

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

Personnel Commission

Ann Aoyagi Roy Doolan Dan Lee
Randy Perez, Secretary

Meeting Agenda

November 10, 2011, 3:15 p.m.

Call to Order – 3:15pm	Chairperson Lee
Roll Call & Establishment of Quorum	Secretary Perez
Closed Session: 3:20pm – 4:00pm Personnel Matters	Chairperson Lee
Report from Closed Session	Chairperson Lee
Approval & Adoption of Agenda	Chairperson Lee
Reports	
Union	
Public Comments	Public
This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission unless the matter is placed on a subsequent agenda.	
Commissioners'	Commissioners
Personnel Director	Secretary Perez
<ul style="list-style-type: none">• Classification and Compensation Study	
Discussion Items	Commissioner Doolan
These items are open for discussion and do not require action.	
<ul style="list-style-type: none">• Eligibility Lists• Reemployment Rights• Admission to Examinations• Notice of Examinations• Annual Report• Agenda Item Request Form	Secretary Perez
Consent Items	
Ratification of Eligibility Lists	Chairperson Lee
<ul style="list-style-type: none">• Parent Liaison• Instructional Assistant, Special Education – Attendant• Custodian II	

Conference Items

Chairperson Lee

These items are presented for discussion and action, and may have been reviewed at a previous meeting.

- Authorize Secretary to certify eligibility lists retroactive to July 25, 2011 with the Personnel Commission ratification to follow
- Authorize Secretary to approve the Board’s need for positions designated as “Bilingual Required”
- Parent Liaison, Spanish Bilingual Required
- Specialist, Data Integrity
- School Secretary I Eligibility List and request to extend the eligibility for a promotional candidate and consolidate the lists

Additional Action Item

- Approve October 6, 2011 Meeting Minutes

Chairperson Lee

Next Meeting

Chairperson Lee

Follow up items for December 1, 2011 Personnel Commission Meeting

Adjournment

Chairperson Lee

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

Berkeley Unified School District

Merit System

Eligibility List for :

Parent Liaison
(Open)

Written Examination:

September 23, 2011

Performance Evaluation:

N/A

Oral Fitness Evaluation:

November 2, 2011

List Established by Personnel Commission:

November 7, 2011 to expire November 7, 2012

Open

- | | |
|-------------|----------|
| 1 Fletcher | Haley |
| 2 Nikia | Frison |
| 3 Lisa | Juachon |
| 4 Cassandra | Cummings |
| 5 Fern | Royce |

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant - Special Education, Attendant
(Open & Promotional)**

Oral Fitness: **October 26 & 27, 2011**

Written Examination: **N/A**

List Established by Personnel Commission: **November 7, 2011 to expire November 7, 2012**

Promotional:

- | | | |
|---|----------|--------------|
| 1 | Amanda | Hall-Jackson |
| 2 | Kayla | Robinson |
| 3 | Yvette | Whiten |
| 4 | LaShonda | Roquemore |

Open:

- | | | |
|---|---------|-----------|
| 1 | Sarah | Schaaf |
| 1 | Daniel | Mendoza |
| 2 | Raymond | Ruiz |
| 3 | Sharece | Barnett |
| 4 | Nicole | Jones |
| 5 | Debra | Newsom |
| 5 | Patrick | Martens |
| 5 | Lori | Bonkowski |
| 6 | Nailah | Milan |
| 7 | John | Grigsby |
| 7 | Lois | Pyle |
| 7 | Johnny | Shoemaker |
| 8 | Holly | Byrnes |
| 9 | Heber | Santos |

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District
Merit System

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

Written Examination: **October 14, 2011**
Performance Evaluation: **N/A**
Written Examination (2nd): **October 18, 2011**

List Established by Personnel Commission: **October 28, 2011 to expire October 28, 2012**

Promotional:

- 1 Dinesh Kumar
- 2 Ismail Shareef
- 3 Rodney Lewis

Open:

- 1 Demarco Doakes
- 2 Andre Young
- 3 John Petzoldt
- 4 Roy Haskins

Randy Perez
Secretary, Personnel Commission

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: November 9, 2011
SUBJECT: New Position: Specialist, Data Integrity

BACKGROUND INFORMATION

In the past decade, the California Department of Education has increased data reporting requirements for school districts. The District has one position, Pupil Accounting Technician, responsible for completing and preparing quarterly average daily attendance (ADA) reports. This position is currently vacant. For several months per year the District has been utilizing part-time limited term employees, as well as staff from temp agencies when we have been unable to find qualified limited term employees, to assist with other data reporting requirements. Until recently, the primary State data collection was ADA used to calculate the District's general purpose revenue(revenue limit) payments. The District is now required to complete and submit more data and reports to the State on a regular basis.

Staff recommends that the vacant position not be filled and that the proposed position of Specialist, Data Integrity be approved to respond to the increased demand of data collection and reporting. Due to improvements in technology over the years such as PowerSchool, as well as the development of more efficient processes and procedures for monthly and quarterly attendance reporting, there is a need for a new position that requires a greater work scope. This new position will perform the duties that the prior incumbent performed, as well as collect the additional data and prepare the additional reports that have been completed by the additional temporary support.

This new position will also provide a higher level of knowledge and analytical skills necessary to monitor and analyze the data collected to ensure accuracy and reliability, especially when the data are a critical component of the District's revenue such as ADA.

The creation of the Specialist, Data Integrity position will provide a critical position to coordinate and submit reports to the State for attendance, enrollment, student and teacher data, and other State and Federal reports. Having a specific position to coordinate this major function will reduce the risk of submitting inaccurate and/or untimely data that can result from several departments working independently and/or the use of part-time temporary staff.

There are many reports that cannot be easily produced by information systems presently available in the District. Such reports require significant, complex data manipulation, such as joining two databases into one report, or performing complex queries.

The position will report to the Director of Technology, where the responsibility for CALPADS reporting presently resides, and will collaborate with Fiscal Services and other departments to ensure all reports are completed timely and accurately.

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

The estimated cost for salary and benefits at step 3 of the Specialist, Data Integrity is \$80,000. This amount will be covered by salary savings generated from the vacant pupil accounting technician position of \$70,000 and from budget savings generated from not hiring a limited term employee each year in the amount of \$5,000. The \$5,000 balance not covered from savings will be paid from the Technology Budget within the Unrestricted General Fund.

STAFF RECOMMENDATION

Approve new job description and position.



**BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department**

**CLASSIFICATION
AND POSITION
DESCRIPTION**

TITLE:	Specialist, Data Integrity	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	11/09/11 11/10/11	SALARY GRADE:	BCCE Range 54

BASIC FUNCTION: Under the direction of assigned supervisor, perform complex technical duties and work with various departments, districts and agencies to ensure the integrity of all District, state and federal reporting of attendance, student and staff information.

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

Essential Functions:

- Complete monthly Average Daily Attendance (ADA) reports
- Conduct analytical reviews of attendance reports
- Identifying potential attendance issues
- Complete quarterly attendance reports for the School Board
- Identify internal data sources
- Collaborate with various schools, departments, districts and agencies to plan, implement, compile, enter, review, report, and certify District, state and federal data, and ensure efficient operations and accurate reporting
- Facilitate, implement and document data transfers into and exports out of the student and employee information systems and validate accuracy
- Support various departments in submitting compliance reports and other District documents
- Submit accurate District data by designated deadlines, using designated systems and certifying its accuracy
- Resolve reporting anomalies
- Troubleshoot technical problems and maintain equipment in working order
- Perform complex and technical duties related to District-wide pupil attendance accounting
- Comply with state attendance accounting regulations and procedures
- Coordinate and submit student and staff information, including attendance accounting and other state and federal reporting
- Maintain and update pertinent technical reference materials and vendor information
- Maintain records and logs regarding support calls and questions
- Document observations about the District process and steps to improve the process for subsequent reporting cycles

- Communicate effectively with network personnel, vendors and others to obtain information and resolve problems
- Provide training, guidance, and support to District users, interfacing with other administrative software products
- Plan, organize, implement, and monitor short-term and long-term work to meet expected outcomes
- Develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals, and core values
- Provide excellent customer service to staff needing information about reported data
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: bachelor's degree with a major in computer science, information technology or a closely-related field; at least three years of successful and progressively responsible experience in information technology, preferably in a school setting, including at least one year of project management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and access to insured vehicle

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE OF:

- Project management methods, tools, and techniques
- Customer relationship management
- Principles and practices of sound business communication
- Methods and techniques in the development of system and user documentation
- Student and employee information systems
- Student attendance reporting
- Bulk data imports and extracts for reporting
- Computer applications related to workscope
- District policies, applicable sections of the State Education Code and other laws and regulations
- Research methods, report writing and record-keeping techniques
- Presentation, communication and public speaking techniques

ABILITY TO:

- Analyze complex data and develop optimal solutions
- Read, interpret and apply complex technical publications, manuals and other documentation
- Establish and maintain cooperative working relationships with District staff and others
- Set priorities to meet needs effectively and timely
- Exercise sound independent judgment within general policy guidelines
- Work with large sets of data requiring attention to detail
- Use software programs such as word processing, spreadsheets and data base applications

- Learn new software quickly and thoroughly and share knowledge effectively with others
- Use of various computer applications to facilitate data collection and reporting
- Work in a team-oriented, collaborative environment
- Provide training and user support to staff, parents and/or students using the student/employee information systems and related products
- Write routine reports using correct English grammar, spelling, punctuation and vocabulary
- Communicate effectively orally and in writing
- Be flexible

WORKING CONDITIONS/ENVIRONMENT:

The physical and mental demands described are representative of those that must be met by an employee to perform the essential functions of this classification successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment, fast-paced work with strict reporting timelines, constant interruptions, and driving a vehicle to conduct District business.

PHYSICAL AND MENTAL REQUIREMENTS:

Hearing and speaking to exchange information in person or on the telephone; seeing to read, write and use the computer; reaching overhead, above the shoulders and horizontally, or bending at the waist to retrieve or store records or files; dexterity of hands and fingers to operate standard office equipment; lifting, carrying, pushing and pulling moderate-weight objects.

Berkeley Unified School District

Merit System

Eligibility List for : **School Secretary I
(Open & Promotional)**

Written Examination: **January 21, 2011**
Oral Fitness: **February 25, 2011**

List Established by Personnel Commission: **November 10, 2011 to expire November 10, 2012**

Option A

Promotional:

1 Herrriez Jones

Open:

1 Tiana Alnas-Benson
2 Erin Fields
2 Joya Brandon
3 Kim Marshall
3 Carla Friend
3 Kim Bailey
4 Deanna Woods
4 Betty Harrison
4 Lyzanna Chairez
5 Jan Patterson
6 Verah Graham
7 Ursula Wooley
8 Renee Tidwell

Option B

Promotional:

1 Herrieze Jones
2 Tiffany Williams *
***11/04/2011 - 11/04/2012**

Open:

1 Tiana Alnas-Benson
2 Erin Fields
2 Joya Brandon
3 Kim Marshall
3 Carla Friend
3 Kim Bailey
4 Deanna Woods
4 Betty Harrison
4 Lyzanna Chairez
5 Jan Patterson
6 Verah Graham
7 Ursula Wooley
8 Renee Tidwell

Randy Perez
Secretary, Personnel Commission

Certification Date

Option: _____
Dan Lee
Chairperson, Personnel Commission

Ratification Date

October 6, 2011, Meeting Minutes:

Approval and Adoption of Agenda:

There was a request to add Classification and Compensation Study as a standing item for future meetings

Union Reports:

BCCE - Have adopted professional development courses that we are excited about. Concerned about message the district sent to employees regarding the decertification of the eligibility lists. Union made District aware that the lists were problematic because of Commission staff.

Public Comments:

Denise Diggs-Ray, BCCE, agenda format changed from time to time. Page numbers are not in the agenda. Procedural changes in notifying staff – i.e. Agenda Request Form – did not know about this; was not aware of the posting directions beforehand.

Commissioner:

Roy Doolan – does not wish to be reappointed. BCCE wants to appoint a new commissioner

Consent Items:

BCCE – Paula Phillips would like to pull Program Assistant (Spanish Bilingual Required), since the list was not Open and Promotional, only Open

Site Coordinator, After School Program – approved 3-0

Occupational Therapist – approved 3-0

Program Assistant - change eligibility list to “Open” and remove “Promotional”

Approved as amended 3-0

Conference Items:

Specialist, Interpretation & Translation

Commissioner Aoyagi concerned with the line “Ensure excellent communication and relationships with customers” in how we evaluate employees in this regard

Delia Ruiz, explained that only duties that are measurable will be evaluated, if the duty was identified as one that would be evaluated on, then we would have to tie it to an objective that is measurable and to a standard. When we look at the abilities, we look at whether we have the right person. Delia confirmed that the evaluation document agreed to by the District and union would be used.

Approved 3-0

Clarification of salary placement for Interpreters for the Deaf

BCCE contends that all new hires should be hired at an accelerated step because of the difficulty in recruiting for hires.

Commissioner Doolan made a motion to place all hires of this classification at step 5.

Approved 2-0, Commissioner Lee abstained from vote

Clarification of assessments for Paraprofessionals

BCCE asked when was job description changed to reflect NCLB as a requirement?

Approved 3-0 with regard to having NCLB as a minimum qualification requirement, not an assessment to be scored.

Decertification of School Secretary I Eligibility List

Commissioner Aoyagi is asking for us to find a way to keep people in the assignments.

BCCE thinks that the scores should stand as they are. Remedy sought is that the District should hire from the three ranks with the two promotional and one from the open list.

Secretary Perez stated that there were discrepancies with scoring with some parts of the exam being scored for some and not for others. There were also errors in the mathematical averaging.

Chairperson Lee – motions to decertify both the promotional and open eligibility list and to re-score the examination and re-rank the eligibility list.

Approved 2-1

Vote to make incumbents provisional, keep leave intact, and keep benefits intact and salary intact.

Approved 3-0

Decertification of Instructional Assistant, Special Education Eligibility List

Problem is that no assessments were conducted, education was the only thing considered in the ranking for the eligibility lists.

Proposal by BCCE to agree to administer only one oral examination for this instance only and to all on the eligibility list.

Ruiz wants clarification that what Phillips is proposing is we conduct an oral assessment to establish an eligibility list at range 33 – Phillips consented.

Motion to decertify IA, Spec Ed Eligibility List

Approved 2-1

Meeting Adjourned 7:06pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Dan Lee
Chairperson

Date