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

October 5, 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) September 7, 2017, Regular Meeting Minutes, p.3-6

6. **Consent Items** — **Chairperson Carter**

   It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

   I. Ratification of Eligibility Lists
      a) Cook, p.7
      b) Instructional Assistant II, SPED, p.8
      c) Instructional Tech- Before & After School, p.9
      d) School Administrative Assistant II, p.10
      e) Student Body Account Technician, p.11
      f) Vehicle & Equipment Mechanic, p.12

   II. Personnel Commission Meeting Dates for January – June, 2018, *First Reading,* p.13

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) Establishment of New Class of Restorative Justice Coordinator, ***Attachment B***

8. **Closed Session (1 matter)** — **Chairperson Carter**

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 hearings of two classified employees.

9. **Report from Closed Session** — **Chairperson Carter**

10. **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 September, p. 14

11. **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.

12. **Next Meeting** — **Chairperson Carter**

Follow up items for next Personnel Commission Meeting.

13. **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

September 7, 2017 – 4:30 pm

1. **Call to Order**
   The meeting was called to order at 4:35 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**
   Brenda Johnson commented that she wants to bring attention to the need there is in Berkeley Technology Academy and requested that the District support the school.

4. **Approval & Adoption of Agenda**
   Vice-Chairperson Goldstein made a motion to add a closed session agenda item after item 8.a.; Commissioner Ortiz seconded the motion,
   Approved, 3-0

5. **Approval of Meeting Minutes**
   a) August 11, 2017, Regular Meeting Minutes
      Vice-Chairperson Goldstein requested revising a typo in Item 7.h. and rewording "School Administrative Assistant II's" to "School Administrative Assistant III's" in the last sentence of the second paragraph in Item 7.g. She also clarified that in paragraph 7h. there should be a correction of "..duties confined in..." to "duties assigned in..." the Human Resources Technician position.
      Vice-Chairperson Goldstein made a motion to approve the meeting minutes as amended; Commissioner Ortiz seconded the motion,
      Approved, 3-0

6. **Consent Items**

I. Ratification of Eligibility Lists
   a) Delivery Driver
   b) Nutrition Services Assistant
   c) School Bus Driver
   d) Custodian I
   e) Library Media Technician
      Chairperson Carter made a motion to approve eligibility lists a-e,
      Approved, 3-0

7. **Conference Items**
   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
      Chairperson Carter commented that he preferred to approve this class description after the Board

approves it. Erin Arinez, Classified Personnel Supervisor, commented that the position was approved at the August, 23rd Board meeting. Brent Daniels, Human Resources Director, said that this position has not yet been negotiated with the Union. Secretary Duwel recommended tabling the item until the next meeting so the District and the Union can meet.
Commissioner Ortiz made a motion to table the item; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

b) Revision to Class Description for BSEP Program Specialist
Natasha Beery, Director of Berkeley of BSEP & Community Relations, commented that she wanted to update the class description because of more recent changes to the BSEP measure. She said that the met with President Phillips and they agreed to the changes.
Commissioner Ortiz made a motion to approve the revision to the BSEP Program Specialist class description; Chairperson Carter seconded the motion,
Approved, 3-0

c) Report on Classification Study Implementation- E. Johnson
Secretary Rogosin recommended going back to when Ms. Johnson encumbered the School Secretary III position and give her the options that all employees receive when their position is abolished. He said that if she elects for a voluntary demotion, she can be placed on the 63-month re-hire list so that when there is a vacancy she would have rights to the vacancy. He also identified merit rule 60.800.1 (C) in further support of placement on a re-employment list because Johnson was involuntarily demoted from the School Administrative Assistant III class (the reclassified School Secretary III position) to her current School Administrative Assistant II role. HR Director Daniels brought copies of the Tentative Agreement between the District and BCCE to implement the Classification and Compensation study, and commented that Ms. Johnson retained her same rate of pay when she was placed in the School Administrative Assistant II position.
The Personnel Commission went into recess at 5:18 pm.
The Personnel Commission came out of recess at 5:26 pm.
HR Director Daniels commented that it would be inappropriate for the Commission to ask the District to give Ms. Johnson a layoff notice because no layoffs occurred as a result of the Study, but instead, negotiations took place. Mildred Scheuer, Administrative Assistant II at Berkeley Adult School, commented that she believes that Ms. Johnson just had a job title change. President Phillips commented that the Commission had not notified certain employees, including Ms. Johnson of their appeal rights during the Class Study.
Secretary Duwel said that the BCCE contract says that unit members shall have seniority and permanence in the class they held, and so anyone that holds permanence has the right to request a transfer. She added that per Merit Rule 50.200.5 a certification from a list for another class at the same or higher level can be made, and so Ms. Johnson, who had previously passed the examination for School Secretary III, and which is substantially the same test for the reclassified School Administrative Assistant III, has the right to request to interview, subject to District interest in her candidacy. Ms. Johnson pointed out that if the employee in the vacant School Administrative Assistant III position had retired before the Class Study, she would've been able to transfer to that position then. President Phillips made a request for Ms. Johnson to be given the appeal rights that she never received after the implementation of the class study.

Commissioner Carter made a motion to table this Item, subject to review after Ms. Johnson puts forward her request to be interviewed for the open School Administrative Assistant III position at BAS, pursuant to Merit rule 50.200.5; Vice Chairperson Goldstein seconded the motion,
Approved, 3-0

d) Request for Advanced Step Placement – Educational Occupational Therapist
Mr. Rogosin said that the candidate requesting the advanced step placement person is extremely qualified, the District requested the advanced step placement, and that recruitment for this class has been difficult.
Commissioner Ortiz made a motion to approve the advanced step placement for the Educational Occupational Therapist; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

e) Agenda Item Request- J. Greco
Mr. Rogosin commented this does not appear to be a Commission issue. Secretary Duwel said she would contact this employee because he did not attend the meeting. Chairperson Carter expressed a preference to remove the item, subject to a new request for review.

f) Agenda Item Request- M. Ferguson
Mr. Rogosin noted that the employee was not present and asked that the item be tabled until she can be in attendance. Mr. Rogosin said he had not had a chance to do another desk audit with Ms. Ferguson because she is currently on leave. Chairperson Carter stated that this item would be tabled.

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) Personnel Commission Meeting Dates for January – June 2018
Secretary Duwel commented that certain meeting dates must be changed in January, February, and April to not interfere with BUSD Holidays and the CSPCA conference.

9. Closed Session

The Personnel Commission went into closed session at 7:15 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 7:35 pm. Commission Carter reported that the Commissioners had requested a refreshed list of hearing officers for upcoming appeals. He also noted that some information was shared regarding communication to the School Board about of the appointment of the Union representative to the Commission.

11. Reports

a) Union
President Phillips commented that the Union is excited to have Ms. Duwel back in Berkeley especially because she has a lot of historical experience from her years of employment at Berkeley High. She said

that the Union is concerned by potential process changes for testing and job applications and requests transparency in these matters. President Phillips said that the Union is also concerned about certain limited term placements and believes that two placements violate the Writ Agreement. She added that she has been able to work with her members and Nutrition Services staff to transfer employees into existing vacant positions; and added that the Union's relationship with the District has improved. President Phillips commented that she would like Ms. Johnson to be placed in a School Administrative Assistant III vacant position but does not consider Ms. Johnson's reclassification to have been a layoff.

b) District Reports
None.

c) Commissioners Reports
Vice Chairperson Goldstein commented that she wants to welcome Secretary Duwel as the new Classified Director formally, and thanked the rest of the Personnel Commission staff for their work over the summer. Chairperson Carter also officially welcomed Secretary Duwel and said that he thinks she will be a great fit.

d) Personnel Director
i. New Hires and Examinations administered in August were reviewed. Secretary Duwel commented that she intends to meet with BCCE on a regular basis.

12. Public Comments
Mr. Rogosin said that a new system (OPAC) was purchased to assist with testing, that will be a valuable tool for Personnel Commission staff.

13. Next Meeting
The next regular meeting will be held on October 5th.

14. Adjournment
The meeting adjourned at 7:48 pm.

Respectfully Submitted,

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

10-5-2017
Date

Berkeley Unified School District

Merit System

Eligibility List for : **Cook**
(Promotional)

Written Examination: **September 7, 2017**
Performance Examination: **September 13, 2017**

List Established by Personnel Commission: **October 5, 2017 to expire October 4, 2018**

Promotional

1 Claudia Rangel- Castro
2 Janien Bishop

PD

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Timothy Carter
Chairperson, Personnel Commission

10·5·2017
Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant II, Special Education**
(Open)

Written Examination: **September 7, 2017**
Oral Examination: **September 21, 2017**

List Established by Personnel Commission: **October 5, 2017 to expire October 4, 2018**

Open

1 Michael Woolridge
2 Daniela Debergue*
2 Angela Madonia**
3 Nancy Kline*
4 Candice Lewis

**** Eligibility to expire August 10, 2018***
***** Eligibility to expire April 5, 2018***

PMD

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Timothy Carter
Chairperson, Personnel Commission

10-5-2017
Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Tech - Before and After School**
(Open)

Written Examination: **September 14, 2017**
Oral Examination: **September 19, 2017**

List Established by Personnel Commission: **October 5, 2017 to expire October 4, 2018**

Open

1 Yagoit Ahmed*
2 Cassandra Leasure
3 Deloris Dilworth-Tooks
3 Coleman Sawyer
4 Jaquille Loggins

**** Eligibility to expire July 12, 2018***

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Timothy Carter
Chairperson, Personnel Commission

10-5-2017
Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Administrative Assistant II**
(Open and Promotional)

Written Examination: **September 13, 2017**
Oral Examination: **September 22, 2017**

List Established by Personnel Commission: **October 5, 2017 to expire October 4, 2018**

Promotional

1 Rosalina Barrios
2 Monique Jordan-Araujo*
3 Courtney King

Open

1 Sandra Spiker*
2 Tanisha Payton
3 Kimberli McKinzie*
4 Jonathan Weld
5 Elena Childs
6 Jenny Rivera

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

PD

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Timothy Carter
Chairperson, Personnel Commission

10·5·2017
Date

Berkeley Unified School District

Merit System

Eligibility List for : **Student Body Account Technician**
(Open)

Written Examination: **August 23, 2017**
Oral Examination: **September 6, 2017**

List Established by Personnel Commission: **October 5, 2017 to expire October 4, 2018**

Open

1 Mathew Waterman
2 Renita Underwood-Hackett*

**** Eligibility to expire March 1, 2018***

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Timothy Carter
Chairperson, Personnel Commission

10·5·2017
Date

Berkeley Unified School District

Merit System

Eligibility List for : **Vehicle & Equipment Mechanic**
(Open)

Written Examination: **September 21, 2017**
Performance Examination: **September 21, 2017**

List Established by Personnel Commission: **October 5, 2017 to expire October 4, 2018**

Open

1 Si Yazid Kahil

PJD

Patricia Duwel
Secretary, Personnel Commission

10/2/2017
Date

Timothy Carter
Chairperson, Personnel Commission

10·5·2017
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 9, 2018
- February 6, 2018
- March 1, 2018
- April 19, 2018
- May 3, 2018
- June 7, 2018

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

Examinations Administered in the Month of September:

Classification	*Written*	*Oral*	*Performance*
Student Body Account Technician	6	2	
Instructional Assistant II, Special Education	5	3	
Cook	3		2
School Administrative Assistant II	12	8	
Instructional Technician, Before and After School	4	4	
Vehicle and Equipment Mechanic	2		2
Human Resources Technician	7		
Evaluation and Assessment Technician	6		

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

Name-	*Employment Type-*	*Classification-*	*Location/Dept.*
Vika Teicher	New-Hire	Instructional Tech-Cooking	Thousand Oaks & LeConte
Tashi Dorjee	New-Hire	Nutrition Services Assistant	Jefferson
Roderick Carraway	Promotion	Lead Maintenance Engineer	Maintenance
Sylvia Robinson	New-Hire	Instructional Assistant II- SPED	Malcolm X
Nicole Fitzhugh	New-Hire	Library Media Technician	Berkeley High
Agripina Delgado	New-Hire	Nutrition Services Satellite Operator I	Emerson

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	**8/23/17**	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

Date: September 7, 2017

Subject: Establishment of New Classes of Senior Restorative Justice Coordinator and 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 salary schedule 56.

It is recommended that the Personnel Commission approve the new class description of Senior Restorative Justice Coordinator and allocate the new class to Range 54 of 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 an incumbent(s) of the new class were approved by the Board of Trustees on June 28, 2017. The class of Senior Restorative Justice Coordinator was initiated by Personnel Commission staff to allow the District flexibility if and when adding additional staff is considered.

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 Districts had comparable classifications performing sensitive outreach duties focusing on issues of migrants, families and other specialized 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. The minimum qualifications for the Senior Restorative Justice Coordinator are completion of a formalized educational program in social work, psychology or directly related field, completion of a formal training/educational program in restorative justice including mediation and conflict resolution AND two years' experience conducting individual and group restorative justice interventions.

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. The Senior Restorative Justice Coordinator classification is recommended for an allocation that is six ranges (15%) above the class of Restorative Justice Coordinator based on the complexity of conducting restorative justice circles involving significantly more serious issues that require an additional level of expertise and training above that of the Coordinator.

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: HOURS:	**10-12 months 7.5 hours per day or duty days/hours as assigned**
APPROVED: **Board Commission**	**9/6/17**	SALARY GRADE:	**Schedule: 56 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.
- ***Implements Trauma-Informed Care framework when handling trauma specific interventions that shall include but not be limited to; understanding, recognizing and responding to the effects of all types of trauma.***
- 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 an offender "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 officers, 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

Lead Accounting Tech Salary Summary

Lower Classification/Salary Range	Lead Classification/Salary Range	# of Ranges Above Lower classification
Accounting Tech/45	**Lead Accounting Tech 53 (proposed range)**	**8**
Budget Analayst I/59	Budget Analyst II/67	8
Computer Tech I/52	Computer Tech II/54	2
Maintenance Engineer/57	Lead Maintenance Engineer/61	4
Maintenance Tech/50	Maintenance Engineer/57	7
Maintenance Tech/50	Lead Maintenance Engineer/61	11
Grounds Gardener/39	Lead Grounds Gardener/45	6
Custodian I/38	Custodian II/43	5
Nutrition Services Asst./26	Nutrition Services Satellite Operator I/31	5
Nutrition Services Asst./26	Nutrition Services Satellite Operator II/45	19
Nutrition Services Satellite Operator I/31	Nutrition Services Satellite Operator II/45	14
School Admin I/42	School Admin III/52	10
School Services Asst./31	School Admin II/46	15
Clerical Asst. I/34	Clerical Asst. III/38	4

Responsibility of monitoring work flow and checking work

Brent to review Minimum Qualifications

BACKGROUND INFORMATION:
The Accounts Payable Department has three Accounting Technicians that currently process the District's payments to vendors and reimbursements to employees within the District's guidelines and procedures. The process would be improved if one Accounting Technician was made a Lead, and provided hands-on day to day review of work produced by the department, with higher level review still being performed by the Supervisor.

Under general supervision, the Lead Accounting Technician would perform a variety of technical accounting tasks including reviewing, identifying, documenting and resolving discrepancies in Accounts Payable accounting batches prepared by other employees in the department and provide day-to-day work direction as needed.

This request to establish this position was submitted to the Personnel Commission on August 11, 2017, and will be resubmitted for their approval pending board approval.

FISCAL IMPACT: