

# Berkeley Unified School District

1835 Allston Way, Annex Conference Room

Berkeley, CA 94703

## Personnel Commission

Dan F. Lee, Chairperson

Ann Aoyagi, Vice-Chairperson

Timothy Carter, Commissioner

Randy Perez, Secretary

## Meeting Agenda

July 9, 2012 3:30pm

1. **Call to Order (In Board Council Chamber)** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
3. **Closed Session 3:30pm – 4:00pm (Meeting to open in Board Council Chamber)** Chairperson Lee
  - a) Appointment of a Hearing Officer
4. **Report from Closed Session** Chairperson Lee
5. **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 can be taken by the Commission.
6. **Approval & Adoption of Agenda** Chairperson Lee
7. **Consent Items** Chairperson Lee
  - Ratification of Eligibility Lists
  - a) Supervisor, Family Engagement & Equity p. 3
  - b) Instructional Technician p. 4
8. **Approval of Minutes** Chairperson Lee

Approve May 3, 2012 Meeting Minutes p. 5 - 9
9. **Conference Item**

This item is presented for discussion and action, and may have been reviewed at a previous meeting.

  - a) Approve the following job descriptions p. 10 - 15:
    - i. Director, Berkeley Schools Excellence Program (BSEP) and Community Relations
    - ii. Program Specialist, Berkeley Schools Excellence Program (BSEP)
  - b) Approve salary placement of step 4 for the new Risk Management, Workers' Compensation, and Benefits Supervisor. p. 16
10. **Information Items**
  - a) Examinations administered in the month of June (no new hires were made in June) p. 17
11. **Reports**
  - a) Union Union Representatives
  - b) Commissioners Reports Commissioners
  - c) Personnel Director Secretary Perez
    - i. Classification and Compensation Study

**12. Public Comments (15 minute limit)**

Public

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**13. Next Meeting**

Chairperson Lee

Follow up items for next Personnel Commission Meeting

**14. Adjournment**

Chairperson Lee

## June 7, 2012 Meeting Minutes

### **Call to Order**

The meeting was called to order at 3:05pm, a quorum was established and the Commission went into closed session.

### **Reported from Closed Session**

The Commission returned from closed session at 4:08pm. Chairperson Dan Lee reported that the Commission made progress on setting up the appeal hearings for a couple of classified employees. They also discussed the performance evaluation of the Director, Classified Personnel.

### **Approval and Adoption of Agenda**

Chairperson Lee asked if there were any changes to the agenda. Denise Diggs-Ray, union representative, BCCE, requested that Public Comments be at the top of the agenda as there are people that would like to comment but will not be available for the whole meeting. The request was approved.

Chairperson Lee asked if there were any consent items that needed to be pulled. No additional changes were made. Motion was made to approve agenda as amended.

Approved 2 – 0

### **Swearing in of Commissioner Nominated by BCCE**

John Selawsky, President, Board of Education provided the Oath of Allegiance and Timothy Carter was officially sworn in as Personnel Commissioner.

### **Public Comments**

Ms. Diggs-Ray, distributed a document to the Personnel Commissioners: Agenda Request form regarding policy and procedures change. She then read the information on the form that was submitted in May. She stated that there was no process for informing classified staff when a policy or procedure has changed, i.e., the distribution and submittal of applications. She recommended that the Personnel Commission put together a binder that contains policies and procedures. She also spoke about prior administrations' practice regarding notifications and examinations. She would like the Commissioners to review her request.

### **Consent Items**

Ratification of Eligibility Lists-

Chairperson Lee moved to ratify eligibility list Items A- C.

- a). Custodian I
- b). Custodian II
- c). Risk Management, Workers' Compensation & Benefits Supervisor

Tracie DeAngelis, Administrative Coordinator would like to support the extension of the Eligibility List for Dinesh Kumar who is still on medical leave since he may not be familiar with the process for requesting an extension. She requested that the Personnel Commission review options for Mr. Kumar who was gravely injured and has not been able to return to work.

BCCE President, Paula Phillips commented that she had been informed that some of the members have not been provided with the opportunity to appeal their test scores and review their test scores. Secretary Perez requested specifics regarding her statement.

On behalf of district administration, Lew Jones, Director of Facilities, expressed support of the decision to extend the eligibility dates for Dinesh Kumar.

Paula Phillips, BCCE, supported the extension of the eligibility List for Dinesh Kumar and requested that all names on the list be extended as has been done in past practice.

Approved 3 - 0.

### **Approval of the Minutes**

Chairperson Lee asked if there were any corrections that they would like noted for the May 3, 2012 Meeting Minutes. President Phillips requested a couple of changes.

President Phillips requested clarification regarding the courtesy typing test. Secretary Perez informed the Commission that a test was administered but was not scored and calculated into the average. The Commission staff offered candidates the opportunity to take the typing test to meet requirements if they were not able to go to a testing facility. Secretary Perez clarified that if a position required a typing test that candidates are informed that the Commission staff can administer the test if they are not able to obtain a typing certificate. Ms. Diggs-Ray inquired whether employees would have the opportunity to take the test if they wanted to have the information added to their personnel file for future reference. She would like the Commissioners to consider allowing employees to take the test if they so desire and have it placed in their personnel file.

President Phillips raised questions regarding the number of vacancies at the King Dining Commons and Berkeley High School food services which are being filled with substitute employees. Secretary Perez informed her that he had addressed those issues at the last meeting. Nutrition Services has had to deal with several employees being on leave. President Phillips stated that she will ask for that response at the next Labor Management Committee meeting (LMC). She thanked Chairperson Lee for requesting a list of the testing to be placed on the agenda.

Approved Minutes 3-0.

Chairperson Lee asked if there were any corrections that they would like noted for the May 29, 2012 Meeting Minutes.

Ms. Diggs-Ray commented that the Budget hearing was held at a time when employees were not able to attend. They may have had questions if they had been able to attend. President Phillips informed the Commission that she was not aware that the meeting was being scheduled because she was on vacation. A discussion ensued regarding methods of informing- in a timely fashion- the union and other interested parties about Personnel Commission meetings. Secretary Perez clarified that President Phillips did receive an email and that the meeting was posted in the front of the building and in the hallway. Commissioner Carter asked if there was a way to re-hear the meeting. Chairperson Lee commented that the meeting was publicly announced and the information has been in the packets in the last two (2) agenda packets. Secretary Perez commented that the hearing can not be re-done statutorily.

Chairperson Lee moved to approve the Minutes of May 29, 2012.

Approved Minutes 3-0.

### **Conference Item**

Paula Phillips, BCCE wanted to clarify that the District is requesting the re-classification of Jose Hernandez and that the union is in support of this action. Various letters provided by Mr. Hernandez as well as from principals and other certificated staff supported this request.

Lew Jones, Director of Facilities explained that historically, there have been two crews that are independently scheduled, each with a lead tradesperson. The Department believes that through gradual accretion of duties for a couple of years that Mr. Hernandez has been functioning as a lead and believe the right thing to do is to make him permanent in that position.

Steve Collins, Maintenance Manager, commented that three years ago his position was re-classed as lead. In recognition of that, he has been paid a 5% differential for working out of class.

Chairperson Lee, stated he was unclear why it wasn't recommended that there be a re-organization. The District is going to do another re-classification study and has not approved job changes due to accretion of duties, although there are situations where there is a reclassification. It's important to note that he has been in the job for more than two years.

Vice-Chairperson Aoyagi agreed and supported the re-classification of Jose Hernandez.

Jose Hernandez, Grounds Gardener spoke on his own behalf and requested that the Personnel Commission re-classify him to a Grounds Gardener Leadworker. He stated he had been employed with the District since 1979 doing groundskeeping. He has trained the City of Berkeley students that have been assigned to his crew. He has been doing the lead position for 11 years and he has been receiving a 5% differential for this work. This is a big responsibility that has been given to him verbally but not on paper and he's not being paid at the rate of the leadworker. He thinks he deserves to be in the assignment.

Commissioner Carter asked, What will we be looking for? Commissioner Lee explained the process. He also noted that first it should be approved and then conduct the study. Chairperson Lee requested that Randy Perez or Gloria Maldonado to conduct a quick study on the position that is being conducted by Mr. Hernandez. They will study what he is doing differently from others in the classification.

Ron Jackson, BCCE Executive Director, said there is someone here representing the District and HR and they are not opposing the recommendation. Both his supervisor and his supervisors' supervisor are also here. We now have someone who has been waiting years. The commission can make the recommendation if the motion is made.

Secretary Perez reviewed the information that was submitted. Upon review it was his opinion that he would fall into the lead category.

Commissioner Carter asked if Secretary Perez was the person that would be making the recommendation. Secretary Perez commented that he would.

Roderick Carraway, OSS has been with the District 16 years and has worked with Jose since 1996. He has seen Jose work with the Weekend Offenders Program with students and many others. This decision not only affects Jose but it also affects the other employees that work under him. He has trained most of the employees that have come into the District. He is well respected in the community. He's been here 33 years. He frequently has to deal with people that are irate and upset. Mr. Carraway believes Jose should not wait any longer to be re-classified.

Based on the information presented to the Personnel Commission which included letters, job descriptions, statements from staff and management, Commissioner Lee moved to reclassify Jose Hernandez into the Grounds Gardener Leadworker effective June 7, 2012. The request for reclassification was approved.

Chairperson Lee thanked Mr. Hernandez for all of his work for the District. He has had many people speak well for him.

Approved 2 – 1

### **Information Items**

Chairperson Lee stated that a list of new employees being hired and of examinations will be put into the agenda each month.

President Phillips wanted to make a comment. She stated that Jaqueline Boutte was not added to the list. Secretary Perez commented that the list is only notification of new hires from eligibility lists not re-hires. Chairperson Lee stated that Secretary Perez was following directions but she brings up a good point regarding re-hires being added to the list.

### **Reports**

#### **Union**

President Phillips wanted like to report that there are still concerns regarding vacancies not being posted at all sites and vacancies not being filled. There are about 20-30 positions that the union is aware of the have been open since lasts school year. One example is the position in the Student Admissions office and another is the Senior Records Clerk, the 8 positions in Food services those are just a few. This also brings up the mandate. The personnel commission is supposed to notify the union within 5 days when the District has a need to hire a LTE. The District did create a process that it adopted but it's not following their process. The union found that a lot of the documents were stale dated.

Also a concern is that members are being denied their re-employment rights. Some members have received notices that they are being terminated they have exhausted their sick leave. These employees have received a workers related injury and are being force to burn up their sick leave. The claim is in denial status and when the claim has been denied it doesn't negate the fact they have a workers comp injury. So the letters that members are receiving state they have exhausted their sick and vacation leave and they are being placed on the 39 month re-employment list. They are bringing medical notices back notices to the District; they are being ignored. We have a member who was denied re-employment. He could have been placed in a position he was ready and able to return to work to modified duty. In addition, the District is also violating COBRA because they are not receiving COBRA notifications. Section of Ed Code 45195 applies to members that exhaust sick leave. If the District is not allowing members to return to work with modified work duty then it's violating ADA.

Union filed a grievance when it hired student workers and contractors to perform bargaining work of a laid off employee.

She would like to request the Karl Hardiamon be reinstated.

### **Commissioners' Reports**

#### **Personnel Director**

Secretary Perez had nothing to report. He met with Commissioner Carter commented he was smart and articulate and they talked about the annual conference and merit commission training.

Secretary Perez commented that while President Phillips disagrees who he is handling the employees that she is talking about he believes he is acting in accordance to the Ed Code.

Vice Chairperson Aoyagi had nothing to report; she'd like to welcome our new commissioner.

Chairperson Lee he would like to welcome the new commissioner. He also commented that Commissioner Carter may want to attend the new Merit Academy conference. He attended and found the information useful.

Chairperson Carter had nothing to report. Appreciates everyone making him feel warm and welcome.

**Public Comment**

Delia Ruiz, Assistant Superintendent, Human Resources recommended that the Commission consider changing the next meeting date from July 5, 2012 as there may be many people who would be absent immediately following a holiday that may wish to participate.

Chairperson Lee moved to change the meeting date for the next Personnel Commission Meeting. Next meeting set for Monday, July 9, 2012 at 4:00 pm; location to be determined.  
Approved 3 - 0.

**Next Meeting**

Chairperson Lee requested the Director, Personnel Services provide an updated Custodian II Eligibility List for all three (3) incumbents to extend the dates.

**Adjournment**

Meeting adjourned at 5:24pm.

Respectfully Submitted:

\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Dan F. Lee  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for : **Supervisor, Family Engagement & Equity  
(Promotional)**

Written Examination: **June 12, 2012**  
Oral Fitness: **June 18, 2012**

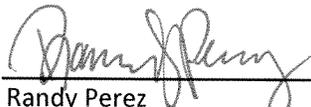
List Established by the Personnel Commission: **June 21, 2012 to expire June 21, 2013**

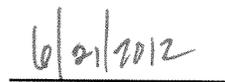
**Promotional:**

1 Charity	DaMarto
1 AnnMarie	Callegari

**Open:**

1 Mara	Benitez
2 Martha	Montufar
3 Bobby	Clark
4 Dina	Levi
4 Lamont	Francies
5 Steven	Mitchell
6 Cynthia	Dickerson
7 Laurie	Panther
7 Halima	Mohammed

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

  
\_\_\_\_\_  
Certification Date

\_\_\_\_\_  
Dan Lee  
Chairperson, Personnel Commission

\_\_\_\_\_  
Ratification Date

# Berkeley Unified School District

## Merit System

Eligibility List for : **Instructional Technician  
(Promotional & Open)**

Written Examination: **April 17, 2012 and April 20, 2012**

Oral Fitness: **April 27, 2012**

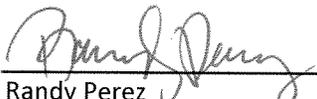
List Established by the Personnel Commission: **May 4, 2012 to expire May 4, 2013**

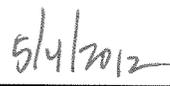
**Promotional:**

1 Karreimiah Sanders

**Open:**

1 Rocio Garcia  
2 Fernando Ayala  
3 Harold Bannerman  
4 Yvonne Suniamafileo  
5 Shaheerah Brandshaw  
5 Fabiola Crenshaw  
6 Julio Rangel  
7 Travon Stephens  
8 Tenise Lum

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

  
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**Public Comment**

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**Next Meeting**

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**Adjournment**

Meeting adjourned at 5:24pm.

Respectfully Submitted:

\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Dan F. Lee  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

## BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Board of Education  
**FROM:** William Huyett, Superintendent  
**DATE:** June 20, 2012  
**SUBJECT:** Reorganization of BSEP Office and Related Elimination/Reduction of Positions and Addition of New Classifications, Job Descriptions and Positions

### BACKGROUND INFORMATION

The School Enrichment (BSEP) Manager position is vacant, and the Administrative Coordinator position will be vacant due to an upcoming retirement. This year's review of the BSEP Office services and functions has determined that there is a need to recommend new classifications and job descriptions that will reflect the complexity and addition of the services that are or will be essential functions of the BSEP Office and direct support to the Office of the Superintendent.

In addition to the basic function of managing the continuing BSEP tasks, there is a need for the administrator to act as the Superintendent's designee to direct, coordinate, oversee and/or support the implementation of specific programs, committees, and functions of the Superintendent's Office, such as the Communications Team, Family Engagement and Equity, public information, and interpretation/translation. This will result in the administrator needing to delegate additional and more complex duties to his/her assistant.

The existing job descriptions for the existing positions were written over ten years ago and do not accurately reflect the need to inform prospective applicants of the actual duties that the incumbents will be expected to perform. In addition, the recent addition and complexity of services that the BSEP administrator will now manage and oversee, require that the administrator perform Director-level duties.

Due to the substantial accretion of duties expected of the BSEP Office, staff is recommending that the Board approve the restructuring and that two new classifications and positions be established to recruit qualified personnel. The recommendation is to create the position of **Director, Berkeley Schools Excellence Program (BSEP) and Community Relations** to replace the existing Manager, School Enrichment (BSEP) position, and create the position of **Program Specialist, BSEP** to replace the Administrative Coordinator position.

The BSEP Director position would be assigned increased supervisory responsibilities, such as the BSEP Program Specialist position, the Family Engagement and Equity Supervisor, and, as designated by the Superintendent, other BSEP-funded positions such as the Public Information Officer and Interpretation/Translation Specialist. The BSEP Director would also be responsible to represent the Superintendent in district-wide community planning processes as assigned.

The Program Specialist, BSEP would have a qualitative increase in responsibilities to administer the BSEP School Discretionary Fund, a significant apportionment of the BSEP Measure. This work will require budget knowledge and ability to work in the District's financial systems to input and maintain or oversee the maintenance of BSEP-funded personnel and purchase transactions from this fund account. This position will be further liable to monitor this fund account to ensure compliance with the Board-adopted "Annual Plan for Expenditure of the BSEP School Discretionary Fund" and the BSEP Measure. Specific and detailed knowledge of the Board-adopted budgets and the BSEP Measure will be required to monitor and assess compliance of this Fund account.

In light of Education Code requirements, if the new positions of Director of BSEP and Community Relations and Program Specialist, BSEP are created, it is necessary for the Governing Board to eliminate the two existing positions, as per attached resolution to:

Eliminate/Reduce:

- Manager, Berkeley Schools Excellence Program (BSEP) (Vacant) 1.0 FTE
- Administrative Coordinator (Vacant) 1.0 FTE

Approve new classifications, job descriptions and positions:

- Director, Berkeley Schools Excellence Program (BSEP) and Community Relations 1.0 FTE
- Program Specialist, Berkeley Schools Excellence Program (BSEP) 1.0 FTE

**DISTRICT GOAL**

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

**POLICY/CODE**

Education Code Sections 45101, 45114, 45117, 45298, 45308, 45276, 45268, 45109, 35020

**FISCAL IMPACT**

The allocation of BSEP monies for Public Information, Translation and Support of BSEP Planning and Oversight Committee funds both of these positions. Sufficient monies have been reserved in that account in the event that the restructuring would result in increased expenditure. Refer to Board Document of June 6, 2012, "FY 2012-13 Expenditure Plan for the BSEP Public Information Budget."

**STAFF RECOMMENDATION**

Approve the reorganization, new classifications and job descriptions and related resolution to eliminate/reduce and add positions.



**BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department**

**CLASSIFICATION  
AND POSITION  
DESCRIPTION**

TITLE:	<b>Director, Berkeley Schools Excellence Program (BSEP) and Community Relations</b>	REPORTS TO:	<b>Superintendent</b>
DEPARTMENT/SCHOOL:	<b>Office of the Superintendent</b>	CLASSIFICATION:	<b>Classified Management Confidential</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/261 days 8 hours per day</b>
APPROVED: Board Commission	<b>06/20/12 07/09/12</b>	SALARY GRADE:	<b>Range 82</b>

**BASIC FUNCTION:** Under direction of the Superintendent, provide policy analysis and highly technical support to the District to plan, implement, manage and monitor compliance of the programs and services funded by the Special Tax known as the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP). Serve as staff to the BSEP Planning and Oversight Committee and other BSEP-related committees. Act as the superintendent’s designee, as assigned, to represent, coordinate, facilitate and/or support the superintendent in the district’s public planning processes, such as: the district’s Special Tax Measures, the Family Advisory Council, the Communications Team and other district committees.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions listed 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 accurately the principal job elements.

**Essential Functions**

- Work in collaboration with District administration and the BSEP Planning & Oversight Committee (P&O) to plan and develop budgets for programs funded by the BSEP tax, such as: class size reduction, visual and performing arts, school libraries and technology, professional development and educational program evaluation, parent engagement, public information and the BSEP School Discretionary Fund
- Produce narrative and financial documents of revenues generated by the BSEP Tax for the Board of Education and direct the implementation of the approved program budgets in the district’s systems
- Interpret and apply a variety of laws, rules, regulations and policies related to compliance with the BSEP Measure, and monitor the programs and services funded by BSEP tax revenue to ensure accuracy and compliance with the BSEP Measure and the Board-adopted *BSEP Annual Plan* for expenditure of BSEP funds
- Direct the work of project staff to project, manage and account for the BSEP tax revenues; establish and oversee the maintenance of records required for accountability of the tax revenue, and regularly audit the records for accuracy and compliance with the BSEP legislative guidelines
- Provide leadership and supervise project staff to provide customer service-oriented technical support to principals and School Governance Councils to develop and implement annually their *Single Plan for Student Achievement*
- Serve as staff to the BSEP Planning and Oversight Committee (P&O), by establishing agendas in conjunction with the P&O Committee Chairperson, providing revenue and expenditure reports and producing a variety of financial and program reports and other documents related to the BSEP Special Tax
- In collaboration with the Superintendent’s Cabinet, participate in developing the District’s vision, goals and programs
- Represent the District, as assigned, to plan, organize and conduct public forums and other planning processes to gain public support for the BSEP Measure and other District initiatives
- Act as the Superintendent’s representative, as designated, to direct, coordinate, oversee and/or support the implementation of specific programs, committees and functions of the Superintendent’s Office, such as, the Communications Team, Family Engagement and Equity Program, public information, interpretation/translation services and other functions of the Office of Superintendent
- Assist the Superintendent in organizing and conducting district wide forums and other processes to engage the community in support of district wide initiatives

- Prepare documents about the BSEP Measure and other district programs and services for communication with the public
- Provide technical expertise, information and assistance to school and District administrators, community groups and others about the BSEP Measure and other District policies and programs
- Supervise, train and evaluate assigned staff
- Perform related duties as required

**Knowledge of:**

- Principles and practices of fiscal and education policies and practices, especially as related to the local Special Tax, the *Berkeley Public Schools Educational Excellence Act of 2006*
- Fiscal management including budget development and analysis
- The educational programs and services and compliance requirements of the BSEP Measure
- Principles and practices of public information and communication
- School district organization, operations and objectives
- Principles and practices of effective management and supervision
- Methods to interpret, apply and explain rules, regulations, policies, and procedures

**Ability to:**

- Plan, organize, coordinate, implement, manage and assess compliance of the programs and services developed from the legislation, the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP)
- Understand, interpret and communicate to the larger Berkeley community, the BSEP Measure and the District policies, procedures and operations
- Produce financial, narrative and technical documents on a regular and time-sensitive basis
- Organize and facilitate large group planning processes
- Prepare presentations and use expert facilitation skills with large and small groups
- Communicate clearly and effectively in speaking and writing to diverse audiences
- Organize, coordinate, and prioritize a large volume of activities, programs and services
- Build relationships within the District, with other agencies and with the larger Berkeley community

**MINIMUM QUALIFICATIONS**

**Training, Education and Experience:**

- Possession of a Bachelor’s degree and five years’ experience working in the field of education, public policy, finance, non-profit management, fund development or related field required; Master’s degree preferred
- Experience in organizing and facilitating community decision making processes
- Any combination of education or experience that demonstrates competence in financial management

**Licenses and Other Requirements:**

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

**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; vision capable to read, write and use the computer for extended periods of time; hearing and speaking to exchange information, in person or on the telephone, and to make presentations to large groups

**WORKING CONDITIONS/ENVIRONMENT:**

Flexible work hours, including evenings and weekends; diverse office and school site environments, driving a vehicle to conduct meetings at various sites; fast-paced work with constant interruptions



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Program Specialist, Berkeley Schools Excellence Program (BSEP)</b>	REPORTS TO:	<b>Director, Berkeley Schools Excellence Program (BSEP) and Community Relations</b>
DEPARTMENT:	<b>BSEP Office</b>	CLASSIFICATION	<b>Classified Staff</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/261 days 7.5 hours per day or assigned duty days/hours</b>
APPROVED: Board Commission	<b>06/20/12 07/09/12</b>	SALARY GRADE:	<b>BCCE Range 58</b>

**BASIC FUNCTION:** Under minimal supervision of the Director of the Berkeley Schools Educational Excellence Program (BSEP) and Community Relations, perform responsible analytical, operational and financial work to interpret and implement the BSEP School Discretionary Fund, a fund account of the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP), and/or other portions of the BSEP Measure as designated. Provide high-level administrative support to the BSEP Planning and Oversight (P&O) Committee. Give public presentations to school and community groups to provide information about the BSEP Measure and to encourage community support of and involvement with the BSEP Measure.

**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**

- In collaboration with the Educational Services Department, organize and assist in or independently conduct training workshops for principals, School Governance Council (SGC) members, BSEP Planning & Oversight (P&O) Committee representatives and other school groups about the policies, guidelines and procedures of the SGCs, the *Consolidated School Plans for Educating the Whole Child*, and the *Berkeley Public Schools Educational Excellence Act of 2006*
- Work with school principals to analyze and develop each school's BSEP School Discretionary Fund budget and plan (a fund account of the *Berkeley Public Schools Educational Excellence Act of 2006*) and act as a liaison to the SGCs to facilitate communication about their BSEP School Discretionary Fund budgets
- Work with District departments to implement and maintain the BSEP School Discretionary Fund in the District's financial and personnel systems
- Prepare and maintain all appropriate records of the BSEP Program
- Monitor and conduct audits of the expenditures of the BSEP School Discretionary Fund to ensure compliance with the BSEP Measure and the Board-approved expenditures plans for those accounts
- Support the annual SGC and BHS BSEP Site Committee elections, collect election information and prepare the annual report to the Board of Education about the SGC membership, diversity and activities
- Provide support to the BSEP P&O and Subcommittees by attending the meetings and preparing and maintaining documents pertinent to the functioning of the P&O Committee and Subcommittees, and assisting the BSEP Director in the fulfillment of the charge of the P&O Committee
- In conjunction with the BSEP Director, develop and produce a variety of financial and narrative documents about the BSEP Special Tax for presentation to the Board of Education and dissemination to the public, including the BSEP Annual Expenditure Plans and the BSEP Annual Compliance Report
- In collaboration with the Educational Services Department, annually produce the *Consolidated School Plans for Educating the Whole Child*
- Train and support other staff on topics related to workscope
- Respond with a high degree of diplomacy and a "customer-service" attitude to requests of taxpayers
- Maintain all official required records (e.g., rosters, meeting minutes, expenditure reports), current and historical, of the BSEP P&O Committee
- Perform other related duties as assigned

**Knowledge of:**

- *Berkeley Public Schools Educational Excellence Act of 2006* legislation regulations, policies and practices
- Berkeley Unified School District educational programs, services, policies
- Operational procedures of a school district, public agency or non-profit agency
- Methods to interpret apply and explain rules, regulations, policies, and procedures
- Financial analysis
- Techniques used to facilitate community planning processes
- Presentation techniques
- Correct English usage, grammar, spelling, and punctuation

**Ability to:**

- Understand, interpret, apply, and articulate regulations and polices related to the *Berkeley Public Schools Educational Excellence Act of 2006*
- Competently use the functions of Microsoft Office, including Word, Excel and Power Point
- Analyze school budgets, make computations rapidly and accurately, and provide accurate information about personnel and materials costs to budget managers
- Learn the District's financial management systems, position control, and account code structures quickly to maintain the budgets of the BSEP School Discretionary Fund
- Communicate effectively orally and in writing
- Write, prepare and/or edit, complex documents for presentation to the Board of Education and public
- Interpret and apply independently, the legal guidelines allowing authorization of personnel and purchase requisitions to be charged to the BSEP School Discretionary Fund
- Work independently, take initiative, prioritize and complete multiple, complex, and competing tasks in a timely manner with a high degree of accuracy and accountability
- Organize and produce multiple documents accurately, and maintain voluminous records in an orderly and accessible fashion
- Build positive and productive relationships with parents, staff, and community members
- Be flexible and work in a team-oriented, collaborative environment
- Provide excellent customer service and communicate diplomatically with Berkeley's taxpayers about the BSEP Tax legislation

**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

**MINIMUM QUALIFICATIONS:****Education, Training, and/or Experience:**

- Possession of a conferred Bachelor's degree in a related field
- Minimum of three year's professional level work experience in a related field
- Experience with the Berkeley community and the *Berkeley Public Schools Educational Excellence Act of 2006* preferred

**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.*

Capacity to sit or stand for extended periods of time to perform work that is primarily sedentary; vision (which may be corrected) to read, write and use the computer for extended periods of time; hearing and speaking required to exchange information in person or on the telephone and to make presentations; sufficient dexterity and strength to perform tasks required to organize and set up events and make presentations to large groups; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; and lifting moderate weight objects.

**WORKING CONDITIONS/ENVIRONMENT:**

Flexible work hours, including frequent evening meetings; diverse office and school sites; fast-paced work in an "open office" environment subject to many interruptions

**Berkeley Unified School District  
Personnel Commission**

**TO:** Personnel Commission  
**FROM:** Randy Perez, Director, Classified Personnel  
**DATE:** July 9, 2012  
**SUBJECT:** Advanced Salary Placement for new Risk Management, Workers' Compensation and Benefits Supervisor

**Background Information**

The Personnel Commission staff conducted two recruitment and testing cycles for the Risk Management, Workers' Compensation and Benefits Supervisor position. The first recruitment and testing cycle concluded on March 27, 2012 and resulted in one person as the sole rank on the open eligibility list. The second recruitment and testing cycle concluded on June 1, 2012 and resulted in the addition of one more person and one more rank to the existing eligibility list. In a span of the six months following the resignation of the prior Risk Management, Workers' Compensation and Benefits Supervisor, we have only been able to generate an eligibility list with two ranks. Needless to say, we have had substantial difficulty in filling this critical vacancy. The recommendation at hand is to place our next Risk Management Supervisor on step 4 of the coinciding salary schedule for the position.

**Examinations Administered in the Month of June:**

*Classification-*

- Instructional Assistant, Early Childhood Education
- Instructional Assistant, Special Education, Attendant
- Supervisor, Family Engagement & Equity
- Administrative Assistant