

Personnel Commission Meeting Minutes

June 4, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30pm.

2. Roll Call & Establishment of Quorum

Vice-Chairperson Ortiz and Commissioner Carter were present and a quorum was established.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Approved, 2-0.

5. Meeting Minutes

a) May 7, 2015

Commissioner Carter requested to add the question he asked under Item 10A: Ms. Rebecca Todd's request to use the Library Media Tech eligibility list for a lower class. He had asked that, if approved, would using this list potentially exclude some applicants who would qualify for the lower positions. The answer was "yes."

Approved, 2-0.

b) May 22, 2015

Approved, 2-0.

6. Consent Items

Ratification of Eligibility Lists

a) Instructional Assistant

b) Maintenance Technician

c) Buyer

d) Microcomputer Technician

e) Payroll Supervisor

Approved, 2-0.

7. Reports

a) Union

None.

b) Commissioners Reports

Commissioner Carter commented that he was on the LCAP committee, that funding for classified staff to become certificated was available, and that the program was currently being developed.

c) Personnel Director

i. New Hires and Examinations administered in the month of May.

Secretary Perez commented that the Merit Academy will soon begin, and that he will be sending more information in the future.

8. Conference Item

a) Request for Approval of Compliance Officer and Title IX Coordinator Job Description

Dr. Susan Craig, Director of Student Services, commented that the Compliance Officer and Title IX Coordinator job position should be a stand-alone position to fulfill the duties in the job description. Berkeley Unified must implement these duties because it is the law and because recently the Office for Civil Rights (OCR) recommended the establishment of such position. Dr. Craig said that it is necessary for the Title IX Coordinator and the Compliance Officer to be a classified management, unrepresented position. Delia Ruiz, Assistant Superintendent of Human Resources, commented that the job description was developed from discussions between School Board members, specific language from the OCR regarding what is required from Title IX Coordinators, and several other similar positions in other neighboring districts. The job description presented was tailored to meet the needs of the Berkeley Unified School District.

Approved, 2-0.

9. Public Comments

None

10. Next Meeting

Schedule Personnel Commission meeting to resume Merit Rules revision process, July 2nd at 4:30pm.

11. Adjournment

Meeting adjourned at 5:18pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

6/26/15

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Instructional Technician
(Open)**

Written Performance Examination:

April 28, 2015

Oral Examination:

May 29, 2015

List Established by the Personnel Commission: **July 2, 2015 to expire July 2, 2016**

Open

- 1 Andrew Toney
- 2 Reyna Aceves
- 3 Mika Chrisentery
- 4 Danielle Ross**
- 5 Alisa Foster *
- 6 Yagoit Ahmed**
- 6 Anna Wirsig**
- 7 Rafaelle Lane***
- 8 Marco Akil
- 9 Trameka Godfrey
- 10 Christof Norris

* Eligibility expires September 4, 2015

** Eligibility expires Nov 6, 2015

*** Eligibility expires April 9, 2016



Randy Perez

Secretary, Personnel Commission



Date

Ann Aoyagi

Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Assistant, Early Childhood Education
(Open)**

Written Examination: **May 5, 2015**


Oral Examination: **June 5, 2015**

List Established by the Personnel Commission: **July 02, 2015 to expire July 02, 2016**

Open

- | | |
|------------|---------|
| 1 Renee | Lee* |
| 2 Carla | Jones |
| 3 Michelle | Dotson* |
| 3 Natalie | Roden* |
| 3 Duana | Brown* |
| 4 Marian | Willis |
| 5 Reyna | Aceves |
| 6 Sayuri | Roque* |

** Eligibility expires April 02, 2016*



Randy Perez
Secretary, Personnel Commission

6/26/15

Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Bus Driver
(Open)**

Written Examination: **June 4, 2015**

Oral Examination: **June 25, 2015**

List Established by the Personnel Commission: **July 2, 2015 to expire July 2, 2016**

Open

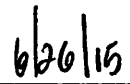
- 1 Sergio Nunez*
- 2 Belete Worku**
- 3 Candice Joseph
- 4 Charles Nelson
- 5 Shaleana Maxwell*

**** Eligibility to expire March 5, 2016***

***** Eligibility to expire May 7, 2016***



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Examinations Administered in the Month of June:

Classification-

School Safety Officer

Grounds Gardener

School Bus Driver

Grounds Gardener, Leadworker

Instructional Assistant, ECE

Budget Analyst

Maintenance Engineer

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

Name-

Employment Type-

Classification-

Location-

Erika Hernandez

New Hire

IA Special Ed, Attendant

BHS

Derrick Westover

New Hire

Clerical Assistant III

Special Ed

Mary Jacobs

New Hire

Clerical Assistant III

BHS

Reginald Johnston

New Hire

Maintenance Engineer

Maintenance

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or scan and email to randyperez@berkeley.net The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: International Federation of Professional Engineers, Local 21.

Telephone Number: 510-644-7771 Email Address: _____

Description of Item:

Update the Language Differential Rule (Rule 70.100.7.B)

“Regular, full-time employees using bilingual skills shall be paid a differential of \$15 per pay period if required to exercise the ability to translate to and from English by speaking, reading, and writing a foreign language or \$10 per pay period if required to converse in the foreign language.”

Background Information:

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

In 1972 (43 years ago), the Berkeley Personnel Commission adopted the language differential rule (70.100.7.B). Local 21 respectfully request that the personnel commission update this rule. (See attached background information).

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: Place on agenda for meeting of _____
Date of Personnel Commission Meeting

Place on agenda as _____
Type of Item

Do not place on agenda

TO: Berkeley Personnel Commission
FROM: Local 21, International Federation of Professional Engineers
DATE: July 2, 2015
SUBJECT: Rule 70.100.7.B, Language Differentials Rule

BACKGROUND INFORMATION

In 1972 (43 years ago), the Berkeley Personnel Commission adopted the language differential rule (70.100.7.B). Local 21 respectfully request that the personnel commission update this rule in a fair and equitable manner to the classified employees who must speak, read and write in another language besides English.

Rule 70.100.7.B reads as follows: *Regular, full-time employees using bilingual skills shall be paid a differential of \$15 per pay period if required to exercise the ability to translate to and from English by speaking, reading, and writing a foreign language or \$10 per pay period if required to converse in the foreign language.*

Presently, the Personnel Commission's Rule 70.100.7.A, shift differential, grants a five percent (5%) differential to employees who must work between 7:00 P.M. and 7:00 A.M. Employees who work out-of-class also received a five percent (5%) differential for performing temporary higher duty work. The District also pays some custodians a five percent (5%) tool differential.

The City of Berkeley is a community rich in its diversity. This diversity can be measured by the various racial, ethnic, economic, educational, and linguistic backgrounds of the population that inhabits the city. In order to ensure that Berkeley students have the best public school education opportunities available some classified employees must be able to communicate with families and students in their native language. As such, classified bilingual employees must be able to perform all of their duties and responsibilities in two languages.

Local 21 urges the Berkeley Personnel Commission to update Rule 70.100.7.B to be just, fair and equitable manner to the classified staff who must be able to speak, read and write in a foreign to serve the Berkeley school community as follows:

Regular, full-time employees using bilingual skills shall be paid a differential of five percent (5%) per pay period if required to exercise the ability to translate to and from English by speaking, reading, and writing a foreign language or three (3%) per pay period if required to converse in the foreign language.

Local 21, Recommendation:

Update Rule 70.100.7(B), Language Differentials Rule as recommended by Local 21

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Donald Evans, Ed.D., Superintendent
FROM: Delia Ruiz, Assistant Superintendent for Human Resources
DATE: June 24, 2015
SUBJECT: Approval for Technology Services Supervisor Job Description

BACKGROUND INFORMATION

In the Budget Priorities document passed by the Board May 6, 2015, funding was allocated for a Technology Services Supervisor position to improve the ability of the Technology Department to improve support of technology, especially at school sites.

This item asks for approval of the Technology Services Supervisor job description created in consultation with Technology Director Jay Nitschke and Local 21.

POLICY CODE

Education Code sections 35020 and Board Policy 5145.7

FISCAL IMPACT

Funds for this position are included in the 2015-16 budget.

STAFF RECOMMENDATION

Approve request to create the Technology Supervisor job description.



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Technology Services Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Technology Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 74

BASIC FUNCTION:

Manage a group of technicians who support end-users primarily at school sites. Perform analytical, highly-complex tasks in support of the District's technology functions; provide leadership and direction to users and oversee maintenance of various District systems hardware and software applications; assist in the creation of end-user computing policies, procedures and standards; ensure that technology services are delivered with excellent customer service.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Plan, organize, control and direct the day-to-day operations of primarily school site technology in the areas of education and administrative technology, network support, applications management, customer support workflow monitoring, and productivity assessment
- Perform analytical, highly-complex tasks in support of District's technology functions and strategic goals and objectives
- Provide technical leadership in developing and choosing appropriate and innovative technology
- Review and document technology standards, policies, operations and user manuals for software applications for dissemination to site staff
- Develop and implement practices and procedures working closely with technicians
- Create communication standards to ensure that staff know and understand practices and procedures
- Coordinate with the Educational Services Department leadership to ensure that Technology Department services support the educational program and successful student outcomes
- Coordinate use of telephone, text, and/or email systems used to communicate with students and families
- Interview and select employees; recommend transfers, reassignment, and disciplinary action; assign employee duties and review work for accuracy, completeness and compliance with established

requirements; conduct staff meetings, observations and training; assure proper coverage for absent staff

- Supervise, provide professional development and evaluate the performance of assigned personnel
- Attend professional development workshops, training sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices
- Assist in the design and planning of future technology projects and recommend courses of action
- Assist in the development and maintenance the technology plan
- Work with staff to maintain inventory of technology equipment; maintain records and logs related to assigned activities
- Develop, implement and maintain a program for recycling obsolete technology equipment
- Perform general technology maintenance activities as needed
- Remain on-call and respond to emergency situations promptly
- Ensure that technology services are delivered with excellent customer service

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training

Principles and practices of installing and maintaining LAN, Windows and other assigned servers and workstations

Computer hardware systems and software applications utilized by the District

Materials, methods and tools used in the operation and repair of computer and network systems

Technical aspects related to the field of specialty

Record-keeping techniques

Oral and written communication skills

Interpersonal skill using tact, patience and courtesy

Laws, rules and regulations related to assigned activities

Proper methods of storing equipment, materials and supplies

Inventory methods and practices

ABILITY TO:

Oversee and plan technology service functions related to scope of the position

Perform skilled work in the repair, maintenance and installation of a variety of PC and Macintosh computerized equipment and peripherals

Provide technical assistance to computer systems users

Install, maintain and repair LAN, Windows, Apple, and other servers and workstations

Troubleshoot and repair basic system malfunctions and maintain system operation

- Develop effective training presentations as directed
- Train and evaluate the performance of assigned personnel
- Research, analyze and recommend new system software and hardware
- Make routine equipment adjustments and perform routine maintenance
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Prioritize and schedule work
- Work cooperatively with others
- Plan and organize work with minimal supervision
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree or equivalent college-level course-work in computer science, information technology or related field; five years of experience in the installation, maintenance and repair of computer and network systems, servers, peripherals and related equipment; experience in a school district preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of vehicle insurance

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor environment
- Driving a vehicle to conduct work
- Evening or variable hours

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
- Reaching overhead, above the shoulders and horizontally
- Climbing ladders to reach ceiling cables
- Sitting or standing for extended periods of time
- Lifting, carrying, pushing or pulling objects weighing as much as 50 pounds
- Bending at the waist, kneeling or crouching
- Seeing to perform computer repair duties
- Mental acuity to perform functions successfully

OCCUPATIONAL HAZARDS:

- Occasional working at heights
- Risk of electrical shock