# Berkeley Unified School District

2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

**Personnel Commission**

**Timothy Carter, Chairperson** **Heidi Goldstein, Vice-Chairperson** **Dr. Reynaldo Ortiz, Commissioner**
**Peter Rogosin, Secretary**

## Meeting Agenda

July 13, 2017 – 4:30 pm

1. **Call to Order** **Chairperson Carter**

2. **Roll Call & Establishment of Quorum** **Secretary Rogosin**

3. **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.

4. **Approval & Adoption of Agenda** **Chairperson Carter**

5. **Closed Session (2 matters)**
   a) Employee Discipline and Legal Matters - Government Code § 54954.5
   The Personnel Commission will meet in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).

   b) Public Employment - Government Code § 54957 (b)(1)
   The Personnel Commission will meet in closed session to discuss the recruitment of Director, Classified Personnel and provide direction to staff.

6. **Report from Closed Session** **Chairperson Carter**

7. **Approval of Meeting Minutes** **Chairperson Carter**
   Approve the Personnel Commission Meeting Minutes for the following:
   a) May 31, 2017, Special Meeting Minutes p. 3-4
   b) June 2, 2017, Regular Meeting Minutes p. 5-8
   c) June 8, 2017, Special Meeting Minutes p. 9

8. **Consent Items** **Chairperson Carter**
   I. Ratification of Eligibility Lists
   a) Director, Classified Personnel, p. 10
   b) Vehicle & Equipment Supervisor, p. 11
   c) Clerical Assistant III, p. 12
   d) Instructional Tech- Before & After School, p. 13

**9. Conference Items** **Chairperson Carter**

These items are presented for discussion and action and may be carried over from a previous meeting.

a) Request for Advanced Salary Placement for Maintenance Engineer, ***Attachment A***

b) Establishment of New Class of Lead Accounts Payable Technician, *2nd reading*, ***Attachment B***

c) Establishment of New Class Restorative Justice Coordinator and Salary Range Allocation, 1st reading, ***Attachment C***

**10. Discussion Items** **Chairperson Carter**

This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item at this time.

a) Revised Agenda Item Request Form, ***Attachment D***

b) Special Report on Step Increases, ***Attachment E***

c) Special Report on Establishment of a Position, ***Attachment F***

**11. Reports**

a) Union **Union Representatives**

b) District Reports **District Representatives**

c) Commissioners Reports **Commissioners**

d) Personnel Director **Secretary Rogosin**

i. New Hires and Examinations administered in the month of June, p. 14

**12. 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.

**13. Next Meeting** **Chairperson Carter**

Follow up items for next Personnel Commission Meeting.

**14. Adjournment** **Chairperson Carter**

Agendas and minutes of Personnel Commission meeting are available at the District's website, www.berkeleyschools.net. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

# Berkeley Unified School District

2020 Bonar Street, The Personnel Commission Office, Room 133
Berkeley, CA 94702

## Personnel Commission Special Meeting Minutes

May 31, 2017 – 1:00 pm

1. **Call to Order**
   The meeting was called to order at 1:02 p.m.

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

3. **Public Comments (15 minute limit)**
   Brent Daniels, Human Resources Director, commented that he is investigating the matter pertaining to the demotion of an employee, and will report back to the Commission in the July.
   Paula Phillips, BCCE President, commented that she investigated the matter as well and felt that incorrect information was given to her unit member. She also commented that one of her members who was previously a School Secretary III, should have been re-classified as a School Administrative Assistant III per Merit Rule 30.300.4.B2., so that she can transfer into the current School Administrative Assistant III vacancy. President Phillips said that this employee still has not received her notice to appeal her request for reclassification.

4. **Approval & Adoption of Agenda**
   Vice-Chairperson Goldstein requested to discuss item 5.b before 5.a. Chairperson Carter made a motion to approve the agenda as amended,
   Approved, 3-0

5. **Closed Session (2 matters)**
   a) Employee Discipline and Legal Matters - Government Code § 54954.5
      The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).
   b) Public Employment - Government Code § 54957 (b)(1)
      The Personnel Commission met in closed session to discuss the recruitment of Director, Classified Personnel and provide direction to staff.

6. **Report from Closed Session**
   The Personnel Commission reconvened at 3:56 pm. Chairperson Carter reported that the Commission has decided to move forward with the interview process and set dates to interview candidates. He also commented that an update given to the Commission in regards to the appeal hearing, and the report has been finalized and will go to the next meeting.

7. **Public Comments (15 minute limit)**
   President Phillip's believed that the bargaining unit agreement can direct Personnel Commission staff per Education Code 45260 and Merit Rule 10.200.1. She commented that the contract required that BCCE members meet with the Classified Director to discuss their layoff rights but she claimed the Director spoke to them on the phone instead.

**8. Next Meeting**

The next regular meeting was scheduled for Thursday, July 13th.

**9. Adjournment**

Meeting adjourned at 4:07 pm

Respectfully Submitted,

Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

# Berkeley Unified School District

2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

## Personnel Commission Meeting Minutes

June 2, 2017 – 4:30 pm

1. **Call to Order**
   The meeting was called to order at 4:30 pm.

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

3. **Public Comments**
   Antonio Drummond, commented that he wanted it one the record that he was at the meeting.

4. **Approval & Adoption of Agenda**
   Chairperson Carter made a motion to bring items forward; Vice-Chairperson Goldstein seconded the motion,
   Approved, 3-0

5. **Closed Session (2 matters)**
   a) Employee Discipline and Legal Matters - Government Code § 54954.5
   The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).

   b) Public Employment - Government Code § 54957 (b)(1)
   The Personnel Commission met in closed session to discuss the recruitment of Director, Classified Personnel and provide direction to staff.

6. **Report from Closed Session**
   The Personnel Commission reconvened at 5:30 pm. Chairperson Carter reported that steps are being taken to finalize the appeal hearing report, and that the Commission will be addressing it soon. Chairperson Carter also said that interviews are being scheduled with the Classified Director candidates.

7. **Approval of Meeting Minutes**
   Approve the Personnel Commission Meeting Minutes for the following:
   a) May 11, 2017, Regular Meeting Minutes
   Paula Phillips, BCCE President, commented that on Item 9.g., the minutes reflected words she did not use. Secretary Rogosin said he will review the minutes.
   Commissioner Ortiz made a motion to approve the minutes with potential amendments to Item D. g); Chairperson Carter seconded the motion,
   Approved, 3-0

**8. Consent Items**

I. Ratification of Eligibility Lists

a) Attendance Technician

b) Instructional Tech- Cooking

Commissioner Goldstein asked if the Classified Director eligibility list would be ratified in this meeting, Secretary Rogosin responded that it will be included in the next regular meeting.

Vice-Chairperson Goldstein made a motion to ratify the eligibility lists a-b;

Approved, 3-0

**9. Discussion Items**

a) Request for Advanced Salary Placement for Maintenance Engineer

Roderick Carraway, Maintenance Engineer, commented that he has worked as a Maintenance Technician since 2009 and was on Step 5 of his salary range. After the Compensation and Classification study, he was placed at a Step 4. He explained that once he received his promotion as a Maintenance Engineer, he had to be placed at a Step 1 based on his current salary, and is requesting to start at a Step 3 because he won't receive a step increase for 15 months per the bargaining agreement. He said that he believes his background and experience qualify him for the step 3 placement. He noted that he has supplemented his education to take advantage of professional growth opportunities. Mr. Carraway said that he has the support of his Supervisor and the Maintenance Manager, Steve Collins.

President Phillips commented that the Union supports what Mr. Carraway is requesting and that he has been paid for working out of class for a year. President Phillips suggested that there was a bias against employee's when they submit requests because they're listed as discussion items and not action items.

The Commission requested that the Agenda Item Request Form be revised so that an employee can indicate whether they want it to be a discussion item or an action item, and to also include a requestor date to ensure they're processed in a timely manner. Vice-Chairperson requested a report to address the understanding of what the process is for advance step placements and whether it can be retroactive to the date of hire.

**10. Conference Items**

a) Request for Appeal of Removal from Eligibility List

Antonio Drummond requested that this matter gets resolved soon so he can commence work for the District once again. Vice-Chairperson Goldstein commented that if the criteria to remove someone from the list are two negative work performance reviews, she didn't think they had sufficient documentation. Chairperson Carter commented that a decision needs to be made that day. Secretary Rogosin added that even if Mr. Drummond is placed back on the eligibility list, because the District has determined that he is not re-hire eligible, he would not be able to be hired by the District or return to the substitute list.

Chairperson Carter commented that he recommends Mr. Drummond remain on the eligibility lists he was certified for, Vice-chairperson Goldstein seconded the recommendation.

A motion was made to reinstate Mr. Drummond's name to the eligibility lists he was removed from,

Approved, 3-0

b) Establishment of New Class of Lead Accounts Payable Technician

Secretary Rogosin said that the Business Service's request to establish this classification was to have a lead monitor the work of the other two Account Technicians and to perform the more complex work of the

department. Chairperson Carter asked if the establishment of this position would displace anyone. Secretary Rogosin said no. Secretary Rogosin commented that establishing this classification would establish a criteria that hasn't been there before that would require that you have to lead at least two other employees to create the Lead position.

President Phillips commented that there are other classes that serve in lead capacities. She said that there is language in the proposed classification that is problematic for BCCE, particularly in the duties that direct the employee to have input on the evaluation of another unit member, which is a violation of BCCE's contract. She added that the recommended salary range is lower than other lead positions which are at least 4 ranges above the classes they are leading, and that there is no salary study information included. Secretary Rogosin responded that typically salaries for leads are 2.5%-7.5% above the classes they lead and that the recommendation would be a 5% increase. President Phillips commented that this position has not been approved by the Board yet. Secretary Rogosin said he will work with President Phillips to discuss some of the duties in the class, to compare the salary range with comparable classes in other Districts. Commissioner Ortiz commented that there should be an item added to the agenda for District reports so that the District can be present at the meetings.

**11. Reports**

a) Union

President Phillips commented that after researching the issue regarding the Computer Technician II employee who requested a voluntary demotion; she was concerned that many errors may have been made by the District, and that several employees did not know what their current class description is after the Compensation and Classification study. She added that she will work with the District and the unit member to ensure the member is not harmed.

b) Commissioners Reports

Chairperson Carter commented that there was a question brought forward in the last meeting regarding the Classified Directors role in dealing with layoffs. He said that he received a copy of the letters that were sent via certified mail advising the employees being laid off of their status and letting them know that they can request to meet with Secretary Rogosin, and also a flyer sent to those employees inviting them to an informational meeting. President Phillips said that past practice has been to meet with each individual employee to give them all of their employment options. Chairperson Carter commented that he would like Secretary Rogosin to personally reach out to these employees to see if they still wanted to meet with questions about their bumping rights.

c) Personnel Director

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

Secretary Rogosin commented that staff was working diligently on summer assignments. He also mentioned attending a WRIPAC conference and was able to network with other staff from Districts in California.

**12. Public Comments**

None.

**13. Next Meeting**

The next special meeting was scheduled for June 8th, and the next regular meeting is scheduled for Thursday, July 13th.

**14. Adjournment**

The meeting was adjourned at 7:52 pm.

Respectfully Submitted,

Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

# Berkeley Unified School District

2020 Bonar Street, The Personnel Commission Office, Room 133
Berkeley, CA 94702

## Personnel Commission Special Meeting Minutes

June 8, 2017 – 12:30 pm

1. **Call to Order**
   The meeting was called to order at 12:35 pm.

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

3. **Public Comments**
   None

4. **Approval & Adoption of Agenda**
   Chairperson Carter mad a motion to approve the agenda,
   Approved, 3-0

5. **Closed Session (2 matters)**
   a) Public Employment - Government Code § 54957 (b)(1)
   The Personnel Commission met in closed session to discuss the recruitment of Director, Classified Personnel and provide direction to staff.
   b) Employee Discipline and Legal Matters - Government Code § 54954.5
   The Personnel Commission will meet in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).

6. **Report from Closed Session**
   The Personnel Commission reconvened from closed session at 4:00 pm. Chairperson Carter commented that the Commissioners will move forward with one candidate from the list and will check references. He also commented that the Commission has authorized the Classified Director to seek legal opinion regarding the establishment of a reemployment list if necessary.

7. **Public Comments**
   None.

8. **Next Meeting**
   The next regular meeting will be held Thursday, July 13th.

9. **Adjournment**
   The meeting was adjourned at 4:04 pm.

Respectfully Submitted,

Peter Rogosin
Secretary, Personnel Commission

11 July 2017
Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

# Berkeley Unified School District

Merit System

Eligibility List for : **Director, Classified Personnel**
**(Open)**

Written Examination: **May 16, 2017**
Oral Examination: **May 16, 2017**

List Established by Personnel Commission: **July 13, 2017 to expire July 12, 2018**

**Open**

1 Patricia Duwel
2 Karen White

Erin Arinez
Classified Personnel Supervisor, Personnel Commission

7/6/17
Date

Timothy Carter
Chairperson, Personnel Commission

Date

# Berkeley Unified School District

Merit System

Eligibility List for : **Vehicle and Equipment Supervisor**
**(Promotional)**

Written Examination: **June 14, 2017**
Oral Examination: **June 14, 2017**

List Established by Personnel Commission: **July 13, 2017 to expire July 12, 2018**

**Promotional**

1 Stephen Williams

Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

# Berkeley Unified School District

Merit System

Eligibility List for : **Clerical Assistant III**
**(Open)**

Written Examination: **June 13, 2017**
Oral Examination: **June 23, 2017**

List Established by Personnel Commission: **July 13, 2017 to expire July 12, 2018**

**Open**

1 Dolly Roungtakoun
2 Elena Childs
3 Sony Bhopal
3 Forrest Wagg
4 Charles Morrow
4 Tania Hernandez
5 Ayanna Alvarez

Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

# Berkeley Unified School District

Merit System

Eligibility List for : **Intructional Tech- Before & After School (Open)**

Written Examination: **June 15, 2017**
Oral Examination: **June 26, 2017**

List Established by Personnel Commission: **July 13, 2017 to expire July 12, 2018**

**Open**

1 Isabel Gil-Garcia
2 Yagoit Ahmed
2 Melodee Russell
3 Scott Jackson

Peter Rogosin
Secretary, Personnel Commission

13 July 2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

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

| *Classification* | *Written* | *Oral* | *Performance* |
|---|---|---|---|
| Nutrition Services Assistant | 3 | | 3 |
| Clerical Assistant III | 20 | 7 | |
| Vehicle & Equipment Supervisor | 5 | 5 | |
| Instructional Tech-Before and After School | 5 | 5 | |
| School Bus Driver | 1 | 1 | |
| Lead Maintenance Engineer | 3 | | |

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

| *Name-* | *Employment Type-* | *Classification-* | *Location/Dept.* |
|---|---|---|---|
| Saidy Guillen | New Assignment | Instructional Assistant II- SPED Bilingual | LeConte |
| Tiffany Williams | New Assignment | Student Records Assistant | Berkeley High |
| Marina Hernandez | New-Hire | Nutrition Services Assistant | Oxford |
| Rebecca Merchant | New-Hire | Clerical Assistant III | Special Ed. |
| Sanna Murcia | New-Hire | Instructional Assistant, ECE | Franklin Preschool |
| Simon Tran | New-Hire | Instructional Assistant II- SPED | Berkeley High |
| Erwin Asis | New-Hire | Custodian I | Emerson |
| Jillissa Bostic | New-Hire | Instructional Assistant II- SPED | John Muir |
| Elijah Hemphill | New-Hire | Instructional Tech- Before & After School | King Middle School |

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 13, 2107

Subject: Request for Advance Step Placement of Existing Employee

## Recommendation

It is recommended that the Personnel Commission deny the request for advanced step placement.

## Basis for the Recommendation

The Personnel Commission received a request for advanced step placement of an existing employee at time of promotion. The request noted that the employee was working in the higher level classification on a "work-Out-Of-Class" basis and receiving a 5% differential for doing so. Upon promotion, the employee was returned to his former class before computing the step placement on promotion. In other words, the employee first lost the 5% differential for working out of class and then was provided a 5% increase for coming off a list into a regular assignment.

The timing of the promotion came just prior to the employees' scheduled step increase resulting in the employee remaining on the same step for more than one year before advancing to the next step. In addition, since the employee was serving in the position and receiving a 5% "work-Out-Of-Class" differential the salary he would continue to receive is the same salary he received when working out of class.

As the accompanying informative report on step increase shows, the existing Rules of the Personnel Commission and applicable negotiated labor agreements apply to employees on promotion. The methodology for placing the employee on the proper step on promotion was consistent with those Rules and applicable labor agreement.

ATTACHMENT A

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

**Office of the Personnel Commission**
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

# Agenda Item Request Form

*You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.*

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:** RODERICK CARRAWAY

Telephone Number: 510-967-3662 Email Address: roderickcarraway@berkeley.net

***Description of Item:***
REQUEST: ADVANCE SALARY PLACEMENT

***Background Information:***
(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)
SEE ATTACHED DOCUMENTS

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

ATTACHMENT A

Date: May 25, 2017

Berkley Unified School District
2020 Bonar Street Ste. 113,
Berkeley, CA 94702

**Att:** Personnel Commissioners

**From:** Roderick Carraway
17426 Via Melina
San Lorenzo, Ca 94580

**In reference to** : Advance Salary Placement

I, Roderick Carraway am requesting an Advance Salary Placement for my current position as a Maintenance Engineer. I successfully completed the testing and interview process and have been placed in this current position as of April 3, 2017. I am requesting the Advance Salary Placement due to the attached three reasons.

1. Experience
2. Education
3. Hard to fill position.

I have experience in plumbing dating from 1986 when I was employed as a plumber/laborer with Knox Sewer Service. I have been employed as a Maintenance Technician with Berkeley Unified School District since March 2009 which my primary duties have been plumbing. I also worked for Roto-Rooter as a Combo Technician which was a service technician/plumber from August 2007 to June 2009. Since May 2014 I have been the primary plumber for the district.

I have taken numerous classes, Plumbing, Electrical, Refrigeration, Plumbing Code, Building Code and Blue Print Reading. I attended Laney College, City College of San Francisco and the Local 39 Training Center. I have learned new skills and methods by taking these classes.

At this time, I have over thirty College credits, almost commutable to an Associates Degree in Construction Management. I am also, a recipient of two Professional Growth awards from BUSD.

During the posting of this position there were only myself and two outside applicants. I am the only person that passed the test. I also bring unique experience to the district in that I have experience as a Service Technician/Plumber. Service Technicians clear clogged drains. The Service Technician is a trade by itself. The majority of people in the plumbing trade do not provide drain cleaning. I am the only employee in the district that has this experience.

I would also like to point out that as of July 1, 2017 I would have received a Step increase as a Maintenance Technician to 5100 dollars. I am currently on Step 2 as a Maintenance Engineer which is only a 120 dollar raise from what I would have received in July. I am requesting that I be placed at Step 3 on the Maintenance Engineer salary scale. I feel as if I have been performing my duties as Maintenance Engineer/ Plumber independently since 2014 and that it would be fair to compensate me at Step 3.

I have been employed with BUSD since 1996 and I pride myself on providing prompt, professional and quality service. I am the 2017 We Care recipient for the Maintenance Department. This is my fourth position with the district and in each position I have performed my duties at a high level and shown a great work ethic. I only want to be treated fairly. I do hope that this will be placed on your agenda for discussion. Thanks for kind consideration.

Sincerely,
Roderick Carraway

ATTACHMENT B

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 13, 2017

Subject: Establishment of New Class of Lead Accounts Payable Technician

Recommendation:

It is recommended that the Personnel Commission approve the class description for the new class of Lead Accounts Payable Technician.

It is recommended that the class of Lead Accounts Payable Technician be allocated to Range 47 of the Salary Schedule 56.

Background:

The Finance Department requested the establishment of a new classification performing lead duties in the Accounts Payable section.

Personnel Commission staff met with Pauline Follansbee, Fiscal Services Director to identify the typical tasks that would be assigned to employees performing lead duties and responsibilities, as well as, the rational for establishing such a classification.

Accounts payable are amounts a company owes because it purchased goods or services from a supplier or vendor. Ensuring that the goods are properly received and accounted for requires specialized knowledge in processing the associated paperwork, including the compiling and maintaining of accounts payable records. A lead worker with such specialized knowledge would relieve the Director of involvement in the more routine questions regarding accounts payable issues and allow most issues to be resolved at a lower level in the organization.

Team leads typically distribute and balance a workload, ensure that each employee has enough work and make some day-to-day decisions in accordance with established priorities, policies and procedures. They instruct employees in the performance of specific tasks and may train new employees to the team. Responsibility for only one employee is not sufficient to warrant being classified as a team lead.

This is a working lead classification. Salary allocations for lead assignments are generally set between 2-1/2% and 7-1/2% above the base classification. For non-trade classifications at Berkeley USD the relationship between classes in a series is 2 ranges or approximately 5% (reference the BUSD Clerical Series).

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

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

**CLASSIFICATION AND POSITION DESCRIPTION**

| | | | |
|---|---|---|---|
| TITLE: | **Lead Accounts Payable Technician** | REPORTS TO: | **Assigned Supervisor** |
| DEPARTMENT/SCHOOL: | **Business Services** | CLASSIFICATION: | **Non-Administrative Classified Technical** |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | **Non-Exempt** | WORK YEAR: HOURS: | **12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned** |
| APPROVED: Board Commission | | SALARY GRADE: | **Schedule: 56 Range: 47** |

**BASIC FUNCTION:**

Under general supervision, as a working lead, performs the work of and leads a team of Accounting Technicians performing a variety of technical accounting tasks requiring the review and evaluation of batch records, identifies, documents and resolves discrepancies, inaccuracies and/or incomplete data in submitted invoices and provides day-to-day work direction to lower-level accounting staff.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- As a working lead, provides day-to-day work direction for a team of accounting technicians processing invoices, resolves basic workplace issues and questions, and may make day-to-day adjustments to work assignments.
- Reviews and prepare individual invoices and batch records against established procedures and methods to ensure proper authorization, allocation to the proper fund and that District requirements have been met in preparation for payment.
- Identifies and documents discrepancies and/or inaccurate or incomplete data in batch records.
- Investigates and resolves discrepancies or other deficiencies in records and may refer more difficult issues to the supervisor.
- Contacts vendors to clarify invoices and resolve discrepancies.
- Audits and reconciles assigned accounts
- Inspect completed work to assure accuracy, completeness and compliance with established guidelines and procedures for work quality and quantity.
- May perform a variety of clerical tasks in support of assigned functions including receive and respond to callers, mail and e-mails regarding invoices, preparing routine correspondence and coping and distributing materials.

OTHER DUTIES:
Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Basic understanding of accounts payable systems, policies and procedures.
Accounts payable principles and procedures in the public sector.
Principles of basic auditing.
Examination, verification and maintenance of accounts and accounting data.
Excel or equivalent spreadsheet software, specialized accounting software and the use of calculators to perform mathematical computations.

ABILITY TO:
Apply specific procedures and established methods to the review of Accounts Payable batch records.
Investigate and resolve discrepancies, inaccuracies and incomplete data in batch records.
Verify the authenticity and accuracy of invoices.
Effectively monitor the work of others and provide work direction.
Make accurate arithmetical computations.
Enter data into relevant categories
Use a computer and standard business and accounting software and calculators.
Communicate effectively to resolve accounts payable concerns and workforce issues.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course in accounting or related field and three years clerical accounting experience including two years involving payroll processing

**WORKING CONDITIONS:**

ENVIRONMENT:
Office environment

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information
Sitting for extended periods of time

ATTACHMENT C

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 13, 2017

Subject: Establishment of New Class of Restorative Justice Coordinator

Recommendation

It is recommended that the Personnel Commission approve the new class description of Restorative Justice Coordinator and allocate the new class to Range 48 of the salary schedule 56.

Background

The District has requested establishment of a new position to perform the duties and responsibilities listed in the accompanying class description for Restorative Justice Coordinator. The duties and responsibilities to be assigned to incumbent(s) of the new class were approved by the Board of Trustees on June 28, 2017.

Personnel Commission staff meet with Dr. Susan Craig, Director of Student Services and Pasquale Scuderi, Assistant Superintendent to formalize the duties and responsibilities of the new position. Based on these discussions and associated research, staff prepared the classification description that is being presented to the Personnel Commission for their approval.

The recommended minimum qualifications of the class are two years of experience as a Restorative Justice practitioner. Completion of a formal training/ educational program in restorative justice including mediation and conflict resolution is highly desirable. This was evaluated as minimally necessary experience to serve as a mentor to others in the District that will be conducting or facilitating restorative justice programs at the school(s).

A salary survey was conducted with the 10 School Districts that comprise the traditional list of comparable Districts. The results of that survey are attached. Staff also considered internal alignment with existing classifications and potential promotional opportunities for existing staff who obtain the required experience and, hopefully, the desirable formal training.

The salary survey showed that the Districts with a formal restorative justice program used a teacher or Social Worker to facilitate Restorative Justice (group) circles. Other District had comparable classifications performing sensitive outreach duties focusing on issues of migrants, families and other specialize community/school concerns. The minimum requirements for these classes required the employees to have specialized training and/or experience in the specialty field similar to the requirements recommended for the class of Restorative Justice Coordinator.

Salaries for comparable positions varied from $21.84 to $41.55 per hour. The median was chosen as the reference basis for salary setting purposes as it is a stable indicator of what the market is paying for similar services with similar requirements.

ATTACHMENT C

| Participating Districts | Class Title Reported | Experience Requirements | | Hourly |
|---|---|---|---|---|
| San Lorenzo Unified School District | School Community Liaison | One year experience working in community service programs + HS | | $ 21.84 |
| Pleasanton Unified School District | Parent Advocate – Family Liaison | Job related experience within specialized field+ BA | | $ 23.23 |
| Livermore Valley Unified School District | Community Liasion | Job Related Experiene with assoiated education | | $24.85 |
| Alameda Unified School District | Accountability Specialist | | | $ 27.68 |
| Fremont Unified School District | Community Liasion | Two years of interpersonal and group relations experience. | | $ 28.52 |
| Hayward Unified School District | Outreach Worker | Two years experience working in a position involving extensive parent and community outreach. | | $ 35.13 |
| Alameda County Office of Education | Community Outreach Specialist | Job related experience within a specialized field + BA | | $ 39.56 |
| New Haven Unified School District | Social Worker - RJ | MASTERS | | $ 41.55 |
| Antioch Unified School District | No Match | | | |
| Oakland Unified School District | Teacher on Special Assignment: Restorative Justice | | | |
| Median = $28.10 hr or $58,448 yr | Range 48 BCCE Salary Schedule | Top Step = 28.44 hr or $59,155 yr | | |

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

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

**CLASSIFICATION AND POSITION DESCRIPTION**

| | | | |
|---|---|---|---|
| TITLE: | **Restorative Justice Coordinator** | REPORTS TO: | **Assigned Supervisor** |
| DEPARTMENT/SCHOOL: | **As Assigned** | CLASSIFICATION: | **Non-Administrative Classified Technical** |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | **Non-Exempt** | WORK YEAR:<br>HOURS: | **10-12 months**<br>**7.5 hours per day or duty days/hours as assigned** |
| APPROVED:<br>Board<br>**Commission** | | SALARY GRADE: | **Schedule: 56**<br>**Range: 48** |

**BASIC FUNCTION:**

The Restorative Justice Coordinator develops and facilitates the delivery of school based restorative interventions and provides restorative justice services and information to students, teachers, administrators and community members in support of programs that serve as alternatives to the traditional justice system.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- Develops, coordinates the implementation of and promotes restorative justice programming at various school sites.
- Facilitates community justice forums which bring together the victim, offender, their families and supporters and anyone else who has been affected or harmed by the incident for a discussion about the incident and how the harm can be repaired.
- Provides referrals for restorative justice services within the school district and community and may make referrals to other agencies and support services.
- Prepares resolution agreements and summary reports.
- Meets with various parties individually and/or in groups to discuss the incident, explain restorative justice process and answer questions.
- Guides participants through the resolution process.
- Negotiates and obtains offender the "participate agreement" to participate in restorative justice forums including confirmation of acceptance of responsibility and willingness to actively participate.

- Provides orientation, training, support and mentorship to restorative justice participants and volunteers, as well as, teachers, administrators, parents and community members.

- Coordinate the re-entry of students into school life.

- Collect data, monitor programs and conduct evaluations of restorative justice programs.

- May work with the judiciary, court staff, lawyers, police, probation, victim support persons, and local providers of family violence and sexual abuse services.

OTHER DUTIES:
Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
The history, theory, practice and program goals of Restorative Justice programs.
Benefits of restorative justice programs in school based settings.
Principles and practices of inter-personal conflict resolution and mediation.
The emotional impact that is the result of offending behavior on all of those affected.
Facilitation techniques used in restorative justice practice.
Community resources available to victims, offenders and their families.
Group dynamics and facilitation.

ABILITY TO:
Prepare clear concise memos and reports regarding
Prepare clear, concise and suitable resolution "settlement agreements."
Establish and maintain effective relationships with the judiciary, court staff, lawyers, police, probation department staff, victim support persons, and local providers of family violence and sexual abuse services.
Establish and maintain professional relationships with referring agencies.
Establish and maintain effective relationships with victims of crime, offenders and others affected by incidents requiring restorative justice intervention.
Travel to various school and community sites and may attend court proceedings.
Effectively promote restorative justice programs in the schools.
Maintain accurate and up to date records of work performed.
Operate standard business office software (such as word and excel).

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Two years' experience conducting individual and group restorative justice interventions. Completion of a formal training/ educational program in restorative justice including mediation and conflict resolution is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor work environment
Driving a vehicle to conduct work
Some evening and weekend work may be required.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Seeing to read a variety of materials
Sitting or standing for extended periods of time
Bending at the waist or kneeling

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

**Office of the Personnel Commission**
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

# Agenda Item Request Form

*You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.*

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 Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

**Name of Person Requesting Item:** _____ (Date) _____

Telephone Number: _____ Email Address: _____

Place on agenda as: ☐ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*

☐ Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

***Description of Item:***

_____
_____
_____
_____

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

_____
_____
_____
_____
_____
_____
_____
_____

For Personnel Commission Use Only:

Date of Chairperson Review: _____

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

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 13, 2017

Subject: Special Report of Step Increases

The Personnel Commission requested a special report on how employees currently move through a salary range including step placement on promotion or demotion. One reason for the special report was the recent promotion of a long term District employee who was serving in a provisional assignment in the class into which he promoted. Obtaining the promotion did not result in an increase in salary nor did the employee receive credit for the time served in the provisional assignment. As shown below, the negotiated guidelines for step advancement can result in different employees spending differing amounts of time in class before step advancement.

Personnel Commission Rule 70.100.4 Increments to Probationary Employees specifies the manner in which the salaries of employees are to be increased from step "A" to Step "B" on salary schedules at the end of the probationary period:

A. The first salary increment shall be granted newly employed members of the classified staff upon completion of six (6) months' employment in probationary status.

B. This advance in salary shall become effective January 1 when the period of Probationary Employment is completed between July 2 of the prior year and January 1 of the current year, inclusive; it shall become effective on July 1 when the period of Probationary Employment is completed between January 2 and July 1, inclusive of the current year. C. Each succeeding annual increment shall become effective on the increment date, July 1 or January 1.

The Local 21 Contract also addresses the step advancement:

> "Employees shall be granted one (1) step increase as follows: For employees hired on or after July1, 2009, following successful completion of the employee's one-year probationary period, the employee shall advance to the next step on either January 1 or July 1, following successful completion of the probationary period, whichever occurs first. Thereafter, the first date of step advancement
> following successful completion of the probationary period shall become the employee's anniversary for the purposes of future step increases only.

This method of establishing the effective date of the step increase results in employees spending significantly different periods of time before step advancement depending on when they were assigned to step "A" on the salary schedule. Similar "time in step" inconsistencies can occur at the other steps in the salary range. It should be noted that there is no requirement in the Education Code, Personnel Commission Rules or applicable Contracts that all employees spend the same amount of time on a particular step.

Some jurisdictions allow for step advancement from step "A" to step "B" on the first day of the pay period following the completion of 26 full weeks of service and advancement to steps C, D, and E upon completion of successive 52-week periods of service. According to BCCE and Local 21 Agreements, step advancement cannot be denied and occurs only on January 1st or July 1st. These two concepts may have been the basis for negotiating this issue. The current Personnel Commission Rules are consistent with the BCCE and Local 21 negotiated language.

Step placement on promotion is handled in a similar fashion. Local 21's Agreement specifies that an employee who is promoted to a higher job classification shall be placed on the lowest step on the salary range of the new classification that will give him/her at least a five (5%) percent increase in salary. BCCE's Contract also specifies that step placement on the applicable range shall provide for a minimum increase of five percent (5%). Advancement to subsequent steps occurs only on January 1st or July 1st after serving a specified period of time.

On demotion, voluntary and otherwise, the employee is placed on the step of the lower range that is closest to the employees' current rate of pay to what the employee is earning in the higher class without providing for an increase in salary.

Personnel Commission Rules can be different than what is contained in the Bargained Agreements, however, the language of the Contracts supersedes any Commission Rule if it is within the "scope of permitted bargaining" as stated in California Education Code §45261:

> "With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer."

Section 3543.2 (a) (1) of the Government Code states in part;

> The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. "Terms and conditions of employment" mean health and welfare benefits as defined by Section 53200, leave, transfer and reassignment policies, safety conditions of employment, procedures to be used for the evaluation of employees, organizational security pursuant to Section 3546, and, procedures for processing grievances pursuant to Sections 3548.5, 3548.6, 3548.7, and 3548.8.

<u>Summary</u>

Step increases for employees new to the District or on promotion may result in longer periods of time being spent on a particular step for some employees, however, once the employee anniversary date is established at either July 1st or January 1st the time spent on a given step is standardized at one year of service. This is consistent with applicable labor agreements as they apply to represented employees.

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 13, 2017

Subject: Informative Report on Establishment of New Position

This report was prepared as an informative report on establishing new positions and creating and approving new classification descriptions. The California Education Code established the legal framework for the separation of responsibilities for single positions (a District responsibility) versus classifications (a Personnel Commission responsibility) in order to maintain an efficient system of personnel administration based on the merit system principles of demonstrated merit and equality of treatment.

The duties and responsibilities performed by one individual are established by the Board of Trustees or designee. Classification descriptions, including titles, salary range allocation, typical duties and responsibilities, required certifications, minimum qualifications necessary to compete in the examination process and other distinguishing characteristics of a class are presented to the Personnel Commission for their approval in accordance with the California Education Code.

California Education Code §45276 places the authority to establish a new District position exclusively within the purview of the District.

> "The governing board shall fix the duties of all positions a part of the classified service as required by California Education Code] Section 45109."

California Education Code §45109 states,

> "Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other positions not requiring certification qualifications of the school district, except those persons employed as a part of a personnel commission staff as provided in Article 6 (commencing with Section 45240) of this chapter."

The Board traditionally acts to establish a position based on a narrative description of the duties and responsibilities the administration wishes to have performed. When a classification that has been previously established by the Personnel Commission contains the duties and responsibilities the administrator wants performed, the administrator simply attaches the applicable class description to their Request to Establish a New Position. This is the simplest way to identify both the duties to be assigned and the salary range employees in the new position will be placed on.

When a pre-established classification description does not exist, the hiring supervisor or administrator should work with Personnel Commission staff to identify the duties and responsibilities and prepare a

proper list of task statements that can be taken to the Board in support of establishing the new position. Contemporaneously or after the Board agrees on the duties and responsibilities, Personnel Commission staff will prepare a class description and recommended salary range allocation for the Personnel Commission to approve [reference California Education Code § 45261-(a)].

Responsibility for allocating a classification to an appropriate salary range is the responsibility of the Personnel Commission. [Reference California Education Code §45268] While employee compensation is negotiated, it is the responsibility of the Personnel Commission to maintain "reasonable relationships among related classes" – for example, a Senior Employment Analyst should not be allocated to a lower paying range on the salary schedule than that of an Employment Assistant.

In establishing this relationship classifications are compared on such factors as (1) knowledge required; (2) the nature of the supervision exercised and received; (3) guidelines used and referred to in performing the work; (4) "scope and effect" - indicting the consequences of errors and the potential positive and negative effect of the work on the organization; (5) nature and purpose of the contacts; (6) and consideration of the work environment and/or physical requirements of the work.

Class titles and minimum qualification requirements are also subject to the approval of the Personnel Commission. The board may recommend the minimum educational and work experience requirements for classified positions but final approval of minimum educational and work experience requirements are the exclusive responsibility of the Personnel Commission.

The separations of responsibilities noted above are best accomplished through the establishment of good working relationships and communication among the various stakeholders. With a small amount of advance planning and open communication, the carrying out of the required steps for establishing a new classification and the hiring of employees into a position(s) in the new classification can be expeditiously accomplished.