Meeting Minutes

February 11, 2013

1. **Call to Order**
   The meeting was called to order at 4:09PM.

2. **Roll Call & Establishment of Quorum**
   Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were all present and a quorum was established.

3. **Closed Session Item: Discuss Request for Appeals Hearing for Two Classified Employees**
   The meeting was ordered into closed session by Chairperson Aoyagi.

4. **Report from Closed Session and Open of Public Meeting 4:30pm**
   The Public Meeting was established at 4:35PM. During the Closed Session, a hearing officer was assigned to each of the two hearings.

5. **Public Comments**
   No public comments were made.

6. **Swearing In of Joint Appointed Commissioner**
   Beatriz Leyva Cutler, Director/Clerk of the Board of Education, swore in Ann Aoyagi as the joint appointed Personnel Commissioner of the Berkeley Unified School District.

7. **Approval & Adoption of Agenda**
   The Agenda was approved and adopted without change.
   Approved: 3-0

8. **Approval of Minutes**
   The January 10, 2013 meeting minutes were approved without change.
   Approved: 3-0

9. **Consent Items**
   Secretary Perez provided a corrected copy of the eligibility list for the Senior Budget Analyst position, due to a candidate inadvertently being listed twice on the original list. Chairperson Aoyagi motioned to ratify the following Eligibility Lists:
   a) Account Technician
   b) Senior Budget Analyst
   c) Grounds Gardener
   d) Facilities Security Worker
   e) Instructional Media Technician
   f) Accountant
   h) Instructional Technician, Cooking
   i) Maintenance Engineer
   Approved: 3-0

10. **Discussion Items**
    a) Agenda Item Request from BCCE
    Paula Phillips, President, Berkeley Council of Classified Employees, commented that allowing the District to create positions without following the established Merit Rules is an abuse of the Merit Rules. President Phillips also commented that the Director, Classified Personnel abused his authority in appointing a provisional employee in a limited-term assignment instead of hiring employees from an eligibility list. President Phillips asked that all limited-term and provision assignments be brought before the commission before appointment. Chairperson Aoyagi inquired on how the provisional employee was appointed without being on the eligibility list. In response to a question from Chairperson Aoyagi, Secretary Perez explained that, although the appointee was on not the eligibility list, she had

applied for the position in question and had met all of the minimum qualifications for the position. Secretary Perez stated that she was appointed to the position provisionally due to the urgent need from Principal Scuderi. Commissioner Lee commented that the initial appointment, due to its urgency and limited-term, was within the scope of responsibility of the Classified Personnel Director. With regard to the provisional appointment, Vice-Chairperson Carter expressed concern that the Director Perez had not complied with the directions the Commission ordered at the last meeting regarding this position, and he stated that all future directions from the Commission are to be followed. Vice-Chairperson Carter stated that communication between Director Perez and the Commission regarding these types of urgent issues should be done via email. Secretary Perez pointed out that the Brown Act prohibited polling of Commissioners and seeking permission via email would constitute polling.

b) Personnel Commission Budget

Commissioner Lee asked if the Personnel Commission has sufficient staffing to fully accomplish its work. Secretary Perez stated that (in addition to himself) the two current positions - Administrative Assistant and Personnel Coordinator – will be sufficient to carry out Commission work, including the tracking required by the Writ. President Phillips commented that information printed out from the e-mailed version of the financial summary report (Attachment A) was missing a column, which did appear in the agenda documents sent via district mail. She pointed out that it is for this reason that it is important that BCCE receive district mailings on time.

11. Conference Items

a) Administrative Review of job duties of employee Jonathan Staples

Jonathan Staples provided his response to the report that Director Perez provided to the Commission last meeting. Chairperson Aoyagi requested additional time for the Commission to review the document. Mr. Staples agreed to return at the next meeting to continue the discussion of this matter.

b) Classified Staff Appreciation Day

Secretary Perez commented that the third week in May is the Classified Appreciation Week. The Commission preliminarily selected Tuesday, May 21st, as the day of celebration. Commission Lee suggested utilizing an outside venue for the event. Secretary Perez volunteered to research viable outdoor locations.

c) Personnel Commission Classification Study Committee Participation

Commissioner Lee offered to represent the Commission within the Classification Study Committee. Approved: 3-0. President Phillips expressed concern that the Classification Study Committee has not yet met with classification and compensation consultant regarding setting the study into motion. President Phillips also expressed concern in having Commissioner Lee on the Classification Study Committee, because he does not represent any of the occupational groups or departments represented within the study. Secretary Perez will confer with the consultant regarding Commissioner Lee's participation in the Classification Study Committee. President Phillips suggested a meeting with the consultant and the Commissioners to help clarify the role of the Classification Study Committee. Secretary Perez stated that they are in the process of planning a joint meeting with the Board of Education, the Personnel Commission and the consultant. Secretary Perez also stated that the consultant will be meeting with the Classification Study Committee and Cabinet on February 19th, and the Management Team on February 20th.

12. Information Items

a) Examinations administered in the month of January

Instructional Technician, Cooking
Facilities Security Worker
Instructional Media Technician
Accountant
Senior Budget Analyst
Accounting Technician
Personnel Specialist, Confidential
Maintenance Engineer
Buyer

b) New hires processed in the month of December

Edward Carmichael, Custodian I
Tashi Dhondup, Food Service Assistant
Erica Ferro, Senior Food Service Assistant
Vaile Fujikawa, Library Media Technician, Secondary
Rochelle Vaughn, Secretary
Heather O'Brien, Instructional Assistant
Heidi Ross, Instructional Assistant

13. Reports

a) Union

President Phillips stated that the Union has not been receiving the printed agenda packets within a reasonable amount of time before the Commission meetings. President Phillips also stated that the hiring of provisional and limited-term employees has not been done in accordance with the Merit Rules.

b) Commissioners Reports

Commissioner Lee recognized Secretary Perez for his work on the 2011-2012 Annual Report. Chairperson Aoyagi noted that, due to Commissioners being out of the country in February, March and April, the Commission would not be able to again focus on Rules and Regulations revision until May.

c) Personnel Director

i. Classification and Compensation Study

Secretary Perez stated that the consultant will meet with Cabinet and the Classification Study Committee on February 19th and the Management Team on February 20th. February 27th is the tentative start date for the orientation sessions with the classified staff.

ii. Revised Personnel Commission meeting dates

Chairperson Aoyagi commented that the following Commission meetings will take place at the Tech Lab:
April 11, 2013 (starting at 5:30pm)
September 12, 2013

iii. Annual Report

Secretary Perez presented the 2011-12 Personnel Commission Annual Report. He commented that future Annual Reports will contain more information related to the Commission and its yearly achievements and that more information will be tracked this year in preparation for next year's report.

14. Public Comments (15 minute limit)

No public comments were made.

15. Next Meeting

The next meeting will occur on March 7, 2013

16. Adjournment

Meeting adjourned at 6:07pm.
Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

3/4/2013
Date

Approved:

Ann Aoyagi
Chairperson, Personnel Commission

Special Meeting Minutes

February 20, 2013

1. **Call to Order**

   The President of the Board of Education, Leah Wilson, called the meeting to order.

2. **Working Session: Roles of the Board of Education and the Personnel Commission Regarding The Classification and Compensation Study**

   Bill Ewing, President of Ewing Consulting, Inc. presented to the Board of Education and the Personnel Commission information on the forthcoming Classification and Compensation Study.

3. **Public Comment**

   Paula Phillips, President, BCCE, asked whether Teacher on Special Assignments (TSAs) would be reviewed in the study. President Phillips expressed concern to Randy Perez, Director, Classified Personnel, that TSAs were doing BCCE bargaining unit work. Interim Superintendent, Javetta Cleveland, stated that the classification study does not include the review of certificated positions. President Phillips raised concern over whether the work being performed by TSAs requires a teaching credential. Board President Wilson stated that the classification study will not address the issue and stated that a different route for review would have to be taken. Delia Ruiz, Assistant Superintendent of Human Resources clarified that TSAs collect data to advise appropriate personnel with regard to instruction in the classroom. The TSAs produce instructional reports used to guide school site principals and teachers in instruction. Secretary Perez also explained that in the Request for Proposal that he prepared, he did not include any positions for review that are outside of the classified service. Commission Chairperson, Ann Aoyagi asked how we might support employees that aren't comfortable with written skills. Mr. Ewing stated that he recommended to the Classification Study Committee that employees meet in occupational groups and work with union representatives or their colleagues to assist in scribing the duties. Commission Vice-Chairperson, Timothy Carter asked if the study would show employees that are being underworked or overworked. Mr. Ewing clarified that the study will not be looking at the volume of work. Mr. Ewing said that he will be communicating to employees that the study will not be looking at staffing levels, but will only review the work currently being performed by employees. Board Director, Beatriz Leyva-Cutler stated that the communication regarding the process and steps of the study will be critical.

4. **Adjournment**

   Board President Wilson adjourned the meeting and announced that the Board would proceed into closed session.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

3/2/2013
Date

Approved:

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Food Service Satellite Operator**
(Promotional & Open)

1st Examination: **February 4 & 6, 2013**
2nd Examination: **February 13 & 14, 2013**

List Established by Personnel Commission: **March 11, 2013 to expire March 11, 2014**

Promotional:

1	Keith	Summers
2	Jasmine	Hubbard

Open:

1	Callie	Stanley
2	Reginald	Lowe
2	Claudia	Ndah
3	Josh	Mesa
4	Tonja	Warren
5	Lisa	Ramsey
6	Geraldine	Meeks

Randy Perez
Secretary, Personnel Commission

3/1/2013
Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

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

1st Examination: **February 13, 2013**
2nd Examination: **February 25 & 26, 2013**

List Established by Personnel Commission: **March 11, 2013 to expire March 11, 2014**

Promotional:

1	Teri	Adams-Carmichael
2	Lorna	Rohlfing

Open:

1	Minx	Manuel**
1	Harold	Bannerman*
2	Shaheerah	Bradshaw*
2	Jocelyn	Leche
2	Jessica	Sund
2	Markel	Archie
3	Claudia	Ramey
3	meredith	hanna
4	Shealyn	Bissell
5	Ilmillian	Finch
5	Jane	Friedman**
6	Sharmila	Wright
7	Richard	Rodriguez

*expires May 4, 2013
**expires January 10, 2014

Randy Perez
Secretary, Personnel Commission

2/28/2013
Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Personnel Coordinator, Personnel Commission (Open)**

1st Examination: **February 8 & 11, 2013**
2nd Examination: **February 22, 2013**

List Established by the Personnel Commission: **March 11, 2013 to expire March 11, 2014**

Open:

1 Anthony Langford
2 Valerie Tay
3 Constant Harris

Randy Perez
Secretary, Personnel Commission

2/26/2013
Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Program Specialist, BSEP**
(Promotional & Open)

Written Examination: **February 1, 2013**
Oral Examination: **February 8, 2013**

List Established by Personnel Commission: **March 11, 2013 to expire March 11, 2014**

Promotional:

1	Jessica	Montiel

Open:

1	Valerie	Tay
1	Dawn	Paxson
2	Hugo	Arabia

Randy Perez
Secretary, Personnel Commission

2/12/2013
Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for : **Personnel Specialist, Credentials (Confidential)**
(Promotional & Open)

Written Examination: **January 25, 2013**
Oral Panel: **February 8, 2013**

List Established by Personnel Commission: **March 11, 2013 to expire March 11, 2014**

Promotional
Paula Shoemaker

Open
Anthony Langford

Randy Perez
Secretary, Personnel Commission

3/2/2013
Certification Date

Ann Aoyagi
Chairperson, Personnel Commission

Ratification Date

Examinations Administered in the Month of February:

Classification-

Account Technician
Food Service Satellite Operator
Instructional Technician
Personnel Coordinator, Personnel Commission
Program Specialist, BSEP
School Safety Officer
Personnel Specialist, Credentials (Confidential)
Senior Personnel Assistant

New Hires/New Assignments Processed in the Month of February:

Name-		*Classification-*
Karen	Cagan	Instructional Technician
Carol	Hackler	Instructional Assistant, ECE
Kevin	Kunze	Instructional Media Technician
Melina	Landry	Instructional Technician
Joni	Lofton	Clerical Assistant I
Ameera	Loggins	Instructional Technician
Courtney	Moffitt	Instructional Technician
Liz	O'Connel-Gates	Program Assistant
Amber	Spencer	Administrative Coordinator
Carla	Strauss-Jones	Instructional Assistant, ECE
Alexis	Wachtel	Instructional Technician, Cooking
Yvette	Rodriguez	Instructional Assistant, ECE
Joshua	Mesa	Food Service Assistant
Shaela	Saunders	Food Service Assistant
Edwina	Taylor	Food Service Assistant
Janise	Ollison	Food Service Assistant
Janice	Lawson	Food Service Assistant
Luwana	Gremillon	Food Service Assistant
Valerie	Tay	Program Specialist, BSEP
Mario	Micanovic	Accountant

Attachment A

Berkeley Unified School District

2020 Bonar Street, Berkeley, California 94702
Phone: (510) 644-6150 Fax: (510) 644-6151 www.berkeley.net

Via Electronic Mail

January 9, 2013

To: The Personnel Commissioners

From: Randy Perez, Director, Classified Personnel & Secretary to the Commission

RE: Request to Investigate Working Out of Classification

This is in response to your directive of the December 6, 2012 Personnel Commission Meeting, to review whether Jonathan Staples has been working out of classification.

My investigation included a review of documents and interviews of Jonathan Staples, Steve Collins, Plant Operations Manager and Lew Jones, Director, Facilities & Maintenance. I have reviewed the job description and several documents that Mr. Staples provided to me. Included was a memorandum prepared by former Director of Classified Personnel, Tina Brier in which she requests the merging and modification of the Maintenance and Trades Supervisor classifications. Mr. Staples also provided copies of several job descriptions from other school districts for several administrative positions in the field of maintenance and facilities operations, and a copy of the Maintenance Supervisor posting for which he applied.

During my interview of Mr. Staples, he expressed three primary reasons and provided an explanation for each to support his claim that he is working out of classification. First, he explained that there is no groundskeeping work required in his job description. Currently, he inspects facilities grounds for fire and electrical hazards and safety. He meets with principals about taking appropriate actions to ensure safety for students and staff. He assigns work to the gardening division when, for example, pruning needs to be done or when drains need to be cleaned to ensure safety and avoid hazards. Second, Mr. Staples explained that the responsibility of inspecting facilities to enforce safety practices lies with the Plant Operations Manager. Mr. Staples believes that his role is to inspect work in progress and he pointed to his job description in support. Mr. Staples also explained that his job description states that his job is to review the preventative maintenance plan, not develop the plan as he currently does. Finally, he explained that he routes work to his colleague, Jean Philippe Rabeux, to his supervisor, Steve Collins and to the other Plant Operations Manager, Greg Williams. Mr. Staples explained that his job description does not require him to identify the work needed in other areas and route out to the appropriate administrator.

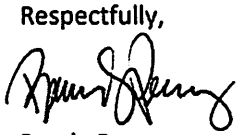
The memorandum dated March 23, 2004 that Mr. Staples shared with me from Ms. Brier documents the District's resolve in merging two Maintenance Supervisor classifications to provide the District with more flexibility as it relates to assigning supervisory duties in the Facilities Department. In the memo, Ms. Brier states, "the District feels it would benefit to have the job description broadened and more generalized in place of having two or three job descriptions..." The Board and Commission approved the single Maintenance Supervisor job description to capture a broad scope of responsibilities in the maintenance area. Consequently, the Facilities

Department under the leadership of Lew Jones, divided the work and administrative responsibilities into two supervisory shifts: the day shift and the night shift. The supervisor working the day shift manages work orders and immediate maintenance emergencies that come about during the day. The supervisor working the night shift manages the preventative maintenance for the District's facilities.

Mr. Staples' assertion that his job description does not entail certain maintenance responsibilities such as groundskeeping, inspecting facilities for safety and hazards and developing a preventative maintenance plan versus reviewing such a plan goes against the grain of the whole purpose the District merged the Maintenance Supervisor job descriptions into one single and general classification. Perhaps the job descriptions that existed prior delineated specific duties and restricted what one supervisor could and could not do, but the current job description encompasses everything that Mr. Staples believes it does not. The Definition section of the job description states: "Under the direction of an assigned supervisor plan, schedule, assign, coordinate, supervise, review and evaluate maintenance, custodial and facilities activities, and personnel, including preventative and emergency and routine maintenance..." In addition, the Example of Duties states the following responsibilities: "schedule, assign and review preventative maintenance and emergency repairs of facilities, inspect work in progress and completed work to ensure safe and efficient operations and legal compliance with fire, safety and uniform building codes..." A major component of preventative maintenance is to assess and address maintenance needs proactively before they become safety and hazard issues as indicated in the preceding quote from the job description. Furthermore, as a supervisor working the night shift, his responsibility is to plan, schedule, assign [the work of], coordinate, supervise, review and evaluate preventative maintenance for the District. I do not see his job description and his role as a supervisor limited to reviewing the preventative maintenance plan. "Reviewing" versus "developing and planning work plans" are duties in alignment with non-management positions. Finally, his routing of work is a consequence of how the workflow is set up in the Facilities Department. As I understand from speaking with both Mr. Collins and Mr. Jones, Mr. Staples has a certain timetable as defined in his Master Maintenance Schedule with which to complete certain maintenance tasks and projects. Those tasks and projects that aren't completed or that require work that Mr. Staples and his crew aren't authorized or equipped to perform are routed to the appropriate administrator. This is the workflow that was established by the Facilities Department upon the District's merging of the Maintenance Supervisor classifications.

In summary, Mr. Staples is an administrator and his supervisory responsibilities encompass all that relates to the management of the preventative maintenance for the District. Administrators do develop and plan the body of work required, do write summary reports, do route work to the appropriate channels for completion and do all that is necessary to ensure proper management of the area or domain for which they have been assigned. There is no evidence that Mr. Staples is working or has been working out of class.

Respectfully,



Randy Perez
Director, Classified Personnel & Secretary to the Personnel Commission

cc: Jonathan Staples

Attachment A

Jonathan Staples
PO Box 31401
Oakland, Califorina 94604

February 7, 2013

Berkeley Unified School District
2020 Bonar Street
Berkeley, California 94702

To: Personnel Commission

From: Jonathan Staples, Evening Maintenance Supervisor

Subject: Rebuttal to Working Out of Classification

This is in response to Request to Investigation dated January 9, 2013 performed by Randy Perez, Director, and Classified Personnel & Secretary to the Commission.

It is a normal and customary practice for the Berkeley Unified School District to review surrounding school district's salary and job descriptions as a barometer (measure) for uniform compliance and competitiveness in attracting qualified applicants for similar jobs listings within school districts.

Ms. Brier's documents – As an applicant I was never advised that my job description had been revised. If so, when did I consent to undertake the new responsibilities for the same compensation?

Lew Jones divided the work and administrative responsibilities into two supervisory shifts: Day shift (manage work orders, routine work and grounds) and Night shift (manages the preventative maintenance for district facilities). However, I manage work orders and routine maintenance as well.

Your statement that Mr. Staples assertions that his job description does not entail certain maintenance responsibilities goes against the grain of the whole purpose of merging the maintenance supervisor job descriptions into one single/general classification is merely an opinion. It does not go against the grain if this was arbitrarily done without notification to me. However, the duties of the Manager – Plant Operations and Grounds Supervisor were added without notification, I was under the assumption that I was working under the job description for which I was hired.

The definition section of my job description areas cited reference words such as plan, review, evaluate...all which are very board terms and can be subjected to individual interpretation. However, it does clearly specify that the supervisor should be working under the direction of the manager...not taking lead as supervisor (specifically, on tasks such as developing and implementing_____)

Routing/Assigning work is acknowledged by you, but minimized by stating that my routing work is a consequence of how the workflow is set up in the facilities department.

Review (a re-examination; a critique or criticism; to reconsider or restudy) versus develop (to expand or enlarge on) is a typical example of the semantics at play. Although I have been identified as completing administrative duties (develop and plan the body of work required, to write summary reports, to assign work to appropriate channels for completion and do all that is necessary to ensure proper management), I am only seeking clarification for the duties listed in my job description at the time of hire to those I have been completing since my date of hire. When I requested such from my Manager, he referred me to my job description at the time of hire with no further conversation or invitation for discussion from Mr. Collins.

The essential duties of the Manager and Supervisor clearly state the supervisor is to work under the direction of the manager in matters of developing and implementing preventative maintenance.

An employee cannot be hired under one contract and subsequently be made to work under another without his/her express consent and applicable compensation for such additional duties "differential pay".

There is adequate case law setting precedence for my claim of working out of class... I did not voluntarily take on additional duties, they were assigned by my director, Lew Jones and manager, Steve Collins; a substantial amount of Steve's work hours are spent on these duties; there was no change in the allocation to a higher classification since my effective hire date; the board established a new class of duties that were previously allocated to another class.

The job of manager specifically states that he/she is to develop and administer programs (to direct or manage/to direct or control; to give or carry out instructions). These blurred boundaries between what is expect of me as a supervisor and the added managerial duties Steve and Lew have assigned have been the source of contention between Mr. Collins and me because Mr. Collins' expectations and guidance are misleading and inconsistent, solely at his whim.

If I am out inspecting schools, meeting with school officials and implementing the preventative maintenance plans, when does Mr. Collins take the lead? Is it that he simply reviews the plan composed by me and signs off in agreement. According to the manager's job description, Mr. Collins (along with me, at manager's discretion) is to inspect the facilities and devise a plan/course of action which he discusses with me and then plan on who the work is to be assigned. Several job descriptions have emerged during my investigation evidencing that my work responsibilities have increasingly escalated.

I am expected to perform duties that overlap with those of my manager. How is a subordinate to know and respect the boundaries of his/her authority and responsibilities if they can be shifted to suit the whim of the manager?

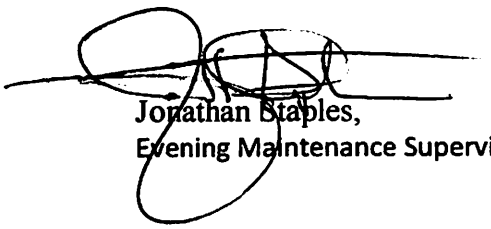
Plan – a strategy worked out in advance of an action

Organize – to make orderly or functional
Coordinate- rank in order of importance
Review- a re-examination
Establish – to create or install
Implement – to put into force

The language utilized in all is a matter of semantics (a deliberate distortion of meaning) in order to justify having me perform duties out of character of my set job description.

I am not implying that I am unwilling or incapable of doing the additional work (after all, I have been since the date of hire), but I simply ask to be fairly compensated via "retro active differential pay" for the time I have been and from this day forward.

Respectfully,



Jonathan Staples,
Evening Maintenance Supervisor

Attachment A

MAINTENANCE SUPERVISOR

Salary Range 65 $4070-4952
Revised and Approved by Merit Commission:

DEFINITION
Under the direction of an assigned supervisor plan, schedule, assign, coordinate, supervise, review and evaluate maintenance, custodial and facilities activities, and personnel, including preventive and emergency and routine maintenance of classrooms, offices, and other facilities, train, supervise and evaluate the performance of assigned personnel.

EXAMPLE OF DUTIES
Essential Functions: Plan, organize, coordinate and review the installation, maintenance, cleaning and repair of facilities, systems and equipment; supervise mechanical and structural maintenance and custodial activities including carpentry, painting, locksmithing, plumbing, electrical work, heating and air conditioning and the work of other skilled trades; schedule, assign and review preventative maintenance and emergency repairs of facilities; inspect work in progress and completed work to ensure safe and efficient operations and legal compliance with fire, safety and uniform building codes, communicate with District staff and administrators, vendors and contractors concerning maintenance projects and needs; estimate project materials and costs; ensure that equipment, supplies, parts and other materials are ordered, received, issued, stored and inventoried according to established procedures; train, supervise and evaluate the performance of assigned personnel; maintain records and prepare reports, operate a District vehicle. Perform related duties as assigned.

EDUCATION AND EXPERIENCE
Any combination equivalent to graduation from high school and either a) training equivalent to an apprenticeship program in one of the mechanical/electrical trades and five years of increasingly responsible HVAC, plumbing or electrical experience

Page 4:

and/or b) 4 years as custodian and 5 years in lead custodian capacity and experience in training, supervising and directing the work of others. Basic computer systems.

KNOWLEDGE Of:

City, State laws and regulations, principles, methods, practices of effective work coordination and planning, principles and practices of effective supervision and training, oral and written communications skills; record and budget keeping techniques. Knowledge of the safe and proper handling of hazardous and recyclable materials and knowledge of MSDS documentation, desirable.

ABILITY TO:

Plan, organize, coordinate, schedule, review and evaluate maintenance and custodial staff, supervise scheduled maintenance and custodial personnel. Communicate and work cooperatively with others schedule work effectively to meet timelines; supervise assigned personnel; apply and explain rules and policies; up date EMS system. Ability to red blue prints, but not required.

PHYSICAL REQUIRMENTS & WORKING CONDITIONS:

- Required vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Required the ability to walk long distances.
- Require the ability to lift, push/pull up to 50 lbs, infrequently.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work around loud noises, and /or foul odors.
- May be required to work around moving mechanical parts or electrical current.
- May be required to work evenings or weekends.

Attachment A

Berkeley Unified School District
Revised July 1997

Title: MANAGER-PLANT OPERATIONS

Definition:
Under direction of an assigned supervisor, plan, organize, coordinate and manage the District's maintenance, custodial, groundskeeping operations; recommend budget and control expenditures; train, supervise and evaluate assigned staff.

Essential Job Duties:
The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plan, organize, coordinate and manage custodial, groundskeeping and the maintenance operation, repair and alterations of District facilities and grounds.
2. Analyze needs and recommend improvements which maintain established standards.
3. Inspect facilities and enforce appropriate safety practices and procedures.
4. Review and approve plans and specifications for repairs, additions and alterations of buildings, grounds and equipment for bid by outside contractors.
5. Inspect and evaluate contract work.
6. Develop and review cost estimates for construction and repairs.
7. Establish standards of maintenance and preventive maintenance.
8. Develop and recommend annual departmental budget.
9. Monitor and control expenditures.
10. Select, train, supervise and evaluate assigned personnel.
11. Communicate with vendors, architects, engineers, contractors, District administrators and State officials regarding construction, alternation and purchase of maintenance supplies and equipment.
12. Communicate with District personnel and the general public to resolve issues of concern.
13. Performs related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:
- Principles of administration.
- Supervision and training.
- Budget preparation and control.
- Methods, procedures, materials, costs and equipment used in the care, construction, maintenance and preventive maintenance of buildings, facilities and grounds.
- Laws, regulations and codes related to construction, use and repair of public school facilities.
- Oral and written communication skills.

Skill and Ability to:
- Plan, organize, coordinate and manage diversified maintenance, grounds and custodial programs for the District.
- Analyze and approve plans and specifications for the construction, repair and alteration of District buildings, grounds and physical facilities.
- Inspect and evaluate construction and repair project.
- Ensure compliance with safety programs and procedures.
- Develop annual budget recommendations.
- Monitor and control expenditures.
- Prepare records and reports.

Skill and Ability to:

- Train, supervise and evaluate assigned staff.
- Communicate effectively orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: completion of two year degree from a recognized college or university with a major in business, engineering, or related field supplemented by training in management and ten years of increasingly responsible maintenance and repair experience in a large building maintenance program including at least five years in a supervisory capacity.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.

Approved by Personnel Commission:_____

Salary Range:_____

	Account classifications selected FD RESC LOC Y BA OBJT GOAL FUNC DDF	Field ranges selected FI RANGE
1.	01-0000-???-?-??-????-????-7403-???	
2.	- - - - - - - - -	
3.	- - - - - - - - -	
4.	- - - - - - - - -	
5.	- - - - - - - - -	
6.	- - - - - - - - -	
7.	- - - - - - - - -	
8.	- - - - - - - - -	
9.	- - - - - - - - -	
10.	- - - - - - - - -	

Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: CTFAR300.DATA.QSSUSER: MON, APR 14, 2003, 11:08 AM
Budget type: A Approved
Include budget transfers: A
GL Transactions: A Approved Only
Exclude Pre-encumbrances: N
Use Reference Values: N
Restricted Fld Nbr: 02 RESOURCE
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

Report prepared: THU, FEB 28, 2013, 8:38 AM

OBJT		Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance							
9510	PRIOR YEAR A/P	0.00	1,867.07	1,867.07	0.00	1,867.07	
TOTAL Beginning balance		0.00	1,867.07	1,867.07	0.00	1,867.07	
*TOTAL Beginning balance + Revenue		0.00	0.00	0.00			*
Expense							
1303	ADM & SUPV SICK LEAVE	10,350.00	1,200.00	1,200.00	0.00	9,150.00	11.6
1316	ADN & SUPV SUBS	1,000.00	0.00	0.00	0.00	1,000.00	0.0
1916	HOURLY/DAILY	0.00	370.02	370.02	0.00	370.02-	N/A
2302	CLASS SUPER & ADMIN MONTH SAL	163,984.00	110,716.44	110,716.44	55,776.00	2,508.44-	101.5
2316	CLASS. SUPV - LIMITED TERM	2,425.00	0.00	0.00	0.00	2,425.00	0.0
2402	CLERICAL TECH & OFC STAFF SAL	44,589.00	30,188.88	30,188.88	14,716.00	315.88-	100.7
2412	CLERICAL TECH & OFC OVERTIME	3,163.00	82.78	82.78	0.00	3,080.22	2.6
2416	CLERICAL LIMITED TERM	24,895.00	30,977.14	30,977.14	28,054.40	34,136.54-	237.1
2450	CASH IN LIEU OF BENEFITS	849.00	0.00	0.00	0.00	849.00	0.0
3101	STATE TEACHERS'RET.SYS, CERT	937.00	22.87	22.87	0.00	914.13	2.4
3201	PUBLIC EMPL. RET. SYS, CERTIF.	0.00	10.60	10.60	0.00	10.60-	N/A
3202	PUBLIC EMPL. RET. SYS, CLASSIF	23,813.00	17,856.98	17,856.98	8,048.08	2,092.06-	108.8
3301	MEDICARE - CERTIFICATED	165.00	22.77	22.77	0.00	142.23	13.8
3302	MEDICARE - CLASSIFIED	3,478.00	2,388.39	2,388.39	1,361.89	272.28-	107.8
3311	FICA - CERTIFICATED	0.00	5.75	5.75	0.00	5.75-	N/A
3312	FICA - CLASSIFIED	14,874.00	10,123.32	10,123.32	5,823.23	1,072.55-	107.2
3402	HEALTH & WELFARE BEN. CLASSIF.	33,239.00	21,665.70	21,665.70	11,599.52	26.22-	100.1
3501	STATE UNEMPLOYMENT INS. CERTIF	211.00	19.85	19.85	0.00	191.15	9.4
3502	STATE UNEMPLOYMENT INS. CLASSI	3,027.00	2,175.38	2,175.38	1,246.62	395.00-	113.0
3601	WORKERS' COMPENSATION INS.CERT	233.00	32.18	32.18	0.00	200.82	13.8
3602	WORKERS' COMPENSATION INS.CLSS	4,917.00	3,525.31	3,525.31	2,020.20	628.51-	112.8
3701	RETIREE BENEFITS, CERTIF. POS	341.00	0.00	0.00	0.00	341.00	0.0
3702	RETIREE BENEFITS, CLASSIF. POS	6,195.00	4,034.44	4,034.44	2,114.76	45.80	99.3
3801	PERS REDUCTION, CERTIFICATED	0.00	0.89	0.89	0.00	0.89-	N/A
3802	PERS REDUCTION, CLASSIFIED POS	2,100.00	1,501.53	1,501.53	676.72	78.25-	103.7
4200	BOOKS & OTHER REF. MATERIALS	500.00	0.00	0.00	0.00	500.00	0.0
4350	OTHER SUPPLIES	9,800.00	1,388.57	1,388.57	2,098.89	6,312.54	35.6
4400	EQUIPMENT $500 TO $5,000	1,114.00	0.00	0.00	1,114.00	0.00	100.0
5200	TRAVEL AND CONFERENCES	6,999.00	665.00	665.00	0.00	6,334.00	9.5
5300	DUES AND MEMBERSHIPS	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5712	CENTRAL PRINTING - XEROX	2,500.00	0.00	0.00	0.00	2,500.00	0.0
5713	COPIER LEASE - INTRAFUND	4,320.00	0.00	0.00	0.00	4,320.00	0.0
5800	PROF/CONSULTING SVCS & OPR EXP	16,429.00	5,941.12	5,941.12	5,100.00	5,387.88	67.2
5829	LEGAL FEES	10,000.00	9,936.00	9,936.00	0.00	64.00	99.4
5910	POSTAGE/MAILINGS	475.00	65.86	65.86	0.00	409.14	13.9
TOTAL Expense		399,922.00	254,917.77	254,917.77	139,750.31	5,253.92	
**Fund balance		399,922.00-	254,917.77-	254,917.77-			**

Attachment B