

Berkeley Unified School District
The Board Room, 1231 Addison Street
Berkeley, CA 94702

Personnel Commission

Isaiah Roter, Chairperson

Timothy Carter, Vice-Chairperson

Heidi Goldstein, Commissioner

Charlie Castillo, Secretary

Meeting Agenda

February 28th, 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.2-6
 - b) January 31st, 2024 Meeting Minutes, p. 7-11
6. **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 January, p.12
 - e) Classification & Compensation Study **Secretary Castillo**
7. **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.

 - a) Administrative Assistant I, p.13
 - b) Custodian I, p.14
 - c) Grounds Gardener, p.15
 - d) Instructional Assistant, p.16
 - e) Instructional Tech, BASP, p.17
 - f) School Campus Aide, p.18
 - g) Sous Chef, p.19
8. **Conference Items** **Chairperson Roter**

These items are presented for discussion and action and may be carried over from a previous meeting.

 - a) Step Advance Request, R.Torres, **Attachment A (p.20-37)**
 - b) Step Advance Request, N.Ruiz, **Attachment B (p.38 – 49)**
 - c) Agenda Item Request, N. Ahmed, **Attachment C (p.50 – 53)**
 - d) High School Custodial Supervisor Eligibility List, **Attachment D (p.54-56)**
9. **Closed Session (30 minutes)** **Chairperson Roter**

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 of the Executive Director, Classified Personnel
10. **Report from Closed Session** **Chairperson Roter**
11. **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.
12. **Next Meeting** **Chairperson Roter**

Follow-up items for the next Personnel Commission Meeting.
13. **Adjournment** **Chairperson Roter**

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.

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 while 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. 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.

Berkeley Unified School District
Personnel Commission Meeting Minutes

January 31st, 2024 – 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 4:31 p.m.
2. **Roll Call & Establishment of Quorum**
Chairperson Roter, Vice-Chairperson Carter and Commissioner Goldstein were present, and a quorum was established.
3. **Public Comments**
None.
4. **Approval & Adoption of Agenda**
Commissioner Roter asked to pull item 9b for discussion.
Commissioner Goldstein moved to approve and adopt the agenda as amended; Vice-Chairperson Carter seconded the motion,
Approved, 3-0
5. **Approval of Meeting Minutes**
a) Commissioner Goldstein asked for clarification on a statement attributed to her in item 8a; as written, the point seems to be contradictory and she asked Personnel Commission staff to review this section. The Commissioners deferred voting on this item until the February meeting.
6. **Closed Session**
The Commissioners went into closed session at 4:38PM.
7. **Report from Closed Session**
The meeting was reconvened at 5:29PM. Chairperson Roter reported that the Commissioners conducted the performance evaluation of the Executive Director Classified Personnel.
8. **Reports**
 - a) Unions
Mildred Scherr, BCCE Vice-President, reported ongoing concerns with the Classification & Compensation Study.
 - b) District Reports
Samantha Tobias-Espinosa, Assistant Superintendent of Human Resources, said that SBAC is aware that their meetings conflict with Personnel Commission meetings and will do what is possible to schedule future meetings on a different day.

c) Commissioner Reports

Chairperson Roter reported the second phase of the merit rules revision project is underway. He explained the goal of creating a red line version of the current rules that incorporates the proposed changes and suggestions from the CSPCA model merit rules. He anticipates several special meetings to review revisions with key stakeholders.

d) Personnel Executive Director

Secretary Castillo reviewed the examination and personnel activity for November and December. He reported the department had reviewed the examination section of the current merit rules, examination procedures and how to improve communications around examinations as part of the District's Professional Development Day. He is planning to have the Commissioners attend a Brown Act and Roberts Rules training module before the end of the school year.

e) Classification & Compensation Study

Secretary Castillo said that some deliverables were late this month so the Steering Committee did not have the opportunity to go over job descriptions in great detail. He anticipates at least two more meetings with the Steering Committee to make sure that everyone has been heard and to review the compensation data.

9. Consent Items

Item 9b was held for discussion in relation to item 10b.

- | | |
|-------------------------------------|--|
| a) Custodian II | f) Library Media Technician |
| b) High School Custodial Supervisor | g) Nutrition Services Assistant |
| c) Instructional Assistant, ECE | h) Nutrition Services Satellite Operator I |
| d) Instructional Assistant II, SPED | i) School Campus Aide |
| e) Irrigation Specialist | |

Commissioner Goldstein questioned why the School Campus Aide recruitment was open and promotional, since it is an entry level job. Secretary Castillo explained that was a typo on the list. Commissioner Goldstein was pleased to see robust lists with at least 3 ranks and tight intervals between exams.

Vice-Chairperson Carter moved to ratify lists 9a and 9c-i; Commissioner Goldstein seconded the motion,

Approved 3-0.

10. Conference Items

a) *Step Advance Request, A. Custer*

Secretary Castillo explained that Antoine Custer, Custodian II, had received a step advance in November 2022 when he was hired into the District as Custodian I. As part of the MOU with BCCE, Mr. Custer received a bump in salary with his promotion into the Custodian II position. Mr. Castillo said merit rule language indicates the intent of a step advance is for

recruitment and retention needs during initial placement. Since Mr. Custer did receive a step advance with his initial placement, Mr. Castillo did not feel it was appropriate to grant another. The Commissioners discussed if Mr. Custer's new salary was at least 5% higher than it would have been had he not taken the promotion and gone to the next step as Custodian I. Malika Upshur, Senior Human Resources Analyst (Confidential) clarified when Mr. Custer would have received his next salary step had he not promoted. Based on this information, the Commissioners calculated and determined that Mr. Custer's new salary was compliant with the MOU. Frank Hernandez, BCCE Interim Secretary, advocated for Mr. Custer to receive the step advance since he will now need to wait until July 2025 to move to the next step. Ms. Tobias-Espinosa clarified that the 5% salary bump is measured from the date of the promotion. Jocelyn Foreman, BCCE President, asked Secretary Castillo if he had previously recommended a step advance for any promotional employee. Mr. Castillo replied that he had, but never for an employee who had already received a step advance.

Commissioner Goldstein made a motion to deny Mr. Custer's step advance request; Vice-Chairperson Carter seconded the motion,

Approved, 3-0

b) Agenda Item Request, F. Hernandez – High School Custodial Supervisor Recruitment

Ms. Scherr spoke for BCCE Leadership and reiterated the Union's request that candidates who scored 70 or higher on the High School Custodial Supervisor written examination be allowed to move on to the oral examination. Ms. Scherr cited data provided by the examination team to support the Union's argument that the number of applicants was manageable to accommodate oral examinations for all candidates who scored 70 and above. Vice-Chairperson Carter said he believed that action was required by the Commission in relation to this eligibility list; the Commissioners discussed the issue. Chairperson Roter said the Executive Director, with the input of his staff, should continue to modify the passing score but proposed moving forward, this authority should be limited only to open recruitments; promotional recruitments should have a set score of 70, with the ability for the Executive Director to lower the score if not enough candidates pass at 70. Even though there was no formal appeal, he does not believe the Commission is violating any rules in considering the issue of changing the score for this written examination; the Union has repeatedly asked the Commission to review the examination process and this particular exam serves as a vehicle. Vice-Chairperson Carter said the scoring process seems arbitrary to the candidates and the community; the entire examination process must be transparent and that means having a set score. Commissioner Goldstein said it is the Commission's obligation to staff promptly; the eligibility list currently before the Commission was done according to the rules and should not be changed. She cautioned that reopening the exam process for this list could put the District at risk for disparate impact claims from candidates who have already been

informed of their score. Yazid Khalil and Rod Carraway, BCCE members, both spoke in support of the Union's request to have a set score for all examinations. Secretary Castillo spoke in support of the current examination process as effective for promotions and reminded the Commissioners of his duty to conduct unbiased exams, which was the case in this recruitment.

Vice-Chairperson Carter made a motion (amended several times) to reset the passing score of the *High School Custodial Supervisor* written examination to 70, to invite candidates who scored between 70 and 79 to an oral examination using the same panel as for the list currently before them, to bring the issue back to the Commission if the same panel is not available and to continue the discussion on improving the examination process; Chairperson Roter seconded the motion; Commissioner Goldstein voted against, Approved, 2-1

c) Personnel Commission Meeting Re-Schedule

Due to a scheduling conflict with the School Board, the Commissioners decided to move the April and May meetings to Monday, April 29 and Friday, May 24. Both meetings will begin at 4:30PM in the Boardroom.

11. Discussion Items

a) 2023-2024 Personnel Commission Budget Update

Chairperson Roter gave an update on his meeting with Pauline Follansbee, Assistant Superintendent of Business Services and Mr. Castillo on January 18, 2024. He reported that the outstanding issues brought to the Commission's attention in December were resolved positively. He confirmed that the proper steps were followed to fund the Administrative Assistant III position and that Ms. Follansbee cited miscommunication with the budget analyst as the reason \$20k had not been loaded into the Escape system. He said that Ms. Follansbee was adamant about the need to carefully review the Personnel Commission budget for the 24/25 school year in light of the Governor's recent budget proposal. Chairperson Roter said that moving forward, the goal is to have more timely communication with Ms. Follansbee and her staff. Commissioner Goldstein asked the Executive Director to get time on Ms. Follansbee's calendar as soon as possible.

b) Classification & Compensation Study, Phase 3 Report

The Commissioners agreed unanimously to defer this item to a future meeting.

12. Public Comments

Ms. Tobias-Espinosa said the District is committed to meeting with Mr. Castillo and Ms. Follansbee to make sure all stakeholders are actively involved in the budget process.

Steven Thysell, School Bus Driver, said this was his first time attending a Personnel Commission Meeting. He thanked the Commissioners and the department for the work they do.

13. Next Meeting

The next regular meeting of the Personnel Commission will be held on February 28 at 4:30 pm in the Boardroom.

14. Adjournment

The meeting was adjourned at 7:30 pm.

Examinations Administered in the Month of January 2024:

<u>Classification</u>	<u>Training & Experience</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
School Campus Aide	25	18		
Administrative Assistant I	83	30		
Sous Chef		6		3
Instructional Terchnician - Before & After School Program	11	10		
Grounds Gardener			7	7

New Hires/New Assignments/Promotions Processed in the Month of January 2024:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Bazan, Cristina Lira	New Hire	Instructional Tech- BASP	Thousand Oaks
Chappell, Andrea	Promotion	Nutrition Services Satellite Oper. I	King Central Kitchen
Lee, Zion	New Hire	Instructional Technology Tech.	Willard/CTE
Powell, Jonathan	New Hire	Buyer	Purchasing
Rivera, Steven	New Hire	Instructional Technology Tech.	Longfellow/CTE
Rodas, Monica	New Hire	Instructional Tech- BASP	Cragmont
Sealine, Lark	New Hire	Student Admissions Specialist	BEARS
Winston, LaShawn	New Assignment	School Services Assistant	Washington

Berkeley Unified School District

Merit System

Eligibility List for : **Administrative Assistant I
(Open and Promotional)**

Training & Assessment Evaluation: **January 9, 2024**
Written Examination: **January 18, 2024**

List Established by Personnel Commission: **February 28, 2024 to expire February 27, 2025**

Promotional

1 Leah Lopez

Open

1 Gerald Antoine
2 Chrystal Moore
3 Desiree White*
3 Sigrid Casimina
3 Galen Iwai-Folk
4 Maria Kovacs
5 Kaitlyn Doyle
6 Adia Young
7 Kendra Madison*
7 Joshua Yos*
7 Swikriti Joshi
8 Roquael Baham*
8 Eric Davis*
8 Sherri Clayton
8 Erica Hill
8 Nathaly Meza Blanco
8 Michael Sluus
9 Katarina Fajardo*
9 Jennifer Holly*
9 Sean Saephan*

****Eligibility to expire May 3, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Custodian I
(Open)**

Training & Experience Examination: **February 2, 2024**
Performance Examination: **February 14, 2024**

List Established by Personnel Commission: **February 28, 2024 to expire February 27, 2025**

Promotional

1 Mei Ma*

Open

1 Chime Tsering
2 Harold Davis
2 Maria Escoto Campos
2 Aaron Saechao
3 Santiago Arellano
3 Darron Winters
4 Manuel Contreras
4 Antonio Moore
4 Robert Hunter-Ford*
5 Nancy Sanchez*
6 Marco Gutierrez*

** Eligibility to expire April 12, 2024*

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Grounds Gardener
(Open)**

Performance Examination: **January 25, 2024**

Oral Examination: **January 25, 2024**

List Established by Personnel Commission: **February 28, 2024 to expire February 27, 2025**

Open

- 1 Agustin Cervantes
- 2 Felipe Torres Zurita
- 3 Benjamin Briceno
- 4 Jose Juis Romero
- 5 Daniel Rochin Jr

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant
(Open)**

Training & Experience Examination: **February 2, 2024**

Oral Examination: **February 9, 2024**

List Established by Personnel Commission: **February 28, 2024 to expire February 27, 2025**

Open

- | | |
|-------------------------------------|-------------------------------|
| 1 Leonardo Coila | 5 Mario Avalos (bilingual)* |
| 2 Cristina Lira Bazan (bilingual)* | 5 Martha Lazcano* |
| 2 Lesha Stewart* | 5 Asenath Wiggins** |
| 2 Katrina Siler** | 6 Alexis Argueta (bilingual)* |
| 3 Aamaria Vessel* | 7 Evely Torres (bilingual)*** |
| 3 Eric Ramirez Zepeda (bilingual)** | 8 Hyun Kyung Kim |
| 3 Denise Solorzano (bilingual)** | 8 Isabelle Macewan** |
| 4 Gina Wall* | |
| 4 Ellen Faden** | |
| 4 Amanda Robles (bilingual)** | |

** Eligibility to expire October 24, 2024*

*** Eligibility to expire September 27, 2024*

**** 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 : **Instructional Technician - Before & After School Program
(Open)**

Training & Experience Examination: **January 18, 2024**

Written Examination: **January 25, 2024**

List Established by Personnel Commission: **February 28, 2024 to expire February 27, 2025**

Open

- 1 Sajeda Morshed*
- 2 Maria Tule*
- 3 Salina Owens
- 4 Alexis Aranda
- 4 Joy Lumsey

**** 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 : **School Campus Aide**
(Open and Promotional)

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

Written Examination: **December 29, 2023**

List Established by Personnel Commission: **February 28, 2024 to expire February 29, 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

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Sous Chef-Production Kitchen**
(Open and Promotional)

Written Examination: **January 10, 2024**

Performance Examination: **February 8, 2024**

List Established by Personnel Commission: **February 28, 2024 to expire February 27, 2025**

Promotional

1 Roxana Mackthon

Open

1 Beve Julien

Charles Castillo
Secretary, Personnel Commission

Date _____

Isaiah Roter
Chairperson, Personnel Commission

Date _____

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
February 28, 2024**

AGENDA ITEM 8.a

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR REBECA ELIZABETH TORRES AVILA, FAMILY ENGAGEMENT AND EQUITY SPECIALIST

BACKGROUND INFORMATION

The attached request and supporting documents support an advanced step placement for Rebeca Elizabeth Torres Avila who has requested to be placed at Step 3.

Ms. Torres Avila has over three and half years of relevant experience as a substitute teacher at the Making Waves Academy teaching grades 5-12. Before that she has almost two years as a science teacher. The years of experience are not directly related; however, they are closely enough related to give her partial credit for her time. She also has a bachelor's degree in psychology with a minor in Latin American and Latino studies. She is also fluent in Spanish which serves our BUSD community and is a highly recruited area for her role.

I find that Rebeca meets both the recruitment and retention need under the merit rules language and I am supporting her request for a step 3.

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.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 51	\$5,542.88	\$ 34.11	\$5,820.75	\$35.82	\$6,114.88	\$37.63	\$ 6,430.13	\$39.57	\$6,748.63	\$ 41.53

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 3/ Range 51 be granted.

Advanced Step Placement Request

Name: Rebecca Elizabeth Torres AvilaClassification: Family Engagement & Equity SpecialistHire Date: 02/26/2024Site: Office of Family Engagement & EquityAdvanced 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	184.50	BA psychology / Minor LAW
	Master's Degree		
	PhD/Doctorate		

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

Rebeca Torres Avila


February 16, 2024

Re: Request for Advance Step Placement

Dear Commissioners,

I would like to request Advance Step Placement at Step 3 on the Classified Salary Schedule for the Family Engagement and Equity Specialists position. My attached documentation reflects my determination to promote future generations to grow and learn. As a first-generation scholar and formally undocumented individual, I was successful academically because of all the guidance teachers and mentors provided me. The support that my teachers and mentors gave me sparked inspiration to support students in the education system. I have been able to give back to my community in the educational system for three years as a tutor, academic advisor, and long-term substitute science teacher. I strongly suggest that my skills and experience support this request.

If you need any additional information, please contact me.

Thank you for your consideration.

Respectfully,

Rebeca Torres Avila

Family Engagement & Equity Specialist

Berkeley Unified School District

REBECA TORRES AVILA

EDUCATION

University of California, Santa Cruz
 Bachelor of Arts in Psychology & Minor in Latin American and Latino Studies
 Dean's Honors List

March 2021

SKILLS

- Fluent in Spanish and English
- Experience engaging and supporting students
- Passion for social justice and serving community

EXPERIENCE

Making Waves Academy (Richmond, CA)

October 2021- February 2024

Long Term Substitute Teacher

- Substitute classes from grade levels 5-12.
- Participate and engage in professional development meetings.
- Collaborate with teachers to access and apply curriculum.
- Maintain communication with parents regarding academic performance and disciplinary referrals.

Making Waves Academy (Richmond, CA)

January 2021- June 2023

5th Grade Science Teacher

- Teach and lesson plan and grade for four 5th grade science cohorts of 23-26 students.
- Regularly meet and collaborate with colleagues to create science curriculum and assessments.
- Instruct and coach substitute teachers on how to access and use our new 5th grade Science Curriculum.
- Proctor CAASPP state exam for 5th grade science.
- Participate and engage in professional development meetings and 5th grade level meetings.
- Collaborate with RSP teachers to support Special Education students within the context of an on-level mainstreamed class, utilizing differentiated instruction, request IEP, SST, and 504 plans for students with behavioral challenges and learning disabilities, and provide alternative assessments.
- Provide ELL instructional methods to support EL's understanding of material while maintaining rigorous course curriculum.
- Maintain communication with parents regarding academic performance and disciplinary referrals.

Oasis Law Group (Richmond, CA)

March 2021- December 2021

Translator

- Translate documents and phone calls for immigration attorneys.
- Maintain and organize confidential information shared from clients.
- Provide detailed and organized documentation for immigration attorneys.

Sigma Lambda Gamma National Sorority, Inc (Santa Cruz, CA)

April 2019- March 2021

Member

- Program Coordinator: Organize and host annual multicultural event Posada to provide a safe space to UCSC students and bring cultural awareness on different cultures and traditions.
- Academic Advisor: Organize study jams, coordinate academic check-in with members, support members with creating and following academic goals, and monitor members progress towards obtaining a bachelor's degree.

Responsibility, Integrity, Strength, and Empowerment program (RISE) (Berkeley, CA)

July- September 2016

Tutor

- Facilitate and organize English and Math tutoring sessions for a caseload of five students

HONORS AND AWARDS:

- Recipient of The Seal of Biliteracy (TSOB), 2017
- Member of Advancement Via Individual Determination (AVID), 2012-2017
- Recipient of Berkeley High School Academic Achievement, 2017
- Recipient of Mayor's Student Recognition, 2017
- Recipient of the High Hopes Scholarship, Berkeley Community Fund (BCF), 2017

REFERENCE LETTER

FEBURARY 15, 2024

Mariah Embry

8th English Teacher

Making Waves Academy

TO WHOM IT MAY CONCERN,

I have worked with Rebeca Torres Avila for the past 3 years at Making Waves Academy. I am writing this reference letter with great knowledge of Ms. Torres's skills as a leader at MWA and as someone who has worked closely as a co-teacher with her. Ms. Torres shows great leadership skills, which is why she was given the long-term sub position and taught year-round in 3 open positions for the past 3 years at MWA. Ms. Torres is a team player who has shown great skills in her lesson planning, grading, and covering additional classes when there were absences.

Ms. Torres is a hard worker who has the best interest of the team and her students in mind. Ms. Torres will often align herself with other teachers to help support and collaborate with them, which is how we met. Ms. Torres and I worked together in 2022 when we collaborated on a cross-subject project for ELA and Science. We also worked together to throw an end-of-year party for the cohorts we shared during the 2021-2022 school year. Both experiences were a success and an extremely fun learning experience for the students and ourselves.

Rebeca Torres is an asset to any company who has the honor of employing her. Ms. Torres is a hard worker, exceptional leader, and dedicated to her team. Ms. Torres brings growth to any company who is fortunate enough to employ her. Ms. Torres will go above and beyond to ensure that all of her responsibilities are met, and then help others out of the goodness of her heart. While MWA is losing a viable asset to our team, it is with great honor that I get to write this references letter for Ms. Torres as she continues her growth in her desired career field. Lastly, I want to say Congratulations on hiring Ms. Torres. Your company has truly gained a viable asset.

Sincerely,

Mariah Embry

To whom it may concern,

I am writing to advocate for a well-deserved pay scale adjustment for Rebeca Torres. Having worked closely with her for the past academic year at Making Waves Academy, I am constantly impressed and grateful for her wealth of experience, background knowledge, and unwavering work ethic.

Rebeca brings three years of experience to her role, and has consistently demonstrated a high level of understanding as she navigates her roles and responsibilities. Her contributions to the 7th grade team are already missed, and made it possible to support all students. Her Spanish speaking abilities need to be recognized, as she would go above and beyond ensuring that families and parents were able to feel heard. Rebeca is passionate about advocating for and ensuring that all students have an equitable opportunity for success. I believe that this passion will guide and inspire her as she begins her new position. She has shown that she can navigate complex challenges with ease, while also training and supporting both new and veteran teachers. Rebeca showcases a level of expertise that aligns perfectly with the requirements of a higher pay scale.

Beyond her experience, Rebeca has a commendable work ethic that sets a standard for dedication and excellence. She is kind, empathetic, and passionate. Her commitment to producing high-quality work consistently exceeded expectations, and this made her an invaluable asset to our team. I firmly believe that her contributions, experience, work ethic, and language skills should be recognized with a pay scale adjustment, as it truly acknowledges and reflects her skills.

Sincerely,
Annika Sabella, M.A.T.
7th Grade History Teacher

[REDACTED]

[REDACTED]

February 7, 2024

To whom it may concern,

It gives me great pleasure to write this letter on behalf of Rebeca Torres, for the position of Family Engagement and Equity Supervisor. For the past 3 years, I have worked closely with Rebeca and have seen a full transformation from a day-to-day substitute teacher, to a loving and supportive, data driven teacher. After familiarizing myself with the job description, I can confidently attest to Rebeca being the optimal candidate.

My working relationship with Rebeca first began during my MAF Leave. Rebeca stepped in and took over my class so that I could have an extended time away with my newborn. It did not take long for me to recognize the wonderful relationship she had established with her students, taking the role of classroom teacher seriously. Upon my return, I leaned into my Lead Teacher role and began my coaching relationship with Rebeca. I was so impressed with how passionate she was about teaching and creating a safe and supportive learning environment for her students.

Rebeca has a very natural way of interacting with people. Her caring personality establishes a sense of inclusion and she develops relationships centered around trust. As my coachee, she would ask critical questions to help strengthen her skills as a teacher. She would regularly plan multiple differentiated approaches for her lesson, thinking about how to reach all of her students. Rebeca was always reflective and made really sound modifications and adjustments to her lesson delivery for each of her classes. Her ability to receive feedback and implement suggestions in real-time was very impressive for a novice teacher.

A strength of Rebeca's that I have always appreciated, is her confidence in establishing relationships with families. Rebeca would contact families early in the school year to establish a relationship built on care and respect. She would call often to provide academic, emotional, and informative support. Being bilingual was a benefit as a large population of our families speak Spanish. Rebeca could relay information in a responsive manner that helped families understand the importance of any needed interventions, and supporting the possible solutions towards success.

Rebeca is a very confident and capable educator. She understands the importance of family involvement for the benefit of the child. She is very capable with great communication and organization skills that will suit her well in this new role for the Berkeley Unified School District.

Thank you,
Marianna Rodriguez
5th Grade Teacher
Making Waves Academy

January 23, 2024

Berkeley Unified School District
2020 Bonar St.
Berkeley, CA 94702-1793

Dear Sir or Madam,

I am writing this letter to express my enthusiastic support for my former colleague, Rebeca Torres Avila and her request for a salary increase. During our time working together at Making Waves Academy, I witnessed Rebeca's remarkable abilities, unwavering commitment, and valuable impact on the organization.

Since Rebeca joined MWA, she has consistently exhibited a strong work ethic, a commitment to quality, and a proactive attitude that significantly impacted our school community success. Her willingness to tackle more tasks and collaborate with various departments truly illustrates her admirable work ethic. I am confident that she will bring tremendous value to the Berkeley Unified School District community, given her bilingualism, bicultural background, and unwavering commitment to serving marginalized groups.

I would like to kindly ask you to consider my request for a pay adjustment so that Rebeca's salary corresponds with her experience and with the increase of cost of living.

Please free to call me at [REDACTED] or contact me at [REDACTED]

Nelly Hernández Sustaíta
Program Assistant
Leaders for Equity and Democracy (LEAD)
Leadership Coaching Initiative and Professional Learning
Berkeley School of Education

Berkeley High School

Academic Achievement

The teachers & staff of the Berkeley International High School recognize

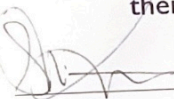
Rebeca Torres

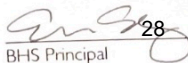
as a

Leader at Heart

A student that should be in a leadership position. They are role models for their peers because of their constant motivation and inspiration.




BHS

 28
BHS Principal

12/15/16
Date



AVID Certificate of Excellence

Rebeca Torres Avila

In celebration of your accomplishments as an engaged participant in
Berkeley Unified School District's
Advancement Via Individual Determination Program,
we award you this certificate in Berkeley, California, on May 30, 2017.

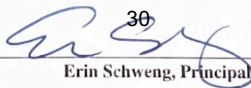
BERKELEY HIGH SCHOOL

This Certificate of Excellence
is awarded to

Rebeca Torres Avila

selected from the Class of 2017
for outstanding scholarship

Presented on May 24, 2017

30

Erin Schweng, Principal

Berkeley High School

Through its Faculty and the Board of Education awards this

Diploma

to

Rebeca Elizabeth Torres Avila

for the Successful Completion of the Work required for Graduation
Done at Berkeley, California, this month of June, Two Thousand Seventeen.

Diana Evans
Superintendent of Schools



Eric Schney
Principal

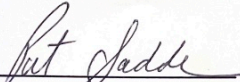
[Signature]
President-Board of Education

Biliteracy Pathway Award

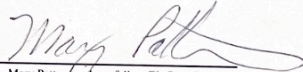
Rebeca Torres

Received this award in recognition of and as a testimonial to outstanding bilingual achievement in listening, speaking, reading, and writing in Spanish and English.

Awarded at Longfellow Middle School, Berkeley Unified School District
This 4th Day of June, 2013.


Patricia Saddler, Longfellow Principal

32


Mary Patterson, Longfellow EL Coordinator

MAYOR'S STUDENT RECOGNITION EXTRAORDINARY EFFORT AWARD

IS PRESENTED TO

Rebeca Torres Avila

In recognition of the commendable perseverance evidenced to overcome personal obstacles through hard work. Their efforts exemplify resiliency and the ability to transform challenging circumstances into positive outcomes.

Jesse Arreguin

Mayor Jesse Arreguin
City of Berkeley



May 18th 2017

Berkeley High School

**LE CONTE
NEIGHBORHOOD SCHOLARSHIP**

as administered by the Berkeley Public Schools Fund for the amount of \$600

IS AWARDED TO

Rebeca Torres Avila

MAY 2017

Jim McGrath

34

Jim McGrath, Volunteer & Donor

Certificate of Scholarship

In recognition of academic achievement,

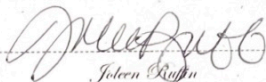
outstanding citizenship,

and great promise for success

Rebeca Torres-Avila

is the recipient of the 2017

Marston-Luevano High Hopes Scholarship

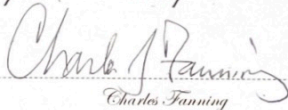


Joleen Quinn

Executive Director, Berkeley Community Fund

June 12, 2017

35



Charles Fanning

President, Board of Directors, Berkeley Community Fund

June 12, 2017

Certificate of Achievement

THIS ACKNOWLEDGES THAT

REBECA TORRES AVILA

HAS BEEN AWARDED THE SEAL OF BILITERACY FROM THE STATE OF
CALIFORNIA



HEIDI WEBER, WORLD LANGUAGES ADMINISTRATOR,
BERKELEY HIGH SCHOOL

36

MAY 22, 2017

THE REGENTS OF THE


University of California

ON THE NOMINATION OF THE FACULTY OF
COLLEGE NINE
HAVE CONFERRED UPON

REBECA ELIZABETH TORRES AVILA

THE DEGREE OF BACHELOR OF ARTS
WITH A MAJOR IN PSYCHOLOGY
WITH ALL THE RIGHTS AND PRIVILEGES THERETO PERTAINING

GIVEN AT SANTA CRUZ
THIS NINETEENTH DAY OF MARCH IN THE YEAR
TWO THOUSAND AND TWENTY-ONE


GOVERNOR OF CALIFORNIA AND
PRESIDENT OF THE REGENTS


PRESIDENT OF THE UNIVERSITY




CHANCELLOR AT SANTA CRUZ


PROVOST OF THE COLLEGE

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT**

February 28, 2024

AGENDA ITEM: 8.b

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR NATHANIEL RUIZ,
ADMINISTRATIVE ASSISTANT I: CURRICULUM AND INSTRUCTION

BACKGROUND INFORMATION

The attached request and supporting documents support an advanced step placement for Nathaniel Ruiz who has requested to be placed at Step 5.

Mr. Ruiz has over four years of relevant office administrative assistant experience and an advanced degree in Political Science. He also has a teaching credential. In addition, his current supervisor Chris Albeck, the Director of Curriculum and Instruction, writes a letter of recommendation for him.

I find that Mr. Ruiz meets both the recruitment and retention need under the merit rules language and I am recommending 3 steps for his experience and 1 step for his Bachelor's degree.

I recommend a step advancement of 5 for Mr. Nathaniel Ruiz.

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.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 42	\$4,433.00	\$ 27.28	\$4,655.63	\$28.65	\$4,866.38	\$30.07	\$ 5,139.88	\$31.63	\$5,406.38	\$ 33.27

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 5/ Range 42 be granted.

Advanced Step Placement Request

Name: Nathaniel RuizClassification: Administrative Assistant I: Curriculum and InstructionHire Date: 8/21/2023Site: District OfficeAdvanced 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	64	AA in Social Sciences and Poli Sci
	Bachelor's Degree	57	BA in Political Science
	Master's Degree	21	Course work in Education/ Credential Program
	PhD/Doctorate		

		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	Credentrial Program (1yr), Government Exp (1.5yr)
	3-5 years	Office Assistant for Traffic School Co. (3yrs)
	6-9 years	
	10-15 years	
	15+ years	

Nathaniel Ruiz



Berkeley Unified School District

Request for Advanced Step Placement:

Dear Personnel Commission,

I hope this finds you well. My name is Nathaniel Akira Ruiz, and I am writing to formally request consideration for an advanced step placement within the Curriculum & Instruction department at BUSD from step 1 to step 5.

I have been dedicated to my role of Administrative Assistant I since August of 2023, and I am highly confident that my abilities contribute significantly to my department. Throughout the course of my tenure here, I have consistently demonstrated a high level of competence, knowledge and a strong commitment to always improving.

I will describe the history of my education and work experience as it relates to my request for a step increase. Out of high school I decided to attend Pasadena Community College where I obtained my Associates Degree and then transferred to Cal Poly Pomona where I graduated with a BA in Political Science and an emphasis in Public Administration. After finishing my BA, I immediately went into the Teaching Credential Program where I was admitted into the History program. I passed my CBEST and gained clearance from the CTC.

My relevant work experience started in 2015 where I began working as a coach at my former school district. Being able to have a positive impact on these young people's lives gave me such a huge sense of fulfillment and has followed me over to Berkeley where I aim to positively impact the entire district for my current role and in the future as well. In 2016 I began working for a traffic school where I was an office assistant. Here I learned a myriad of office skills including, taking phone calls, setting up appointments, spreadsheet work and customer service in an office environment. The most relevant work experience is the job I held most previously where I worked for the city of San Pablo. I was an Administrative Assistant that handled public interaction and worked the front desk for the Community Services department. In the 2 summers I worked for them, I would oversee the camps and everything related. This included registration, managing transportation for field trips, overseeing the staff, filling for breaks, staff meetings and coordination of staff.

While only being in this role for less than 6 months I believe my work to contribute to the betterment of BUSD as a whole. While I have been responsible for my work, I have also taken on any work left over from predecessors, as well as helping out with work from other departments as well. I have also been the overseer of a few projects where I am in charge of inputting the orders, documenting, tracking and making sure the payment is made.

In light of everything I currently do for BUSD, and my previous educational and work experience, I believe that a step increase would, not only, serve as a recognition of my contributions but also as a motivation to continue elevating myself and my performance. Everything I am able to do for the district has come from the extensive background of education and work experience I possess, without these qualities, traits and know-how I would not be able to produce the way I have thus far. That alone, I believe, is enough to increase steps, but in combination with my production I believe that should put me over the top. I am extremely enthusiastic about my future with BUSD.

I understand that the decision regarding step placement is carefully considered, and I am grateful for the opportunity to present my case. I am open to further discussion and would be happy to provide any additional information or documentation that isn't listed on the Advanced Step Placement Request form

Thank you in advance for your time and consideration. I look forward to the possibility of discussing this matter further and appreciate your attention to my request.

Sincerely,

Nathaniel Akira Ruiz

Nathaniel Akira Ruiz

[REDACTED]

[REDACTED]

[REDACTED]

EDUCATION

- **Pasadena City College (2015-2018)**
 - Associates of Arts for Transfer, Social Studies
- **California State Polytechnic University, Pomona (2018-2021)**
 - Bachelors of Arts, Political Science
 - Credential Program

CERTIFICATIONS

- **Certificate of Clearance for the California Commission on Teaching Credentials**
- **California Basic Education Skills Test**
- **Research Methods and Advanced Research Methods (Cal Poly Pomona)**

EXPERIENCE

- **Administrative Assistant I: Berkeley Unified School District**
 - Berkeley, CA (August 2023-Present)
 - Support my supervisor with any work they need assistance with
 - Order supplies, textbooks, for C&I department and the district for professional development
 - Review and submit timesheets
 - Create and procure contracts for services rendered
 - Taking minutes for meetings my supervisor moderates
 - Keep copies and files for review purposes
 - Maintain a schedule of rooms my department is responsible for
 - Track Orders through delivery, receive them in OL6 and update tracker
 - Ensure payments are made for my department
- **Administrative Intern: City of San Pablo**
 - San Pablo, CA (February 2022-August 2023)
 - Manage the front desk for the Community Service Department
 - Handle all financial transactions including payments, invoices and daily deposits
 - Corresponded with the public via email, phone calls and public announcements

- Create spreadsheets, flyers, and documents for official use
 - Conduct research to present to the Director of Community Services
 - Facility rentals; give out information, book events, and give tours
- **Office Assistant: Moving Violations Traffic School**
 - Irwindale, CA (June 2016-March 2020)
 - Organize client database onto an online system
 - Manage spreadsheets that track expenses, client info, etc.
 - Handle all calls, emails, and in-person inquiries
 - Organize and clean the office
- **Coach: Temple City High School**
 - Temple City, CA (August 2015-December 2016)
 - Teach the fundamentals of the game to the students
 - Hold tutoring sessions after school to assist the athletes before practice
 - Provide a role model for those on the team

Berkeley Unified School District Personnel Commission,

I am writing to endorse Nathan Ruiz's request for step placement advancement on the salary schedule within the Berkeley Unified School District. As an Administrative Assistant I within our district, Nathan has consistently exemplified dedication, professionalism, and expertise, making him an invaluable asset to our district.

Nathan's educational background, including his associates and bachelors degree, has provided him with a solid foundation for his role. His academic achievements reflect his commitment to personal and professional growth, which he continuously applies to his work in our district.

With four years of administrative assistant work experience prior to coming to Berkeley Unified, Nathan has developed an in-depth understanding of operations, policies, and procedures. His familiarity with our unique educational environment and community dynamics enables him to navigate challenges effectively and implement solutions that align with our district's goals and values.

Throughout his tenure, Nathan has consistently demonstrated a proven track record of excellence. His ability to improve administrative procedures, such as streamlining processes, coordinating successful events, or implementing district protocols and practices has significantly enhanced the efficiency and effectiveness of our department and district operations.

Moreover, Nathan's dedication to supporting our district's mission of providing quality education and fostering student success is evident in his daily work. He approaches his responsibilities with enthusiasm, professionalism, and a genuine desire to make a positive impact on the lives of students, educators, and our school district.

Given Nathan's outstanding performance and contributions to our district, I am confident that his advancement on the salary schedule is well-deserved. It not only acknowledges his hard work and dedication but also serves as a testament to his ongoing commitment to excellence within the Berkeley Unified School District.

Thank you for considering Nathan Ruiz's request for step placement advancement. His continued growth and success are integral to the continued success of our district. Should you require any further information or assistance, please do not hesitate to contact me.

Sincerely,

Chris Albeck
chrisalbeck@berkeley.net



A handwritten signature in black ink, appearing to be 'Chris Albeck'.



Berkeley Unified School District

2020 Bonar Street, Berkeley, CA 94702
(510) 644-6257 Fax: (510) 644-8815
www.berkeleyschools.net

Debbie Dean, Director of Schools TK-8
Educational Services

February 8, 2024

To Whom It May Concern,

I am writing this letter in support of Mr. Nathaniel Ruiz being moved up to additional steps to account for his education and experience. Mr. Ruiz came to BUSD with administrative assistance experience as well as an associates and bachelors degree. Additionally, he has twenty two units beyond his bachelor's degree and many of those units are in education.

In the time that Mr. Ruiz has worked in Berkeley, he has shown us his strong work ethic and commitment to his job. Recently, he was picking up bagels at 6:30am so that our district professional development day could start by providing food and coffee to our staff. He does this work with a smile on his face and a "can do" attitude. This is one small example of his commitment.

In our work together, he is always polite, helpful, and interested in supporting the curriculum and instruction department. He is at the beginning of his career and it is my hope that he will retire from Berkeley Unified School District after holding a host of jobs that serve the students and community.

I would be very sad to lose Mr. Ruiz to another district and I encourage a full review of his experience and education so that he can be appropriately compensated.

Respectfully,

Debbie Dean

PASADENA CITY COLLEGE

Date Issued: 25-JAN-2024

Official Transcript

Record of: Nathaniel Akira Ruiz

Student ID: [REDACTED]

SSN: [REDACTED]

Date of Birth: [REDACTED]

Awarded Associate in Arts-Transfer: 18-JUN-2018

Major : Political Science-AA-T

Awarded Associate in Arts: 18-JUN-2018

Major : Social & Behavioral Sci AA

CSU GE Completed & Certified 18-JUN-2018

CSU GE Amer Inst Completed 18-JUN-2018

IGETC	CSU	C-ID	SUBJ	NO	COURSE TITLE	AH	GR	EH	GH	GP	CODE
INSTITUTION CREDIT											
Fall 2015 31-AUG-2015 - 20-DEC-2015											
3A	C1	E	COLL	001	FIRST YEAR SEMINAR	3.0	F	0.0	3.0	0.0	2.267
			ENGL	100	READING AND WRITING	4.0	B	4.0	4.0	12.0	
			ENGL	901	WRITING CENTER LAB	0.3	P	0.3	0.0	0.0	
			MATH	150	QUANTITATIVE LITERACY II	5.0	C	5.0	5.0	10.0	
			THRT	001	INTRODUCTION TO THEATER	3.0	A	3.0	3.0	12.0	
		Term Totals:				15.3		12.3	15.0	34.0	
Spring 2016 11-JAN-2016 - 08-MAY-2016											
1A	A2		ENGL	001A	READING AND COMPOSITION	4.0	B	4.0	4.0	12.0	3.000
4H	D8 US-2		POLS	001	INTRO TO AMERICAN	3.0	B	3.0	3.0	9.0	
2A	B4		STAT	018	STATISTICS FOR BEHA VIORAL AND	4.0	B	4.0	4.0	12.0	
3A	C1		THRT	007B	CONTEMPORARY FILM HISTORY	3.0	B	3.0	3.0	9.0	
Term Totals:				14.0		14.0	14.0	42.0			
Fall 2016 29-AUG-2016 - 18-DEC-2016											
4A 5B	B2 D1		ANTH	001	PHYSICAL ANTHROPOLOGY	3.0	B	3.0	3.0	9.0	3.333
3B	C2		ENGL	001B	READING AND COMPOSITION	0.0	W	0.0	0.0	0.0	
4H	D8		POLS	006	THE U.S. AND WORLD POLITICS	3.0	B	3.0	3.0	9.0	
1C	A1		SPCH	001	FUNDAMENTALS OF SPEECH	3.0	A	3.0	3.0	12.0	
Term Totals:				9.0		9.0	9.0	30.0			
Spring 2017 21-FEB-2017 - 18-JUN-2017											
1B	A3		ENGL	001C	INTERMEDIATE COMPOSITION-	4.0	C	4.0	4.0	8.0	2.923
5A	B1		GEOG	001	PHYSICAL GEOGRAPHY	3.0	A	3.0	3.0	12.0	
3B 4F	C2 D6 US-1		HIST	007B	U. S. HISTORY FROM 1876	3.0	C	3.0	3.0	6.0	
4H	D8		POLS	002	COMPARATIVE GOVERNMENT AND	3.0	A	3.0	3.0	12.0	
Term Totals:				13.0		13.0	13.0	38.0			



ARLENE REED
DIRECTOR, ADMISSIONS, RECORDS
AND ENROLLMENT MANAGEMENT

Name: Nathaniel Akira Ruiz

PASADENA CITY COLLEGE

Student ID: 10129534

Date Issued:

25-JAN-2024

IGETC	CSU	C-ID	SUBJ	NO	COURSE TITLE	AH	GR	EH	GH	GP	CODE
Fall 2017 28-AUG-2017 - 17-DEC-2017											
4A	D1 E		ANTH	002	CULTURAL ANTHROPOLOGY	3.0	A	3.0	3.0	12.0	
4B	D2		ECON	001A	PRINCIPLES OF ECONOMICS	3.0	C	3.0	3.0	6.0	
5A 5C	B1 B3		GEOL	001	PHYSICAL GEOLOGY	4.0	C	4.0	4.0	8.0	
4I	D9 E		PSYC	001	INTRODUCTORY PSYCHOLOGY	3.0	B	3.0	3.0	9.0	
Term Totals:						13.0		13.0	13.0	35.0	2.692
Spring 2018 20-FEB-2018 - 18-JUN-2018											
			AJ	010	INTRODUCTION TO THE	3.0	D	3.0	3.0	3.0	
			AJ	012	CONCEPTS OF CRIMINAL LAW	3.0	C	3.0	3.0	6.0	
5A	B1		GEOL	012	PHYSICAL OCEANOGRAPHY	3.0	B	3.0	3.0	9.0	
3B	C2		RELG	002	COMPARATIVE RELIGION: FAR	3.0	B	3.0	3.0	9.0	
Term Totals:						12.0		12.0	12.0	27.0	2.250

----- TRANSCRIPT TOTALS -----

	AH	EH	GH	GP	GPA
Pasadena City College Cumulative total	76.3	73.3	76.0	206.0	2.711
PCC Courses Number 1 - 399 totals:	76.0	73.0	76.0	206.0	2.711
PCC Courses Number 1 - 99 totals:	67.0	64.0	67.0	184.0	2.746

----- END OF TRANSCRIPT -----



ARLENE REED
DIRECTOR, ADMISSIONS, RECORDS
AND ENROLLMENT MANAGEMENT

PASADENA CITY COLLEGE
 1570 East Colorado Boulevard
 Pasadena, California 91106-2003
 Transcript Office: (626) 585-7396

HISTORY

In 1924, one year of college work was added to the program offered by Pasadena High School and soon after another year was added. In 1928, Pasadena High School and Pasadena Junior College merged into a four year junior college. John Muir College, was organized in 1946. Pasadena Junior College's name was changed to Pasadena City College in 1947. In 1953, the two four-year junior colleges were combined into a single college. Pasadena City College, serving freshman and sophomores. The Pasadena Area Junior College District formation was approved by the voters and became effective July, 1 1967. The name became Pasadena Area Community College District on September 10, 1970.

ACCREDITATION

Pasadena City College is fully accredited through the Western Association of Schools and Colleges.

CALENDAR

Pasadena City College operates under a semester system.

COURSE NUMBERING SYSTEMS (1966 through Spring 2013)

Beginning Summer 2013 the course numbering for University lower division equivalents changed to 001-099.

1-99	University lower division equivalents (CSU and/or UC transferable)
100-399	Technical, semi-professional, occupationally oriented, or community college general education
400-499	Qualifying, review or foundation building; non-degree applicable
900-950	Non-degree applicable, corequisite courses for specific skills development

GRADE EXPLANATION

		<u>Grade Points</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing	0
FW	Failing due to non-participation	0

Not Calculated in GPA:

I*	Incomplete
W	Withdrawn
MW	Military Withdrawal
CR	Credit- at least satisfactory
NC	No Credit-less than satisfactory or failing
P	Pass- at least satisfactory
NP	No Pass-less than satisfactory or failing
IP	In Progress
RD	Report Delayed
EW	Excused Withdrawal

*Beginning Summer 2013 "I" grades are shown with the grade to which the "I" grade will default if the work is not completed within one year.

This Academic Transcript from Pasadena City College located in Pasadena, CA is being provided to you by Parchment, Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Parchment, Inc is acting on behalf of Pasadena City College in facilitating the delivery of academic transcripts from to other colleges, universities and third parties.

This secure transcript has been delivered electronically by Parchment, Inc in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than Pasadena City College's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Transcript Office, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, CA 91106-2003, Tel: (626) 585-7396.

Explanation of Codes:

01	Grade Change
02	Incomplete (I) Grade Change
03	Grade Change by Petition
04	Academic Renewal
05	Disregard (Course Repeated)
06	Repeated Course (Units Attempted/Grade Allowed)
07	Units Changed/Partial Repeat
08	Repeated at Another Institution
09	Credit by Examination
10	Course Entry Adjusted by Petition
11	Repeated Course (Units/Grade Not Allowed)
12	Subject Credit AP/CLEP/Military
20	Military Withdrawal
99	See Comment After Semester Totals
E	Excluded from GPA
I	Included in GPA

ACADEMIC POLICY

A student is in good standing unless otherwise noted.

Academic	Students who achieve less than a 2.0 cumulative grade-point average in 12 or more units attempted.
Probation	Students enrolled on academic probation who fail to achieve a cumulative 1.75 grade-point average in two subsequent semesters of enrollment.
Academic Dismissal	Students who have attempted 12 or more cumulative units and W, I and NP units equal to half or more of the total units.
Progress	Students enrolled on progress probation whose cumulative number of W, I, and NP units equal to half or more of the total units attempted for two consecutive semesters.
Dismissal	

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The Purpose of Academic Renewal (Sections 55764 and 55765 of the California Administrative Code) is to disregard students' previously recorded substandard academic performance when such work does not reflect current demonstrated ability. As a consequence, Academic Renewal allows students the benefits of their current level of ability and performance and does not permanently penalize them for poor performance in the past.

ASSOCIATE DEGREE REQUIREMENTS

Minimum 60 units with a cumulative grade-point average of 2.0 or higher is required to earn a degree. See catalog for specific requirements.

RELEASE OF INFORMATION

This information has been forwarded to you at the written request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information to a third party without the student's written consent.

California Commission on Teacher Credentialing

*By virtue of the authority vested in the Commission on Teacher Credentialing and in
recognition of preparation for service in California Public schools*

NATHANIEL RUIZ

is hereby awarded the

Certificate of Clearance

together with all the rights, privileges, and responsibilities appertaining thereto

valid: 03/30/2020 to 04/01/2025



Fine Sloan

*Chair, Commission on
Teacher Credentialing*




Mary Vixie Sandy

*Executive Director,
Commission on Teacher
Credentialing*

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
February 28, 2024**

AGENDA ITEM 8.c.

SUBJECT: REQUEST TO EXTEND AFTER SCHOOL PROGRAM SITE COORDINATOR
ELIGIBILITY LIST

BACKGROUND INFORMATION

This is an action item for the Commissioners to discuss whether or not to extend the After School Program Site Coordinator list for one year. Three employees currently on the list have made the request.

The current employees would like to have an opportunity to possibly promote from within.

EXECUTIVE DIRECTOR'S RECOMMENDATION

I support the extension of the list because we have current employees on the list who have expressed interest in a potential promotion. I do not believe the extension should exceed one year. The department is currently trying to figure out their budget and an extension would allow for the District to make the appropriate decision based on the their budget.

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 sarahgoodwin@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: Nabatah Ahmed (Date) 02/07/24

Telephone Number: 510-205-1295 Email Address: nabatahahmed@berkeley.net

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:

I Nabatah Ahmed would like to request for an extension on the waitlist for the Afterschool Coordinator position.

Background Information:

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

As a result in my personal life, I am unable to accept the position of After-school Coordinator. However, I would like to stay on the waitlist until I am ready to move on with the process of taking advantage of the opportunity that becomes available. At the time being, however I am submitting a request to remain on the waitlist.

For Personnel Commission Use Only:

Date of Chairperson Review: Theresa Cantu

Determination: ☒ Place on agenda for meeting of 2/28/24

☒ Place on agenda as ACTION Date of Personnel Commission Meeting

☐ Do not place on agenda Type of Item

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 sarahgoodwin@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: Unique Wells (Date) 02/22/2024

Telephone Number: (510) 684-9105 Email Address: UniqueWells@Berkeley.net

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:

I would like to extend my place on the eligibility list for the After School

Program Site Coordinator, that is set to expire this April.

Background Information:

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

I am currently on the eligibility list for the After School Program Site Coordinator

With one Coordinator Positions unfilled, and one opening soon, I would like to be considered for the role. I am currently the Program Specialist at BAM with no Coordinator.

The Coordinator Position that is not currently occupied has not yet been posted,

so I would like to have my place extended.

Thank you kindly for you attention

Unique Wells BAM Program Specialist

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____

Date of Personnel Commission Meeting

☐ Place on agenda as _____

Type of Item

☐ Do not place on agenda

Berkeley Unified School District

Merit System

Eligibility List for : **After School Program Site Coordinator
(Open and Promotional)**

Written Examination: **January 26, 2023**

Oral Examination: **February 15, 2023**

List Established by Personnel Commission: **April 13, 2023 to expire April 12, 2024**

Promotional

- 1 Evan Adorador
- 2 Jasmine McCrory
- 3 Aaron Grayson III
- 3 LaShonda Roquemore
- 3 Jarrett-Tory Sanders
- 3 Nabatah Ahmed
- 3 Dontay Gallon
- 4 Kimberly Wright
- 5 Kathleen Russell
- 5 Wells Unique
- 6 La Tasha Mitchell
- 7 Arlene Foster
- 8 Nicole Williams
- 9 Kiegan Baird

Open

- 1 Erin Witus
- 2 Jontanika Battle
- 3 Daphne Thomas
- 3 Ana Zamudio
- 4 Alviana Johnson
- 5 Tobias Magree
- 5 Kristen Davis
- 5 Pamela Outten
- 6 Samantha Hoffman
- 7 Dominique Williams-McNac

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
February 28, 2024**

AGENDA ITEM 8.c

SUBJECT: HIGH SCHOOL CUSTODIAL SUPERVISOR ELIGIBILITY LIST

BACKGROUND INFORMATION

This is a follow-up conference item from the January 31st, 2024 Personnel Commission meeting. The Commissioners voted to lower the written exam score to 70 for the High School Custodial Supervisor recruitment and asked that the oral panel be reconstructed to interview the candidates who scored between 70 and 79. Taking this directive, the examination team attempted to reconstruct the panel but were only successful in securing 2 of the 3 panelists.

At issue is how to proceed since the original, complete panel is not available. There are three options:

- a) Secure an entirely new panel of three subject matter experts and conduct a new oral examination for the entire applicant pool.
- b) Conduct oral examinations for the additional candidates using the two available panelists, throw out the score of the third panelist from the original candidate pool and rank based on these new scores.
- c) Ratify the eligibility list presented at the January 31st, 2024 Personnel Commission meeting.

This issue has been discussed with the Commission's legal team and with Personnel Directors from around California. There are serious implications to retesting the entire pool as well as rescoring a completed exam based on two panelists instead of three.

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 at the January 31, 2024 meeting. Moving forward, the examination process must reach a level of transparency that invokes trust in the process while also maintaining efficiency for the District's hiring needs.