

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Annex Conference Room
Berkeley, CA 94710

Personnel Commission

Dan F. Lee, Chairperson Ann Aoyagi, Vice-Chairperson

Randy Perez, Secretary

Meeting Agenda

April 12, 2012 3:30pm

1. **Call to Order** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
3. **Closed Session 3:30pm – 4:00pm** Chairperson Lee
 - a) Conference to discuss request for appeal hearing
4. **Report from Closed Session** Chairperson Lee
5. **Approval & Adoption of Agenda** Chairperson Lee
6. **Consent Items** Chairperson Lee

Ratification of Eligibility List

 - a) Workers Compensation Specialist p. 3
 - b) School Safety Officer p. 4
 - c) Grounds Gardener p. 5
 - d) Secretary p. 6
 - e) Risk Management, Workers Compensation & Benefits Supervisor p. 7
 - f) Instructional Assistant p. 8
7. **Approval of Minutes** Chairperson Lee

Approve March 1, 2012 Meeting Minutes p. 9-10
8. **Discussion Item**

These items are open for discussion and do not require action.

 - a) Classified Staff Appreciation Event
 - b) Personnel Commission budget for fiscal year 2012-2013 p. 11
9. **Conference Item**

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

 - a) Approve the following job descriptions:
 - i. Supervisor, Family Engagement & Equity p. 12-13
 - ii. Site Coordinator, Family Engagement p. 14-15
 - b) Approve one FTE to be bilingual, Spanish required, in the Site Coordinator, Family Engagement classification.
 - c) Approve step 5 salary placement retroactive to February 1, 2012, for Darleen Glaim, Interpreter for the Deaf.
10. **Reports**
 - a) Union Union Representatives
 - 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.
 - b) Commissioners Reports Commissioners

c) Personnel Director

Secretary Perez

i. Classification and Compensation Study

11. Next Meeting

Chairperson Lee

Follow up items for next Personnel Commission Meeting

12. Adjournment

Chairperson Lee

Berkeley Unified School District

Merit System

Eligibility List for : **Workers Compensation Specialist
(Open)**

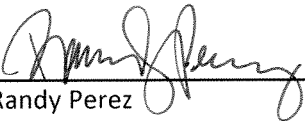
Written Examination: **February 29, 2012**

Oral Fitness Evaluation: **March 9, 2012**

List Established by Personnel Commission: **March 16, 2012 to expire March 16, 2013**

Open

1 Nikitra	Newell
2 Orphenia	Parker



Randy Perez
Secretary, Personnel Commission

3/16/2012

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System


Eligibility List for : **School Safety Officer
(Open)**

Written Examination: **January 12, 2012**
Oral Fitness: **March 14, 2012**


List Established by Personnel Commission: **March 16, 2012 to expire March 16, 2013**

Open:

- | | |
|-----------|------------|
| 1 Eric | Riley |
| 2 Robert | Castelhano |
| 3 Sharon | Pree |
| 4 Michael | Younger |



Randy Perez
Secretary, Personnel Commission



Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

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

Written Examination: **February 21, 2012**
Performance Examination: **March 1, 2012**

List Established by Personnel Commission: **March 8, 2012 to expire March 8 , 2013**

Promotional:


1 Lori Adams

Open:

1 Delafonte Prince
1 Ellice Richmond
2 Salvador Ruiz
3 Sherman Montgomery
3 Jorge Ochoa



Randy Perez
Secretary, Personnel Commission



Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for :

Secretary
(Open)

Written Examination:

March 26, 2012

Oral Fitness Evaluation:


March 30, 2012

List Established by Personnel Commission:

April 4, 2012 to expire April 4, 2013

Open

- 1 Sherita Miller
- 2 Sondra Nelson Corsier
- 3 Mary Turowski
- 4 Rochelle Vaughn
- 5 Janet Lopez



Randy Perez
Secretary, Personnel Commission



Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : Risk Management, Workers Compensation & Benefits Supervisor
(Open)

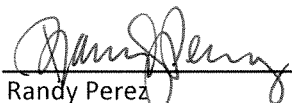
Oral Examination: March 16, 2012

Written Examination: March 26, 2012

List Established by Personnel Commission: March 27, 2012 to expire March 27, 2013

Open

1 Pamela Goo



Randy Perez
Secretary, Personnel Commission

3/27/2012

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for :

Instructional Assistant
(Open)

Written Examination:

March 26, 2012 & April 3, 2012

Oral Fitness:


April 4, 2012

List Established by Personnel Commission:


April 4, 2012 to expire April 4, 2013

Open:

- 1 Karen Morris
- 2 Rosalie Paterson
- 2 Ivery Smith
- 3 Monica Williams
- 4 Marian Willis



Randy Perez
Secretary, Personnel Commission



Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

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

Phone: (510) 644-6150 Fax: (510) 644-6151 www.berkeleyschools.net



Personnel Commission Members

Dan Lee, Chairperson
Ann Aoyagi, Vice Chairperson
Randy Perez, Secretary

Personnel Commission Meeting Minutes March 1, 2012

Call to Order

The meeting was called to order at 4:10 pm

Present: Dan Lee, Chairperson and Ann Aoyagi, Vice Chairperson

Absent: Randy Perez (Attending training)

A quorum was established and the meeting commenced.

Chairperson, Lee reported that there would be no closed session today.

Approval and Adoption of Agenda

Commissioner Lee motioned for approval of the agenda; Commissioner Aoyagi confirmed with a request to remove statements that may be construed as slander.

Move to approve agenda with amendments; Approved 2-0.

Consent Items

Commissioner Lee requested ratification of the following eligibility lists:

- a) Administrative Coordinator
- b) Library Media Technician - Elementary
- c) Specialist, Data Integrity
- d) Food Services Assistant

Chairperson Lee made the motion to approve; Approved 2-0.

Reports

Union

President Phillips commented that BCCE members are being discriminated against. They are trying to become re-employed with the District and are not being given the opportunity.

Paula Phillips, BCCE was not in agreement with the requested changes to the agenda. She stated that a person's comments should not be censored out. She believes the commission is falling short to the employees, the community, and the public.

Paula Phillips, BCCE wanted to know how many employees have been employed without being on the eligibility list. She also wanted to know how many of the Food Service Assistant subs were hired.

Paula is concerned that the postings are not always accessible to employees. In the King Dining Commons the employees do not have an assigned break room

Mr. Rafael Adames was not informed that the Data Integrity position was available. He was not contacted by the Commission as he is on the 39 month re-hire list.

Paula Phillips, BCCE will be submitting a Demand to Bargain working conditions as the commission is violating its own merit rules. The union will need copies of what comprises total compensation.

Public Comments

Mr. Rafael Adames spoke and stated that he felt he was being singled out by the District. He has taken the CalPads training and other additional trainings in Sacramento. He believes he should have been contacted to test for the Data Integrity position that was just filled.

Tim Donnelly, BCCE representative, spoke and informed the commission that soon after Ms. Virma Reyes retired he contacted the District because retired employees do not have re-hire rights.

Mildred Scherr, BCCE representative, spoke on behalf of Mr. Adames. She affirms that his job still exists. She thought he was laid off due to lack of funds. She believes there is someone working in the position that Mr. Adames would be entitled to.

Delia Ruiz, Assistant Superintendent HR, commented that the position of Specialist, Data Integrity is not the same. In fact, it is very different. The state requires statistics on attendance; however, we are not getting the ADA like we used to. Therefore, we had to create another position that was more technology based to remedy the situation. This position is not just about collecting data as it was in the past.

Marie Ferguson, BCCE & School Secretary stated it was not fair to have the secretaries responsible for the job postings.

Commissioners'

Chairperson Lee spoke briefly about the classification study. He stated that Secretary Perez had presented the power point presentation to the Board. He also mentioned that there was a possibility of the commission using the information from the last classification study as a baseline. He proceeded to walk us through the power point presentation handouts.

Commissioner Lee mentioned that he would be asking Secretary Perez to look into the posting issue. Perhaps there could be some further outreach for job announcements. He also stated that the employees also have a responsibility.

Commissioner Aoyagi asked Paula Phillips, BCCE President, what would prevent her from noticing employees when there was a vacancy. If she knew there was a vacancy why did she not advise Mr. Adames of the opening. She also mentioned, until things improve; perhaps Paula should notify employees of potential opportunities.

Personnel Director (Secretary Perez was absent) Delia Ruiz, Assistant Superintendent mentioned that she just initiated a Weekly Bulletin for the administrators. This weekly bulletin can also remind the administrators to watch out for the job announcements.

Conference Item

No conference items.

Additional Action Item

No items at this time.

Next Meeting

No Items at this time.

Meeting adjourned at 4:55pm.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Dan F. Lee
Chairperson, Personnel Commission

Date

BERKELEY UNIFIED SCHOOL DISTRICT

DRAFT - FY 2011-2012 BUDGET REQUEST FORM -CHANGE IN JOB CLASSIFICATION

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 1, 2012 - June 30, 2013

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
Staffing FTE:		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$135,834.00
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2402/7403	\$77,626.00
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
Total Salary Requests		\$221,320.00
Other Items:		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,800.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$475.00
Total Other Items		\$32,528.00
Prof/Consulting Svcs & Operating Expenses:		
Prof/Consulting Svcs	5800/7403	\$4,600.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$3,400.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$3,750.00
Recruiting/Advertising	5800/7403	\$8,500.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP)	5800/7403	\$1,900.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
Total Prof/Consulting Svcs & Operating Expenses		\$37,350.00
Grand Total		\$291,198.00



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Supervisor, Family Engagement and Equity	REPORTS TO:	Superintendent or Designee
DEPARTMENT:	As assigned	CLASSIFICATION	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months 7.5 hours per day or assigned duty days/hours
APPROVED: Board Commission	04/11/12 04/12/12	SALARY GRADE:	Local 21 Range 69

BASIC FUNCTION: Under direction of an assigned supervisor, develop, implement, coordinate and evaluate systems designed to increase family engagement and ensure educational equity to enhance student achievement.

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 accurately the principal job elements.

Essential Functions

- Analyze student, staff, family, and community needs to establish systems that provide quality support and services to eliminate academic achievement gap
 - Develop, organize, implement, coordinate, and evaluate systems to increase family engagement, ensure educational equity, and enhance student achievement
 - Work collaboratively to coordinate parent, community, and agency organizations to support students and families
 - Coordinate systems to ensure the creation and maintenance of welcoming school environments for all families
 - Coordinate targeted support to families of focus students who need academic, behavioral and/or emotional support
 - Work collaboratively with various departments and agencies to develop a systematic response, support, and information system for families of students who would benefit from intervention
 - Support non-English speaking families to obtain essential District services in the families' primary languages
 - Develop accountability systems that address District-wide cultural competence
 - Collaborate with the staff to integrate culturally-responsive pedagogy into all training to transform instructional practices to meet the needs of focus students
 - Develop and coordinate the evaluation of the systems to monitor effectiveness and quality of services and use feedback from staff, families, and students to make necessary improvements
 - Provide training on educational and service-oriented strategies to staff, students, and families to support cultural and linguistic differences and to create environments where diversity is celebrated
 - Conduct audits of culturally-responsive systems implementation and work with other managers to improve systems to support students, families, teachers, administrators, and other employees
 - Coordinate direct support to individual schools to create supportive and affirming cultural climates which provide educational opportunities for all students to achieve their full potential in ways that are culturally-appropriate and personally-affirming
 - Identify and respond to the cultural and linguistic needs of students and their families to improve their academic experience
 - Analyze data and prepare reports
 - Support, train, coach, supervise, and evaluate staff as assigned
- Perform other related duties as assigned*

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental demands 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.

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and making presentations.

WORKING CONDITIONS/ENVIRONMENT:

Flexible work hours, including evenings and weekends; diverse office, school site and home environments; driving a vehicle to conduct work; fast-paced work; and constant interruptions.

MINIMUM QUALIFICATIONS:

Training, Education and/or Experience:

- Any combination of education, training and/or experience equivalent to:
A bachelor's degree in a related field and 3 years of experience with services/programs to increase family engagement, enhance student achievement, and develop cultural/linguistic support systems
- Experience working in an urban, multicultural California public school system is highly desired

Licenses and Other Requirements:

- Valid California Driver's License and ability to maintain insurability in adherence to District's policy
- Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance

Knowledge of:

- Federal, state, local, and District laws, regulations, policies and practices related to workscope
- Principles, strategies, and practices of adult learning theories, group-process facilitation, conflict resolution, and public outreach
- Methods to interpret apply and explain rules, regulations, policies, and procedures
- Data analysis and presentation techniques
- Correct English usage
- Principles and practices of effective supervision

Ability to:

- Understand, interpret, apply, and articulate regulations and polices related to workscope
- Coordinate activities with multiple and diverse stakeholders and facilitate productive partnerships and networks
- Develop, manage, and evaluate complex operations
- Use data management systems to access a variety of records (such as state/local assessments, discipline, and attendance) as a basis for data-based decision-making
- Analyze difficult and complex issues, identify logical solutions and appropriate course of action based on objective data
- Organize and coordinate district-wide events
- Work independently, take initiative, prioritize and complete multiple and competing tasks in a timely manner
- Be a positive change agent and an effective leader with diverse groups across race, ethnicity, religion, gender, class, and sexuality
- Build positive and productive relationships with students, parents, staff, and community members
- Communicate effectively orally and in writing
- Prepare presentations and use expert facilitation skills
- Maintain confidentiality
- Be flexible and work in a team-oriented, collaborative environment
- Ensure excellent customer service
- Train and supervise assigned staff effectively



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	Site Coordinator, Family Engagement	REPORTS TO:	Assigned supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5008 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	04/11/12 04/12/12	SALARY GRADE:	BCCE Range 50

BASIC FUNCTION: Under direction of assigned supervisor, perform a variety of moderately-difficult, technical duties that require excellent communication skills, and that involve frequent and responsible public contact to support parents, students, and staff to implement family engagement structures and practices aligned with the District’s plans. Focus on creating welcoming school environments for all families; target support to families of focus students in need of academic, behavioral, and/or emotional support; and increase the involvement of marginalized parents to participate actively in the school’s leadership committees.

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.

Essential Functions

- Work with site staff to identify students who are not succeeding academically
 - Interview parents of the identified students to determine how best to support each family, and assist staff in building positive and productive relationships with families
 - Maintain ongoing communication with parents of focus students through home visits, telephone calls, email messages, etc.
 - Work closely with site personnel to support and monitor the progress of focus students and communicate this with parents
 - Serve as a member of support and intervention teams as needed
 - Collaborate with curriculum leaders to assist parents in supporting their children’s academic progress
 - Offer services to parents if student behavior and/or attendance are impeding student progress
 - Host parent forums on topics that parents identify as helpful in strengthening their ability to support their children academically
 - Support effective and consistent practices for home-to-school communication about school programs, student progress, and site-based parent programs
 - Participate in the recruitment and development of parent leaders to serve on various site and District leadership bodies, including but not limited to: School Governance Council (SGC), English Language Advisory Committee (ELAC), District Advisory Committee (DAC), and District English Language Advisory Committee (DELAC)
 - Collaborate with family engagement and community partners to bring resources and services for students and parents
 - Engage in dialog with site personnel to increase knowledge about meaningful family engagement and involvement of families as volunteers to support students and school programs
 - Assist sites to involve families with their children in learning activities at home, to include homework and other curriculum-related activities
 - Assist parent leaders in conducting outreach to and gathering input from a broad population of parents in formulating, pursuing, and providing solutions that are responsive to their articulated needs and concerns
 - Work directly with sites and committees to involve parents and community in the development of the site strategic plans
 - Assist supervisor and staff to conduct the assessment of family engagement program
 - Assist departments on all community engagement events and activities
 - Attend job-related meetings, training, and events as assigned
- Perform related duties as assigned*

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental demands 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.

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and making presentations.

WORKING CONDITIONS/ENVIRONMENT:

Flexible work hours, including evenings and weekends; diverse office, school site and home environments; driving a vehicle to conduct work; fast-paced work; and constant interruptions.

MINIMUM QUALIFICATIONS

Training, Education and Experience: Any combination of education, training and/or experience equivalent to: Associate of arts degree and two years of relevant experience in the parent/community organizing field

Preferred:

Bachelor's degree

Experience working with parents in educational programs or social justice field

Experience with diverse, multi-cultural, school-based programs

Experience in community organizing and/or activism

Licenses and Other Requirements:

Valid California Driver's License and ability to maintain insurability in adherence to District's policy

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

Knowledge of:

Principles and practices of community outreach

Strategies used in community organizing

Parent advocacy, parent organizing, parent empowerment, and community engagement

Facilitation and training techniques

Correct English usage, grammar, spelling, and punctuation

District policies, applicable sections of the State Education Code and other laws and regulations

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

Collection and organization of information including electronic data

Computer software, hardware, and related technology

Ability to:

Train parents to become effective organizers for school change

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

Build relationships with parents, community, and District staff

Approach parents in a variety of situations

Communicate effectively orally and in writing

Prepare presentations and use expert facilitation skills

Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities

Communicate clearly; understand and interpret District and other rules, policies, and procedures

Understand and follow oral and written directions and work independently

Work with computer software, hardware, and related office equipment and technology

Complete work accurately and timely

Maintain records; analyze situations accurately and take appropriate action

Maintain confidentiality

Organize, coordinate, and prioritize a large volume of activities, programs and services as assigned

Identify and resolve school site and other issues in a timely manner

Be flexible and work in a team-oriented, collaborative environment

Ensure excellent customer service