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**
Patricia Duwel, Secretary

Meeting Agenda

September 7, 2017 – 4:30 pm

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

2. **Roll Call & Establishment of Quorum** **Patricia Duwel**

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. **Approval of Meeting Minutes** **Chairperson Carter**
   Approve the Personnel Commission Meeting Minutes for the following:
   a) August 11, 2017, Regular Meeting Minutes p.3-6

6. **Consent Items** **Chairperson Carter**
   I. Ratification of Eligibility Lists
   a) Delivery Driver, p.7
   b) Nutrition Services Assistant, p.8
   c) School Bus Driver, p.9
   d) Custodian I, p.10
   e) Library Media Technician, p. 11

7. **Conference Items** **Chairperson Carter**
   These items are presented for discussion and action and may be carried over from a previous meeting.
   a) Establishment of New Class of Lead Accounts Payable Technician, ***Attachment A***
   b) Revision to Class Description for BSEP Program Specialist, ***Attachment B***
   c) Report on Classification Study Implementation- E. Johnson, ***Attachment C***
   d) Request for Advanced Step Placement – Educational Occupational Therapist, ***Attachment D***
   e) Agenda Item Request- J. Greco, ***Attachment E***
   f) Agenda Item Request- M.Ferguson

8. **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) Personnel Commission Meeting Dates for January – June, 2018 p.12

9. Reports

a) Union — **Union Representatives**

b) District Reports — **District Representatives**

c) Commissioners Reports — **Commissioners**

d) Personnel Director — **Patricia Duwel**

i. New Hires and Examinations administered in the month of August, p.13

10. 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.

11. Next Meeting — **Chairperson Carter**

Follow up items for next Personnel Commission Meeting.

12. 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 Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission Meeting Minutes

August 11, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:34 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 (15-minute limit)

Rebecca Levenson, parent of two Berkeley Unified School District students, expressed her concerns regarding the Restorative Justice Coordinator class descriptions. Vice-Chairperson Goldstein read an email on behalf of a parent who requested edits be made to the draft restorative justice class descriptions. Brent Daniels, Human Resources Director, requested to move up item G in the agenda. Paula Phillips, BCCE President, commented that the Union is concerned that class descriptions are being brought forward to the Commission without being approved by the Board first.

4. Approval & Adoption of Agenda

Chairperson Carter said that he was going to have to leave early and requested to move up items 7.d, e, and g to immediately follow Item 4.

Chairperson made a motion to move up items 7.d, e, and g; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

5. Approval of Meeting Minutes

a) July 13, 2017, Regular Meeting Minutes
b) July 20, 2017, Special Meeting Minutes

Commissioner Ortiz made motion to approve the meeting minutes; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

6. Consent Items

I. Ratification of Eligibility Lists
   a) Lead Maintenance Engineer
   b) School Bus Driver
   c) Administrative Assistant I
   d) Payroll Specialist
   e) Instructional Assistant II, SPED
   f) Educational Occupational Therapist
   g) Nutrition Services Satellite Operator I
   h) Transportation Scheduler/Router

Commissioner Ortiz made motion to approve the eligibility lists a-h; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

7. Conference Items

a) Request for Advanced Salary Placement for Maintenance Engineer
Vice-Chairperson Goldstein commented that because the issue was resolved, no action needed to be taken.

b) Special Report on Establishment of a Position
President Phillips said the flow chart provided as part of the report completely bypasses the Union involvement in the establishment of a new position. Secretary Rogosin commented that Ed. code states that no changes can be made to a class description without prior notification, but that is provided when the agenda is sent to all in advance of the meeting. He also noted that the Board has full responsibility to establish positions and the Personnel Commission is responsible for class descriptions.

c) Establishment of New Class of Lead Accounts Payable Technician
Secretary Rogosin said that language was changed from the previous drafts in consideration of the Union's concern. Phillips said union is still concerned about the class not being discussed with the union. Vice Chairperson Goldstein commented that she is inclined to table approval of this class description and the two restorative justice class descriptions, until the Board has further reviewed them.

d) Establishment of New Class of Restorative Justice Coordinator
Discussed with Item e.

e) Establishment of New Class of Senior Restorative Justice Coordinator
Secretary Rogosin commented that the Senior Restorative Justice Coordinator requires a degree and more relevant experience than the lower class of Restorative Justice Coordinator. President Phillips requested to table approval of the two class descriptions at this time. Vice-Chairperson Goldstein noted that community members had expressed interest in the classifications and wanted to be sure that the Board was aware of this.
Chairperson Carter made a motion to table items D, and E until the Board has the opportunity to review them; Commissioner Ortiz seconded the motion,

Approved, 3-0

f) Revision to Class Description for BSEP Program Specialist
Natasha Beery, Director of BSEP and Community relations, commented that the current class description is not accurate and needs to be updated. Vice-Chairperson Goldstein asked if other components of the class description were changed. Secretary Rogosin said the newer class description is more specific. Commissioner Ortiz said it made logical sense to revise the class description. Secretary Rogosin said it's a Commission duty to revise the class descriptions. Secretary Rogosin suggested that this item be brought back at the next special meeting.

g) Report on Classification Study Implementation- E. Johnson
Secretary Rogosin commented that when your position is abolished, you can take a voluntary demotion in a related class in lieu of being laid off and be put on a 63-month re-hire list. Josh Stevens, Attorney to the District, commented that he disagrees with the recommendation because Ms. Johnson was not laid off or involuntarily demoted when her job classification changed. He said the class title and class description were changed after the Class Study but her hours were not reduced, she did not lose any salary. Mr. Stevens commented that the District respectfully requests not to send a layoff notice to Ms. Johnson, but that she apply and test for the School Administrative Assistant III position and an eligibility list be established and for the District to make a choice from that list.

Secretary Rogosin responded that Ed code 45298 states that a layoff is when a position is abolished. Mr. Stevens said Ms. Johnson's former class, School Secretary III, no longer exists, and that she is now a School Administrative Assistant II. Secretary Rogosin said that the former School Secretary III class and the current School Administrative Assistant III class are almost the same. Chairperson Carter asked if with the title change her qualifications changed. Mr. Stevens responded that it's not an issue of qualifications, and that she's never served in the position of School Administrative Assistant III. Chairperson Carter said at some point she qualified because she tested with the other School Secretary III's who were re-classed as School Administrative Assistant II's.
President Phillips commented that per Ed code 45720, a reclassification takes place based on a gradual accretion of duties, and that the union believes that she was not laid off. She said that if the Commission approves this and puts Ms. Johnson on a rehire list, then all bargaining unit members in similar circumstances should be placed on rehire lists. Rogosin said that this wouldn't apply to someone who was upwardly reclassified. And that everyone should receive a notification letting them know they have rights to transfer into a diff class. Mr. Stevens said, that per Ed Code 45298, layoffs are due to lack of work. President Phillips said she agreed with Mr. Stevens. Secretary Rogosin says it was not a layoff but that she accepted a voluntary demotion in lieu of a layoff.
Mr. Stevens requested to table this item pending an official legal opinion he will bring to the next meeting. Vice-Chairperson Goldstein requested different legal counsel for the Personnel Commission. Carter said the Commission will get an independent legal opinion and hold a special meeting to include opinions from BCCE and the District's legal counsel as well.

h) Agenda Item Request-Marie Ferguson.
Secretary Rogosin said he visited Berkeley High a few times and that on those days, the substitute assignments ranged from 0-17. He said at the time when she made the request, he determined that it was not "work out of class." Ms. Ferguson said that the two previous employees were Program Assistants and were paid at a higher rate. President Phillips commented that Ms. Ferguson should be paid for doing duties in the Human Resources Technician class description, because of the complexity of her assignment unique to Berkeley High.
Linette Robinson, BCCE Grievance Chair, commented that Mr. Rogosin would need to visit the site at 7:30am, otherwise he wouldn't get a good sense of what is occurring at the site. Ms. Ferguson commented that she does the bulk of the clerical work in BHS in addition to handling substitute assignments. Vice-Chairperson Goldstein asked if the duties confined in the Human Resources Technician position are not just coordinating substitutes, and asked Secretary Rogosin to compare the complexity of the work that the Human Resources Technician does with the complexity of work that Ms. Ferguson performs to better understand how they are different.

8. Discussion Items

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) Special Report on Step Increases
Secretary Rogosin commented that this is a negotiable item with the union and that they should put in writing to supersede the merit rules.

9. Closed Session (1 matter)

a) Public Employment - Government Code § 54957 (b)(1)
The Personnel Commission met in closed session to discuss personnel matters and provide direction to staff.

10. Report from Closed Session

Vice-Chairperson Goldstein commented that the commission discussed the upcoming transition with the new Director, of Classified Personnel and said that they asked Mr. Rogosin to remain employed through 9/15 with the caveat that his services continue to be needed.

11. Reports

a) Union

None

b) District Reports

None

c) Commissioners Reports

Vice Chairperson said that she wanted to thank Secretary Rogosin on behalf of all of the Commissioners, and that he has done a lot of things that are very courageous and that she has learned a lot in this process.

d) Personnel Director

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

12. Public Comments

None.

13. Next Meeting

The next Special Meeting will be scheduled soon pending receipt of the legal opinions. The next regular meeting will take place on September, 7th at 4:30 pm.

14. Adjournment

The meeting adjourned at 8:36 pm.

Respectfully Submitted,

_____ _____

Peter Rogosin — Date
Secretary, Personnel Commission

Approved,

_____ _____

Timothy Carter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Delivery Driver**
(Open)

Written Examination: **August 8, 2017**
Oral Examination: **August 8, 2017**

List Established by Personnel Commission: **September 7, 2017 to expire September 6, 2018**

Open

1 Matthew Ekstrom*
2 Gary Trenton Marcelle
3 Casey David

* ***Eligibility to expire May 10, 2018***

Patricia Duwel
Secretary, Personnel Commission

9/1/2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Nutrition Services Assistant**
(Open)

Written Examination: **August 9, 2017**
Performance Examination: **August 17, 2017**

List Established by Personnel Commission: **September 7, 2017 to expire September 6, 2018**

Open

1 Oshanna M. Grant
2 Tashi Dorjee
3 Rashelle Perrault*

* ***Eligibility to expire February 3, 2018***

Patricia Duwel
Secretary, Personnel Commission

9/1/2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

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

Written Examination: **August 21, 2017**
Oral Examination: **August 21, 2017**

List Established by Personnel Commission: **September 7, 2017 to expire September 6, 2018**

Open

1 Todd Pemberton
2 Kenny Cheng*

**** Eligibility to expire August 10, 2018***

PMC

Patricia Duwel
Secretary, Personnel Commission

9/1/2017

Date

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Custodian I**
(Open)

Performance Examination: **August 3, 2017**
Oral Examination: **August 21, 2017**

List Established by Personnel Commission: **September 7, 2017 to expire September 6, 2018**

Open

1 Stafont Smith*
2 Isiah Broadway
3 Ryan Williams*
4 Harold Dean Douglas
5 Mario Esquivel
6 Charles Nelson*
6 Barry Coleman**
7 Richard Erhard**

* ***Eligibility to expire April 5, 2018***
** ***Eligibility to expire December 5, 2017***

p/o
Patricia Duwel
Secretary, Personnel Commission

9/1/2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Library Media Technician**
(Open)

Written Examination: **August 18, 2017**
Oral Examination: **August 25, 2017**

List Established by Personnel Commission: **September 7, 2017 to expire September 6, 2018**

Open

1 Nicole Fitzhugh
2 Naomi Permutt

PW

Patricia Duwel
Secretary, Personnel Commission

9/1/2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date

January – June 2018 Personnel Commission Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2018 for the months of January - June. The location for the meetings will be in the Technology Lab room 126 in the District Administration Building, 2020 Bonar St. Berkeley, CA 94702.

- January 11, 2018
- February 8, 2018
- March 1, 2018
- April 12, 2018
- May 3, 2018
- June 7, 2018

All meetings are tentatively scheduled to begin at 4:30pm

Examinations Administered in the Month of August:

Classification	*Written*	*Oral*	*Performance*
Custodian I		6	8
Delivery Driver	2	2	
Nutrition Services Assistant	1		3
Instructional Assistant-Early Childhood Education	3	1	
Library Media Technician	11	7	
School Bus Driver	1	1	
Student Body Account Technician	6		
Instructional Technician BASP	2		

New Hires/New Assignments/Promotions Processed in the Month of August:

Name-	*Employment Type-*	*Classification-*	*Location/Dept.*
Patricia Duwel	New-Hire	Director, Classified Personnel	Personnel Commission
Nefertari Hawthorne	New-Hire	Attendance Technician	Berkeley High
Jacqueline Overlid	New-Hire	Library Media Specialist	Cragmont
Latanya Richard	New-Hire	Instructional Assistant, ECE	Franklin, CDC
Melodee Russell	New-Hire	Intructional Tech- Before & Afterschool	Malcolm X
Sony Bhopal	New-Hire	Administrative Assistant I	Independent Study
Scott Jackson	New-Hire	Intructional Tech- Before & Afterschool	Oxford
Gabrielle Best	New-Hire	Educational Occupational Therapist	Special Education
Chris Suttice	Re-Hire	Intructional Tech- Before & Afterschool	Malcolm X
Melina Landry	Re-Hire	Instructional Assistant II- SPED	Arts Magnet

ATTACHMENT A

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: September 7, 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 allowing for the assignment of 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 prepares 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.
- Inspects 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 B

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Subject: Revision of Class Description – BSEP Program Specialist

Date: September 7, 2017

Recommendation:

It is recommended that the Personnel Commission approve the revised class description for BSEP Program Specialist.

Background:

The Director, Berkeley Schools Excellence Program (BSEP) and Community Relations requested Personnel Commission staff to review the existing BSEP Program classification description with the idea of revising some of the language to be more description of the specific duties and responsibilities to be assigned incumbents in the class. Since the existing class description was not a part of the recently completed class study staff agreed that a review with possible revision of non-specific language would be appropriate.

Staff had noted in previous reports to the Personnel Commission that the use of imprecise language should be revised to ensure clarity in the assigning of duties and responsibilities. Descriptors such as "assists" and "works with" have been removed and replaced with a description of how the employee assists others or specifically what tasks are performed that indicate the employee is "working with" others.

The minimum qualifications have been slightly reworded to be more inclusionary in admitting applicants to the testing process while maintaining the Departments recommendation that while formal education in a related area and significant program experience will result in a qualified applicant pool, the opportunity for someone with significant directly related experience and some related education can be highly competitive.

In the past, the original class description would be presented with the edits. In this case, the class description in use had not previously been approved by the Personnel Commission and required significant editing. It is presented here only as a reference.

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	**BSEP Program Specialist**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**Community/Public Relations**	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	 **June 29, 2016** **July 15, 2016**	SALARY GRADE:	**Schedule: 56** **Range: 58**

BASIC FUNCTION:

Collaborate with Educational Services and Fiscal Services in providing support to the Director, Planning and Oversight (P&O) Committee, School Site/Governance Councils (SSC/SGC), Program Managers and school Principals in the management and oversight of Berkeley Schools Excellence Program (BSEP) Measure plans and funds; assist Principals in the development of school site discretionary fund budgets and site plans.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with Educational and Fiscal Services in providing support to the Director, P&O Committee, Program Managers, SGC/SSCs and Principals in the management and oversight of BSEP Measure funds.

- Assist Principals in the development of school site discretionary fund budgets and site plans; send allocations for upcoming year; meet with Principals to review site plans; complete purchase requisitions as necessary; coordinate annual site plans and produce consolidated school plans binder; work with Principals to revise site budgets as needed; collect SGC/SSC minutes and site plan addenda.

- Work with District departments to implement and maintain BSEP school discretionary funds in the District's financial and personnel systems; assure staff allocations and budget are accurate for BSEP site-funded positions; oversee and facilitate completion and submission of BSEP site-funded contracts; read Board packets to maintain current knowledge of personnel lists, lay-offs, and contracts.

- Monitor expenditures of BSEP school discretionary funds to assure compliance with Measure and Board-approved expenditures; review and process time sheets and general requisitions.

- Collaborate with Educational and Fiscal Services to organize and assist in training workshops for principals, program managers, SSC/SGC members, P&O Committee representatives and other school and district committees; draft and update P&O calendar, roster and coordinate P&O meeting logistics.

- Prepare and maintain assigned records, calendars and documentation of the BSEP program; assist the Director with the development and production of a variety of financial and narrative documents regarding the BSEP special tax for presentation to the Board of Education and dissemination to the public; participate in the preparation of the BSEP annual plan and annual compliance report.

- Attend a variety of meetings as assigned; determine date and location and facilitate logistics for committee training activities; prepare meeting documents including agenda, minutes and reports; participate in the kindergarten fair and other public information activities as requested; make presentations to school and community groups to provide information regarding the BSEP measure and to encourage community understanding of and involvement with the BSEP measure.

- Support annual high school BSEP committee and SSC/SGC elections; compile, collect and disseminate election summaries and roster forms to appropriate personnel.

- Receive and respond to requests from taxpayers; send rebate forms as appropriate.

- Operate a computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public committee best practices, including the Brown Act and Roberts Rules of Order
Trends and practices in education
Operation of a computer and assigned software
Interpersonal skills including tact, patience and courtesy
Oral and written communication skills
Record-keeping techniques
Mathematical computations
Public speaking techniques
Budget development and control techniques

ABILITY TO:

Interpret BSEP/Measure A, P&O Committee and SGC bylaws, California Education Code and other laws, rules and regulations related to assigned activities
Collaborate with Educational and Fiscal Services in providing support to the Director, P&O Committee, Program Managers, SSC/SGCs and Principals in the management and oversight of BSEP Measure funds
Assist Principals in the development of school site discretionary fund budgets and plans
Plan and organize meetings, trainings and events
Prepare a variety of effective working documents, plans and reports
Develop processes
Communicate effectively both orally and in writing
Prepare and deliver effective presentations

Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Plan and organize work
Work independently with little direction
Operate a computer and assigned software

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field and three years of professional level work experience in a related area such as business, non-profit or public administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Driving a vehicle to conduct work
Work evening or variable hours

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

ATTACHMENT C

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: September 7, 2017

Subject: Classification Study Implementation – E. Johnson

Recommendation

It is recommended that the District provide Ms. Johnson the current standard layoff notification letter indicating and offering her the choices specified on that letter, i.e., (1) accept the voluntary demotion to a School Administrative Assistant II position and be placed on the 63 month reemployment list for School Administrative Assistant III retroactively effective to the date of the reclassification or (2) accept a layoff from all District employment and be placed on the 39 month reemployment list for School Secretary III (renamed to School Administrative Assistant III).

Basis for the Recommendation

Personnel Commission staff reviewed the implementation paperwork for the Ewing classification study to identify the notifications E. Johnson received regarding a downward reclassification of her position as a School Secretary III located at the Berkeley Technology Academy. The review concluded that while Ms. Johnson was properly notified that her position as a School Secretary III was being downgraded to a School Administrative Assistant II, she was not provided with a full and complete explanation of her assignment choices at the time her School Secretary III position was abolished.

The recommendation provides Ms. Johnson with the same choices current employees are provided if and when their position loses any FTE from their current assignment or suffers any other bona fide reduction or elimination of the service being performed by any classified employee [reference Education Code §45117 & §45298].

Placement on the reemployment list is consistent with Education Code §45298 which states, "An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority."

ATTACHMENT D

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: September 7, 2017

Subject: Request for Advanced Step Placement – Educational Occupational Therapist

Recommendation:

It is recommended that the Personnel Commission approve advanced step placement at Step 5 of Range 2 for Ms. G. Best effective her first day of hire (8/23/2017).

Basis for Recommendation:

Personnel Commission Rule 70.100.1 allows the Commission to authorize an advanced step placement on initial hire for eligibles being recruited from open eligibility lists when the classification is identified as a difficult to recruit for classification and the eligibles' experience warrants such advanced step placement. In such circumstances the District may request the Personnel Commission to approve accelerated step placement of an external candidate, as in this case. Personnel Commission staff then reviews the qualifications of the referred eligible and makes a determination on whether the class can be considered "hard to recruit for."

Ms. Best has been an Occupational Therapist since 2012 and has extensive experience working in a school environment and completed a related internship in pediatrics serving elementary and middle school, general education and special day classes and supervised fieldwork involving evaluations and rehabilitation. This highly specialized and directly related experience and training was evaluated as those of a highly qualified professional in a school setting.

Ms. Best was the only successful candidate on the current eligibility list indicting that this is a difficult to recruit for classification. There were two (2) applicants in the August 2015 recruitment and only one (1) eligible on the 2016 recruitment.

ATTACHMENT E

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 [illegible]. 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: Joseph Greco (Date) 08/28/17

Telephone Number: 510-666-1022 Email Address: JahsChildren@ATT.net

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:
I was placed on non-disciplinary paid-leave, pending the outcome of an investigation. I was not told what it was about. In a meeting with Brett Daniels, the HR director, he gave me an accomodations request form for my doctor. And now I can't work because of what my doctor wrote.

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

Paperwork attached for info.

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