

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Annex Conference Room
Berkeley, CA 94704

Personnel Commission

Ann Aoyagi Roy Doolan Dan Lee
Secretary, Randy Perez

Meeting Agenda

October 6, 2011, 2:55p.m.

| | |
|---|-----------------------|
| Call To Order – 2:55pm | Chairperson Lee |
| Roll Call & Establishment of Quorum | Secretary Perez |
| Closed Session: 3:00pm – 4:00pm Personnel Matters | Chairperson Lee |
| Report from Closed Session | Chairperson Lee |
| Approval & Adoption of Agenda | Chairperson Lee |
| Reports Unions | Union Representatives |
| Public Comments This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission unless the matter is placed on a subsequent agenda. | Public |
| Commissioners' | Commissioners |
| Personnel Director | Secretary Perez |
| Consent Items These items are considered routine and may be enacted by a single motion. | |
| Corrections to Prior Eligibility Lists <ul style="list-style-type: none">• Site Coordinator, After School Program | Secretary Perez |
| Ratification of Eligibility Lists <ul style="list-style-type: none">• Program Assistant (Spanish Bilingual Required)• Occupational Therapist | Chairperson Lee |
| Conference Items These items are presented for discussion and action, and may have been reviewed at a previous meeting. | Chairperson Lee |
| <ul style="list-style-type: none">• Approve the job description – Specialist, Interpretation & Translation• Clarify accelerated salary placement for Interpreters for the Deaf• Clarify assessments for paraprofessionals• Decertify School Secretary I Eligibility List• Decertify Instructional Assistant, Special Education Eligibility List | |
| Discussion Items These items are open for discussion and do not require action. | Commissioner Doolan |
| <ul style="list-style-type: none">• Eligibility Lists• Reemployment Rights• Admission to Examinations | |

- Notice of Examinations
- Annual Report
- Agenda Item Request Form

Secretary Perez

Additional Action Item

Approval of September 1, 2011 Minutes

Chairperson Lee

Closed Session

Performance goals and evaluation of Classified Director

Chairperson Lee

Report from Closed Session

Chairperson Lee

Next Meeting

Follow up items for November 10, 2011 Personnel Commission Meeting

Chairperson Lee

Adjournment

Chairperson Lee

Berkeley Unified School District

Merit System

Eligibility List for: **Site Coordinator – After School Programs (Promotional)**

Written Examination: **August 25, 2011**

Performance Evaluation: **N/A**

Technical and General Fitness Oral Exam: **August 25, 2011**

List established by Personnel Commission: **August 31, 2011 to expire August 31, 2012**

| Date Certified to Position: | Effective Date of Appointment |
|--|--|
|--|--|

1 Antoinette Cooks



Randy Perez
Secretary to the Personnel Commission

10/8/2011

Date

Berkeley Unified School District

Merit System

Eligibility List for:

Site Coordinator – After School Programs (Open)

Written Examination:

August 25, 2011

Performance Evaluation:

N/A

Technical and General Fitness Oral Exam:

August 25, 2011

List established by Personnel Commission:

August 31, 2011 to expire August 31, 2012

| | Date Certified to Position: | Effective Date of Appointment |
|-------------------------|--|--|
| 1 Amy Pedrioli | _____ | _____ |
| 2 Ward Stern | _____ | _____ |
| 3 Molly Gowen | _____ | _____ |
| 4 Terra Doby | _____ | _____ |
| 5 Sharmila R. W. Wright | _____ | _____ |
| 6 Krystal Cathcart | _____ | _____ |



Randy Perez
Secretary to the Personnel Commission

10/3/2011
Date

Berkeley Unified School District

Merit System

Eligibility List for : **Program Assistant (Open & Promotional)**
(Bilingual Spanish Required)

Written Examination: **August 25, 2011**

Performance Evaluation: **N/A**

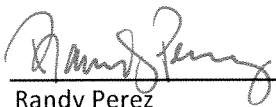
Written Examination (2nd): **August 30, 2011**

List Established by Personnel Commission: **September 2, 2011 to expire September 2, 2012**

**Effective Date of
Appointment:** _____

1 Jessica Lopez-Tello

2 Luis Jaimes



Randy Perez
Secretary, Personnel Commission

9/2/2011

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for :

Occupational Therapist (Open)

Written Examination:

August 18, 2011 - August 29, 2011

Performance Evaluation:

N/A

Oral Fitness Evaluation:

August 29, 2011

List Established by Personnel Commission:

September 3, 2011 to expire September 3, 2012

**Effective Date of
Appointment:**

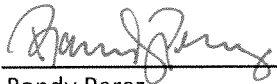
1 Sian Cartagena

2 Amanda Cotant

3 Amy Moran

4 Patricia Weisenberger

5 Lawrence Bardach



Randy Perez
Secretary, Personnel Commission

9/3/2011

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: September 21, 2011
SUBJECT: New Position: Specialist, Interpretation and Translation

BACKGROUND INFORMATION

In 2008 the Berkeley Unified School District, the City of Berkeley, and University entered into a partnership to eliminate the racial disproportionality in student achievement by the year 2020. This effort is known as the *2020 Vision*.

During the past three years the District has worked closely with our partners to develop systems changes that would eliminate the achievement gap. As the District is making progress in the work to achieve the *2020 Vision*, communication has become more critical to ensure true systems changes. The recent communications study indicates that we need to improve our communication with our families who are non-English proficient if we are to maximize their participation in their children's education.

In addition, Education Code Section 48985 requires that interpretation and translation be provided at the District level when 15 per cent of English Learners enrolled in the District speak a specific primary language, and at the school level when 15 per cent of English Learners enrolled at that school speak a specific primary language.

Staff recognizes the need to identify a single position focused on enhancing interpretation and translation services in the District's major language, as well as coordinating these services for other languages. The complete job description is attached.

If the Board approves this position, funding for this year will come from BSEP Public Information funds and School Library Improvement Program (SLIP) carryover funds. In future years, BSEP will continue to cover half the cost of this position. The other half of the cost will be included on the list of centralized services that are categorically-funded and authorized annually by School Governance Councils.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Education Code Sections 35020 and 48985

FISCAL IMPACT

Approximately \$84,660 annually

STAFF RECOMMENDATION

Approve the new job description and position.



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

| | | | |
|---|---|------------------------------|--|
| TITLE: | Specialist, Interpretation and Translation | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT/SCHOOL: | As Assigned | CLASSIFICATION: | Classified Office Technical |
| Fair Labor Standards Act Classification: | Non-Exempt | WORK YEAR: HOURS: | 12 months/ 7.5 hours per day or Duty days/hours as assigned |
| APPROVED: Board Commission | 09/21/11 10/06/11 | SALARY GRADE: | BCCE Range 58 |

BASIC FUNCTION: Under the direction of assigned supervisor, perform complex technical duties and work with various departments, districts and agencies to ensure prompt and efficient communication in the District's various languages. Interpret and translate documents in designated language(s) and coordinate the interpretation and translation for other languages

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

E = Essential Functions

- Provide oral interpretation and written translation of educational, technical, legal and confidential documents/topics for students, families, staff and community. **E**
- Provide interpretation services under various circumstances, large public settings and legally-regulated-processes. **E**
- Ensure accurate and prompt simultaneous interpretation services using simultaneous interpretation equipment. **E**
- Ensure accurate interpretation and translation in the District's major language(s). **E**
- Coordinate translation strategies to provide information in the primary languages to families whose children are English Learners. **E**
- Prioritize and manage requests for interpretation and translation services, including time estimates and costs for completion. **E**
- Revise and disseminate guidelines for interpretation and translation services. **E**
- Review and analyze existing data to improve interpretation and translation services and prepare reports as required. **E**
- Coordinate District staff to serve as on-call translators and interpreters. **E**
- Provide to the community and staff information about the services and procedures for interpretation and translation services. **E**
- Align interpretation and translation services and practices with District's philosophy. **E**
- Collaborate with the communications team to ensure consistent and coherent approaches to communicating with the various language communities. **E**
- Serve as District liaison to school staff, community members and various agencies and resources. **E**
- Assist other departments in ensuring District compliance with state and federal mandates for accurate and prompt communication for English Learners and their families. **E**
- Assist with developing, implementing, and evaluating work plans, systems, procedures, and best practices related to workscope. **E**
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to a bachelor's degree in related field and three years of relevant experience

LICENSES AND OTHER REQUIREMENTS:

- Pass designated target language proficiency test(s)
- Valid California Driver License and access to an insured vehicle to conduct work
- Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE OF:

- District's educational programs
- Educational terminology in the target language(s)
- Correct oral and written usage of English and the designated language(s)
- Best practices for interpretation and translation
- Efficient strategies for working with sensitive school and community issues
- Strategies and techniques for excellent customer service
- Excellent communication skills and techniques
- Interpersonal skills using tact, patience, and courtesy
- Computer software, hardware, and related technology

ABILITY TO:

- Ensure compliance with District of policies and regulations
- Learn, translate, interpret, apply, and explain applicable laws, rules and regulations
- Communicate effectively orally and in writing in English and the designated language(s)
- Analyze situations accurately and adopt effective courses of action
- Meet schedules and timelines
- Understand and follow oral and written directions in English and the designated District's major language(s)
- Maintain accurate and confidential records
- Work cooperatively, accurately, and with discretion
- Ensure excellent communication and relationships with customers
- Enhance communication among students, parents, District staff, and community
- Work weekends and evenings
- Operate personal computer, related software, and other office equipment to ensure accurate, efficient and prompt interpretation and translation

WORKING CONDITIONS

ENVIRONMENT:

Primarily office environment that includes fast-paced work and constant interruptions; home visits, evening and weekend work and driving a vehicle to conduct work

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write and use the computer; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting light objects

BERKELEY UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

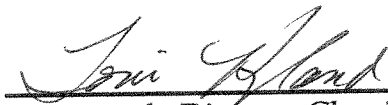
Merged Dual Promotional/Open Eligibility List - PUBLIC

SCHOOL SECRETARY

RANK

1. Alnas-Benson, Tiana
2. Benson, Amy
3. Bentley, Noelle
4. Brandon, Joya
Chairez, Lyzanna
Graham, Vera
Harrison, Betty
Peterson, Jan
5. Fields, Erin
Friend, Carla
6. Jones, Herrieze (promotional)
7. Marshall, Kim
Woods, Deanna
8. Tidwell, Graham
9. Wooley, Ursala
10. Williams, Tiffany* (promotional)

*Expires 11/4/11



Approved -Director Classified Personnel

List established:

March 31, 2011 to expire March 31, 2012

Eligibility List for:

**INSTRUCTIONAL ASSISTANT, Special Ed
(Open/Combined)**

Written Examination:

April 27, 2011

Lists established by Personnel Commission:

May 5, 2011 to expire May 5, 2012

| | <u>Date Certified To Position</u> | <u>Effective Date of Appointment</u> |
|------------------------|---------------------------------------|--|
| 1. Ghahramani, Gholam | _____ | _____ |
| 1. Hawkins, Emily | _____ | _____ |
| 1. Pyle, Lois | _____ | _____ |
| 2. Ayala, Rose | _____ | _____ |
| 2. Cornel, Antonio | _____ | _____ |
| 2. Jennings, Elisa | _____ | _____ |
| 2. Roquemore, Lashonda | _____ | _____ |
| 2. Lobaco, Amelia | _____ | _____ |
| 2. McAfee, Michael | _____ | _____ |
| 2. Newson, Debra | _____ | _____ |
| 2. Reet, Claudia | _____ | _____ |
| 2. Ruiz, Raymond | _____ | _____ |
| 2. Santos, Heber | _____ | _____ |
| 3. Barnett, Sharece | _____ | _____ |
| 3. Bonkowski, Lori | _____ | _____ |
| 3. Chamberlain, Kelly | _____ | _____ |
| 3. Garrett, Yasmine | _____ | _____ |
| 3. Grigsby, John | _____ | _____ |
| 3. Irving, Temika | _____ | _____ |
| 3. Larson, Adonia | _____ | _____ |
| 3. Mendoza, Daniel | _____ | _____ |
| 3. Martens, Patrick | _____ | _____ |
| 3. Milan, Nailah | _____ | _____ |

- 3. Schaaf, Sarah
- 3. Shoemaker, Johnny
- 3. Belinda Williams

A series of horizontal lines arranged in two parallel columns, serving as a template for notes or responses. The first column consists of 18 lines, and the second column consists of 18 lines, with the two columns starting at the same vertical level.

Personnel Commission of the Berkeley Unified School District



2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or scan and email to randyperez@berkeley.net The Human Resources Department is open Monday through Friday from 8:30am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm two weeks prior to the Personnel Commission Meeting you are considering. The Chairperson will determine if and when the item requested will be placed on the agenda for a future meeting. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: _____

Telephone Number: _____ Email Address: _____

Description of Item:

Background Information:

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

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

Meeting Minutes

Personnel Commission – BUSD

Date: September 1, 2011

1. Call To Order & Establishment of Quorum

The regular meeting of the Berkeley Unified School District Personnel Commission was held at the Annex Conference Room, 2134 Martin Luther King Jr. Way, Berkeley, CA on Thursday, September 1, 2011. Present for the meeting were Chairperson Dan Lee, Commissioner Roy Doolan and Commissioner Ann Aoyagi.

2. Approval & Adoption of Agenda

Approved unanimously 3-0

3. Commissioners' Reports

Commissioner Doolan suggested placing Union Reports before Commission Reports then Public Comments to follow. Public Comments are to follow. Chairperson Lee shared that Director Perez will be attending the Merit Academy in Southern California. Commissioner Doolan would like to resume work on the revision of the Merit rules.

4. Union Reports

BCCE is concerned the way that eligibility lists are created. Paula Phillips, president of BCCE, is concerned by the number of vacancies not being filled. Ms. Phillips also contends that the District is violating the contract with regard to eliminating or reducing vacant FTE. BCCE believes that a reduction or elimination of FTE is considered a layoff and has to go to Board for approval. Ms. Phillips also expressed concern with: no movement with the salary study of the Interpreters for the Deaf, involuntary transfers occurring, no movement with the compensation and classification study and no physical fitness examinations being done.

5. Public Comments

Denise Digsray of BCCE commented on having consistency in communication of information. New agenda format does not clearly distinguish action from information items. Ms. Digsray also stated that having process and procedure implemented is helpful in getting items on the agenda. Commissioner Doolan and Chairperson Lee agreed that spelling out action vs. information items would add clarity to the agenda. Tim Donnelly of BCCE wants Commission to address Rafael Adams' rehire rights. BCCE claims that Mr. Adams should have rights to the Pupil Accounting Technician that was at one time posted, and then taken down while a reclassification of the position is underway. Commissioner Doolan clarified that anyone can request an item be placed on a meeting agenda, but the item would be for discussion. Only the Director, Classified Personnel and the Commissioners can request an item for action. Chairperson Lee suggested having a follow-up section in the minutes for items to be discussed or revisited in the next meeting.

6. Approval of September 1, 2011 Minutes

Approved 2-0, Commissioner Aoyagi abstained from voting because she was not present for the meeting.

7. Ratification of Eligibility Lists

- School Campus Monitor – Approved 3-0
- Advisor, College & Career – Approved 3-0
- Site Coordinator, EDP – Approved 3-0

8. Old Business

The job description Personnel Coordinator, Personnel Commission – Approved 3-0 as amended with the removal of the word “selecting” in the first essential function and the removal of serving on oral interview panels.

9. Personnel Director’s Report

Director Perez reported he will attend a WRIPAC conducted training.

10. Closed Session

Commission discussed objectives and performance evaluation with the Director, Classified Personnel

11. Adjourned

Meeting adjourned at 6:28pm, September 1, 2011

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Dan Lee
Chairperson

Date