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 program 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
- Provide specialized accounting support for collective bargaining activities; prepare cost estimates and alternative scenarios for proposals and recommendations as requested; maintain confidentiality regarding issues related to negotiations and collective bargaining matters



- Assist with audits, interim, quarterly, semi-annual, and annual reporting, year-end closing activities, and fiscal reporting
- 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
- 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 record-keeping 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
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
Maintain confidentiality of sensitive information



Identify financial trends

Demonstrate critical thinking and problem-solving skills

EDUCATION AND EXPERIENCE:

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

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 ensure the accuracy of a variety of materials and view a computer monitor

Hearing and speaking to exchange information by phone and in person

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 D: Executive Assistant I (Confidential)





TITLE:	Executive Assistant I (Confidential)	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: 55 Range:

BASIC FUNCTION:

Under the direction of an Assistant Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations for officials, staff, and the public; plan, coordinate, and organize office activities and flow of communications and information for the assigned administrator.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant I – Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of an assigned Assistant Superintendent.

The Executive Assistant II – Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of the Deputy Superintendent, the Superintendent or the Board of Education.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; provide administrative support to other departmental administrators as requested; plan, coordinate, and organize office and department activities and the flow of communications for the administrator; and maintain confidentiality of privileged and sensitive information.
- Receive, screen, and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from officials, staff, and the public, representing the Assistant Superintendent by phone and written communication; interpret policies and regulations for officials, staff, and the public.
- Compose correspondence independently on a variety of matters, including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, and other materials as directed; prepare, format, edit, proofread, and revise written materials.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the

administrator's calendar; prepare and disseminate a calendar of events; and coordinate and arrange special events and activities.

- Receive, sort, and route incoming correspondence; receive and respond to e-mails; review, prioritize, and route incoming mail, correspondence, reports, and other documents; compose replies independently or from oral direction; prepare notices, packets, and informational materials for mailing.
- Attend a variety of meetings; prepare related agendas, Board topics, notices, reports, presentations, and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents, and reports to appropriate personnel.
- Research and compile a variety of information; compute statistical information for various federal, state, and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; and assure accuracy of input and output data.
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested; and train support staff on proper formats and procedures used in the office.
- Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or state requirements; collect and account for fees; initiate budget transfers as directed.
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity, and assigned duties; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the area of responsibility and assigned programs.
- Operate and maintain a variety of office equipment, including a calculator, copier, fax machine, typewriter, computer, and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
- Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.
- Obtain and provide information, records, and materials to staff and the public where judgment, knowledge, and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.
- Maintain confidentiality regarding issues related to personnel matters, negotiations, and collective bargaining matters.



- Develop and implement office procedures to assure complete and timely operations; create office forms that facilitate workflow.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office
District operations, policies, and objectives
Applicable laws, codes, regulations, policies, and procedures
Modern office practices, procedures and equipment
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Budgeting practices regarding monitoring and control
Methods of collecting and organizing data and information
Business letter and report writing, editing, and proofreading
Basic public relations techniques
Operation of a computer and assigned software

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details
Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
Plan, coordinate, and organize office activities and the flow of communications and information for the assigned administrator
Organize complex material and summarize discussions and actions taken in report form
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
Compose effective correspondence independently
Maintain a variety of complex and confidential files and records
Assure efficient and timely completion of office and program projects and activities
Understand and resolve issues, complaints, or problems
Type or input data at an acceptable rate of speed
Take and transcribe dictation at an acceptable rate of speed
Operate a variety of office equipment, including a computer and assigned software
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Plan and organize work
Meet schedules and timelines
Prioritize and schedule work
Work independently with little direction
Work confidentially and with discretion
Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE:



Any combination equivalent to: bachelor's degree in a related field and four years of increasingly responsible secretarial or administrative assistant experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Interactions with dissatisfied, hostile and irate individuals

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 a variety of materials

Sitting or standing for extended periods of time

Bending the waist, kneeling, or crouching to file materials

Appendix E: Executive Assistant II (Confidential)





TITLE:	Executive Assistant II - Confidential	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 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 55 Range: 57

BASIC FUNCTION:

Under the direction of the Superintendent or Assistant Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Assistant Superintendent of a variety of administrative details; interpret policies and regulations for officials, staff, and the public; and plan, coordinate and organize office activities, public relations, and the flow of communications and information for the Superintendent or Assistant Superintendent.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant II – Confidential classification performs highly responsible primary secretarial and administrative assistant duties at an advanced-level duties requiring independent judgment and analysis, in support of the Superintendent or the Assistant Superintendent.

The Executive Assistant I – Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of an assigned Assistant Superintendent.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Superintendent or the Assistant Superintendent in relief of a variety of secretarial and administrative details; provide administrative support to Cabinet members; plan, coordinate, and organize office and department activities and flow of communications; and maintain confidentiality of privileged and sensitive information.
- Receive, screen, and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from officials, staff, and the public, representing the superintendent by phone and written communication; and interpret policies and regulations for officials, staff, and the public.
- Compose correspondence independently on a variety of matters, including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data,

memoranda, bulletins, newsletters, notices, vouchers, lists, fliers, and other materials as directed; prepare, format, edit, proofread, and revise written materials; monitor information on District website for accuracy and timeliness.

- Coordinate and organize public relations and related activities for the Superintendent or Assistant Superintendent; prepare and assure access to a variety of documents, files, and other paperwork for the public; represent the Superintendent or Assistant Superintendent at special events as assigned; communicate with a variety of agencies and members of the community to enhance public relations, including the media; and serve as internal and external liaison for the Superintendent or Assistant Superintendent.
- Coordinate and schedule various appointments, forums, and meetings; make travel arrangements; reserve facilities; maintain and coordinate the Superintendent or Assistant Superintendent's calendar; prepare and disseminate a calendar of events; coordinate and arrange special events and activities; create, review, revise, and prepare the District student and staff calendars for Board approval.
- Set up, facilitate, and attend meetings; coordinate, prepare, and post agendas; provide handouts and pertinent information; and take and verify minutes.
- Receive, sort, and route incoming correspondence; review and determine the priority of incoming mail and e-mail; compose replies independently or from an oral direction; prepare notices, packets, and informational materials for mailing.
- Research and compile a variety of information; conduct online research as needed; compute statistical information for various federal, state and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; and assure accuracy of input and output data.
- Prepare and maintain a variety of complex lists, records, and reports related to assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent or the Assistant Superintendent; attend to administrative details on special matters as assigned.
- Operate and maintain a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
- Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.



- Develop and implement office procedures to assure complete and timely operations; create office forms that facilitate workflow.
- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Attend meetings, participate on interview panels, and serve on assigned committees as directed.
- Process, track, and report to the board for approval all changes in position FTE, budget, eliminations, and additions, and coordinates, compiles and submits for board approval all personnel actions.
- Work with bargaining unit leadership to edit and update collective bargaining agreements, tentative agreements, and MOUs.
- Oversee tuberculosis clearance surveillance for all BUSD employees in compliance with the education code, including tracking, reviewing, and updating clearance documentation.
- Work with Educational Services on recruitment; plans and participates in recruitment events; and delivers new classified employee orientation.
- Manage highly complex certificated (BFT and UBA) performance evaluation process. Determine employee evaluation status.
- Research and verify all BUSD Public Service Loan Forgiveness, Teacher Loan Forgiveness, and state and federal loan forgiveness programs
- Verifications for former certificated employee and transfers of sick leave balance.
- Respond to and produces documents for Subpoenas Duces Tecum served on BUSD. Track and monitor all correspondence regarding claims filed with the District.
- Manage and tracks independent contractors' compliance with the education code pertaining to background checks.
- Work directly with universities to obtain board-approved MOUs for all district students, teachers, and interns. Ensure and track compliance with education code background check requirements. Coordinate with mentor teachers and site administrators.
- Track departmental budget. Open all purchase orders and process all invoices, reimbursements, and purchases for the department. Monitor purchase orders; submit expenses to the board for approval when required.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:



Functions and secretarial operations of an administrative office District operations, policies, and objectives
Applicable laws, codes, regulations, policies, and procedures
Modern office practices, procedures, and equipment
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Budgeting practices regarding monitoring and control
Methods of collecting and organizing data and information Business letter and report writing, editing and proofreading Public relations techniques
Operation of a computer and assigned software Principles of training and providing work direction

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Assistant Superintendent of a variety of administrative details
Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
Plan, coordinate, and organize office activities, public relations, and the flow of communications and information for the Superintendent or Assistant Superintendent
Organize complex material and summarize discussions and actions taken in report form
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter Compose effective correspondence independently
Maintain a variety of complex and confidential files and records
Assure efficient and timely completion of office and program projects and activities Understand and resolve issues, complaints, or problems
Type or input data at an acceptable rate of speed
Take and transcribe dictation at an acceptable rate of speed
Operate a variety of office equipment, including a computer and assigned software Establish and maintain cooperative and effective working relationships with others Analyze situations accurately and adopt an effective course of action
Plan and organize work
Meet schedules and timelines Prioritize and schedule work
Work independently with little direction Work confidentially with discretion
Communicate effectively both orally and in writing
Train and provide work direction and guidance to assigned personnel

EDUCATION AND EXPERIENCE:



Any combination equivalent to a bachelor's degree in a related field and six years of increasingly responsible secretarial or administrative assistant experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office

environment

Constant

interruptions

Work evening or variable hours

Interactions with dissatisfied, hostile, and irate individuals

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 a variety of materials, assure the accuracy of a variety of documents, and view a computer monitor

Sitting or standing for extended periods of time

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

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

Appendix F: Executive Assistant to the Superintendent (Confidential)





TITLE:	Executive Assistant to the Superintendent - (Confidential)	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 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: Range:

BASIC FUNCTION:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; perform highly complex and responsible clerical work; interpret policies and regulations for officials, staff, and the public; plan, coordinate, and organize office activities and the flow of communications and information for the Superintendent.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant to the Superintendent-Confidential classification performs highly complex and responsible primary secretarial and administrative assistant duties in support of the Superintendent.

The Executive Assistant II-Confidential/Board classification performs highly responsible primary secretarial and administrative assistant duties in support of the Board of Education.

The Executive Assistant II-Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of the Superintendent or Deputy Superintendent.

The Executive Assistant I-Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of an assigned Assistant Superintendent.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the administrators of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and the flow of communications for the Superintendent; maintain confidentiality of privileged and sensitive information.
- Receive, screen, and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from officials, staff, and the public, representing the Superintendent by phone and written communication; and interpret policies and regulations for officials, staff, and the public.

- Compose correspondence independently on a variety of matters, including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, and other materials as directed; prepare, format, edit, proofread, and revise written materials.
- Coordinate and organize public relations and related activities for the Superintendent; prepare and assure access to a variety of documents, files, and other paperwork for the public; represent the Superintendent at special events as assigned; communicate with a variety of agencies and member of the community to enhance public relations, including the media; and serve as internal and external liaison for the Superintendent.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail and e-mail; compose replies independently or from oral direction; prepare notices, packets, and informational materials for mailing.
- Set up, facilitate, and attend meetings; coordinate, prepare, and post agendas; provide handouts and pertinent information; and take and verify minutes.
- Receive, sort, and route incoming correspondence; review and determine the priority of incoming mail and e-mail; compose replies independently or from an oral direction; prepare notices, packets, and informational materials for mailing.
- Research and compile a variety of information; conduct online research as needed; compute statistical information for various federal, state and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; and assure accuracy of input and output data.
- Prepare and maintain a variety of complex lists, records, and reports related to assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned.
- Operate and maintain a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.



- Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.
- Develop and implement office procedures to assure complete and timely operations; create office forms that facilitate workflow.
- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Attend meetings, participate on interview panels, and serve on assigned committees as directed.
- Process, track, and report to the board for approval all changes in position FTE, budget, eliminations, and additions, and coordinates, compiles and submits for board approval all personnel actions.
- Work with bargaining unit leadership to edit and update collective bargaining agreements, tentative agreements, and MOUs.
- Oversee tuberculosis clearance surveillance for all BUSD employees in compliance with the education code, including tracking, reviewing, and updating clearance documentation.
- Work with Educational Services on recruitment; plans and participates in recruitment events; and delivers new classified employee orientation.
-
- Manage highly complex certificated (BFT and UBA) performance evaluation process. Determine employee evaluation status.
- Research and verify all BUSD Public Service Loan Forgiveness, Teacher Loan Forgiveness, and state and federal loan forgiveness programs
- Verifications for former certificated employee and transfers of sick leave balance.
- Respond to and produces documents for Subpoenas Duces Tecum served on BUSD. Track and monitor all correspondence regarding claims filed with the District.
- Manage and tracks independent contractors' compliance with the education code pertaining to background checks.
- Work directly with universities to obtain board-approved MOUs for all district students, teachers, and interns. Ensure and track compliance with education code background check requirements. Coordinate with mentor teachers and site administrators.
- Track departmental budget. Open all purchase orders and process all invoices, reimbursements, and purchases for the department. Monitor purchase orders; submit expenses to the board for approval when required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office
 District operations, policies, and objectives
 Applicable laws, codes, regulations, policies, and procedures
 Modern office practices, procedures, and equipment
 Record-keeping techniques
 Correct English usage, grammar, spelling, punctuation, and vocabulary
 Oral and written communication skills
 Interpersonal skills using tact, patience, and courtesy
 Budgeting practices regarding monitoring and control
 Methods of collecting and organizing data and information
 Business letter and report writing, editing, and proofreading
 Public relations techniques
 Operation of a computer and assigned software
 Principles of training and providing work direction

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details
 Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
 Plan, coordinate, and organize office activities, public relations, and the flow of communications and information for the Superintendent
 Organize complex material and summarize discussions and actions taken in report form
 Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
 Compose effective correspondence independently
 Maintain a variety of complex and confidential files and records
 Assure efficient and timely completion of office and program projects and activities
 Understand and resolve issues, complaints, or problems
 Type or input data at an acceptable rate of speed
 Take and transcribe dictation at an acceptable rate of speed
 Operate a variety of office equipment, including a computer and assigned software
 Establish and maintain cooperative and effective working relationships with others
 Analyze situations accurately and adopt an effective course of action
 Plan and organize work
 Meet schedules and timelines
 Prioritize and schedule work
 Work independently with little direction
 Work confidentially and with discretion
 Communicate effectively, both orally and in writing
 Train and provide work direction and guidance to assigned personnel

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and six years of increasingly responsible secretarial or administrative assistant experience

WORKING CONDITIONS:**ENVIRONMENT:**



Office environment
Constant interruptions
Work evening or variable hours

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 a variety of materials
Sitting or standing for extended periods of time
Bending the waist, kneeling, or crouching to file materials

Appendix G: Executive Assistant – Board of Education (Confidential)





TITLE:	Executive Assistant – Board of Education (Confidential)	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Board of Education	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range: 57

BASIC FUNCTION:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of a variety of administrative details; interpret policies and regulations for officials, staff, and the public; plan, coordinate, and organize office activities and the flow of communications and information for the assigned administrator.

REPRESENTATIVE DUTIES:

The Executive Assistant II-Confidential/Board classification performs highly responsible primary secretarial and administrative assistant duties in support of the Board of Education.

The Executive Assistant II-Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of the Superintendent or Deputy Superintendent.

The Executive Assistant I-Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of an assigned Assistant Superintendent.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Board, relieving the administrators of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and the flow of communications for the Board; maintain confidentiality of privileged and sensitive information.
- Receive, screen, and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from officials, staff, and the public, representing the Board by phone and written communication; and interpret policies and regulations for officials, staff, and the public.
- Compose correspondence independently on a variety of matters, including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, and other materials as directed; prepare, format, edit, proofread, and revise written materials.

- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Board's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Board.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail and e-mail; compose replies independently or from oral direction; prepare notices, packets, and informational materials for mailing.
- Attend a variety of meetings; prepare related notices, reports, presentations, and agendas; prepare agendas for Board Subcommittees; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents, and reports to appropriate personnel.
- Research and compile a variety of information; conduct online research as needed; compute statistical information for various federal, state and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; and assure accuracy of input and output data.
- Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or state requirements; collect and account for fees; initiate budget transfers as directed.
- Maintain and update Board policies and administrative regulations; prepare and maintain a variety of complex lists, records, and reports related to assigned activities, including those of a confidential nature; establish and maintain filing systems; and maintain archival records of Board documents, minutes, policies, and administrative regulations.
- Perform special projects and prepare various forms and reports on behalf of the Board; attend to administrative details on special matters as assigned; perform varied duties related to the Board's area of responsibility and assigned programs.
- Provide administrative support for the Board; process mail and e-mail; respond to correspondence; and maintain a calendar.
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested.
- Operate and maintain a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
- Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.



- Obtain and provide information, records, and materials to staff and the public where judgment, knowledge, and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.
- Develop and implement office procedures to assure complete and timely operations; create office forms that facilitate workflow.
- Prepare recognition awards for deserving staff and the community.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office
 District operations, policies, and objectives
 Applicable laws, codes, regulations, policies, and procedures
 Modern office practices, procedures, and equipment
 Record-keeping techniques
 Correct English usage, grammar, spelling, punctuation, and vocabulary
 Oral and written communication skills
 Interpersonal skills using tact, patience, and courtesy
 Budgeting practices regarding monitoring and control
 Methods of collecting and organizing data and information
 Business letter and report writing, editing, and proofreading
 Public relations techniques
 Operation of a computer and assigned software
 Principles of training and providing work direction

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details
 Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
 Plan, coordinate, and organize office activities, public relations, and the flow of communications and information for the Superintendent
 Organize complex material and summarize discussions and actions taken in report form
 Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
 Compose effective correspondence independently
 Maintain a variety of complex and confidential files and records
 Assure efficient and timely completion of office and program projects and activities
 Understand and resolve issues, complaints, or problems
 Type or input data at an acceptable rate of speed
 Take and transcribe dictation at an acceptable rate of speed
 Operate a variety of office equipment, including a computer and assigned software
 Establish and maintain cooperative and effective working relationships with others



Analyze situations accurately and adopt an effective course of action
Plan and organize work
Meet schedules and timelines
Prioritize and schedule work
Work independently with little direction
Work confidentially and with discretion
Communicate effectively, both orally and in writing
Train and provide work direction and guidance to assigned personnel

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and six years of increasingly responsible secretarial or administrative assistant experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions
Work evening or variable hours

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 a variety of materials
Sitting or standing for extended periods of time
Bending the waist, kneeling, or crouching to file materials

Appendix H: Human Resources Specialist (Confidential)





TITLE:	Human Resources Specialist (Confidential)	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Human Resources	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range: 53

BASIC FUNCTION:

Perform a variety of specialized duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; serve as a technical resource to personnel; and maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform a variety of specialized duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; ensure credentialing activities comply with established guidelines, policies, regulations, and procedures.
- Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; review, verify, and evaluate transcripts, records, and applications to determine eligibility for credentials.
- Assure teachers and other certificated employees have proper credentials; monitor the expiration date of credentials and assure employees meet current requirements for renewal; notify certificated staff of credential expiration dates; and maintain current information on credential requirement.
- Provide consultation and technical expertise to personnel, school site staff, and various outside agencies concerning credential eligibility, requirements, and procedures; respond to inquiries and provide information; and advise out-of-state applicants regarding credentialing.
- Monitor and review classroom assignments to assure credentials match assignment requirements; report discrepancies and compliance issues to appropriate agencies or personnel.
- Prepare documents and information relating to collective bargaining activities, including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Participate in the preparation of the program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare invoicing and



reporting for the District; oversee the preparation of purchase orders.

- Compile information and prepare and maintain a variety of records and reports related to credential information, compliance issues, and assigned activities; submit mandated reports to appropriate agencies or personnel according to established timelines; compose related correspondence, letters, memos, forms, and other documents as needed; prepare documents for Board approval.
- Attend a variety of meetings, training sessions, workshops, conferences, and seminars.
- Participate in the recruitment, screening, and processing of new certificated personnel according to established procedures; place advertisements in appropriate media; collect and process various employment forms and applications; schedule appointments; prepare new contracts; and forward new employee information to payroll and other departments.
- Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; ensure accuracy of input and output data.
- Maintain contact with outside organizations to assure personnel are current regarding credential requirements, rules, and regulations; request data, reports, and other information as needed.
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software.
- Responsible for ensuring that staff is paid according to Collective Bargaining Agreements. Frequently conducts audits of salary schedules, salary placement, stipends and addons, personnel action forms and business services information system data.
- Prepares correction to personnel action forms when errors are discovered on staff pay and communicates them to payroll and to affected staff in a timely manner. Responsible for determining salary placement for certificated staff and for processing additional transcripts and units for salary advancement on a continuous basis.
- Research, compile, verify, and correct a variety of information for reports, special projects, board meetings, employee orientation or training, and other personnel-related functions.
- Assists with the preparation of complex position control reports for annual meetings for the upcoming year.
- Participates in meetings to review the resulting reports with each site administrator to ensure accurate certificate assignments and budgets for the following school year. Assist administrators with completing appropriate paperwork to initiate any changes needed to assignments for next year.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations, and rules related to credentialing
California credential requirements and procedures
Practices and procedures related to certificated personnel



Operations, policies, and objectives relating to personnel activities
Organizational operations, policies, and objectives
Oral and written communication skills
Technical aspects of the field of specialty
Modern office practices, procedures, and equipment
Interpersonal skills using tact, patience, and courtesy
Correct English usage, grammar, spelling, punctuation, and vocabulary
Record-keeping and report preparation techniques
Operation of a computer and assigned software

ABILITY TO:

Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements
Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials
Interpret, apply, explain, and assure compliance with rules, regulations, policies, and procedures
Provide consultation to personnel, school site staff, and various outside agencies concerning credential eligibility, requirements, and procedures
Maintain current knowledge of the laws, rules, and regulations governing credentials
Verify and evaluate transcripts, records, and applications to determine eligibility for credentials
Compile and verify data and prepare reports
Maintain various records
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Operate a variety of office equipment, including a computer and assigned software
Meet schedules and timelines
Plan and organize work
Work independently with little direction
Work confidentially and with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in human resources or a related field and four years of experience in a human resources office, including some credential-related experience

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

Appendix I: Senior Human Resource Analyst (Confidential)



TITLE:	Senior Human Resources Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Human Resources Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non- Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 55 Range: 66

BASIC FUNCTION:

In a lead capacity, performs a variety of complex and professional Human Resources, Merit System, Labor Relation, Public Meeting, qualification, certification, and employment functions. Compile statistics from a myriad of Human Resources, Merit System, employment, certification/qualification programs and processes. Participate directly in employer-employee relations as outlined in Government Code §3540.1. This position is responsible for working as the District's custodian of records for the AAJC, DOJ, and FBI clearances. Performing detailed and complicated analytical reports and audits. Processing, overseeing, and auditing employee data and changes.

REPRESENTATIVE DUTIES-Distinguishing Characteristics:

The Senior Human Resources classification provides lead direction, training, and guidance to other Human Resources staff. They are the technical experts in Human Resources areas that include, but are not limited to; Leaves Onboarding, Personnel Requisition/Action processing, Recruitment/Testing, Staffing, Reemployment.

The Senior Human Resources Analyst is the lead level classification providing a variety of Human Resources services to classified and certificated employees, applicants, and the general public. Acts as the lead in Human Resources areas and staff may defer to this person's expertise in decision-making.

ESSENTIAL DUTIES:

- Provide direction and guidance to Human Resources staff.
- May lead, coordinate, plan, manage, and perform complex technical analytical functions related to employee services programs and activities, including the recruitment, selection, employment, compensation, and record maintenance of all employees; interpret and assure compliance with county, state, and federal regulations and guidelines concerning Human Resources and Merit System administration.
- Lead a variety of complex and professional Human Resources functions.
- Liaison with and manage the employee retirement programs (CalPERS, CalSTRS).
- Lead, organize, and expedite the flow of work to and from Human Resources and other District departments, sites, and offices; assist administrators, directors and supervisors with administrative details.
- Research, compile, verify, and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, board meetings, employee orientations, and other personnel-related functions, conduct audits of data for human resources or personnel processes.
- Maintain confidentiality regarding sensitive issues related to negotiations and collective bargaining matters, including but not limited to proposals, memorandums, and union communications.
- Process and manage data for Human Resources or the Personnel Commission including but not limited to seniority, longevity, merit increases, professional growth, evaluations, observations, retirement data, fingerprint and background checks, reemployment lists, and other related data.

- Serve as District contact for DOJ/FBI fingerprint processing and results; respond to DOJ/FBI inquiries.
- Acts as the Districts Custodian of Records for the DOJ and FBI regarding fingerprint processes.
- Monitor and track personnel requisitions for accuracy and content.
- Meet and consult with employees, supervisors, administrators, and outside agencies regarding human resources or personnel policies, procedures, laws, codes, rules, regulations, and related information.
- Ensure Human Resources staff understand departmental policies, guidelines, and procedures; review work for accuracy and completeness.
- Interpret policies and regulations for staff and the public.
- Coordinate classified new hire orientation and onboarding of all classified employees.
- Prepare and distribute correspondence, including but not limited to job offers, assignments, contracts, and reemployment offers, to classified applicants or employees as appropriate.
- Prepare and maintain a variety of statistical or narrative records and reports related to Human Resources and Personnel Commission functions; process and analyze a variety of forms and applications.
- Operate a variety of office equipment, including a calculator, copier, fax machine, printer, computer, and assigned software.
- Attend and participate in a variety of meetings, Human Resources and Personnel Commission activities.
- Manage unemployment claims and may attend hearings.
- Lead the technical operations for all HR processes.
- Work with the Human Resources Director or designee to manage the District's performance evaluation process.
- Reviews and processes Personnel Action Forms and other related forms.
- May serve as a department lead in the absence of Director or Associate Superintendent.
- Interface with payroll and budget departments to ensure the accuracy of data as it relates to their respective systems.
- Work in coordination with the Information Technology Support and Services Department to identify, develop and respond to changing and/or new program needs.
- Represent the District at meetings or discussions regarding system changes or problems and make recommendations for improvement.
- Provide training to appropriate District staff on changes relating to the Human Resources processes.
- Work closely with the Workers Compensation Department and review decisions/claims as required.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of public personnel administration
 Rules and regulations that affect employees in both bargaining units and the merit system school District
 Payroll, intermediate mathematical, and record-keeping
 Research methods and report-writing techniques
 Correct English usage

ABILITY TO:

Meet sharp deadlines and multi-task with constant interruptions
 Operate computers and software to produce documents, utilize databases and implement new systems

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the 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 or equivalent. Bachelor's degree in Human Resources, Business, Public Policy or a related field degree desired.

B. Five (5) years' experience in human resources. Three (3) years of specialized school District experience most highly desired in any or all of the following areas: Classification, Compensation, Recruitment, Employer-Employee Relations or other specialties.

LICENSES AND OTHER REQUIREMENTS:

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

Employment eligibility 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.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

- Bending at the waist, kneeling, or crouching 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
- Reaching overhead and above the shoulders to retrieve documents
- 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 a computer monitor.
- Sitting for an extended period.

Appendix J: African American Success Project Manager





TITLE:	African American Success Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission: Board:		SALARY GRADE:	Schedule: 54 Range: 76

BASIC FUNCTION:

Develop, implement, coordinate, evaluate, and research a myriad of programs in support of African American students in secondary with a focus on reducing negative behaviors, improving law enforcement interaction, increasing school engagement and graduation rates, developing culturally specific coping skills through intensive support, and mentoring for cohort participants.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Design and develop a system within a system to ensure daily and intensive support of a cohort of African American secondary students
- Facilitate needs assessment of cohort participants (e.g. observation, survey, data analysis, focus groups) to inform program design and build ongoing relationships in the community
- Partner with Educational Services, site administrators, and existing service providers (e.g. Restorative Justice counselors and Response to Intervention (RTI) personnel, literacy coaches and Special Education Case Managers, to improve the clarity of the roles, responsibilities, frequency, and content of interaction between students in the cohorts and school staff (when applicable)
- Work with site staff and community members to highlight success stories of cohort students and pinpoint the areas of growth within the process so as to not solely focus on student deficit
- Partner with Educational Services, teacher leaders, counselors, and classroom teachers to analyze and maintain continuous process improvement related to program goals and objectives
- Streamline and establish a concentrated network of community partners and services in order to have a network of supporters for cohort student and families that can address specific referrals for academic or social or emotional challenges
- Develop and schedule parent workshops along with parental participation opportunities for African American families across the district in partnership with the Office of Family Engagement and Equity (OFEE)
- Make presentations to Educational Services team, Cabinet, and committee meetings to monitor progress and support of specific student cohorts



- Supervise staff who support work directly with students and families, as assigned
- Partner with Restorative Justice and intervention counselors to conduct community conferences and to develop and facilitate alternative supports and consequences for a wide variety of student needs
- Work with staff to improve implementation of culturally responsive practices and strategies
- Attend and participate in meetings, in-service training, and workshops, as assigned.

OTHER DUTIES:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination equivalent to: Bachelor's degree in social work, psychology, counseling, or a related field. Master's degree desired and three (3) years leadership experience in social services or with programs that increase family engagement, enhance student achievement, and develop cultural/linguistic support systems that includes two (2) years' experience working with secondary school age at-risk African American adolescent youth. Demonstrated experience in systems change work and leading a service delivery function/model is highly 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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, local, and District laws, regulations, policies, and practices related to assigned activities

Principles, strategies, and practices of adult learning theories, group-process facilitation, conflict resolution, and outreach

Theory and practice in developing and applying intervention methods across a wide range of issues including but not limited to: sexual harassment/assault, alternative dispute resolution, specific gender-based youth intervention, development programs

Conflict management techniques and Trauma Informed Care protocols

Professional responsibility and ethics in the field of social welfare and mandatory reporting requirements

Public (preferably secondary education) and nonprofit institutional systems, practices, and processes

Social welfare-specific policies in California secondary educational environments

Social science, social/racial justice application theory and practice

Methods to interpret, apply, and explain rules, regulations, policies, and procedures

Data analysis and presentation techniques

Principles and practices of supervision and training

Public speaking techniques

Technical aspects of field of specialty

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills including tact, patience, and courtesy

ABILITY TO:

Coordinate activities with multiple and diverse stakeholders and facilitate productive partnerships and networks



Train and evaluate the performance of assigned staff
 Develop, manage, and evaluate complex operations
 Utilize data management systems to access a variety of records such as state/local assessments, discipline, and attendance as a basis for data-based decision-making
 Analyze difficult and complex issues identifying logical solutions and appropriate course of action based on objective data
 Organize and coordinate districtwide events
 Work independently with little direction
 Prioritize and complete multiple and competing tasks in a timely manner
 Be a positive change agent and an effective leader with diverse groups across race, ethnicity, religion, gender, class, and sexuality
 Build positive and productive relationships with students, parents, staff, and community members
 Communicate effectively orally and in writing
 Prepare presentations and use expert facilitation skills
 Maintain confidentiality of sensitive information
 Understand, interpret, apply, and articulate regulations and policies related to assigned activities
 Operate a computer and assigned office equipment
 Meet schedules and timelines
 Plan and organize work
 Prepare detailed and concise records, files, and reports

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment
 Driving a vehicle to conduct
 Work evening or variable hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
 Seeing to read a variety of materials and view a computer monitor
 Dexterity of hands and fingers to operate a computer keyboard
 Sitting or standing for extended periods of time
 Bending at the waist, stooping, crouching, or kneeling and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
 Lifting, carrying, pushing, pulling, and/or moving objects weighing up to 10 pounds and occasionally lift and/or move up to 25 pounds

Appendix K: Afterschool Program Site Coordinator



TITLE:	Afterschool Program Site Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Educational Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2002 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 64

BASIC FUNCTION:

Under the direction of the Afterschool Program Supervisor or superintendent designee, develop, implement, oversee, facilitate, and maintain quality after school programs at a District school site as assigned; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, coordinate, and implement the daily operations and activities of the District's afterschool programs at an assigned site as assigned; collaborate with administrators, teachers, and other personnel to assure programs comply with licensing requirements, grant requirements, state and federal laws, rules, and regulations.
- Oversee and maintain quality afterschool programs at a school site as assigned; support and oversee program staff in the design and implementation of quality afterschool program aligned to regular school day and program mission and goals; assure programming is aligned to student academic development.
- Provide academic and behavioral support for students enrolled in assigned programs; develop and implement academic and enrichment activities for children participating in afterschool programs.
- Plan and develop indoor and outdoor activities and routines; oversee curriculum delivery and ensure alignment with the regular school day academic efforts and state standards.
- Monitor and review staff time sheets, delivery of lessons, activities, and performance; monitor and evaluate program support staff; serve as a District liaison regarding the afterschool program at a site as assigned
- Conduct program site quality observations; make recommendations for improvements; ensure program provides a safe and healthy environment for participants
- Design and implement a training program for staff; supervise and evaluate the performance of assigned personnel; participate in the interview and selection of program staff and enrichment vendors; plan and conduct professional development opportunities for program staff
- Plan and implement site-based events that promote and inform the community on after school Programs.



- Assist with maintaining afterschool program website and content
- Assist with preparing presentations and reports related to assigned activities including attendance, program performance report, and others as assigned; maintain the program plan for the assigned site
- Communicate with students, parents, and outside agencies to exchange information and resolve issues or concerns; meet, communicate, and collaborate with school administrators regarding program updates and progress
- Operate a variety of standard office equipment including a printer, telephone, copier, fax machine, computer and assigned software; drive a vehicle to conduct work
- Order materials and supplies as needed
- Administer first aid and CPR as required; implement emergency plans and respond to drills (e.g., fire, earthquake, lockdown) following District and program emergency procedures and protocols as necessary
- Attend District afterschool program meetings and professional development

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination, and implementation of afterschool programs, activities, and services
Principles and practices of developmentally appropriate academic, enrichment, and recreational programs
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
Applicable laws, codes, regulations, policies, and procedures
Supervision techniques to provide clear direction and effective support to support staff and students
District and community program, services, and resources
Community and human relations skills
Principles and practices of supervising and evaluating personnel
Safety precautions and procedures
Excellent oral and written communications skills
Recordkeeping techniques
CPR and First Aid techniques
Telephone techniques and etiquette
Program goals, objectives, and requirements

ABILITY TO:

Assure the program provides a safe and healthy environment for participants
Assure programming is aligned to student academic development, program mission, and goals
Train, supervise, and evaluate the performance of assigned personnel
Work and collaborate with parents, school staff, students, and community member in various program activities
Monitor and control program budgets
Interact with students and adults in an effective manner
Maintain a healthy and safe environment



Work independently with little direction
Establish and maintain effective working relationships with others
Maintain records and prepare reports
Communicate effectively both orally and in writing
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines
Plan and organize work
Maintain up-to-date CPR and First Aid certification

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years accredited college coursework in child development, education, or a related field and four years' experience working with children in an organized or learning environment including some experience conducting educational program activities. Bachelor's degree desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license or ability to arrange transportation to get to a different location.
Valid first aid and CPR certificates issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Occasional evening and weekend meetings and trainings
Driving to conduct work and availability of a personal vehicle to travel to various sites, off-site meetings, or to conduct other program business

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to communicate with students and parents
Seeing to observe students, read materials, and view a computer monitor
Sitting or standing for extended periods of time
Walking (often on uneven ground) to monitor and assist students in the classroom, on the playground, and while on field trips
Bending at the waist, stooping, crouching, or kneeling and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
Lifting, carrying, pushing, pulling, and/or moving objects weighing up to 50 pounds and occasionally lift and/or move, with assistance, over 50 pounds

HAZARDS:

Contact with dissatisfied or dysregulated individuals
Potential physical hazards involved in intervening in fights and other anti-social and violent behaviors
Exposure to bloodborne pathogens and infectious diseases

Appendix K₁: Afterschool Program Supervisor





*Berkeley Unified School District Report on
Phase 3 Classification Services Review of 47 Selected Job Classes:
Non-Represented, Non-Management (Confidential) / Local 21 / Management Non-Represented*

TITLE:	After School Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Educational Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 71

BASIC FUNCTION:

Develop, oversee, and maintain quality after school programs for District school sites; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Develop, oversee, and maintain quality after school programs for District school sites; support and oversee program coordinators in the design and implementation of quality after school program aligned to regular school day and program mission and goals; assure programming is aligned to student academic development
- Conduct program site quality observations; conduct stakeholder surveys to identify and support surfaced needs; make recommendations for improvements; assure program provides a safe and healthy environment for participants
- Maintain the program plan; prepare grant renewals and submit to appropriate funders
- Prepare and maintain program finances including budgeting, proper allocation of funds, expenditure reporting, and parent fee collection; research and resolve complex billing issues;
- Train, supervise, and evaluate the performance of assigned personnel; interview and select program staff and enrichment vendors; plan and conduct professional development opportunities for program staff
- Plan and implement program-wide events; communicate program activities to participants and community members
- Plan and supervise intersession programming for students; coordinate staff coverage
- Maintain program website and content
- Manage online system including student information, user access, registration forms and campaigns, and other program needs



- Prepare and maintain records and reports related to assigned activities including attendance, program fees and expenses, billing reconciliation, Parent Teacher Association (PTA) and vendor contracts, performance report and others as assigned
- Prepare and make informational presentations to the Board of Education and parent groups as requested
- Communicate with students, parents, and outside agencies to exchange information and resolve issues or concerns; meet, communicate, and collaborate with school administrators regarding program updates and progress
- Serve as backup or supervise children in the absence of other program staff; administer CPR and first aid as necessary; respond to emergencies following District and program emergency procedures and protocols as assigned
- Operate a variety of standard office equipment including printers, telephone, copier/scanner, computer and assigned software;
- Drive a vehicle to conduct work
- Order materials and supplies as needed
- Attend and participate in a variety of meetings, trainings, and conferences as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of developmentally appropriate academic, enrichment, and recreational programs
 Coordination and program management, organization, and objectives
 District and community program, services and resources Applicable laws, codes, rules, and regulations
 Community and human relations skills
 Principles and practices of supervising and evaluating personnel Safety precautions and procedures
 Oral and written communications skills
 Recordkeeping and report writing techniques
 Public speaking techniques
 Telephone techniques and etiquette Program philosophies and requirements
 Operation of a computer and standard office equipment

ABILITY TO:

Develop, oversee, and maintain quality after school programs for District school sites
 Assure program provides a safe and healthy environment for participants
 Assure programming is aligned to student academic development and program mission and goals Train, supervise, and evaluate the performance of assigned personnel
 Work and collaborate with parents, school staff, students, and community member in various program activities
 Monitor and control program budgets
 Interact with students and adults in an effective manner Maintain a healthy and safe environment
 Work independently with little direction
 Establish and maintain effective working relationships with others Maintain records and prepare reports
 Communicate effectively both orally and in writing



Analyze situations accurately and adopt an effective course of action Meet schedules and timelines
Plan and organize work
Make clear and effective oral presentations
Operate a variety of standard office equipment, including a computer and assigned software
Maintain up-to-date certificates in CPR and First Aid

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in child development, education, or a related field and two years of increasingly responsible experience participating in or leading after-school programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid first aid and CPR certificates issued by an authorized agency

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and other indoor and outdoor learning environments
Occasional evening meetings
Driving a vehicle to conduct work or access to transportation to travel to various sites, off-site meetings, or district offices

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard Hearing and speaking to communicate with students and parents
Seeing to observe students, read and ensure the accuracy of a variety of materials, and view a computer monitor
Sitting or standing for extended periods of time
Walking (often on uneven ground) to monitor and assist students in the classroom, on the playground, and while on field trips
Bending at the waist, stooping, crouching, or kneeling and reaching overhead, above the shoulders, and horizontally to file and retrieve materials
Lifting, carrying, pushing, pulling, and/or moving objects weighing up to 50 pounds and occasionally, with assistance, over 50 pounds

HAZARDS:

Contact with dissatisfied or dysregulated individuals
Potential physical hazards involved in intervening in fights and other anti-social and violent behaviors
Exposure to bloodborne pathogens and infectious diseases

Appendix L: Classified Personnel Operations Manager



TITLE:	Classified Personnel Operations Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Personnel Commission	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	10/13/20 (rev) 01/28/15	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Plan, organize, manage, and supervise classified personnel operations and activities; direct and implement comprehensive district wide classified personnel programs, including employee recruitment and selection, employee assignment, classification and other Merit System services, as required in conformance with relevant sections of the State of California Education Code and in accordance with the Personnel Commission's Rules and Regulations for the Merit System; provide technical assistance to organizational supervisors and administrators concerning the Merit System, human resources programs, functions, policies and procedures.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Organize and manage classified personnel operations and activities; direct personnel to assure proper and timely completion of personnel activities; assist in ensuring personnel activities comply with established personnel standards, policies and procedures.
- Train and evaluate the performance of assigned staff; supervise processes such as interviewing and selecting employees; approve transfers, reassignments, leaves, terminations, and disciplinary actions; assign employee duties; and review work for accuracy, completeness and compliance with established policies and procedures
- Manage the preparation and maintenance of a variety of personnel records, reports and files, including the input of a variety of personnel data into the assigned computer system; the maintenance of automated records and files; the compilation and preparation of reports related to recruitment and hiring in compliance with the State of California Education Code and Merit System Rules and Regulations regarding the employment of provisional and limited term employees; updating and maintaining the compliance tracking database; initiating queries, manipulating data and generating a variety of computerized reports related to assigned activities
- Manage the internal and external recruitment of classified personnel, including posting, testing, tracking, screening, and interviewing activities; creating and auditing testing materials for recruitment; and administering employment exams

- Manages Personnel Commission Office functions; oversee assigned budgets; create budget transfers for approval to cover the purchase of examination materials and equipment items; monitor expenses on assigned projects and events
- Manages special projects such as the implementation of technical systems related to paperless onboarding, remote testing, applicant tracking data tracking, electronic forms, and other workflow improvement systems
- Performs technical work in conducting job analysis through interviews and questionnaires to identify skills, knowledge, and abilities necessary for successful job performance
- Works with job experts to determine appropriate selection procedures and develop written, oral, technical and performance examination items
- Process documents for the Personnel Commission including researching documents, preparing documents and items for the personnel commission agenda and packet
- Coordinate communications between administrators, classified personnel, and outside agencies to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution and employee relations; communicate with potential candidates, site administrators and department heads related to recruiting and training processes; receive and respond to telephone calls and e-mails
- Operate a variety of office equipment, including a copier, fax machine, computer and assigned software
- Attend and participate in various meetings and trainings as assigned
- Oversee recruitment, testing, appointment, and salary placement of employees; direct the development and administration of examinations; certify eligibility lists and other employment lists for appointment
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to classified personnel and assigned activities; prepare and maintain records and reports related to assigned activities
- Develop and prepare the annual preliminary budget and report for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Practices and procedures related to classified personnel

Classified human resource office objectives, functions, practices, and procedures Applicable laws, codes, regulations, policies, and procedures

Database management

Data control procedures and data entry operations District operations, policies, and objectives

Modern office practices, procedures, and equipment Bargaining unit contracts and salary schedules

Principles and practices of supervision and training Record-keeping and filing techniques



Research methods and report writing techniques Operation of a computer and assigned software Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy Technical aspects of field of specialty

ABILITY TO:

Organize and direct Personnel Commission and Human Resources operations and activities
Provide technical assistance to supervisors and administrators concerning human resources programs, functions, policies, and procedures
Train and evaluate the performance of assigned personnel
Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files
Interpret, apply and explain rules, regulations, policies and procedures
Utilize a computer to input data, initiate queries, maintain automated records and generate reports Direct personnel to assure proper and timely completion of personnel activities
Maintain confidentiality of sensitive and privileged information
Compose correspondence and written materials independently or from oral instructions Compile information and prepare reports
Operate a variety of office equipment including a computer and assigned software Plan and organize work
Meet schedules and timelines
Work independently with little direction
Type or input data at an acceptable rate of speed Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in human resources or a related field and five years of increasingly responsible technical human resources experience; school district experience is desirable

WORKING CONDITIONS

Office environment Constant interruptions

ENVIRONMENT

Interaction with dissatisfied, hostile, and irate individuals

PHYSICAL DEMANDS

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

Appendix L₁: Classified Professional Development Supervisor





TITLE:	Classified Professional Development Coordinator	REPORTS TO:	Director of Categorical and Special Projects
DEPARTMENT/SCHOOL:	Ed Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2002 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	5-27-20 6-4-20	SALARY GRADE:	Schedule: 54 Range: 70

BASIC FUNCTION:

Supervises, plans, develops, coordinates, and conducts staff development programs and training designed to improve job skills and career development of classified employees. Meet the mandated training requirements for all school district personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan and coordinate all classified staff development days.
- Plan, coordinate, and administer all other professional development opportunities and events, including e-learning.
- Chair the Classified Professional Development Committee; schedule meetings; maintain records; and develop agendas.
- Work with department managers, supervisors, and the Classified Professional Development Committee to identify, establish, and prioritize training needs and schedules.
- Track PD days attendance and send a letter of required attendance to PD Make-up, coordinate, and attend PD Make-up Days as required.
- Present to the Board, Personnel Commission, and other stakeholder groups PD department plans and accomplishments.
- Create MOUs for outside presenters for professional development.
- Prepares summary reports of staff development activities and outcomes.
- Identify and select professional development consultants to conduct selected training sessions.
- Identify and secure locations for training and professional development.
- Conduct surveys and other data collection activities to plan professional development activities.
- Develops and conducts training presentations for school district personnel.
- Track school district employee compliance with annual mandatory trainings, including mandated reporting, sexual harassment prevention, and bloodborne pathogens; send reminders; and update administrators and managers on employee status.
- Implement professional development anchored in adult learning strategies and using current technology.
- Produce a professional development plan for the following year including budgetary needs for planning and presentation.
- Analyze critical staff development and organizational issues and problems and



determine the appropriate training interventions or programs, and implement appropriate responses.

- Evaluate all components of training and professional development, including: contract administration, curriculum effectiveness, trainer effectiveness, departmental utilization, and other critical factors.
- Consult with other state and city departments, outside agencies, industry information, and other subject matter experts to maintain up-to-date, relevant and accurate training materials and curriculum.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

The principles, methods, and techniques of training

The principles of budgeting

Principles and practices of training, professional development, and adult learning strategies

Applicable federal, state, and local laws and regulations

Training design and delivery through a variety of modern mediums

Administrative principles and practices of budget preparation, administration, and monitoring;

Methods of designing and training courses

Pertinent rules, regulations, and policies of the Board of Education and the Personnel Commission

Interpersonal skills, including tact, patience, and courtesy

Oral and written communication skills

Operation of modern office equipment, including a computer and assigned software

ABILITY TO:

Design, develop, and deliver training programs

Source materials and current trends in organizational and staff development

Develop innovative, practical approaches to unique problems in responding to the needs of the District

Assess and evaluate the results of employee development programs with detailed and comprehensive reports Conduct employee, management, and other organizational needs assessments and task analyses

Organizing work, setting priorities, and establishing goals and objectives; Exercising sound independent judgment within established guidelines; Evaluating training classes, tools, and documentation

Communicating clearly and concisely, verbally and in writing Develop staff development programs

Deliver training using technology and web-based methods

Understand, interpret, and apply complex technical material, rules, procedures, policies, and regulations

Work effectively with District personnel and the public

EDUCATION AND EXPERIENCE

Bachelor's degree with major course work in human resources, organizational development, business, or a closely related field and three (3) years of progressively responsible experience in developing, coordinating, implementing, and evaluating training, educational, and employee development programs. Experience planning and coordinating events; two years of which were related to school employee training programs preferred.

LICENSES AND OTHER REQUIREMENTS



Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT

Office, classroom, and virtual environments

PHYSICAL DEMANDS

Hearing and speaking to exchange information

Seeing to monitor students and read a variety of materials Sitting or standing for extended periods of time

Lifting, pushing, and/or pulling up to 25 pounds

Bending at the waist, kneeling, or crouching to assist students Dexterity of hands and fingers to operate a computer keyboard

Appendix M: Dining Room Supervisor



TITLE:	Dining Room Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 53

BASIC FUNCTION:

Organize and direct the food service activities and operations of the dining room at King Middle School; ensure District school sites and Child Care and After School programs receive adequate amounts of food based upon enrollment during the school year and summer programs; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Organize and direct the food service activities and operations of the dining room at King Middle School; participate in the development and implementation of departmental policies and procedures.
- May assist in receiving vendor and warehouse deliveries of food and supply items.
- Supervise the Pack-Out activities for breakfast, lunch and snacks for District school sites, After-School and Child Care programs; assure sites receive adequate amounts of food based upon enrollment according to compliance rules issued by the California Department of Education and USDA; schedules and ensures preparation of special lunch items for student field trips.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established standards; review and recommend modifications of work schedules for assigned staff.
- Prepare food and beverages for sale; count and set up plates, trays and utensils; stock condiments, food items, and paper goods; order, receive, store, and rotate food items and supplies as directed; conduct meal counts and inventories as directed.
- Supervise and coordinate the maintenance of food service facilities, equipment and utensils in a clean and sanitary condition.
- Plan and supervise meal service on serving lines and set out prepared foods according to

established timelines; observe the quality and quantity of food served according to established procedures; assure the proper temperature of foods; assure food service activities comply with established safety and sanitation requirements.

- Maintain a variety of mandated and requested records related to food items, temperature, inventory, meal counts, sales and assigned activities; prepare routine food service reports.
- Perform cashiering duties as assigned; count money and make correct change; distribute, collect, sort, count, scan, and mark lunch tickets; balance and verify cash drawers; prepare bank deposits as directed; utilize a computer to perform transactions and input data as assigned; may perform dishwashing and sanitization as needed when staff are absent.
- Prepare and maintain a variety of reports, records, and files related to personnel and assigned activities such as monthly food and supply inventory.
- Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Operate a computer and assigned software programs; operate standard food service equipment such as slicers, ovens, can openers, food carts, and warmers.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantity food preparation, including washing, cutting and assembling food items and ingredients

Sanitation and safety practices related to preparing, handling and serving food

Standard kitchen equipment, utensils, and measurements

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies and procedures

Operation of a computer and assigned software

Interpersonal skills using tact, patience and courtesy

Portion control techniques

Storage and rotation of perishable food

Basic math and cashiering skills

Proper lifting techniques

Record-keeping techniques

**ABILITY TO:**

Prepare and serve hot and cold food items to students and staff at King Middle School site and District summer programs

Plan and organize packaging and distributing food to various locations and programs

Maintain food service facilities, equipment and utensils in a clean and sanitary condition

Train and evaluate the performance of assigned staff

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

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Plan and organize work

Prepare records and reports related to assigned activities

Perform cashiering duties and make change accurately

Operate standard kitchen equipment safely and efficiently

Follow and assure compliance with health and sanitation requirements

Store and rotate food supplies in storage areas according to established procedures

Wash, cut, slice, grate, and assemble food items

Communicate effectively, both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Work independently with little direction

Add, subtract, multiply and divide quickly and accurately

Maintain various mandated and requested records

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of experience in the preparation and serving of food in large quantities

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certification administered by proctored exam

Valid Food Handlers Management Safety certification by proctored exam

Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Food service environment

Subject to heat from ovens

Driving a vehicle to conduct work

Subject to occasional heat from ovens and cold from walk-in refrigerator and freezers

**PHYSICAL DEMANDS:**

Standing for extended periods of time
Hearing and speaking to exchange information
Lifting, carrying, pushing or pulling objects typically weighing 50-75 pounds
Dexterity of hands and fingers to operate food service equipment
Reaching overhead, above shoulders and horizontally
Bending at the waist, kneeling, or crouching
Seeing to monitor food quality and quantity

HAZARDS:

Heat from ovens and cold from walk-in refrigerators and freezers
Exposure to very hot foods, powerful industrial-grade equipment, and metal objects
Working around knives, slicers, or other sharp objects
Exposure to cleaning chemicals and fumes
Occasionally slippery floors

Appendix N: Executive Chef



TITLE:	Executive Chef	REPORTS TO:	Director, Nutrition Services
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Plan, organize and manage the District's food service activities, including the daily production, distribution and service for all schools and child care facilities; assist the Director and manage the Department in compliance with the California Department of Education and USDA laws, rules and regulations related to food service; develop, plan and create menus and recipes accommodating special dietary needs; supervise and coordinate the work of the nutrition staff, fostering effective communication and collaboration between principals, cafeteria personnel and administrators; manage the work assignments of prep cooks and cooks; oversee procurement protocols, and recycling and compost management; supervise and evaluate the performance of assigned personnel and develop training programs for cafeteria employees.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize and manage the District's food service activities, including daily production, distribution and service; plan menus and develop recipes; plan, organize and implement effective procurement, recycling and compost management programs for the Department
- Coordinate and participate in the food service inventory, cashier and sanitation functions; monitor and inspect activities to assure smooth and efficient kitchen operations; and ensure quality, quantity, sanitation practices and safety conditions meet established standards and requirements
- Coordinate inventory, personnel, quality and portion control functions to assure smooth and efficient activities and compliance with established California Department of Education and USDA nutritional standards; ensure prepared food complies with quality, freshness, appearance and portion control standards; direct kitchen activities to meet scheduled menu requirements, operating time lines and standardized recipes
- Supervise the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side dishes, beverages, desserts, fruits, vegetables and other breakfast and lunch items; plan, organize and direct the set-up and stocking of food service areas

- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and review work to assure compliance with established guidelines and procedures; conduct ServSafe and other food handling trainings for other departments as necessary
- In coordination with the Director and collaboration with other managers and supervisors, develop, establish, and implement standards for quality control functions; coordinate and direct personnel, resources, and information to assure smooth and efficient food service activities and compliance with established California Department of Education and USDA laws, rules and regulations related to food service and culinary standards; oversee the development and implementation of food service goals, objectives, standards, menu specifications, policies and procedures
- Provide technical training and assistance to personnel concerning food service operations, activities and related functions; develop training programs and curriculum for training sessions and subjects; respond to inquiries; and provide detailed and technical information concerning related menus, laws, standards, requirements, practices, rules, regulations, policies and procedures
- Coordinate and direct quality and portion control programs and kitchen and food service activities at school sites and central kitchen operations; develop and maintain procedural manuals, recipes and other materials
- Assure adequate food supplies to meet student nutrition needs; estimate and order appropriate amounts of food service supplies; direct and participate in the receipt, storage and rotation of food items and supplies; organize and direct regular and periodic inventories; coordinate related purchasing activities with Sous Chef-Purchasing and the Director and select vendors and commodity offerings according to price effectiveness
- Organize and supervise the cleaning activities to assure kitchen facilities, equipment, dishes and utensils are maintained in a clean and sanitary condition; inspect and review food preparation areas to assure appropriate health and safety standards are maintained
- Assist in controlling food and supply expenditures within annual budget parameters; provides significant input in the decision process for purchase of new and replacement equipment

Provide technical information and assistance to the Director regarding the activities, needs and issues of school sites and central kitchen operations; assist in the formulation and development of policies, procedures and standards; keep staff current regarding policies, procedures and special promotional events.

- Plan, organize and direct activities and personnel to assure the facilities, equipment and utensils on school sites are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained
- Oversee the development of special department programs, including catering, taste tests and

other programs to promote nutrition and maintain interest in the food service program; maintain current knowledge of and assure culinary offerings are aligned with current industry trends

- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Based on the annual budget, identify and recommend the food, supply, and equipment expenditures to achieve operational goals and objectives
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned; supervise the administration and participate in the promotion of the Nutrition Services programs; and speak about the programs through various media outlets, including blogs, radio, newspaper journalists and film
- Provide effective customer service and respond to concerned parents by phone or email

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of district food service operations and activities, including the preparation, serving, distribution and selling of food items

Methods, practices, and procedures for quantity food preparation, serving and storage functions

Methods of creating, adjusting, and extending recipes and proper substitutions within established nutritional and fiscal guidelines

Sanitation and safety practices related to preparing, handling, and serving food

General principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning

Inventory practices and procedures, including storage and rotation of perishable food

Food service and commodity purchasing and procurement principles, practices, and procedures

Quality and portion control techniques

Applicable local, state and federal laws, codes, regulations, policies and procedures

Principles and practices of supervision and training

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Operation of a computer and assigned software

Mathematic calculations

ABILITY TO:



Plan, organize and direct district food service operations and activities, including the preparation, serving, distribution and selling of food items

Work with frequent interruptions in a fast-paced, deadline-driven, production environment

Break down the raw ingredients of a recipe to show how ingredients in the final product meet nutrient standards for “meal pattern” as defined by the California Department of Education

Develop recipes within established nutritional and budgetary guidelines

Coordinate, oversee and participate in related inventory, cashier and sanitation functions

Train and evaluate the performance of assigned personnel

Assure adequate food supplies to meet student nutrition needs

Develop and implement menus and related standards for quantity and quality of foods

Coordinate inventory functions and estimate and order appropriate amounts of food service items and supplies to meet district needs

Adapt to changes in market or product availability

Organize, direct and assure the accuracy of food service cashiering and accounting functions

Coordinate activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition

Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associates degree in culinary arts or bachelor’s degree in hotel management, hospitality or a related field and ten years increasingly responsible experience cooking and baking from scratch, menu planning, food procurement or similar production experience and at least five of the ten years in a supervisory role

LICENSES AND OTHER REQUIREMENTS:

Current valid ServSafe or equivalent management certification via proctored exam

Valid California Food Handlers card

Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:



Office and volume production kitchen environment
Subject to extreme heat from ovens and extreme cold from freezers
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Standing for extended periods of time
Hearing and speaking to exchange information
Lifting, carrying, pushing or pulling objects up to 50 pounds
Dexterity of hands and fingers to operate food service equipment
Reaching overhead, above shoulders and horizontally
Bending at the waist, kneeling or crouching
Seeing to monitor food quality and quantity

HAZARDS:

Heat from ovens
Exposure to very hot foods, equipment, and metal objects
Working around knives, slicers, or other sharp objects
Working with industrial-grade machines with moving parts
Exposure to cleaning chemicals and fumes
Exposure to slippery floors

Appendix O: Educational Occupational Therapist





TITLE:	Educational Occupational Therapist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Special Education Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	11 months/Calendar 6002 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 2

BASIC FUNCTION:

Serve as a member of the multidisciplinary team serving the needs of identified students and their families; provide assessment and direct services related to sensory-motor development and other identified developmental needs; provide direct and consultative occupational therapy (OT) services based upon needs determined through established processes; participate in the development of Individualized Education Plans (IEPs) and/or 504 plans for students; provide consultation and training to multidisciplinary teams, parents, and others related to student programming needs.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Serve as a member of the multidisciplinary team serving the needs of identified students and their families; provide assessment and direct services related to sensory-motor development and other identified developmental needs; provide consultation to parents and teachers
- Conduct developmental and formal assessments and participate as a team member to determine program eligibility; assess student abilities in the areas of fine motor, visual motor, visual perceptual, self-care/activities of daily living, sensory processing, self-regulation, motor planning, organization of behavior, social play, postural stability, feeding, environmental adaptations, and assistive devices; evaluate needs and progress toward goals as needed; determine appropriate assessment to be given; score and interpret results and write an assessment report
- Collaborate with multidisciplinary team members to develop IEPs and/or 504 plans through meetings, e-mail, phone, and in person communication; draft IEPs and/or 504 plans for students related to program services; determine and recommend frequency of services, eligibility, goals, objectives, accommodations/modifications, testing accommodations, and related services and needs of identified students
- Provide education, training, and support to multidisciplinary team and families related to student programming needs; recommend, design, create, or order adaptive equipment, tools, and special toys; demonstrate use of adaptive equipment



- Plan and prepare for therapy sessions; provide direct therapy services to students individually and in groups; develop projects, clean, and maintain equipment, and set up and break down therapy equipment; maintain records of therapy sessions to document intervention and monitor student progress
- Manage caseload and new referrals including collecting assessment reports, developing evaluation plans, monitoring changes with student goals throughout the school year, and related data; prepare and maintain a variety of forms, files, records, logs, and reports
- Participate as a team member to determine need for assistive technology services and equipment; may provide assistive technology services to students, as assigned
- Collaborate with others on the selection and purchase of assistive technology equipment such as purchasing adaptive equipment, computers, adaptive computer hardware, specialized software and other equipment as needed
- Create curriculum adaptations using specialized software to assist students in producing written work, communication, and accessibility to curriculum materials
- Attend various meetings and schedule meetings and other appointments; provide information and coordinate professional and community resources with other staff and related organizations
- Train and provide work direction to assigned staff; provide in-service instruction or training for teachers, instructional assistants, and parents to support implementation of goals and objectives of the program; support staff and students in the use of assistive technology
- Serve as liaison with medical community and other service providers such as California Children Services
- Drive a vehicle to various school sites and various District offices to conduct work
- Supervise assigned Certified Occupational Therapy Assistants

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, equipment, and techniques of educational occupational therapy
 Practices, procedures, and techniques involved in the development and implementation of treatment plans, programs, and sessions for individual students
 Child development and developmental disabilities, diagnosis, and syndromes and applicable treatment and techniques
 Motor and reflex development and sensory integration practices in a school setting
 Assistive technology
 Adaptive equipment
 Medical, educational, and other community resources and agencies
 Appropriate instructional materials for students
 Recordkeeping techniques
 Computer and iPad access for students with physical challenges and learning disabilities



Specialized adaptive hardware such as adaptive keyboards, touch monitors, switch interfaces, types of switches, switch mounts, and head mouse trackers
Software and applications to promote reading, writing, and math skills such as word prediction software, text to speech software, organizational software, multi-media and design software, and speech recognition software
Software and websites to assist students with reading and accessing curriculum
Correct English usage, grammar, spelling, punctuation, and vocabulary
Policies and objectives of assigned program and activities
Applicable sections of the state Education Code and other applicable laws
Interpersonal skills using tact, patience, and courtesy
Health and safety regulations
Proper lifting techniques
Technical aspects of field of specialty

ABILITY TO:

Observe and assess fine and gross motor development, perceptual development, self-help, oral motor development, and sensory processing
Develop and conduct sensory-motor focused interventions
Communicate effectively both orally and in writing with students, parents, staff, and other community agencies regarding technical information
Develop appropriate treatment plans and implement IEPs and 504 plans
Use specialized software to create and adapt curriculum and assist students with reading, communication, and written productions
Teach students, teachers, and instructional assistants to use computer hardware adaptations and specialized software adaptations
Develop and conduct parent interviews
Establish and maintain cooperative and effective working relationships with others
Maintain records and prepare reports
Operate a computer and assigned software to enter data, maintain records and generate reports
Learn department and program objectives and goals
Maintain current knowledge of technical advances in the field
Analyze situations accurately and adopt an effective course of action
Plan and organize work
Meet schedules and timelines
Demonstrate flexibility work and adapt to wide variety of circumstances and treatment environments
Maintain confidentiality of information related to students and their families

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited school of occupational therapy and registration by the National Board for Certification in Occupational Therapy (NBCOT) certifying clinical competence as a Registered Occupational Therapist. Experience working with students with a variety of disabilities and in an education setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

Registration by the National Board for Certification in Occupational Therapy (NBCOT)
California Occupational Therapy license issued by the California Board of Occupational Therapy
Successful completion of the National Occupational Therapy Registration Examination
Valid First Aid and CPR certifications issued by an authorized agency preferred
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:

Dexterity of hands and fingers to operate therapy equipment and a computer keyboard
Seeing to observe students, read and ensure the accuracy of a variety of materials, and view a computer monitor
Reaching overhead, above the shoulders and horizontally to utilize therapy equipment
Sitting or standing for extended periods of time while working with students
Bending at the waist, kneeling, or crouching and reaching and reaching overhead, above the shoulders, and horizontally to assist students
Hearing and speaking to exchange information in person and on telephone
Lifting, carrying, moving, pushing, and/or pulling objects weighing up to 50 pounds

Appendix P: Facilities After-Hours Operations Supervisor





TITLE:	Facilities After-Hours Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Operations	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day Swing Shift or duty days/hours as assigned
APPROVED: Board Commission	01/27/16 02/04/16	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Under the direction of the assigned supervisor, plan, organize, and coordinate after-hours custodial and security operations; supervise custodial and security personnel assigned to various shifts and at various sites; provide guidance and training to custodial and security staff; and perform related duties as assigned.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, organize, supervise and evaluate the work of assigned custodial and security staff; develop, implement and monitor work plans to achieve assigned goals and objectives; participate in developing, implementing and evaluating work programs, processes, systems and procedures to achieve departmental and District goals, objectives and performance measures consistent with the District's quality and service expectations
- Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; subject to management concurrence, take disciplinary action, up to and including termination, to address performance deficiencies in accordance with the District's merit system rules, human resources policies and labor contract provisions
- Oversee complete security operations and assigned security personnel to ensure the safety of students and staff, and the security of all District facilities, and efficient investigations of occurrences of property damage and suspicious or criminal activity
- Provide day-to-day leadership and work with staff to ensure a high performance, customer service-oriented work environment that supports achieving District objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment
- Plan, coordinate, inspect and evaluate the custodial and security operations of assigned personnel; confer with the Operations Manager to develop and document cleanliness and safety standards;

conduct regular safety, security and cleanliness inspections to ensure conformance with standards

- Conduct monthly custodial meetings and attends and provides information during safety meetings
- Supervise the testing of supplies and materials used in custodial services; recommend the acquisition of new types of supplies, materials and equipment for District-wide use
- Confer with and advise custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel
- Prepare and maintain a variety of records and reports, including time cards, worksheets, accident reports, security reports, and maintenance requests
- Oversee the District's safety program in the work unit; establish, implement and ensure adherence to work safety policies and procedures; ensure health and safety precautions are observed and hazards are eliminated; educate employees on rules, regulations, safe work habits and potential hazards presented by their work environment
- Oversee the prompt response to burglar alarms and radio calls
- Research new operational methods, techniques and equipment and recommend their application
- Respond to emergency situations as necessary
- Direct securities personnel and conduct inspections at various school sites every night

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, equipment, supplies and materials typically used in custodial and security operations
- Safety practices, safe work methods and safety regulations pertaining to the work
- Emergency site shut-off procedures
- Standard broadcasting procedures for the police radio system
- Methods of planning, organizing, prioritizing and scheduling work
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility
- Basic principles and practices of public administration, including budgeting, purchasing and maintaining public records
- Proper methods of storing equipment, materials and supplies, including hazardous cleaning materials
- Principles and practices of effective supervision
- District merit system rules, human resources policies and procedures and labor contract provisions

ABILITY TO:

- Plan, organize, schedule, coordinate, supervise, review, and evaluate the work of assigned personnel
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility

- Operate radio, security systems and other equipment necessary for the work scope
- Implement efficient methods to prevent incidents
- Estimate the quantity and types of supplies and materials needed and their effectiveness
- Demonstrate the proper techniques used in custodial and security operations
- Transport equipment and supplies to evening custodians if needed
- Read, interpret, and apply rules, regulations, policies, procedures, and other written materials
- Analyze situations and take appropriate action
- Confer with school administrators and custodial and security personnel regarding concerns
- Maintain current knowledge with technological advances in the field
- Communicate clearly and effectively, both orally and in writing
- Coordinate work assignments with other school personnel and other departments
- Prepare clear, concise and comprehensive correspondence, reports and other written materials
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
- Establish and maintain effective working relationships with staff, vendors, and others encountered in the course of work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or G.E.D. and five years of custodial experience, including two years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license
- Insurability under the District's vehicle insurance policy
- Complete coursework and receive Bureau of Security and Investigative Services (BSIS) certification within six months of employment in this position

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environments, including seasonal heat and cold or adverse weather conditions
- Flexible schedule, including work to be performed evenings, nights and weekends
- Conduct a vehicle to perform District business
- Potential physical hazards involved in intervening in anti-social, illegal and violent behavior
- Escort terminated employees off-site after they recovered their personal property
- Subject to fumes, dust and odors

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment
- Seeing to perform duties
- Hearing and speaking to exchange information
- Walking or standing for long periods of time
- Lifting, carrying, pushing, or pulling objects typically weighing 50 to 75 pounds
- Physical agility and stamina
- Bending at the waist, kneeling, or crouching
- Reaching overhead, above the shoulders and horizontally
- Climbing ladders and working from heights

Appendix Q: Facilities Manager of Maintenance, Grounds, and Sustainability





TITLE:	Facilities Manager of Maintenance, Grounds, and Sustainability	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 78

BASIC FUNCTION:

Organize and direct operations and activities involved in the maintenance and repair of district facilities, utilities, grounds and equipment, including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; perform a variety of technical duties in the planning, development, implementation and inspection of organizational construction and alteration projects; organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; train and evaluate the performance of assigned personnel; and direct activities involved with the sustainability goals of the district, including the planning, development, and implementation of specific activities related to the sustainability goals.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Organize and direct operations and activities involved in the maintenance and repair of district facilities, utilities, and equipment, including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; assure compliance with applicable building, health and safety laws, codes, regulations and standards
- Plan, develop and implement construction, installation, maintenance, repair and enhancement projects; monitor, assess and modify activities in response to project progress; prioritize and coordinate responses to requests and work orders; inspect completed work for accuracy and compliance with established standards, requirements and procedures
- Plan, organize, and direct operations and activities related to the District's sustainability goals; direct collaboration with other district departments, fostering and maintaining relationships with outside agencies and organizations to bring expertise and resources to implement the district's sustainability goals and efforts
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines, requirements and procedures
- Plan, organize, control and direct grounds maintenance projects involved in the beautification and safety



of grounds and landscaped areas; assure project outcomes comply with established policies and procedures

- Assure turf grounds are developed and maintained according to established quality standards; organize and direct the planting, cultivation, pruning, fertilization and irrigation of flowers, trees, grass and shrubs; develop annual fertilizer plans according to grass, plant and tree needs as directed
- Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required
- Prepare, review and interpret plans, diagrams, blue prints, sketches and specifications; monitor payments and expenditures for projects
- Attend and conduct a variety of meetings as assigned; serve as a liaison to the Community Oversight Committee for the Facilities, Maintenance and Operations department budget; prepare and present reports and plans for projects to be completed annually; prepare, manage and regularly update the annual budget required by the parcel tax
- Estimate labor, materials and equipment needed for grounds, maintenance and repair activities; compile and prepare cost estimates; monitor and assure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as appropriate
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns
- Prepare and maintain various records and reports related to projects, personnel, work orders and assigned activities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance and repair of district facilities, utilities and equipment and the sustainability efforts of the District regarding utilities and equipment
Construction industry practices and procedures, including cost estimation, project scheduling and project inspections

Methods, materials, tools, terminology and equipment used in the building maintenance trades, including electrical work, HVAC, carpentry, plumbing and painting and in the green and sustainable industry

Proper methods of storing equipment, materials and supplies

Requirements for 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 laws, codes, regulations, policies and procedures

Technical aspects of the building maintenance trades

Preventive maintenance principles and practices

Principles and practices of supervision and training

Health and safety regulations and procedures

Record-keeping and report preparation techniques

Oral and written communication skills



Interpersonal skills using tact, patience and courtesy
Proper lifting techniques

ABILITY TO:

Organize and direct operations and activities involved in the maintenance and repair of district facilities, grounds utilities and equipment, including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting
Perform a variety of technical duties in the planning, development, implementation and inspection of organizational construction and alteration projects
Serve as a liaison between the assigned organization and contractors, governmental agencies and various outside organizations
Plan, develop and implement related projects
Train and evaluate the performance of assigned personnel
Operate a wide variety of hand and power tools and equipment related to the building trades
Inspect projects for completeness and compliance with established requirements and procedures
Interpret, apply and explain laws, codes, regulations, policies and procedures
Estimate and assure adequate resources to meet material, labor, equipment and time requirements
Inspect, diagnose, maintain, repair or replace a variety of parts and equipment
Work from sketches, diagrams, blueprints, plans and specifications
Plan and organize work
Meet schedules and time lines
Work independently with little direction
Observe health and safety regulations
Maintain various records and prepare reports related to work performed
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 supplemented by specialized training in building maintenance or a related field and six years of journey-level experience in the maintenance trades, including five years in a supervisory capacity

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Regular exposure to fumes, dust, dirt, oil/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 – 75 pounds
Reaching overhead, above the shoulders and horizontally
Bending at the waist, stooping, kneeling or crouching

Appendix R: Facilities Operations Manager

TITLE:	Facilities Operations Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 78

BASIC FUNCTION:

Plan, organize, and direct the administrative and operational activities of the Plant Operations Division for the District; plan, coordinate, and manage a comprehensive budget and custodial care program; plan, organize, and direct the security and safety activities, programs, and operations of the district and District schools; plan, coordinate, manage, and maintain budget and other records pertaining to the Integrated Pest Control Program; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, coordinate, and manage a comprehensive custodial care program; assure compliance with applicable health and safety standards; create a safe and clean school environment; and maintain district facilities.
- Plan, organize, and direct the security and safety activities, programs, and operations of the District and District schools; develop plans and procedures related to security and safety; communicate with various departments in the development and implementation of new and existing programs; and plan and implement preventive measures to avert and/or mitigate incidents.
- Plan, organize, and direct the administrative and operational activities of the Plant Operations Division for the district; establish standards for custodians and preventive maintenance; create a safe and clean school environment; and maintain district facilities.
- Supervise and evaluate the performance of assigned office and custodial staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan and present in-service training programs; evaluate and test custodial products and equipment.
- Develop and conduct a variety of informational and instructional meetings and programs for custodial staff to assure safe and proper work practices, cleanliness, and appearance; conduct in-service programs for the proper operation and maintenance of custodial equipment; and develop



and conduct staff orientations and trainings for new personnel.

- Provide technical expertise, information, and assistance to the director and other district administrators and civic leaders regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.
- Work with city administrators to develop, implement, and monitor the Refuse and Recycling Program within the district; assure compliance with proper maintenance and disposal of hazardous waste; and maintain current Hazardous Materials Business Plan (HMBP).
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
- Assist in managing and implementing the District's Property Management Program; accept, review, and provide initial approval for Facilities Use Permits for rental of district facilities by public and private groups; arrange for after-hours clean-up by custodial staff; ensures receipt of proper payment amounts before facility becomes available to applicants.
- Visit school and District sites regularly; conduct scheduled site inspections; inspect completed work by custodial staff for accuracy and compliance with instructions and established standards; assist administrators in the development of custodial standards.
- Communicate with other administrators, personnel, and outside organizations to purchase equipment, and coordinate activities and programs, resolve issues and conflicts, and exchange information
- Develop and prepare the annual preliminary budget for the custodial and security departments; analyze and review budgetary and financial data; and control and authorize expenditures in accordance with established limitations.
- Coordinate, monitor, and document the Integrated Pest Control Program.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and management of district custodial and safety and security programs

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



School and district rules and regulations concerning campus control, security, and appropriate student behavior

Budget preparation and control

Oral and written communication skills

Principles and practices of administration, supervision, and training

Safe campus supervision methods and procedures

Proper methods, techniques, materials, tools, and equipment used in modern custodial and maintenance work

Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures

Requirements of maintaining buildings in a safe, clean, and orderly condition

Principles and practices of administration, supervision, and training

Appropriate safety precautions and procedures

Record-keeping and report preparation techniques

Inventory methods and practices

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Operation of a computer and assigned software

ABILITY TO:

Plan, organize, and direct the custodial, security and safety activities, programs, and operations of the district

Confer with site administrators and supervisor, regarding custodial needs, schedules, and concerns

Initiate effective and timely responses to incidents

Develop and adapt custodial training, instructions, and procedures in response to unexpected health issues such as COVID pandemic

Enforce campus rules and regulations

Conduct complex investigations

Implement preventive measure, to prevent incidents

Train and evaluate the performance of assigned staff

Communicate effectively, both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Operate security equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Plan and organize work

Prepare comprehensive narratives and statistical reports



EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in building management and safety and six (06) years of increasingly responsible custodial experience, including at least two (02) years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and school campus environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard and to demonstrate and provide training on various equipment
Seeing to conduct inspections of facilities, work performance of staff, and incidents such as injuries on district property
Standing and walking for extended periods of time

HAZARDS:

Contact with dissatisfied or abusive individuals including homeless population on District property
Potential for possible contact with bio-hazardous materials

Appendix S: Family Engagement and Equity Supervisor





TITLE:	Family Engagement & Equity Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Family Engagement Office	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Develop, implement, coordinate, and evaluate systems designed to increase family engagement and assure educational equity to enhance student achievement with a focus on students of underserved populations; provide supplemental services to families and students in need of academic, behavioral, and/or emotional support; plan and implement districtwide events, workshops, and trainings to increase family engagement; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Develop, implement, coordinate, and evaluate systems designed to increase family engagement and assure educational equity to enhance student achievement with a focus on underserved populations; analyze student, staff, family, and community needs to establish systems that provide quality support and services to eliminate academic achievement gap
- Work collaboratively to coordinate parent, community, and agency organizations to support students and families; work collaboratively with various departments and agencies to develop a systematic response, support, and information system for families of students who would benefit from intervention
- Coordinate targeted support to families of focus students who need academic, behavioral, and/or emotional support; coordinate systems to ensure the creation and maintenance of welcoming school environments for participating families; plan and implement districtwide events, workshops, and trainings to promote family engagement of underserved populations
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established requirements
- Support non-English speaking families to obtain essential District services (e.g. enrollment and registration) in the families' primary languages; identify and respond to the cultural and linguistic needs of students and their families to improve their academic experience
- Coordinate and supervise translation and interpretation services provided by program staff to support district and school-based translation and interpretation requests



- Develop accountability systems that address districtwide cultural competence; develop and coordinate the evaluation of the systems to monitor effectiveness and quality of services and use feedback from staff, families, and students to make necessary improvements
- Collaborate with the staff to integrate culturally responsive pedagogy into trainings to transform instructional practices to meet the needs of focus students
- Provide training on educational and service-oriented strategies to staff, students, and families to support cultural and linguistic differences and to create environments where diversity is celebrated
- Conduct audits of culturally responsive systems implementation and work with other managers to improve systems to support students, families, teachers, administrators, and other employees
- Coordinate direct support to individual schools to create supportive and affirming cultural climates which provide educational opportunities for all students to achieve their full potential in ways that are culturally appropriate and personally affirming
- Operate standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work
- Attend and participate in School Attendance Review Board (SARB), School Attendance Review Team (SART), equity team, and other meetings as assigned
- Prepare and maintain records and reports related to assigned activities; analyze data; prepare agendas for meetings; prepare and update resource lists and contact sheets

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, local, and District laws, regulations, policies, and practices related to assigned activities Principles, strategies, and practices of adult learning theories, group-process facilitation, conflict resolution, and public outreach

Methods to interpret, apply, and explain rules, regulations, policies, and procedures

Data analysis and presentation techniques

Principles and practices of supervision and training Public speaking techniques

Technical aspects of field of specialty

Operation of a computer and assigned software Oral and written communication skills

Interpersonal skills including tact, patience, and courtesy

ABILITY TO:

Coordinate activities with multiple and diverse stakeholders and facilitate productive partnerships and networks

Train and evaluate the performance of assigned staff Develop, manage, and evaluate complex operations

Utilize data management systems to access a variety of records such as state/local assessments, discipline, and attendance as a basis for data-based decision-making



Analyze difficult and complex issues identifying logical solutions and appropriate course of action based on objective data

Organize and coordinate districtwide events Work independently with little direction

Prioritize and complete multiple and competing tasks in a timely manner

Be a positive change agent and an effective leader with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Build positive and productive relationships with students, parents, staff, and community members Communicate effectively orally and in writing

Prepare presentations and use expert facilitation skills Maintain confidentiality of sensitive information

Understand, interpret, apply, and articulate regulations and policies related to assigned activities Operate a computer and assigned office equipment

Meet schedules and timelines Plan and organize work

Prepare detailed and concise records, files, and reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and three years of experience with services/programs to increase family engagement, enhance student achievement, and develop cultural/linguistic support systems which includes experience in a supervisory or leadership role

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

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

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment

Driving a vehicle to conduct

Work evening, weekend, or variable hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations Seeing to read a variety of materials and view a computer monitor

Dexterity of hands and fingers to operate a computer keyboard Sitting, standing, or walking for extended periods of time

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

Lifting, carrying, pushing, pulling, and/or moving objects weighing up to 25 pounds and occasionally up to 50 pounds

Appendix T: General Services Manager





TITLE:	General Services Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Berkeley High School	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 72

BASIC FUNCTION:

Under direction of the Executive Director of the Facilities Division or an assigned supervisor, coordinate and manage the rental and operation of the Berkeley High School Community and Little Theater buildings and other District property for public and school use.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Determine and accommodate the needs of personnel and organizations using district theaters and other properties, assigning, scheduling, and overseeing stage and custodial staff in meeting these needs.
- Schedule and secure necessary technical staff assistance and equipment during rehearsals or performance.
- Develop annual budget recommendations and monitor and control expenditures of funds.
- Coordinate and inspect the maintenance, repair, and cleaning of the building; the maintenance and operation of sound and lighting equipment; and the construction of rigging, scenic art, electric, and carpentry repairs.
- Ensure that the theater equipment and facilities are maintained in satisfactory condition, referring complex and difficult repairs to district or outside repair specialists and inspecting completed repair work.
- Provide web-based promotional information about the theaters and rentals for in-house use as well as public rental; may provide information in person and by correspondence.
- Coordinate theater access and use including rentals and maintain a calendar of events for both internal and external use and scheduling.



- Ensures that all copyrighted aspects of productions have been licensed for the scheduled performances.
- Order, receive, store, and inventory theatrical equipment such as electronic soundboard, lighting fixtures for theater production, platforms, audio-video projectors, microphones, hand and automated power tools for theater set construction, and supplies.
- Issue, record, and invoice use permits for the rental program and coordinates payments to the District for rental purposes.
- Train, supervise, and evaluate assigned staff and students at the Berkeley High School theaters, as well as ushers and door attendants.
- Ensure that all safety and security requirements such as fire codes and CalOSHA standards are observed; coordinate obtaining and overseeing appropriate security staff personnel for events mounted by outsided facility renters.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, equipment, and methods of property and theater management.

Methods and requirements for staffing and operating a large theater.

Safety, fire, and other applicable codes, laws, and policies.

Record-keeping techniques.

Effective public relations

Production staffing needs of the theaters to effectively coordinate with IATSE (International Alliance of Technical Stage Employees) to ensure contracting for the correct numbers of temporary technical staff needed to support various stage productions mounted by facility renters

ABILITY TO:

Plan, organize, coordinate, schedule, and manage the rental and use of the district facilities, including the activities of a large theater.

Operate and maintain various materials and equipment related to stage productions such as system design sound and lighting, rigging, set construction, systems and stage equipment.

Design, set specifications for, select, and implement various theater systems including lighting, sound, audio-visual, and rigging.

Confer with architects, contractors, and consultants to ensure proper design and construction or remodel of the stage and theater

Determine correct temporary staffing of technical personnel to support productions of facility renters



Train, supervise and evaluate assigned staff, including technical, stage, theater contractors, and stage management students.

Prepare and distribute promotional materials, correspondence, reports, and requisitions.

Maintain records and files.

Establish and maintain effective and cooperative working relationships with others. Analyze situations accurately and adopt an effective course of action.

Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to training and experience that provide the required knowledge, skills, and abilities. A typical way to obtain the knowledge, skills, and abilities would be: completion of two years of college with coursework and training in theater arts, including stage management, and five years of increasingly responsible experience, including property management, stage maintenance operations; two years of the qualifying experience must have been in a supervisory capacity.

WORKING CONDITIONS:

Require vision (which may be corrected) to read small print.

Perform office work and theater set construction work that includes both periods of sedentary activity and physically active when operating theater sets and equipment such as lighting and other rigging.

Is subject to environmental conditions associated with stage set construction that may include wood dust, paint and glue fumes, electrical rigging for lights and power equipment, sharp objects such as saws, nail guns, and welding equipment.

May be required to attend periodic evening meetings and/or to travel within and outside of district boundaries to attend meetings.

May be required to work evenings or weekends.

Appendix U: Grounds Supervisor



TITLE:	Grounds Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Organize and direct operations involved in the maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; coordinate personnel, communications, and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District's Landscape Maintenance Program and related components; and train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate, and supervise the operations and activities involved in the general and preventive maintenance and repair of fields, turf, trees, shrubs, and equipment on an assigned day shift; assist in ensuring related activities comply with established laws, codes, rules, regulations, policies, and procedures.
- Supervise and organize the grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; and ensure related activities comply with established policies and procedures.
- Direct and monitor the maintenance and repair activities of bioswales, rain gardens, water catchments, and storm drains; ensure related activities comply with established policies, procedures, laws, codes, and regulations.
- Coordinate personnel, communications, and information to meet organizational needs and ensure smooth and efficient activities; confer with staff regarding grounds maintenance and repair needs, projects, and work order status; confirm proper and timely resolution of repair issues.
- Inspect school grounds and enforce appropriate safety practices; confer with the principal and managers to discuss preventive and routine maintenance, repairs, work orders, and related matters; develop and implement the District's grounds preventive maintenance program and related components; assure timely completion of projects.
- Oversee and manage the implementation of landscaping and gardening construction, maintenance, repair, and enhancement projects; estimate labor, material, and equipment requirements for projects; monitor, assess and modify activities in response to project progress; regularly meets with, and solicits input from Lead Grounds Gardeners on how work is progressing, what additional support/resources their teams need, and how the team members are performing.



- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign, employee duties and review work to assure compliance with established guidelines and procedures.
- Monitor the progress of grounds maintenance and repair projects; inspect completed projects for accuracy, completeness, and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment, and time requirements.
- Receive, process, and prioritize work orders; oversee preventative maintenance functions; and coordinate response to emergency maintenance and repair needs.
- Participate in the development and implementation of grounds maintenance projects; coordinate projects with vendors and outside contractors; review the work of outside contractors to assure compliance with established standards, contracts, and specifications.
- Prepare and distribute a variety of correspondence in the coordination of grounds maintenance and repair activities; assist with the preparation of contract specifications as requested; review, interpret, and recommend changes to project plans, blueprints, and specifications.
- Serve as a technical resource to personnel concerning grounds maintenance and repair operations, projects, and activities; respond to inquiries; and provide detailed and technical information regarding related laws, codes, regulations, policies, and procedures.
- Prepare and maintain a variety of reports, records, and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance, and assigned duties.
- Communicate with personnel, outside organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns.
- Directs the operation of a variety of equipment, including mowers, tractors, field groomers, computer, and assigned software; drive a vehicle to conduct work.
- Monitor and assure adequate levels of grounds maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned.
- Provide leadership in the development and implementation of landscape maintenance standards, including emerging landscaping knowledge, technology, skills, standards, and best practices, and providing training to staff.
- Provide leadership in developing, implementing, training, and evaluating staff on green and sustainable practices, including Bay-Friendly methods.
- 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:

- A. Graduation from high school or equivalent, supplemented by specialized training in grounds maintenance or a related field.
- B. Four (4) years' journeyman-level experience, including two (2) years working at the level of a Lead Grounds Gardener or similar.

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:

Applicable codes, ordinances, requirements, regulations, and safety precautions
 Grounds maintenance procedures, including mowing, edging, raking, and tree care
 Health and safety regulations
 Interpersonal skills using tact, patience, and courtesy
 Interpersonal skills using tact, patience, courtesy, and professionalism
 Inventory practices and procedures
 Mathematical computations
 Methods and materials used in controlling weeds and other pests
 Operation of a computer and assigned software
 Oral and written communication skills
 Organization and direction of grounds maintenance staff
 Organizational operations, policies, and objectives
 Policies and objectives of assigned programs and activities
 Principles and practices of supervision, training, and performance evaluation
 Proper methods, techniques, materials, tools, and equipment used in the grounds maintenance trades
 Record-keeping and report preparation techniques
 Requirements for maintaining grounds in a safe condition
 Technical aspects of the field of specialty

ABILITY TO:

Analyze situations accurately and adopt an effective course of action
 Communicate effectively, both orally and in writing
 Complete work with many interruptions
 Coordinate personnel, communications, and information to meet organizational needs and assure smooth and efficient activities
 Determine appropriate action within clearly defined guidelines
 Establish and maintain cooperative and effective working relationships with others
 Estimate material, labor, equipment, and time requirements
 Inspect projects for accuracy, completeness, and compliance with established specifications
 Interpret, apply, explain, and assure compliance with rules, regulations, policies, and procedures
 Make mathematical computations with speed and accuracy
 Meet schedules and timelines



Monitor and assure adequate levels of equipment and supplies
 Operate a computer and assigned office equipment
 Organize and direct operations and activities involved in grounds maintenance and repair of designated tools and equipment
 Participate in the recruitment, screening, and processing of new personnel
 Plan and organize work
 Plan, develop and implement landscaping and gardening projects
 Prepare and maintain accurate records and reports
 Train and evaluate the performance of assigned personnel
 Understand and follow oral and written instructions
 Work independently with little direction

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions
 Driving a vehicle to conduct work
 Exposure to fumes, dust, odors, oil or grease, gases
 Indoor and outdoor work environment
 Seasonal heat and cold or adverse weather conditions
 Subject to demanding timelines and constant interruptions

PHYSICAL ABILITIES:

Bending at the waist, kneeling, or squatting
 Dexterity of hands and fingers to operate grounds maintenance tools and equipment computer keyboard
 Hearing and speaking to exchange information in person and on the telephone
 Heavy physical labor
 Perform work that involves 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
 Seeing to inspect projects, read a variety of materials, and perform gardening and grounds work
 Seeing to read a variety of written or digital materials
 Sitting or standing for extended periods of time

HAZARDS:

Exposure to fumes, dust, odors, oil, grease, and gases
 Exposure to seasonal heat and cold or adverse weather conditions
 Extended viewing of a computer monitor or digital material
 Working around and with machinery with moving parts
 Working on ladders

Appendix V: High School Custodial Supervisor



TITLE:	High School Custodial Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 64

BASIC FUNCTION:

Under direction, plans, organizes, coordinates, and supervises custodial personnel assigned to various shifts at Berkeley High School; provides guidance, training, and supervision to custodial staff; and performs related duties as assigned.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Plans, organizes, supervises, and evaluates the work of assigned custodial staff at Berkeley High School; with staff, develops, implements, and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing, and evaluating work programs, processes, systems, and procedures to achieve high school and district goals, objectives, and performance measures consistent with the District's quality and service expectations.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies in accordance with the District's merit system rules, human resources policies, and labor contract provisions.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer-service-oriented work environment that supports achieving district objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

- Plans, coordinates, inspects, and evaluates the custodial operations of assigned custodial personnel; confers with District and high school administrators to develop and document cleanliness and safety standards; conducts regular safety and cleanliness inspections to ensure conformance with standards.
- Supervises the testing of supplies and materials used in custodial services; recommends the acquisition of new types of supplies, materials, and equipment for district-wide use.
- Confers with and advises head custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel.
- Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, and maintenance requests.
- Responsible for carrying out the District's safety program in the work unit; establishes, implements, and ensures adherence to work safety policies and procedures; ensures health and safety precautions are observed and hazards are eliminated; and educates employees on rules, regulations, safe work habits, and potential hazards presented by their work environment.
- Researches new operational methods, techniques, and equipment and recommends their application.
- Responds to emergency situations as necessary.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, techniques, equipment, supplies, and materials typically used in custodial operations

Safety practices, safe work methods, and safety regulations pertaining to the work

Methods of planning, organizing, prioritizing, and scheduling work

Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility

Basic principles and practices of public administration, including budgeting, purchasing, and maintaining public records

Proper methods of storing equipment, materials, and supplies, including hazardous cleaning materials

Principles and practices of effective supervision

District merit system rules, human resources policies and procedures, and labor contract provisions

ABILITY TO:

Plan, organize, schedule, coordinate, supervise, review, and evaluate assigned custodial personnel at a large high school

Organize, set priorities, and exercise sound independent judgment within areas of responsibility
Estimate the quantity and types of supplies and materials needed and their effectiveness
Demonstrate the proper techniques used in custodial operations
Read, interpret, and apply rules, regulations, policies, procedures, and other written materials
Analyze situations and take appropriate action; confer with school administrators and custodial personnel regarding custodial concerns
Maintain current knowledge with technological advances in the field
Communicate clearly and effectively, both orally and in writing
Coordinate work assignments with other school personnel and other departments
Prepare clear, concise, and comprehensive correspondence, reports, and other written materials
Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
Establish and maintain effective working relationships with district management, administrators, staff, vendors, the public, and others encountered in the course of work

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; five years of custodial experience, including two years in a lead capacity; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance policy

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Subject to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment
Walking or standing for long periods of time
Seeing to perform duties
Lifting, carrying, pushing, or pulling objects typically weighing 50 – 75 pounds
Hearing and speaking to exchange information
Bending at the waist, kneeling, or crouching
Reaching overhead, above the shoulders, and horizontally
Climbing ladders and working from heights

Appendix W: Maintenance Supervisor





TITLE:	Maintenance Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Organize and direct operations and activities involved in the general and preventive maintenance and repair of designated buildings, facilities and equipment on an assigned day or night shift; organize and direct grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District's Preventive Maintenance Program and related components; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Organize and direct operations and activities involved in the general and preventive maintenance and repair of designated buildings, facilities and equipment on an assigned day or night shift; assist in assuring related activities comply with established laws, codes, rules, regulations, policies, and procedures
- Coordinate personnel, communications, and information to meet organizational needs and assure smooth and efficient activities; confer with staff regarding maintenance and repair needs, projects and work order status; assure proper and timely resolution of maintenance and repair issues
- Inspect facilities and enforce appropriate safety practices; confer with principals and managers to discuss preventive and routine maintenance, repairs, work orders and related matters; develop and implement the District's Preventive Maintenance Program and related components; assure timely completion of projects
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment and time requirements
- Coordinate activities to assure facilities are maintained in a safe condition; receive process and prioritize work orders; oversee preventative maintenance functions; coordinate response to emergency maintenance and repair needs
- Participate in the development and implementation of maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications
- Prepare and distribute a variety of correspondence in the coordination of maintenance and repair

activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints, and specifications

- Serve as a technical resource to personnel concerning maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Prepare and maintain a variety of reports, records and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance and assigned duties; prepare and distribute the District's Preventive Maintenance Report according to established timelines
- Communicate with personnel, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of equipment including computer and assigned software; drive a vehicle to conduct work
- Monitor and assure adequate levels of maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the general maintenance and repair of buildings, facilities, and equipment

Proper methods, techniques, materials, tools and equipment used in the building maintenance trades

Requirements of maintaining buildings, facilities and equipment in good repair

Applicable building codes, ordinances, requirements, regulations and safety

precautions Inventory practices and procedures

Requirements of maintaining buildings in a safe condition Policies and objectives of assigned programs and activities

Oral and written communication skills

Principles and practices of supervision and

training Interpersonal skills using tact,

patience and courtesy Operation of a

computer and assigned software Technical

aspects of field of specialty

ABILITY TO:

Organize and direct operations and activities involved in the general maintenance and repair of designated buildings, facilities and equipment

Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities

Plan, develop and implement landscaping and gardening projects Train and evaluate the performance of assigned personnel

Inspect projects for accuracy, completeness and compliance with established specifications Estimate material, labor, equipment and time requirements

Monitor and assure adequate levels of maintenance and repair equipment and supplies Communicate effectively both orally and in writing



Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Determine appropriate action within clearly defined guidelines
Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and four years journey-level experience in each of two or more of the maintenance trades including at least two years working at the level of a Lead Maintenance Engineer or similar

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:

Hearing and speaking to exchange information
Dexterity of hands and fingers to operate a computer keyboard including computer monitor and smartphone screen
Seeing to inspect projects and read a variety of materials
Lifting, carrying, pushing, or pulling objects typically weighing 50 to 75 pounds
Sitting or standing for extended periods of time
Walking to inspect projects

HAZARDS:

Working around and with machinery having moving parts
Working at heights
Power saws and flying debris or nails
Exposure to fumes from paints and solvents

Appendix X: Garden and Cooking Program Supervisor





TITLE:	Garden and Cooking Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Categorical and Special Projects	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Plan, organize, and oversee the District gardening and cooking program; coordinate grant requirements for the District; train and evaluate the performance of assigned staff, providing on-site gardening, and cooking instruction.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, and oversee the District cooking and garden program; oversee and provide support and resources for cooking and garden staff, classroom teachers, and after school staff; oversee, assess, and update current curricula; and develop and make program changes as needed.
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established requirements; conduct staff meetings, observations, and trainings; and assure proper coverage of absent staff.
- Schedule, facilitate, and attend program 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; prepare correspondence; prepare an annual impact outcome evaluation report.
- Coordinate annual program evaluation activities per grant guidelines.
- Serve as an informational resource concerning program-related policies, procedures, objectives, and activities; develop and maintain a variety of community partnerships; respond to inquiries; and provide information as requested.



- Participate in the preparation of the program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare invoicing and reporting for the District; oversee the preparation of purchase orders.
- 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.
- Oversee and participate in a variety of special projects as assigned.
- Oversee and participate in updating webpage content with the District's Information Technology Department as needed.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training

Policies and objectives of assigned programs

Budget preparation and control

Applicable federal, state, and local laws, regulations, and court decisions applicable to the assigned area of responsibility

Nutrition, cooking education, horticulture, and 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 assigned software

Public speaking techniques

ABILITY TO:

Plan, organize, and oversee the District cooking and garden program

Coordinate grant requirements for the District

Train and evaluate the performance of assigned staff

Evaluate and determine the need for curriculum or program changes

Analyze situations accurately and determine the appropriate course of action

Prepare and maintain records, lists, and reports related to assigned activities

Interpret, apply, and explain the rules, laws, regulations, policies, and objectives of assigned programs



Interpret and respond to internal and external educational partners' 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 assigned software
 Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in education, public health, public administration, or a related field and four years of increasingly responsible experience in the planning, organization, and implementation of program activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor 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, kneeling, or crouching

Appendix Y: Payroll and Benefits Manager



TITLE:	Payroll and Benefits Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 78

BASIC FUNCTION:

Under general direction of the Director of Fiscal Services, organize and oversee payroll and employee benefits operations and activities to assure district employees are paid in an accurate and timely manner and receive the appropriate employee benefits; review, edit, approve, and process district payroll; analyze and administer various components of the employee benefits' programs; coordinate, oversee, and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll and employee benefits function; and train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Organize and oversee payroll and employee benefits operations and activities to assure District employees are paid in an accurate and timely manner and receive the appropriate employee benefits; review, edit, approve, and process district payroll; oversee the processing of payroll-related forms and applications; review, edit, approve, and process district payroll; assure payroll activities comply with established laws, codes, regulations, policies, and procedures
- Coordinate, oversee, and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll and employee benefits function, including, but not limited to, time sheets, pay rates, salary adjustments, retirement, workers compensation, and benefit programs for medical, dental, and vision coverages; review information for accuracy; identify discrepancies; make corrections; and resolve problems as necessary; assure the accuracy of personnel information
- Prepare and ensure timely filing of payroll taxes, tax returns, and all applicable filings to avoid penalties
- Oversee and coordinate communications, information, and personnel to assure smooth and efficient payroll and employee benefit activities establish payroll timelines and priorities; assure proper and timely resolution of payroll and employee benefit discrepancies, issues, and conflicts
- Review, reconcile, process, and submit district payroll tax returns, W2s, PERS, STRS and Tax-Sheltered Annuities (TSA) retirement reports
- Coordinate payroll and employee functions with various governmental agencies, employee benefit providers, and outside organizations; coordinate and assure proper processing, application, and maintenance of employee benefits, insurance enrollments, billing information, and employee deductions.



- Provide consultation concerning payroll processes, policies, and procedures; respond to inquiries, resolve issues and conflicts, and provide technical information concerning calculations, pay rates, benefits, taxes, and leave; investigate and resolve payroll discrepancies.
- Oversee and participate in the input of payroll, payroll tables, personnel, and related data into an assigned computer system; maintain various automated records; initiate queries and generate computerized lists and reports; and assure the accuracy of input and output data
- Make recommendations to appropriate personnel regarding other payroll-related matters and processes, including changes or enhancements to the automated system, contract or pay issues, and health deduction processing issues.
- Oversee the Open Enrollment period; conduct employee meetings to explain benefit programs; conduct enrollments; and provide training to employees on benefit plans.
- Reconcile and balance billings for group health and any other form of billing that may fall within the scope of benefits; maintain employee and retiree enrollment records for group health programs, benefit changes, and plan compliances
- Maintain up-to-date and thorough knowledge of all benefit provisions and eligibility requirements, including, but not limited to, health and welfare and Section 125 plans; coordinate the supplemental benefits programs as needed.
- Work closely with third-party administrators (TPA's) to provide accurate accounting for the 403b and 457 retirement savings plans; assist employees in communicating with the TPA to ensure reasonable responses to employee concerns and accuracy in the application of policies
- Maintain all active employee and COBRA enrollment records for the group health program, as well as an up-to-date, timely, and accurate correspondence, of all benefit changes to participants.
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established requirements.
- Operate a variety of office equipment, including a computer and assigned software related to payroll and employee benefits.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and supervision of the Purchasing Department

Principles, methods, practices and procedures of purchasing, including conflict of interest regulations and transparency requirements

Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts

Automated and manual record-keeping practices



Budget preparation, financial analysis and cost control techniques relevant to procurement activities
Oral and written communication skills
Principles and practices of supervision and training
Applicable laws, codes, regulations, policies and procedures
Operation of a computer and assigned software
Interpersonal skills using tact, patience and courtesy
Report preparation techniques
Contract development, negotiation and management principles, including legal terms and conditions
Market trends, pricing structures and supplier performance metrics within relevant industries
Sustainability principles and practices in procurement, including environmental and social responsibility considerations
Strong analytical skills for evaluating cost-effectiveness, conducting market research, and making data-driven procurement decisions

ABILITY TO:

Organize and oversee payroll and employee benefit operations and activities to assure district employees are paid in an accurate and timely manner and receive the appropriate employee benefits
Coordinate, oversee, and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function
Communicate effectively and timely both verbally and in written form
Establish and maintain professional and effective working relationships with employees, supervisors, other departments, and external entities, each of which requires cooperative efforts on both sides.
Maintain and ensure the confidential nature of the Fiscal and Human Resource departments
Train and evaluate the performance of assigned personnel Coordinate communications, information, and personnel to assure smooth and efficient payroll and employee benefit activities
Establish trust and cooperative relationships with all groups of employees
Oversee overall record-keeping of the district and state/federal benefits with high accuracy and attention to detail
Assure proper and timely resolution of payroll discrepancies, issues, and conflicts
Monitor, audit, adjust, and reconcile payroll data Identify, investigate, and resolve payroll errors and discrepancies
Participate in the development and implementation of payroll system enhancements Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures
Establish and maintain cooperative and effective working relationships with others Operate a computer and assigned office equipment
Determine appropriate action within clearly defined guidelines
Meet schedules and timelines
Work independently with little direction
Plan and organize work Make arithmetic computations with speed and accuracy
Prepare detailed and concise records, files, and reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in finance. Human resources, or a related field, and ten (10) years of increasingly responsible professional experience in payroll, retirement reporting, employee benefits management, school finance governmental accounting, and/or fiscal management procedures and five (5) years of supervisory experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; use of a personal vehicle, and proof of insurance preferred

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

HAZARDS:

Contact with dissatisfied or abusive individual

Appendix Z: Purchasing Manager





TITLE:	Purchasing Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Plan, coordinate and oversee the daily activities and operations of the Purchasing Department; ensure efficient and cost-effective acquisition of goods, services, and materials necessary for the company's operations, including supplier evaluation and negotiation, inventory management, cost analysis, and maintaining relationships with vendors to secure favorable terms and prices, ultimately contributing to the organization's profitability and operational efficiency; oversee the public works bidding and documentation control process; coordinate and perform surplus disposal and fixed asset tracking and documentation; and train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, coordinate and oversee the daily activities and operations of the Purchasing Department; assure compliance with applicable laws, codes, rules and regulations
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Review purchasing transactions and requisitions for equipment, supplies and materials; verify account codes; determine vendor and price as necessary; supervise and monitor the processing, printing and distribution of purchase orders; review, approve and process requisitions
- Oversee the public works bidding and documentation control process, including bid preparation, evaluation, and contract award, ensuring transparency and fairness; approve and sign construction contracts according to established guidelines
- Coordinate and perform surplus disposal, fixed asset tracking and documentation
- Obtain and study comparative prices and quotations; develop vendor lists; initiate contact with vendors relative to supply and equipment availability; purchase supplies, materials and equipment; identify and evaluate suppliers and vendors through competitive bidding processes or requests for proposals (RFPs) to secure cost-effective and high-quality products and services

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- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; research and prepare a variety of special projects as requested
- Provide information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of processes, policies, procedures and programs; and make recommendations to appropriate personnel regarding software development and enhancements
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a technical resource and resolve issues regarding product sourcing, safety, discrepancies, accounting payable issues, fixed assets, surplus disposal and public works bidding processes
- Operate a computer and assigned software programs; operate other office equipment as assigned; and drive a vehicle to various locations as needed
- Attend various meetings as assigned and make presentations; serve on assigned user groups or committees; maintain current knowledge of and interpret applicable laws, codes, rules and regulations
- Supervise and provide backup for USPS mail processing activities
- Manage budgets allocated for procurement; track expenditures; analyze and review budgetary and financial data; and control and authorize expenditures, ensuring adherence to fiscal constraints and government regulations
- Develop and implement procurement strategies and policies to ensure efficient and compliant acquisitions of goods and services for public agencies
- Draft, review, and manage contracts, agreements, and purchase orders, ensuring compliance with public procurement laws and regulations

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and supervision of the Purchasing Department

Principles, methods, practices and procedures of purchasing, including conflict of interest regulations and transparency requirements

Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts



Automated and manual record-keeping practices
Budget preparation, financial analysis and cost control techniques relevant to procurement activities
Oral and written communication skills
Principles and practices of supervision and training
Applicable laws, codes, regulations, policies and procedures
Operation of a computer and assigned software
Interpersonal skills using tact, patience and courtesy
Report preparation techniques
Contract development, negotiation and management principles, including legal terms and conditions
Market trends, pricing structures and supplier performance metrics within relevant industries
Sustainability principles and practices in procurement, including environmental and social responsibility considerations
Strong analytical skills for evaluating cost-effectiveness, conducting market research, and making data-driven procurement decisions

ABILITY TO:

Plan, coordinate and oversee the daily activities and operations of the Purchasing Department
Oversee the public works bidding and documentation control processes
Coordinate and perform surplus disposal, fixed asset tracking and documentation
Train and evaluate the performance of assigned personnel
Interpret market prices and trends
Revise and adopt work procedures and software systems to meet changing needs
Plan and schedule buying activities for the greatest efficiency and service
Communicate effectively both orally and in writing
Interpret, apply and explain laws, rules, regulations, policies and procedures
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Prepare comprehensive narrative and statistical reports
Evaluate and select suppliers, including risk assessment and supplier performance measurement
Negotiate favorable terms, pricing and contracts with suppliers while maintaining positive relationships
Make sound and ethical procurement decisions, often under time constraints and within budgetary limitations
Engage and collaborate with various internal and external stakeholders, including government officials, suppliers, and auditors
Resolve conflicts and disputes related to procurement matters in a fair and impartial manner
Ensure accuracy in contracts, financial records, and compliance documentation
Promote transparency in procurement decisions and be accountable for budgetary and ethical considerations
Build and maintain positive relationships with suppliers to enhance the procurement process
Manage procurement budgets and resources responsibly to achieve cost savings and value for public funds
Operate a computer and related software

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years of increasingly responsible experience in purchasing operations

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office 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 in person or on the telephone

Seeing to read a variety of materials

Sitting for extended periods of time

Appendix AA: Sous Chef-Production Kitchen

TITLE:	Sous Chef – Production Kitchen	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 53

BASIC FUNCTION:

Organize and direct production kitchen operations and activities, including the large quantity preparation, packaging, and delivery of food items with distribution to finishing sites throughout the district; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Organize and direct production kitchen operations and activities, including the large quantity preparation, packaging, and delivery of food items with distribution to finishing sites throughout the district; supervise the operation of one or more major functions of the production kitchen facility; and assist in the overall supervision of the production kitchen.
- Ensures compliance with food portion and food group standards for age-appropriate, nutritious and well-balanced meals.
- Supervise and participate in large-quantity cooking activities in the preparation of entrees, side dishes, and other food; coordinate personnel and activities to assure proper compliance with standardized recipe, menu, and meal requirements; print and distribute daily recipes in appropriate quantities; and assist with the creation and adjustment of recipes as directed or needed
- Train and evaluate the performance of assigned staff; may interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established standards; review and recommend modifications of work schedules for assigned Production Kitchen staff.
- Assist in supervising the packaging, distribution, and delivery of prepared food items and supplies to assure a smooth and efficient flow of meals from the production kitchen to the finishing site kitchens.
- Oversee and participate in the assembly of ingredients and cooking, frying, or heating of food items; oversee and participate in the mixing, slicing, grating, and chopping of food items; and

ensure meals are prepared for distribution to finishing site kitchens in accordance with established timelines.

- Supervise and participate in activities to ensure food service facilities, equipment, and utensils are maintained in a clean and sanitary condition; inspect and review food preparation areas to ensure compliance with established health, safety, and sanitary standards and regulations.
- Assist in determining the appropriate quantity of food items for preparation; coordinate food preparation and service functions to ensure smooth and efficient activities and compliance with food quality, freshness, appearance, and portion control standards; and ensure the proper temperature of foods.
- Estimate and order appropriate amounts of food items and supplies; oversee and participate in the receipt, storage, and rotation of food items and supplies; inspect shipments for accuracy regarding quality and quantity of food items and supplies; participate in regular and periodic inventories.
- Oversee and participate in the preparation and maintenance of various records and reports related to food production, inventory, personnel, payroll, and assigned activities.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
- Operate food service equipment, including ovens, stoves, freezers, carts, can openers, and warmers; utilize a computer and assigned software; drive a vehicle to conduct work.
- Develop and maintain standards of efficiency, quality, and sanitation in food preparation.
- Attend and participate in various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of production kitchen operations and activities, including the large quantity preparation, packaging, and delivery of food items with distribution to finishing sites

Methods, practices, and procedures for quantity food preparation functions

Sanitation and safety practices related to preparing, handling, and serving food

Inventory practices and procedures, including proper storage temperature and rotation of perishable food

Quality and portion control techniques, practices, and procedures

Policies and objectives of assigned program, and activities

Principles and practices of supervision and training

Health and safety regulations



Oral and written communication skills
 Interpersonal skills using tact, patience, and courtesy
 Operation of a computer and assigned software
 Record-keeping and report preparation techniques
 Mathematic calculations

ABILITY TO:

Organize and direct production kitchen operations and activities including the large quantity preparation, packaging, and delivery of food items with distribution to finishing sites throughout the district
 Supervise and participate in related inventory, quality control, and sanitation functions
 Train and evaluate the performance of assigned personnel
 Monitor and inspect school-site food service activities to assure food quality, quantity, sanitation practices, and safety conditions meet established standards and requirements
 Organize and direct the cooking and preparation of entrees, side dishes, and other food items
 Estimate and order appropriate amounts of food items and supplies to meet student needs
 Oversee and participate in the receipt, storage, and rotation of food items and supplies
 Follow and assure compliance with health and sanitation requirements
 Learn, interpret, apply, and explain rules, regulations, policies, and procedures
 Establish and maintain cooperative and effective working relationships with others
 Operate a computer and assigned software
 Meet schedules and timelines
 Follow, extend, and adjust recipes
 Work independently with little direction
 Plan and organize work
 Compile, prepare, and maintain a variety of records, reports, and files

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of ncreasingly responsible experience in batch and quantity food preparation, including work with scratch-cooking and inventory functions and including at least one year in a supervisory or similar capacity

LICENSES AND OTHER REQUIREMENTS:

Valid ServeSafe certification obtained through a proctored exam.
 Valid Food Safety Manager Certificate through a proctored examination
 Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment
 Subject to heat from ovens and cold from walk-in refrigerators and freezers
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Sitting, or standing/walking for up to two and a half hours at a time



Hearing and speaking to exchange information

Lifting, carrying, pushing, or pulling objects typically weighing 40 to 50 pounds and up to 75 pounds with assistance

Dexterity of hands and fingers to operate food service equipment

Reaching overhead, above shoulders, and horizontally

Bending at the waist, kneeling, or crouching

Seeing to monitor food quality and quantity

HAZARDS:

Heat and burns from ovens and exposure to cold from walk-in refrigerators and freezers

Exposure to very hot foods, equipment, and metal objects

Exposure to walking on occasionally slippery floors

Working around sharp objects such as knives and slicers

Working with industrial-grade heavy machines with moving parts

Appendix AB: Sous Chef–Purchasing





TITLE:	Nutrition Services Purchasing Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 53

BASIC FUNCTION:

Organize and oversee the purchasing and nutrition services warehouse activities and operations of the Nutrition Services Department; obtain food, supplies, equipment and services in accordance with established policies and procedures for the Nutrition Services Department; prepare, advertise and follow instructions for bid specifications and formal and informal quotations; communicate with vendors, contractors, manufacturers and wholesalers; train and evaluate the performance of assigned personnel; and receiving and tracking nutrition services warehouse inventory.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Organize and oversee the purchasing/nutrition services warehouse activities and operations of the Nutrition Services Department; obtain food, supplies, equipment, and services in accordance with established policies and procedures for the Nutrition Services Department
- Prepare, advertise and follow instructions for bid specifications, formal and informal quotations; set up bid openings; review bid recommendations with the Director; communicate with vendors, contractors, manufacturers and wholesalers; participate in the development and implementation of departmental policies and procedures; send awards to bidders
- Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies
- Review menus; calculate and project totals needed; place orders for food, equipment and supplies
- Train and evaluate the performance of assigned staff; interview and select employees; and recommend transfers, reassignments, terminations and disciplinary actions
- Obtain current prices by catalog, bid process, telephone, letter or quotation; contact vendors by telephone or mail regarding discrepancies or other problems pertaining to purchasing; communicate with warehouse staff regarding discrepancies
- Check and generate purchase orders, quotations and bids for accuracy and completeness; submit invoices to accounts payable to process payment

- Monitor and maintain stock levels of warehouse, perishable and freezer items and equipment; coordinate the monthly inventory of food centers and commodities at processors
- Investigate complaints regarding damaged or substandard materials and prepare forms to return unsatisfactory items
- Develop vendor files and maintain records of transactions; prepare production records for the USDA and maintain a variety of reports and files related to personnel and assigned activities; assist in preparing special and periodic reports regarding purchasing activities
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; conduct inspections of school and central kitchen operations to assure proper procedures and regulations are followed; conduct site visits and inspect storage rooms and kitchens to assure compliance with health and safety regulations and USDA compliance
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Attend a variety of meetings as assigned
- Supervise and assist staff in serving kitchens and participate in food service activities as necessary
- Assist with nutrition services warehouse responsibilities, such as operating a forklift if needed
- Assist with preparing and submitting request for proposals (RFP's) for Board approval

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nutrition services purchasing principles, procedures and terminology
Types of food, supplies, small equipment and materials commonly used in food service operations
Inventory control and warehousing methods
Methods and procedures utilized to prepare and cook fresh products
Methods, practices and procedures for quantity food preparation, serving and storage functions
Methods of invoicing, including discounts and taxes
Laws, rules and regulations affecting the purchasing operation
Correct English usage, grammar, spelling, punctuation and vocabulary
Principles and practices of supervision and training
Applicable laws, codes, regulations, policies and procedures
Interpersonal skills using tact, patience and courtesy
Operation of a computer and assigned software

ABILITY TO:

Obtain food, supplies, equipment and services in accordance with established policies and procedures for the Food and Nutrition Services Department
Learn the requirements of the education code regarding purchasing
Perform mathematical calculations quickly and accurately



Compose clear, complete and concise correspondence and reports independently
Train and evaluate the performance of assigned staff
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate standard office equipment, including computers and related software
Operate assigned office and warehousing equipment, including a forklift
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction with the ability to exercise good judgement in the context of compliance with USDA and CDE
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including college-level course work in restaurant management, purchasing or a related field; and three years of increasingly responsible experience in the purchasing and inventory of food services stock

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification obtained through a proctored exam
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and food service warehouse 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
Operate a hand truck
Lifting, carrying, pushing, or pulling objects typically weighing 50 – 75 pounds
Crouching, walking up steps, bending and occasionally using a ladder
Heavy lifting
Standing for extended periods of time

HAZARDS:

Working in a cold environment such as large walk-in refrigerators and freezers for extended periods of time
Ability to operate heavy duty machinery
Loud environments from vehicles and students
Work in inclement weather

Appendix AC: Director, Student Admissions Programs



TITLE:	Director, Student Admissions Program	REPORTS TO:	Associate Superintendent, Educational Services
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board: Commission:	11/14/2018 12/06/2018	SALARY GRADE:	Schedule: 54 Range: 82

BASIC FUNCTION:

Design, direct, plan, develop, organize, implement, and evaluate student diversity systems, assignments, and desegregation and integration in District schools; responsible for the development and implementation of the District's student enrollment, student enrollment projections, processes, and strategy; serve as a gateway to families entering the District; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Design, direct, plan, develop, organize, and evaluate student diversity, student assignment, desegregation, and integration into District schools; oversee the District's centralized student enrollment process and home address verification process; ensure program operations and activities comply with applicable Federal and State regulations, California Education Codes; District policies, administrative regulations, and objectives.
- Direct and evaluate the effectiveness of the District's student assignment software program; research and analyze complex technical data reports; inform and advise in the development of specialized software.
- Plan, organize, and direct the enrollment of students transferring from elementary school to middle school and from middle school to high school. Provide leadership and direct all activities, including communication with parents and educational partners, administer the data integrity process, public information, data reporting, and district-to-school collaboration and communication.
- Direct, develop, implement, and maintain student enrollment and necessary services; ensure appropriate communication and material preparation; personnel and resources are available to meet parent needs; secure resources and materials as needed; and ensure technology activities are performed in compliance of applicable law, education code, regulations, and Board policy.
- Plan, coordinate, develop, and maintain a variety of software and information systems and applications for District, elementary, middle, and high schools; develop and maintain technology processes and procedures; and develop, maintain, and coordinate the transfer of district data systems to ensure a smooth transition of student data.



- Prepare and maintain a variety of records and reports related to assigned activities; produce narratives and Board documents; provide analysis of data from a variety of sources; and draft Board policy recommendations.
- Provide technical expertise, information, and assistance to schools and District administrators, the Board of Education, community groups, and others regarding the Student Assignment Plan and other District policies and programs; assist in the formulation and development of policies, administrative regulations, and procedures; advise and collaborate with the Superintendent's Cabinet and other administrators in developing the District's goals, policies, and programs.
- Direct and plan the preparation of student projections; present and advise the Superintendent and cabinet on student projection trends; present and work with assistant superintendents of business services and human resources to utilize student projections to develop district budgets and inform teacher and staff hiring; monitor student enrollment trends and make staff recommendations as needed.
- Prepare and present the department's written and oral reports to Board of Education; represent the District before the Alameda County Board of Education regarding student matters.
- Provide technical expertise, information, and assistance to the Superintendent and Associate Superintendent regarding student admissions functions; assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, effective, and efficient work environment; advise the Superintendent and Associate Superintendent of unusual enrollment trends or concerns; and recommend appropriate corrective action.
- Conduct meetings to discuss student assignment programs, resolve student assignment concerns, and discuss related program matters; resolve parent concerns; direct and collaborate with principals and administrators to review and determine if students have met inter-District Board policy.
- Plan and collaborate closely with community organizations, individuals, and District staff to increase student enrollment in Berkeley Public Schools.
- Direct, coordinate, and implement student public relations and recruitment campaigns to ensure outreach to targeted parent populations.
- Supervise, train, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions; assign employee duties; and review work for accuracy, completeness, and compliance with established requirements.
- Prepare and maintain records and reports related to assigned activities; maintain records, logs, and progress records for inter-District students; and present reports to the Board of Education as directed.
- Provide technical supervision and assist the high school in conducting the small school student assignment lottery.



- Direct and plan various annual activities, including the recruitment transitional kindergarten and kindergarten fair, and develop marketing programs to reach targeted populations; develop multi-year statistical student enrollment and average daily attendance projections utilizing advanced statistical analysis.
- Research, write, and disseminate promotional information materials, including the Guide to Berkeley Schools; maintain media relations.
- Review, accept, or deny inter-District student applications; review, accept, or deny caregiver affidavits and the same address affidavits.
- Communicate with other administrators, staff, school site personnel, vendors, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; confer with administrators regarding student behavior and resolve student assignment concerns.
- Provide oral interpretation or written translation of materials from English to a designated second language.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Develop and prepare the department budget; analyze and review budgetary and financial data; control and authorize expenditures per established guidelines; and prepare and manage department contracts.
- Operate standard office equipment, including a computer and assigned software; operate a projector for presentations.
- Develop, direct, and implement the District's Middle School Assignment Plan. Develop alternatives and facilitate family, staff, and educational partner engagement. Ensure appropriate communication and material preparation are available for families and personnel to meet our families' needs.
- Direct, design, implement, and update a two-way immersion enrollment Board policy. Facilitate family engagement, design effective Spanish/English parent communication, and ensure that appropriate communication and material preparation are available for parents to recruit two-way immersion students. Verify personnel activities are performed in compliance with applicable law, education code, regulations, and board policies.
- Direct, design, plan, develop, organize, and evaluate student diversity assignments and the desegregation and integration of Transitional Kindergarten. Oversee the District's centralized student enrollment; ensure program preparations and activities comply with applicable federal regulations, the California Education Code, District policies, administrative regulations, and objectives.
- Serves as a member of the Superintendent's extended cabinet and Associate Superintendent's cabinet.



OTHER DUTIES:

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:

- A. Bachelor's Degree in Business, Public Administration, Public Policy, or a related field. Master's Degree desired.
- B. Five (5) years' experience in PreK-14 admissions or student assignments to include five (5) years' experience with statistical data analysis. Organizational, administrative, and *experience dealing with high volume public contact is most highly preferred.*

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification may be required to speak, read and write in a designated second language. Employment eligibility that includes fingerprint and other employment clearance as noted below:

- A certificate stating freedom from tuberculosis.
- A valid California driver's license.
- Current DMV printout.
- Insurable by District liability insurance carrier.
- Valid First Aid Certification.
- Valid CPR Certification.
-

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures

Basic public relations techniques

Capabilities, settings, reports, and options of the student information and assignment software programs

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

District policies and procedures regarding enrollment

Goals and procedures outlined in the District's student assignment policy

Interpersonal skills using tact, patience, and courtesy

Mathematic computations

Modern office practices, procedures, and equipment

Operation of standard office equipment, including a computer and assigned software

Planning, organization, and direction of the student assignment plan

Principles and practices of supervision and training

Record-keeping techniques

Statistical analysis metrics

Telephone techniques and etiquette

ABILITY TO:



Add, subtract, multiply, and divide quickly and accurately
Analyze situations accurately and develop an effective course of action
Communicate effectively both orally and in writing
Compile and evaluate the results of student assignment software
Compose correspondence and written materials independently
Design, plan, develop, organize, and evaluate student diversity, assignment, desegregation, and integration into District schools
Administrate and evaluate student assignment software
Establish and maintain cooperative and effective working relationships with others
Explain the technical requirements of the student information software to staff
Interpret, apply, and explain rules, regulations, policies, and procedures
Meet schedules and timelines
Operate standard office equipment, including a computer and assigned software
Plan and organize work
Prepare and maintain a variety of lists, records, and reports
Serve as a gateway for families entering the District
Train and evaluate the performance of assigned personnel
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
- 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



*Berkeley Unified School District Report on
Phase 3 Classification Services Review of 47 Selected Job Classes:
Non-Represented, Non-Management (Confidential) / Local 21 / Management Non-Represented*



Appendix AD: Sustainability Program Coordinator



TITLE:	Sustainability Program Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	03/24/2021 04/02/2021	SALARY GRADE:	Schedule: 54 Range: 64

BASIC FUNCTION:

Supervise, plan, organize, and direct operations involved in the sustainability activities district-wide; coordinate and oversee staff, parent, community, and student groups; facilitate communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development and implementation of the district's Sustainability Program: green buildings and schoolyards, transportation, water, energy, waste, food, schoolyards, eco-literacy, and nature-based education-related components; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, coordinate, establish, and oversee groups at the school sites, including student green teams, parent green teams, and teacher leaders
- Work with department managers, supervisors, principals, and other staff to coordinate sustainability activities throughout the district
- Train and evaluate the performance of assigned staff, interns, and fellows; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Prepare and distribute a variety of correspondence in the coordination of sustainability activities; assist with the preparation of contract specifications as requested; review, interpret, and recommend changes to project plans, blueprints, and specifications
- Monitor and ensure adequate levels of waste bins and other sustainability supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions; and process invoices
- Attend and conduct a variety of meetings as assigned

- Provide leadership in developing, implementing, and training staff on green and sustainable practices, including Bay-Friendly methods, e.g., professional development on how to interact with a proposal such as reusable dishes, the why and how
- Coordinate districtwide communications about the Alameda Safe Routes to School Program
- Coordinate the dissemination of transit affordability programs for students, such as the Student Transit Pass Program (<https://www.alamedactc.org/programs-projects/studentpass/>)
- Plan and coordinate district-wide sustainability competitions throughout the year. This includes zero waste, energy conservation, water conservation, Earth Week, etc.
- Monitor the progress of the district's goals towards sustainability
- Monitor the progress of sustainability projects; and inspect completed projects for accuracy, completeness, and compliance with established practices and specifications
- Participate in the development and implementation of sustainability projects; coordinate projects with vendors and outside contractors; review the work of outside contractors to assure compliance with established standards, contracts, and specifications
- Serve as a technical resource to personnel concerning a variety of sustainability practices, projects, and activities; respond to inquiries; and provide detailed and technical information regarding related laws, codes, regulations, policies, and procedures
- Present to the board, site staff, parent groups, and other stakeholder groups on sustainability plans and accomplishments
- Prepare and maintain a variety of engaging and visually appealing presentations, reports, records, and files related to projects, financial activity, inventory, inspections, and assigned duties
- Communicate with outside agencies and organizations, inspectors, architects, and the public to exchange information, coordinate activities, and resolve issues or concerns
- Provide leadership in the development and implementation of sustainability standards, including emerging knowledge, technology, skills, standards, and best practices, and provide training to staff

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of sustainability personnel
Sustainability procedures, including all eight sectors



Methods and materials used in waste, water, energy, and other resource reduction and conservation
Applicable codes, ordinances, requirements, regulations, and safety precautions
Inventory practices and procedures
Health and safety regulations
Record-keeping and report preparation techniques
Policies and objectives of assigned programs and activities
Oral and written communication skills
Principles and practices of supervision and training
Interpersonal skills using tact, patience, and courtesy
Operation of a computer and assigned software

ABILITY TO:

Design, develop, and deliver competitions and training programs
Coordinate personnel, communications, and information to meet organizational needs and assure smooth and efficient activities
Plan, develop, and implement sustainability projects
Communicate concepts of change and sustainability in an effective way that generates inclusion and a desire to participate in initiatives
Inspect projects for accuracy, completeness, and compliance with established specifications
Organize work, set priorities, and establish goals and objectives
Communicate effectively, both orally and in writing
Interpret, apply, and explain rules, regulations, policies, and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree with major coursework in environmental science, renewable energy, horticulture, or a closely related field such as anthropology, sociology, engineering; or three years of progressively responsible experience in developing, coordinating, implementing, and evaluating sustainability programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

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

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate tools and equipment computer keyboard
Seeing to inspect projects and read a variety of materials
Perform work that involves lifting, carrying, pushing, or pulling objects
Sitting or standing for extended periods

HAZARDS:

Exposure to seasonal heat and cold or adverse weather conditions

Appendix AE: Technology Supervisor



TITLE:	Technology Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Technology Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 74

BASIC FUNCTIONS

Under minimum supervision, manage a group of site technicians who support end-users at school sites. Perform analytical, highly complex tasks in support of the District's technology functions; provide leadership and direction to users and maintenance to various district systems hardware and software applications; assist in the creation of end-user computing policies, procedures and standards; ensure that technology services are delivered with excellent customer service.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- Work with assigned supervisor to plan, organize, control and direct the day-to-day operations of school site technology in the areas of education and administrative technology, network support, applications management, customer support workflow monitoring, and productivity assessment
- Perform analytical, highly complex tasks in support of District's technology functions and strategic goals and objectives
- Provide technical leadership in developing and choosing appropriate and innovative technology including identifying emerging trends and District needs and working with affected staff to develop solutions, direction, and/or recommendations
- Review and document technology standards, policies, operations and user manuals for software applications for dissemination to site staff; maintain accurate inventory of Technology assets, ensuring the equitable allocation of resources based on District standards and available resources
- Develop and implement practices and procedures working closely with site technicians
- Create communication standards to ensure that school and district staff know and understand practices and procedures
- Coordinate with the Educational Services Department leadership to ensure that Technology Department services support the educational program and successful student outcomes;

advise and collaborate with Director of Technology and Instructional Technology Leadership Team on direction and initiatives for the Technology Department

- Supervise, provide professional development, and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, and disciplinary action; assign employee duties and review work for accuracy, completeness and compliance with established requirements; conduct staff meetings, observations and training; assure proper coverage for absent staff
- Attend professional development workshops, training sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices
- Assist in the design and planning of future technology projects and recommend courses of action; manage project implementations for new hardware or software adoptions coordinating the support resources to assist with such projects.
- Assist in the development and maintenance the technology plan
- Work with site and district staff to maintain inventory of technology equipment; maintain records and logs related to assigned activities
- Develop, implement and maintain a program for recycling obsolete technology equipment
- Perform general technology maintenance activities as needed
- Remain on-call and respond to emergency situations promptly
- Ensure that Technology Department personnel provide excellent customer service to District staff, students, and others users

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training

Principles and practices of installing and maintaining LAN, Windows and other assigned servers and workstations

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

Oral and written communication skills Interpersonal skill using tact, patience and courtesy



Laws, rules and regulations related to assigned activities Proper methods of storing equipment, materials and supplies Inventory methods and practices

ABILITY TO:

Oversee and plan technology service functions related to scope of the position
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 systems users
Install, maintain and repair LAN, Windows, Apple, and other servers and workstations Troubleshoot and repair basic system malfunctions and maintain system operation Develop effective training presentations as directed
Train and evaluate the performance of 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
Work cooperatively with others
Plan and organize work with minimal supervision Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree or equivalent college-level coursework in computer science, information technology or related field; five years of experience in the installation, maintenance and repair of computer and network systems, servers, peripherals and related equipment; experience in a school district preferred

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, use of personal vehicle, and proof of insurance

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 or standing for extended periods of time

Lifting, carrying, pushing or pulling objects weighing as much as 50 pounds

Bending at the waist, kneeling or crouching

Seeing to perform computer repair duties

Mental acuity to perform functions successfully

OCCUPATIONAL HAZARDS:

Occasional working at heights

Risk of electrical shock

Appendix AF: Transportation Manager





TITLE:	Transportation Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 78

BASIC FUNCTION:

Plan, organize, control, and direct the activities, operations, and programs of the Transportation Department; assure District policies related to student transportation are in compliance with state and federal rules and regulations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, control, and direct the transportation program; develop, implement, and administer comprehensive transportation programs, policies, procedures, and guidelines consistent with state and federal requirements, board rules and guidelines, and professional principles and practices; assure District policies related to student transportation are in compliance with state and federal rules and regulations.
- Direct the implementation of District and board policies and eligibility criteria regarding student transportation routes and schedules; assure proper communication of schedules and routes to schools and parents; direct the assignment and dispatch of buses for regular, special needs, special programs, and field trips; direct the assignment of non-driving duties to bus drivers during non-driving times.
- Supervise and evaluate the performance of assigned staff; interview and select employees; and recommend transfers, reassignments, terminations and disciplinary actions.
- Provide technical expertise, information, and assistance to the administrator regarding transportation activities; oversee the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise the administrator of unusual trends or problems; and recommend appropriate corrective action.
- Plan, organize, and implement long- and short-term programs and activities designed to enhance transportation programs and services; develop and implement department policies, procedures, and regulations; participate with District administrators and others in establishing strategic plans for the District.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to transportation activities and personnel, including accidents, costs, legal compliance, personnel, certifications and registration, hazardous materials, pupil counts, inventories, and others as assigned.
- Direct the investigation of accidents involving District vehicles and students; prepare related reports and documentation.



- Direct the design and implementation of an overall in-service training program for drivers in accordance with certification and established training requirements.
- Oversee vehicle selection and purchase activities, as well as the purchase of fuel, maintenance and repair supplies, materials, and equipment.
- Communicate with other administrators, staff, school site personnel, vendors, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; confer with administrators regarding student behavior issues and disciplinary actions.
- Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare and manage department contracts, grants, and RFPs.
- Operate a computer and other office equipment as assigned; operate a two-way radio system, base stations, and remote and portable radio boards; and drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned; serve on assigned teams and committees; and participate in public events and community meetings to address issues impacting the District and community.
 - Plan, organize, control, and direct the non-public school transportation.
- Work with the assigned supervisor to plan, organize, control, and direct the day-to-day operations of school site technology in the areas of education and administrative technology, network support, applications management, customer support workflow monitoring, and productivity assessment.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of a large student transportation program
Methods and equipment used in the repair of school buses
Methods and procedures for coordinating bus routes and assigning schedules
Budget preparation and control
Oral and written communication skills
Principles and practices of administration, supervision, and training
Applicable laws, codes, regulations, policies, and procedures
Interpersonal skills using tact, patience, and courtesy
Operation of a computer and assigned software
Record-keeping techniques
Proper methods of storing equipment, materials, and supplies
Inventory methods and practices

ABILITY TO:

Organize, control, and direct the activities, operations, and programs of the Transportation Department
Coordinate, implement, and maintain bus routes and schedules
Supervise the performance of assigned personnel
Communicate effectively both orally and in writing
Interpret, apply, and explain rules, regulations, policies, and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment



Analyze situations accurately and adopt an effective course of action Meet schedules and timelines
Work independently with little direction Plan and organize work
Prepare comprehensive narrative, and statistical reports
Direct the maintenance of a variety of reports and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or a related field and five years of increasingly responsible experience in the administration of a pupil transportation program including at least two (2) years in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy Completion of a California Department of Education School transportation Unit Administrator's Course preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Appendix AG: Transportation Operations Supervisor





TITLE:	Transportation Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Plan, organize, and oversee the activities of the pupil transportation and bus driver training operations; schedule, coordinate, and supervise the routing and dispatch of various bus routes; prepare and maintain accurate records related to vehicles and drivers; assign and review the work of drivers; train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, and oversee the activities of the pupil transportation and bus driver training operations; initiate and develop programs for proper coordination and utilization of equipment and personnel.
- Supervise and evaluate the scheduling, coordination, and dispatching of buses for various bus routes; prepare and assign work schedules; prepare bus routes and schedules; evaluate routes and loading zones for safety and compliance; and determine the need for extra duty and overtime.
- Prepare and maintain accurate records related to vehicles and drivers; assure proper and current licenses for school bus drivers; compile data for departmental planning and training.
- Plan, develop, implement, and evaluate transportation driver training programs; provide mandated training for district school bus drivers.
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established requirements.
- Communicate with parents and teachers and resolve issues or concerns as needed; resolve and respond to parent complaints; collaborate with and advise schools, the special needs department, and others regarding the coordination of transportation activities.
- Operate a variety of standard office equipment, including a computer and assigned software; operate telecommunication and audio-visual devices; and drive a vehicle to conduct work.
- Analyze accidents; respond to accidents; investigate and provide re-training as needed; prepare incident reports; and create accident prevention programs.
- Coordinate disaster preparedness logistics when applicable; assist the manager in administering



the emergency preparedness program when applicable; and maintain communications with local and state emergency services when applicable.

- Collaborate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Serve as Transportation Manager in the absence of the manager.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures, and equipment for the operation of a school district transportation system
California Code of Regulations, Education Codes, Vehicle Codes, Penal Codes and other federal, state, and local laws, rules and regulations related to assigned activities
Principles and practices of bus driver training Maintenance practices and procedures for school buses Budget preparation and control
Research methods and analysis techniques
Safe work practices and safety equipment related to assigned activities Operation of a computer and assigned software
Safe and defensive driving practices
Proper operation of school uses
Applicable traffic and pupil transportation laws, codes, and regulations
Record-keeping techniques
Interpersonal skills using tact, patience, and courtesy Principles and practices of supervision and training

ABILITY TO:

Plan, organize, and oversee the activities of the pupil transportation and bus driver training operations
Schedule, coordinate, and supervise routing and dispatch of various bus routes
Prepare and maintain accurate records related to vehicles and drivers Train, supervise, and evaluate personnel
Assure compliance with safety and regulatory requirements on an ongoing basis Analyze situations accurately and determine an effective course of action
Estimate and requisition supplies and equipment
Apply and interpret policies and procedures related to student transportation Read and interpret maps
Communicate effectively with others to exchange information
Establish and maintain cooperative and effective working relationships with others Work independently with little direction
Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business administration or a related field and five years of increasingly responsible transportation program experience
At least two (2) years of experience in a supervisory capacity is preferred

LICENSES, CERTIFICATES 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 as issued by the Department of Motor Vehicles (DMV) for school bus State Certified Instructor Certificate as issued by the California Department of Education (CDE) 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 environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations Seeing to read a variety of materials

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

Sitting or standing for extended periods of time

Bending at the waist, kneeling, or crouching

Walking during vehicle inspections and driver observations

HAZARDS:

Exposure to machinery, toxic fumes, and traffic hazards

Appendix AH: Vehicle and Equipment Supervisor





TITLE:	Vehicle and Equipment Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Coordinate, organize, and oversee the activities and operations of the District fleet; maintain an effective preventive maintenance program for buses and other automotive equipment; oversee the performance of skilled repairs; maintain accurate inspection and repair records; serve as liaison with various District departments and outside agencies; and train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Coordinate, organize, and oversee the activities and operations of the District fleet; maintain an effective preventive maintenance program for buses and other automotive equipment; perform skilled repairs; and assure compliance with federal, state, county, city and District laws, codes and requirements.
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness, and compliance with established requirements.
- Evaluate workload and establish mechanic work schedules and job priorities; determine supply and equipment needs for repair jobs; provide technical assistance to mechanics; order parts as needed; maintain inventory control.
- Oversee and perform routine maintenance safety checks and inspections of District buses; initiate and complete repair orders and vehicle inspection reports; prepare vehicles for smog inspections.
- Inspect, test drive, and diagnose vehicles to determine the type and extent of repairs needed; perform skilled repairs; and perform complex mechanical and electrical work in the maintenance and repair of school buses and other automotive equipment.
- Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel; maintain time and material records for maintenance and repair jobs; and maintain department contracts, specification, and bid files.
- Conduct site safety inspections; and communicate with staff and school Districts regarding various vehicle maintenance and repair services or needs.



- Serve as a liaison and communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Assure the shop area, equipment, and tools are in safe, clean, and orderly condition.
- Operate a variety of specialized electronic diagnosis equipment and machinery, including a computer; operate standard office equipment.
- Participate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Maintain current knowledge of technologies related to vehicles, including the software systems required to diagnose and repair vehicles.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a fleet repair shop

Techniques and practices for the maintenance and repair of heavy and light automotive vehicles and maintenance equipment

Methods, materials, tools, and equipment used in the maintenance and repair of school buses automotive equipment, and body repair

Preventive maintenance methods for fleet equipment

Safe driving practices

Shop safety

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies, and procedures

Interpersonal skills using tact, patience, and courtesy

Operation of a computer and assigned software

ABILITY TO:

Coordinate, organize, and oversee the activities and operations of the District fleet

Maintain an effective preventive maintenance program for buses and other automotive equipment

Perform skilled repairs, including body and framework and painting vehicles

Inspect and diagnose mechanical defects

Estimate cost of repairs

Use tools and diagnostic electronics

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action



Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in the repair and maintenance of gas and diesel-powered equipment/vehicles and five years of journey-level automotive or diesel maintenance and repair experience.

At least two (2) years of experience in a supervisory capacity preferred

LICENSES AND OTHER REQUIREMENTS:

Valid and current California Class A or B commercial driver license with appropriate passenger and air brake endorsements
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:

ENVIRONMENT:

Vehicle and equipment repair shop environment
Driving a vehicle to conduct work
Regular exposure to fumes, dust, and odors
Indoor and outdoor work environment

PHYSICAL DEMANDS:

Lifting, carrying, pushing, or pulling objects typically weighing 50 – 100 pounds
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

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

Appendix AI: Compliance Officer and Title IX Coordinator





TITLE:	Director, Compliance and Title IX Coordinator	REPORTS TO:	Superintendent
DEPARTMENT/SCHOOL:	Superintendent's Office	CLASSIFICATION:	Classified Management, Non-Represented
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2002 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	05/20/15 06/04/15	SALARY GRADE:	Classified Management Range 74

BASIC FUNCTION:

Under direction of the Superintendent, work with minimal supervision to manage all aspects of Title IX compliance, Title VI compliance, Uniform Complaint Procedures (UCP) regulations, formal complaint procedures, and informal complaint resolution. Collaborate with students, families, District employees, and state and federal agencies to ensure safe and welcoming learning and working environments for all members of our District community and actively support the District's positive school climate initiatives.

REPRESENTATIVE DUTIES:

Incumbents may perform any of the essential functions *listed* below. This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification.

ESSENTIAL DUTIES:

- Manage compliance with *Title IX of the Education Amendments of the 1972 Civil Rights Act* which prohibits discrimination on the basis of gender (sex), sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence, and stalking.
- Manage compliance with Uniform Complaint Procedures (UCP) that involve discrimination on the basis of ethnic group identification, religion, age, sex, color, and/ or physical or mental disability, and state and federal programs that use categorical funds such as Adult Education, After School Education and Safety, Career Technical Education, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, School Facilities, Tobacco-Use Prevention Education, and Unlawful Pupil Fees.
- Manage compliance with Williams Complaints related to instructional materials, teacher vacancies, teacher mis-assignments or facilities.
- Manage compliance of all District policies and procedures including complaint policies and procedures, or complaints against District practices, or personnel.
- Receive, monitor, route, coordinate, and track timely and compliant investigations of allegations of Title IX, Title VI, other violations covered by UCP and other complaints, and ensure prompt and fair resolutions.
- Collect relevant facts related to reported Title IX, Title VI, or allegations and assess whether a further review or investigation is necessary to ensure the safety of the impacted individual.
- As a neutral party, investigate complaints; notify and interview complainants, respondents, and witnesses; obtain and review relevant documents; mediate, as appropriate; and issue factual findings and recommendations, as necessary
- Design guidelines for staff to ensure that staff communicate and observe consistent and appropriate confidentiality protections for incident reporters and complainants
- Develop investigation plans for each Title IX and UCP complaint and conduct investigations or train staff members to conduct investigations

- Review and ensure all District policies, procedures, protocols and practices are in compliance with Title IX and UCP regulations
- Train and provide direction and leadership to staff to serve as investigators, as appropriate
- Train and provide technical support and leadership to students and staff
- Coordinate training and technical assistance on school policies related to discrimination on the basis of ethnic group identification, religion, age, sex, color, and/or physical or mental disability
- Provide technical expertise and support for the drafting and revision of policies and procedures.
- Develop a case management database to organize, manage, and track complaints.
- Write comprehensive reports of investigation with findings of fact and recommendation(s).
- Prepare statistical reports on the number, nature, and disposition of complaints to identify patterns and make recommendations.
- Collaborate with stakeholders to provide training for students and staff to ensure that students and staff are aware of options and resources to report and file complaints alleging sexual harassment, sexual assault, sexual misconduct, relationship violence, and discrimination on the basis of ethnic group identification, religion, age, sex, color, and/or physical or mental disability.
- Assess the adequacy of current training opportunities and programs, propose appropriate improvements, and develop programs, handbooks, website resources, and trainings to ensure that all members of District community are aware of obligations and rights under Title IX, Title VI, UCP, and other complaint policies.
- Develop a method to survey the school climate and coordinate the collection and analysis of data.
- Develop and disseminate educational materials and in-service training tailored to faculty, staff, and students.
- Develop and maintain communication strategies (web, print, and media) related to prevention efforts, reporting procedures, and support services.
- Promote institutional culture change related to gender-based violence and harassment, particularly regarding cyber harassment.
- Promote institutional culture change related to discrimination on the basis of ethnic group identification, religion, age, sex, color, and/or physical or mental disability.
- Participate actively as a leader in the District's positive school climate initiatives.
- Supervision and evaluation of assigned personnel.
- Serve as a member of the Superintendent's Extended Cabinet and regularly brief the Superintendent on any and all civil rights concerns as they develop.
- Create reports and other databased presentations for a variety of audiences, including teachers, administrators, community members, and the Board of Education.
- Act as the District's liaison with the U.S. Department of Education Office of Civil Rights (OCR) and prepare responses to OCR complaints.
- Chair and facilitate the Superintendent's Advisory Committee on Gender Equity and Sexual Harassment as well as the Student Sexual Harassment Advisory Committee.
- Act as the District's Americans with Disabilities (ADA) Coordinator.
- Coordinate with various departments and school sites to prepare responses to California Civil Rights Department.
- Provide technical expertise by drafting new District policies or amendments to existing policies and submitting proposals to the Board of Education's Policy Subcommittee. Regularly participating in the Board of Education's Policy Subcommittee. Coordinate with District's legal counsel and litigation counsel to collect relevant facts and evidence to support District litigation.
- Perform other duties as assigned

OTHER DUTIES:

Perform related duties as assigned



KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated knowledge of Title IX, Title VI, Uniform Complaint Procedures, American with Disabilities Act, Rehabilitation Act of 1973 (specifically Section 504 compliance), and effective complaint resolution
- Ability to interpret and articulate relevant state and federal laws and regulations and District policies and regulations
- Ability to manage multiple, ongoing and complex caseload of complaints and projects
- Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies
- Ability to guide, advise, and support the training and learning process with respect to Title IX, Title VI, and UCP compliance and complaint resolution
- Excellent mediation skills, analytical skills, problem-solving skills, and organizational skills with attention to detail
- Ability to deal with confidential and sensitive information
- Ability to build relationships and collaborative partnerships across the District, state and federal agencies
- Demonstrated commitment to diversity and inclusivity and ability to work with a wide range of constituencies with diplomacy and tact
- Ability to act independently, take initiative, and exercise sound judgment
- Ability to maintain accurate and organized records and prepare timely, accurate, and clear reports
- Ability to evaluate compliance with programs, procedures, and district policies
- Demonstrate strong understanding of the criminal and civil legal processes and procedures
- Ability to work constructively within a team environment, as well as the ability to communicate effectively, both orally and in writing, with administrators, counselors, teachers, students, and parents
- Demonstrate knowledge and commitment to trauma-informed interviewing and communication skills

TRAINING, EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education, training, and/or experience equivalent to: bachelor's degree in a related field (master's degree is highly preferred) and five (5) years of relevant and demonstrated experience in conducting trauma informed investigations and coordinating restorative justice systems. Title IX Coordinator, Civil Rights Investigator, Sexual Assault Counselor Certification, Diversity, Equity and Inclusion Certification, and/or mental health first aid for youth certification is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and vehicle insurability to comply with District requirements.
Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearances

WORKING CONDITIONS:

Fast-paced, office environment with constant interruptions; interactions with irate individuals; travel to conduct District business; evening, flexible and variable work hours

PHYSICAL AND MENTAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects



*Berkeley Unified School District Report on
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Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions

Appendix AJ: Director, Nutrition Services



TITLE:	Director, Nutrition Services	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 52 Range: 84

BASIC FUNCTION:

Plan, organize, control, and direct the district child nutrition service operations and activities, including the preparation, cooking, baking, serving, distribution, and selling of food items to meet student needs; coordinate personnel, communications, and record-keeping functions to meet food service needs and assure smooth and efficient department activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, control, and direct nutrition service operations and activities, including the preparation, cooking, baking, serving, distribution, and selling of food items to meet student needs; establish and maintain department timelines and priorities; assure food service functions comply with safety and sanitation regulations and established laws, rules, policies, and procedures.
- Coordinate personnel, communications, and record-keeping functions to meet food service needs and assure smooth and efficient department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals, and objectives; assure proper and timely resolution of food service issues, conflicts, and discrepancies.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; provide or coordinate staff training.
- Monitor and evaluate food service activities and functions for financial effectiveness and operational efficiency; develop innovative strategies to assure fresh, seasonal, and sustainably grown foods; respond to staff input concerning Department needs; develop and implement policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of the department.
- Provide consultation to personnel, outside agencies, and the public concerning food service operations, activities, and related functions; respond to inquiries; resolve issues and conflicts; and provide detailed and technical information concerning related laws, standards, requirements, practices, goals, objectives, rules, regulations, policies, and procedures.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files, and reports related to food service operations, menus, inventory, equipment,

personnel, policies, budgets, financial activity, and assigned duties; compute statistical information for various mandated reports; assure mandated reports are submitted to appropriate governmental agencies according to established timelines; prepare grants and donor solicitations as necessary.

- Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment, and supplies; direct the receipt, storage, and rotation of food items and supplies; organize and direct daily and periodic inventories; and coordinate related purchasing activities with vendors and other outside agencies.
- Plan, organize, and direct food service cashiering and accounting functions; review and verify the accuracy of receipts and transactions; prepare, receive, and verify bank deposits; review subordinate records, reports, receipts, and transport sheets for accuracy and completeness; identify and resolve discrepancies.
- Coordinate and direct activities and personnel to assure food service facilities, equipment, and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.
- Oversee the development of daily menus according to established portion control and recipe guidelines and health and nutrition requirements; calculate and adjust recipes for new menu items as directed; develop and maintain new recipes to meet menu requirements; and coordinate and direct catering functions for special school events as needed.
- Provide technical information and assistance to the administrator regarding food service activities, needs, and issues; assist in the formulation and development of policies, procedures, and programs.
- Communicate with students, staff, and various outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns.
- Operate standard food service and office equipment; utilize a computer and assigned software; and drive a vehicle to various sites to conduct work.
- Direct and maintain the district's recycling and composting program as it pertains to Nutritional Services.
- Attend and conduct a variety of meetings as assigned; develop, implement, and conduct departmental in-services as directed.
- Responsible with the CACFP programs for three- to five-year-old pre-school students.
- Responsible for compliance with USDA and CDE food service programs the district participates in throughout the school year.
- Responsible for overseeing and rolling-out meal applications per year in compliance with CDE and USDA; must meet critical timelines; observe civil rights where applicable and complete verifications and provide reporting.
- Responsible for the updating and implementation of wellness policy.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

Planning, organization, and direction of food service operations and activities, including the preparation, cooking, baking, serving, distribution, and selling of food items Methods of adjusting and extending recipes and proper substitutions

Sanitation and safety practices related to preparing, handling, and serving food

Principles, theories, and practices of child nutrition, food values, food combinations, economical substitutions, and menu planning

Inventory practices and procedures, including storage and rotation of perishable food Quality and portion control techniques

Applicable local, state, and federal laws, codes, ordinances, regulations, policies, and procedures Technical aspects of the field of specialty

Food service organization, operations, policies, and objectives Principles and practices of administration, supervision, and training Budget preparation and control

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy Operation of a computer and assigned software Mathematic calculations

Basic civil rights as it pertains to the Nutritional Service programs and meal application processes Food service budget management and analysis

ABILITY TO:

Plan, organize, control, and direct food service operations and activities

Coordinate personnel, communications, and record-keeping functions to meet food service needs and assure smooth and efficient Department activities

Supervise and evaluate the performance of assigned personnel

Assure proper and timely resolution of food service issues, conflicts, and discrepancies

Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment, and supplies

Provide consultation concerning food service operations and activities

Develop and implement menus in compliance with portion guidelines and nutrition requirements Organize, direct, and assure the accuracy of food service cashiering and accounting functions Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action Meet schedules and timelines

Work independently with little direction Plan and organize work

Prepare comprehensive narratives and statistical reports

Direct the maintenance of a variety of reports, records and files related to assigned activities Communicate effectively and constructively with stakeholders, both internal and external

To adapt and address emergency situations as they develop, providing leadership to ensure a continuity of rvices

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in culinary arts, hospitality, food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, business, or a related



field, and five years increasingly responsible experience cooking and baking from scratch, menu planning, food procurement or similar experience, and at least five years in a supervisory role. OR a Bachelor's degree in any academic major and at least 10 years' experience in management of school nutrition programs of which 5 years must have been in a supervisory or management role. In addition, twelve hours of annual CDE training as required.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

Kitchen and classroom environments

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 AK: Executive Director - Technology



TITLE:	Executive Director - Technology	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Technology Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 52 Range: 85

BASIC FUNCTION:

Plan, organize, control, and direct the District's technology services, processes and activities; develop funding opportunities from local partners, State, and Federal programs; create district standards and technology integration; serve as a technical resource and coordinate technical support for personnel; assure technology activities are performed in compliance with applicable laws, codes, and regulations; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

in

ESSENTIAL DUTIES:

- Prepare vision and plan for the integration and use of technology to improve learning and streamline business operations in coordination with District and teacher leadres, and community partners.
- Manage technology standards to support instructional needs including training and support in coordination with the Library Coordinator.
- Coordinate the Districtwide technology advisor committee and direct technology resources and personnel to support the committee's recommendations when adopted.
- Plan, organize, control, and direct technology services, processes, and activities, including Local Area Network (LAN) and Wide Area Network (WAN) administration, data integrity, website development, public information, instructional technology, state data reporting, and business, student, and personnel system administration.
- Develop, implement, and maintain technology systems and services; assure appropriate equipment, materials, personnel, and resources are available to meet technology needs; purchase equipment and materials as needed; and assure technology activities are performed in compliance with applicable laws, codes and regulations.
- Coordinate, develop, and maintain a variety of software and information systems and applications for various departments, students, families and community partners; develop and maintain technological policies and procedures; and develop, maintain, and coordinate the installation of LAN, WAN and website systems to assure smooth and efficient information flow.



- Train, supervise, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; and develop training programs for technology personnel.
- Serve as a technical resource and coordinate technical support for personnel; respond to inquiries and provide information; communicate with other administrators, personnel, vendors, and outside organizations to coordinate activities and programs; resolve issues and conflicts, and exchange information.
- Provide technical expertise, information, and assistance regarding technology functions; formulate and develop policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise District leadership of unusual trends or problems and recommend appropriate corrective action.
- Perform web administration duties, including creating and updating web pages, maintaining web sites, and ensuring proper documentation.
- Plan, organize, and implement long- and short-term technology plans and activities designed to enhance assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to technology activities and personnel.
- Develop and prepare the annual preliminary budget for the Technology Department; analyze and review budgetary and financial data; and control and authorize expenditures in accordance with established limitations.
- Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Identify external funding sources for district initiatives from partner organizations and state and federal grant programs, submit funding requests, and maintain compliance with funding allocation requirements.
- Collaborate with other departments to develop integrated data systems and processes.
- Oversee the operations of the district print shop and all district-provided printing and copying equipment at the sites.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of technology services and activities

Installation and maintenance of LAN, WAN, and various administrative and educational systems

Network components, including bridges, routers, hubs, and cabling

Technical aspects of computer training and support

Budget preparation and control



Oral and written communication skills
Principles and practices of administration, supervision, and training
Applicable laws, codes, regulations, policies, and procedures
Interpersonal skills using tact, patience, and courtesy
Operation of a computer and assigned software
Integration of instructional technology in a modern learning environment
Principles of project planning and project management
Cybersecurity principles and practices

ABILITY TO:

Plan, organize, control, and direct technology services and activities
Coordinate, develop, install, and maintain a variety of software and information systems and applications for various departments
Supervise the performance of assigned personnel
Serve as a technical resource and coordinate technical support for personnel
Communicate effectively both orally and in writing
Interpret, apply, and explain rules, regulations, policies, and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare comprehensive narrative, and statistical reports
Direct the maintenance of a variety of reports and files related to assigned activities
Create detailed project plans and maintain project implementation through the full lifecycle
Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or a related field and six years of increasingly responsible experience in the administration of technology services and activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations



Dexterity of hands and fingers to operate a computer keyboard
Seeing to view a monitor and read a variety of materials
Sitting for extended periods of time

Appendix AL: Executive Director – Classified Personnel





*Berkeley Unified School District Report on
Phase 3 Classification Services Review of 47 Selected Job Classes:
Non-Represented, Non-Management (Confidential) / Local 21 / Management Non-Represented*

TITLE:	Executive Director, Personnel Commission Services	REPORTS TO:	The Personnel Commission
DEPARTMENT/SCHOOL:	Human Resources	CLASSIFICATION:	Classified Management (Non-Rep)
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 20002 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 52 Range: 89

BASIC FUNCTION:

Plan, organize, control, and direct the Classified personnel program consistent with the rules and regulations established by the Personnel Commission, Board of Education, California Education Code, and other state and federal laws; serve as secretary to the Personnel Commission; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, control, and direct the Classified personnel program consistent with the rules and regulations established by the Personnel Commission, Board of Education, California Education Code, and other state and federal laws
- Serve as secretary to the Personnel Commission; prepare agenda items, attend meetings, and oversee the preparation of minutes; make informational presentations, reports, and recommendations; organize employee discipline hearings and act as advisor to the Commission
- Interpret, apply, and assure compliance with Merit System rules and regulations, Education Code, collective bargaining agreements, and federal and state laws and policies; advise administration on interpretation and application of rules, regulations, policies, procedures, and laws
- Coordinate and authorize Classified personnel actions for new hires, rehires, promotions, transfers, layoffs, terminations, leaves, new positions, and provisional and limited term employment; administer layoffs and oversee the management of seniority and rehire lists
- Oversee recruitment, testing, appointment, and salary placement of employees; direct the development and administration of examinations, certify eligibility lists, and other employment lists for appointment
- Direct the administration of the classification and compensation plan; make recommendations to the Personnel Commission regarding reclassification and assignment analysis
- Conduct and respond to administrative reviews regarding disputable matters related to working out of class, performance reviews, disciplinary letters, violations of Merit rules, and violations of employment laws or policies



- Participate in interactive process meetings to determine reasonable accommodations for disabled or injured candidates and employees; assure the District is in compliance with applicable laws such as Americans with Disabilities Act (ADA)
- Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; monitor performance evaluations according to established guidelines and procedures
- Coordinate communications between administrators and classified personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution and employee relations
- Provide technical expertise, information, and assistance to the Assistant Superintendent and Human Resources Department regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action including the Classified employee grievance process; develop, manage, and recommend new and revised rules to the Personnel Commission and the District's administrative team
- Collaborate and work with the Human Resources Department in the provision of non-merit classified personnel related functions; ensure efficient processes and procedures between Personnel Commission services and Human Resources; serve as an advisor to Human Resources regarding Merit rules and regulations
- Assist in planning, organizing, and implementing long- and short-term staff development programs, policies, procedures, administrative regulations, and activities designed to enhance classified personnel programs and services
- Serve as a subject matter expert in Merit rules and regulations to both District and classified employee representatives as requested; may recommend or suggest solutions to classified employment problems or issues
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to classified personnel and assigned activities; prepare and maintain records and reports related to assigned activities
- Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare annual report for the Personnel Commission
- Advise District and employee representatives on classified disciplinary procedures; may assist in the development of employee training programs to address employee performance deficiencies
- Operate standard office equipment including copier, scanner, fax machine, telephone, laptop, computer and assigned software; drive a vehicle to conduct work
- Attend and conduct a variety of meetings as assigned; participate in negotiations for classified bargaining units as requested; prepare and deliver presentations

OTHER DUTIES:



Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the classified personnel program Merit System rules and regulations
Public meeting protocols related to compliance with the Brown Act
Budget preparation and control
Oral and written communication skills Principles and practices of administration, supervision, and training
State and federal laws, codes, and regulations concerning personnel administration including equal employment opportunity, ADA, and others
Principles, techniques, and methods of recruitment, assessment, selection, training, classification, and compensation
Collective bargaining agreements, labor relations, and union contracts
Pay compensation plans
Interpersonal skills using tact, patience, and courtesy
Operation of a computer and assigned software

ABILITY TO:

Plan, organize, control, and direct the classified personnel program
Coordinate the recruitment,, examination, selection, and placement of classified personnel
Supervise, train, and evaluate the performance of assigned personnel
Administer layoff and reemployment activities
Coordinate communications between administrators and classified personnel
Communicate effectively both orally and in writing
Prepare and deliver oral presentations to boards and the public
Interpret, apply, and explain rules, regulations, policies, and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare comprehensive narrative and statistical records and reports
Direct the maintenance of a variety of reports and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration, or related field and seven years increasingly responsible experience in the administration of a human resources program, preferably in a Merit or civil service system.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

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

Dexterity of hands and fingers to operate a computer keyboard

Sitting, standing, or walking for extended periods of time

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

Lifting, carrying, pushing, pulling, and/or moving objects weighing up to 10 pounds and occasionally lift and/or move up to 25 pounds

HAZARDS:

Contact with dissatisfied or abusive individuals

Appendix AM: Executive Director – Facilities, Maintenance, and Operations





TITLE:	Executive Director, Facilities, Maintenance & Operations	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 52 Range: 94

BASIC FUNCTION:

Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District; create and participate in various construction planning and development activities related to the preparation, acquirement, development and disbursement of bonds and parcel funds; plan, organize, control and direct; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District.
- Direct facility construction and renovation projects; schedule projects; coordinate opening, closing and moving procedures; conduct facility forecasting and budgeting activities; make recommendations and provide estimated square footage costs on new construction and renovation projects; determine if renovation or new construction is needed for facilities; investigate potential sites for construction of facilities; develop and implement specifications for building components and material.
- Plan, organize, control and direct Facilities Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain Department time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.
- Direct and coordinate Facilities Maintenance and Operations communications, information, services, projects and activities between District personnel, administrators, departments, community groups, Board members, outside organizations, the public, and various local, State

and federal agencies; prepare and deliver presentations to the Board and community groups as necessary.

- Coordinate, direct and participate in the development of funding sources to assure adequate funding for bond-funded and parcel tax programs and projects; establish and maintain contact with existing and potential funding sources; provide information concerning grant-funded projects and programs; identify and secure alternative funding to support goals and objectives.
- Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing installation, maintenance, repair, custodial, and other Department projects and activities.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.
- Direct, monitor and evaluate bond-funded programs and projects to assure proper disbursement of bond and parcel tax funds; review program and project expenditures for compliance with budget projections and allocations; initiate budget transfers to meet program and project needs according to established guidelines and procedures as appropriate
- Plan, organize, control and direct activities to assure facilities are cleaned and maintained in a safe, clean, secure and orderly; coordinate, direct and participate in the inspection of District buildings, grounds and facilities to identify maintenance and repair needs; assure proper and timely repair of utility, equipment and system malfunctions; direct preventative maintenance functions; coordinate and direct response to emergency custodial, grounds and maintenance needs.
- Plan, organize, control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; direct and coordinate the selection process of consultants, architects, testing labs, inspectors, and others according to established rules and regulations.
- Provide leadership in the development and administration of District-wide facilities, maintenance and operations master planning; develop and implement Facilities Maintenance and Operations programs, services, standards, goals, objectives, and plans.
- Develop and prepare the annual preliminary budget for the Facilities Maintenance and Operations Department and grant funded programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; obtain State funding for construction and maintain current knowledge of laws required in the application process
- Review plans, inspect construction projects, conduct investigations and provide recommendations related to planning, design, construction, order changes, design modifications

and contract administration to assure compliance with established rules, regulations, guidelines and procedures

- d Coordinate, direct and participate in the research, assembly and compiling of a variety of technical information related to construction methods and project designs for assigned department projects and activities; oversee and participate in the preparation and distribution of correspondence, fiscal documents, project plans and informational materials related to assigned department activities
- Plan, organize and implement long and short-term programs and activities designed to enhance groundskeeping, maintenance and custodial programs and services; receive and review requests for alterations, remodeling and other projects
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; present various records, reports, proposals, progress reports and other related presentations to the Board, community groups and others; contact attorneys and make recommendations to the Superintendent and Board concerning construction legal matters
- Develop and prepare the annual preliminary budget for the Facilities Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
- Maintain current knowledge of environmental issues and State and federal laws and serve as the California Environmental Quality Act (CEQA) representative for the District; review and enforce environmental, State and federal laws related to the CEQA
- Attend and conduct a variety of meetings as assigned; assure compliance with The Brown Act meetings as required by Proposition 39 Bond and as required by the maintenance parcel tax

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of facilities activities and operations

Building codes related to facilities, construction, and renovation

Planning, organization and direction of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment

Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities



Applicable building codes, ordinances, requirements, regulations and safety precautions
Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition
Practices, procedures, standards, and techniques used in construction planning and implementation
State School Construction Program and State Contract Compliance laws and regulations
California Environmental Quality Act (CEQA)
Health and safety regulations and procedures
Applicable laws, codes, rules, regulations, policies and procedures
Operation of a computer and assigned software
Architectural and engineering plans and specifications
District and Department organization, operations, policies and objectives
Budget preparation and control
Principles and practices of administration, supervision and training
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Plan, organize and administer the operations and services of the Facilities, Maintenance and Operations Department
Direct the State deferred maintenance plan and monitoring of expenditures for the program
Participate in the development of policies and procedures to assure an economical, safe and efficient work environment
Plan, organize, control and direct maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment
Coordinate and direct communications, personnel, projects, and management functions, to meet District needs and assure smooth and efficient Department activities
Maintain current knowledge of environmental issues and State and federal laws and serve as the California Environmental Quality Act (CEQA)
Supervise and evaluate the performance of assigned personnel
Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities
Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures
Participate in the design, development and implementation of construction and renovation projects
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction
Prepare comprehensive narrative and statistical reports
Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:



Any combination equivalent to: bachelor's degree in architecture, engineering, construction management or related field and five years increasingly responsible experience in the administration of construction projects including three years increasingly responsible experience in the administration of a maintenance and operations department at the manager-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

Walk construction sites

Appendix AN: Investigator



TITLE:	Investigator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Represented- Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	February 25, 2023 March 13, 2023	SALARY GRADE:	Schedule: 52 Range: 69 ⁱ

BASIC FUNCTION:

Reporting to the Compliance Officer and Title IX Coordinator, Investigator is responsible for investigating and resolving complaints alleging violations of District policies and procedures, including complaints of bullying, discrimination, employee misconduct, sexual misconduct, sexual harassment, and gender-related violence. The Investigator will work collaboratively with other members of the community to investigate and resolve complaints as outlined in school policies and in accordance with federal and state regulations. The Investigator will train students and employees on the District's policies and investigation procedure.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Under the direction of the designated Title IX Coordinator and Compliance Officer or assigned manager, administer day-to-day management of complaints, including intake, investigation, follow-up services, connection with campus or community resources, ongoing communication, case tracking and record keeping, and the facilitation of interim measures and/or final case resolutions reached in accordance with applicable law and policy.
- Develop and implement ongoing education, training, and outreach programs and publications related to Title VI and Title IX and the District's discrimination policies. Provide support for grant-funded programs and activities related to the prevention and response to discrimination.
- Conduct prompt, equitable, and impartial administrative formal and informal investigations into complaints of bullying, discrimination, employee misconduct, and sex and gender-based misconduct; identify and interview parties and witnesses; gather and assess information and evidence relevant to the investigation; apply relevant laws and policies; and make findings of fact in individual cases where permitted by law and policy.
- Continuously identify and work with the designated Title IX Coordinator and Compliance Officer or assigned manager and other relevant stakeholders to integrate best practices in the investigation and informal complaint resolution arena into the campus knowledge base and practice. Produce written reports, collect data, and keep careful documentation of complaints.

- Assist the designated Director, Compliance / Title IX Coordinator or assigned manager in ensuring the District's compliance with Title VI and Title IX; when required may serve as the Deputy Title IX Coordinator, the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act); the Violence Against Women Act (VAWA); and relevant nondiscrimination provisions of the California Education Code and California Code of Regulations; and any other related state and federal laws and regulations.
- Collaborate with on- and off-campus resources, other District investigators, law enforcement, victim services, and other appropriate stakeholders to ensure that the District's processes, responses, and policies are consistent with state and federal laws and regulations.
- Maintain knowledge of changed, current, and pending state and federal laws, regulations, and trends in the areas of investigations, the Office of Civil Rights, equal employment opportunity, discrimination, harassment, and other related topics.
- Provide information, guidance, interpretation, and training to District employees and students on state and federal laws and District policy and procedures related to unlawful discrimination and harassment prevention.
- Reviews investigative reports, interview summaries, exhibits, evidence, district policies, notices for investigations and review periods, and correspondence with parties in the investigation.
- Conducts interviews with complainants, witnesses, respondents, and any other appropriate parties involved in a complaint.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Exceptional critical thinking skills are demonstrated by the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme sensitivity

Strong and effective interpersonal skills; the ability to learn well and demonstrate sensitivity to and respect for individual needs

Conducting investigations of cases involving discrimination, employee misconduct, sexual harassment, sexual assault, intimate partner violence, stalking, or other sexual misconduct

Excellent judgment with the ability to manage highly sensitive and confidential information. Strong skills in the areas of conflict resolution, problem-solving, interviewing, and investigating incidents

Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations

Developing and presenting in-person training, preferably on prohibited discrimination and equal opportunity issues.

Federal and state laws including but not limited to nondiscrimination laws and compliance regulations, including Title IX, and FERPA, and the due process protections applicable to such processes

State of California Education Code

Modern office equipment and all applicable software

ABILITY TO:

Collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make



valid judgments and decisions

Write concise, logical analytical reports to convey complex issues that fulfill school timelines

Work as part of a school-wide community to resolve complaints in a neutral and sensitive manner

Respond to the community regarding school policies related to Title IX, Title VI, UCP policies, and complaint procedures

Work in or with educational institutions, including experience working with students, faculty, and/or staff

Conducting trauma informed impartial and unbiased interviews and investigations

Organize, maintain, and track large quantities of data

Communicate effectively both orally and written

Work with confidential and sensitive information and in a fast-pace environment with constant interruptions and shifting priorities

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to bachelor's degree in a related field; two (2) years of relevant experience in conducting investigations and coordinating restorative justice systems. Prior completion of Title IX Investigator Training or Workplace Investigator Certification through a nationally recognized organization is required. Training in trauma informed interviewing is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and vehicle insurability to comply with district requirements Employment eligibility that may include fingerprints, tuberculosis, and/or other employment clearance

WORKING CONDITIONS

Fast-paced, office environment with constant interruptions

Interactions with irate individuals

Travel to conduct district business

Evening flexible and variable work hours

PHYSICAL AND MENTAL REQUIREMENTS:

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

Seeing to read, prepare, and proofread documents;

Sitting or standing for extended periods of time;

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

Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies;

Lifting light objects

Appendix A0: Director, Communications



TITLE:	Director, Communications	REPORTS TO:	Superintendent or Designee
DEPARTMENT/SCHOOL:	Office of the Superintendent	CLASSIFICATION:	Classified Management (Non-Rep)
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2002 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 52 Range: 81

BASIC FUNCTION:

Under direction of the District Superintendent or designee, serve as district's spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, direct, and implement proactive communication strategies, special events, programs, and initiatives to inform and engage the district's employees, parents, and broader community; oversee the content and effectiveness of the district's print and electronic communication vehicles including publications, websites, telephone/email alert systems, and social networking media; serve as a member of the Superintendent's cabinet; manage District COVID-19 operations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES**ESSENTIAL DUTIES:**

- Serve as district spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, and direct proactive communication strategies, programs, and initiatives to inform and engage the district's employees, parents, and broader community
- Lead and oversee the development, design, and production of publications including but not limited to visual presentations, internal and external websites, social media, newsletters, brochures, digital marketing, advertising, and surveys
- Serve as a member of the Superintendent's cabinet; provide support to the Superintendent in completing projects as assigned to meet the needs of school sites, District departments, and the Board of Education; assist in the development of District and issue-specific communication strategies
- Attend Board of Education meetings and advise the Board and administration on matters relating to community opinions toward the District and its programs
- Lead, plan, and organize special events, activities, and marketing to enhance District public information; represent the District at community events/meetings as necessary
- Manage communications and contribute to the development of response strategy during emergencies, critical incidents, and high-profile situations; coordinate with law enforcement and public safety organizations as needed; provide advice and assistance to the Superintendent and other district leaders on addressing/communication regarding sensitive and/or confidential matters; support principals and site leaders during critical incidents, including coordinating and implementing a timely communications strategy; function as a lead member of the Emergency Operations Center (EOC) team
- Support district and school site administrators in the development of effective communication strategies and mechanisms to ensure quality control, effectiveness, and accuracy in the preparation and dissemination of all print publications and electronic communication platforms



- Analyze district communication metrics for effectiveness including reach, engagement, tone, and issue coverage and provide leadership in improving the process
- Convene and coordinate the work of the Superintendent's Communications Team (including Technology, Superintendent's Office, Specialists, translators, and contractors) to ensure prioritized planning and completion of projects
- Manage the work of district communications staff to ensure quality control, effectiveness, and accuracy in the preparation and dissemination of all print publications and electronic communication platforms, including graphic, publishing, and writing support as well as translation/interpretation staff and contracts; ensure communications are provided to the community in multiple languages as appropriate
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions; provide or coordinate staff training
- Manage all aspects of Public Records Act requests and responses are in accordance with the California Public Records Act; collaborate with District leaders, Board of Education members, and staff to receive, review, and provide records in accordance with law; consult with District legal counsel to develop response strategies
- Develop and maintain professional relationships with newspapers and other media representatives
- Research and writes articles, and speeches for use by the Superintendent, Board of Education members, and other staff as needed
- Seek out and cultivate news and information resources for developing stories that reflect the district's positive efforts for transparency and community outreach
- Collect information and prepare news releases, including appropriate photographs and videos for mass media as well as special publications for student and staff recognition
- Coordinate and distribute information to District administrators, employees, the public, and media regarding the district's programs, policies, events, activities, accomplishments, and related key messages; produce and disseminate staff and parent/caregiver public health/COVID-19 communications and updates
- Provide input and oversee district website content and social media communication to ensure consistency, clarity, and accuracy of information
- Manage and coordinate the public information pages in conformance with federal and state regulations and district policy
- Support the annual updating and publication of the School Accountability Report Cards, in collaboration with Education Services
- Participate in the development of the annual budget for communications and public information in the district; analyze and review the budget and financial data on a continuous basis and maintain appropriate expenditures in accordance with established limitations
- Coordinate specialized committees, as assigned, including reviewing permanent art installations at school/district sites
- Manage COVID-19 operations for the District, including contracted staff, contact tracing, testing, vaccination clinics, and escalation desk issues; interpret and implement Cal/OSHA regulations, California Department of Public Health (CDPH), and City of Berkeley Public Health orders and guidance; plan and provide staff safety training and staff meetings concerning district protocols; receive and respond to requests for clarifications on protocols, orders, and guidance from union leadership
- Maintain current knowledge of protocols, orders, trends, strategies, and technology related to assigned areas of responsibility
- Attend and participate in meetings, in-service trainings, and workshops, as assigned

OTHER DUTIES:

Perform related duties as assigned.



EDUCATION/EXPERIENCE:

Any combination equivalent to: Bachelor's degree in communications, journalism, broadcasting, media, marketing, public information, or related field and five (5) years of administrative public sector and/or public-school experience in communications, or other related fields in a supervisory role in communications.

LICENSES AND OTHER REQUIREMENTS:

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

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Excellent verbal, written, and interpersonal skills

Excellent English usage spelling, grammar, punctuation, composition, and vocabulary

Current technology, principles, and techniques for the performance of duties; including graphics design, internet design, web publishing, and publication/print software

Excellent analytical and critical thinking skills and ability to use good judgment when making independent decisions

Current and emerging video and multimedia video and multimedia production procedures, best practices, methods, techniques, and terminology

Professional video editing software

Social media applications

Diverse cultures in the community

Innovative trends in multimedia communications

Principles, methods, procedures, and strategies concerning a public information, communications, and community relations program within a public school

Advanced journalism techniques, modern news media structure, and processes for effective media relations

Organization and services provided by public agencies, particularly in the area of education

Legal mandates, California Education Codes, policies, regulations, and guidelines pertaining to the distribution of news and public information

Public Relations' Code of Ethics

California Public Records Act

Copyright laws

ABILITY TO:

Establish and maintain positive relationships with District staff, Board members, news media, and the general public duties

Plan, organize, and direct their own work as well as the work others

Operate professional video production and editing equipment

Prepare written statements of administrative procedures

Exhibit discretion and tact with information received and given

Remain abreast of the emerging and changing social media techniques

Prepare and present written and oral reports to diverse audiences that effectively represent the school district to the community

Effectively analyze situations and make decisions

Prepare a variety of professional communications as requested

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 for a diverse community
Plan and supervise district events
Work independently with minimal supervision
Supervise the posting of district communications on web platforms
Lead in the engagement of stakeholders and implement effective communication practices
Attend meetings, events, and other activities outside regular school hours

WORKING CONDITIONS

ENVIRONMENT:

General office environment, outside school buildings, and facilities on a school campus
Driving a vehicle to conduct work as necessary
Work evening or variable hours
Incumbents in this classification will come in direct contact with school site staff, students, parents, and the public

PHYSICAL DEMANDS:

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