

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

Personnel Commission

Heidi Goldstein, Chairperson

Dr. Reynaldo Ortiz, Vice-Chairperson
Patricia Duwel, Secretary

Tim Carter, Commissioner

REVISED- Meeting Agenda

December 6th, 2018 – 4:30 pm

- 1. Call to Order** **Chairperson Goldstein**
- 2. Roll Call & Establishment of Quorum** **Secretary 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 Goldstein**
- 5. Approval of Meeting Minutes** **Chairperson Goldstein**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) November 8th, Regular Meeting Minutes, p. 3 – 6
- 6. Consent Items** **Chairperson Goldstein**
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.

Ratification of Eligibility Lists
 - a) Clerical Assistant III, p. 7
 - b) Human Resources Technician, p. 8
- 7. Reports**
 - a) Union **Union Representatives**
 - b) District Reports **District Representatives**
 - c) Commissioners Reports **Commissioners**
 - d) Personnel Director **Secretary Duwel**
 - i. New Hires and Examinations administered in the month of November, p. 9
- 8. Conference Items** **Chairperson Goldstein**
These items are presented for discussion and action and may be carried over from a previous meeting.
 - a) Election of Personnel Commission Chairperson and Vice-Chairperson
Pursuant to Merit Rule 20.100.2, the Personnel Commission will elect a Chairperson and Vice-Chairperson to serve for the 2019 calendar year.

Chairperson _____ M _____ S _____ V _____

Vice-Chairperson _____ M _____ S _____ V _____
 - b) Establishment of New Classification – Student Admissions Program Manager, **Attachment A**
 - c) Request for Advance Step Placement – G. Arrellano, **Attachment C**
 - d) Request for Advance Step Placement – A. Herrera, **Attachment D**
 - e) Request to Extend Eligibility List – After School Program Specialist, **Attachment E**
 - f) Revise Human Resources Analyst (confidential) Classification and Salary Placement, **Attachment F**
 - g) Establishment of New Classification – School Campus Aide, **Attachment G**
- 10. Closed Session (3 matters)** **Chairperson Goldstein**
 - a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2018-D-02)
 - b) Joint-Appointed Personnel Commissioner- Discussion

11. Report from Closed Session

Chairperson Goldstein

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 Goldstein

Follow up items for next Personnel Commission Meeting.

13. Adjournment

Chairperson Goldstein

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 8th, 2018 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:32 p.m.

2. Roll Call & Establishment of Quorum

Chairperson Goldstein and Commissioner Carter were present, and a quorum was established. Vice-Chairperson Ortiz and Secretary Duwel were absent.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Carter made a motion to approve the agenda; Chairperson Goldstein seconded the motion, Approved, 2-0

5. Approval of Meeting Minutes

a) October 4th, 2018, Regular Meeting Minutes

Chairperson Goldstein requested to make a minor edit to the meeting minutes. Commissioner Carter made a motion to approve the meeting minutes with the edit; Chairperson Goldstein seconded the motion, Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

- a) After School Program Specialist, p. 7
- b) Custodian I, p. 8
- c) Director, Fiscal Services, p. 9
- d) Instructional Specialist, Athletics, p.10
- e) Interpreter for the Deaf, p. 11
- f) Nutrition Services Satellite Operator, p. 12
- g) Student Body Account Technician, p.13

Chairperson Goldstein asked why the Director of Fiscal Services eligibility list did not include examination information. Erin Arinez, Classified Personnel Supervisor, responded that the School Board requested an unranked list, therefore scored exams were not administered.

Commissioner Carter made a motion to approve the eligibility lists; Chairperson Goldstein seconded the motion,

Approved, 2-0

7. Reports

a) Union

No Union representatives were present; therefore, no reports were provided.

b) District Reports

No District representatives were present; therefore, no reports were provided.

c) Commissioners Reports

Chairperson Goldstein remarked that the Commission wished a speedy recovery for Vice-Chairperson Ortiz. She reported that she attended the teacher and staff Professional Development day sessions on October 8, 2018, and plans to follow up with James Wogan, Student Services Manager. While Chairperson Goldstein praised the first speaker, Dr. Jaiya John, she noted that he did not adequately address the topics required by the training: discrimination, bias, and sexual harassment. She observed that the second speaker, attorney Elizabeth Estes, who discussed the District's UCP complaint procedures, was not consistent across the sessions and presented outdated information. She thanked Mr. Wogan for arranging the training and asserted that additional training would be needed. She suggested that the district consider investing in an online learning management system for this purpose.

Chairperson Goldstein noted that the 2017 – 2018 Personnel Commission Annual Report reflects a year over year decrease in employee churn, suggesting improved efficiency and better processes, and commended the Personnel Commission staff for this work.

d) Personnel Director

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

Ms. Arinez reviewed examination and staffing information for the month of October. She also said that Commission staff posted winter recess opportunities and winter vacation leave requests. She advised that a large project is underway to implement AB-2160, recently signed into law, to bring the previously contracted Noon Director role into the permanent classified service. She noted that Noon Director positions are being identified throughout the District, and a new class description for this position has been drafted for review at the Nov 28th Board meeting and then at the Dec 6th, Personnel Commission meeting.

8. Conference Items

a) Request for Reclassification- F. Martinez, Attachment

Ms. Arinez reported that Patty Duwel, Classified Personnel Director, had conducted a desk audit for Francisco Martinez, Admissions Manager, and determined that his duties have materially increased. She recommends re-class to a new job classification entitled Student Admissions Program Manager and has arranged for the duties of this classification to be reviewed at the November 28th Board meeting.

Mr. Martinez advised that he requested a re-classification in 2014, which was denied. He mentioned that the duties dramatically increased because of board policy updates implemented in 2015, as demonstrated by the job analysis, and comparative management position scan he submitted for the Commission's review. Significant shifts in the role include responsibility for development of student enrollment models and multi-year projections which require a high degree of accuracy because other functions, such as HR and BSEP, base budget, staffing and programming investment on this information.

Angela Long, Local 21 Union Representative, indicated Union support for the re-classification and questioned whether the position should remain in the bargaining unit. She noted that the position duties closely match to those of the Director of BSEP.

Chairperson Goldstein asserted that there are substantial differences in scale, scope and complexity between the BSEP Director role and this proposed new classification, such as fiduciary responsibilities to steward public tax revenues. This, and similar responsibilities for bond measure funds, differentiate this role from other Director positions. Chairperson Goldstein said she was unclear on the implications of placing the new pay range above the other Local 21 ranges. Ms. Long suggested that the position should be unrepresented at such a level. Chairperson Goldstein agreed that a review of the classification may be needed.

Commissioner Carter said that he will rely on Director Duwel's analysis and agrees with her recommendation to reclassify the position.

Commissioner Carter made a motion to approve the reclassification request for Francisco Martinez; Chairperson Goldstein seconded the motion,
Approved, 2-0

b) Request for Advance Step Placement- A. Herrera

Ms. Arinez advised that when this request was presented at the October Commission meeting more information was requested. Mr. Herrera has since provided a written request and an additional reference letter. She said that Director Duwel has recommended an advanced salary placement at step 2 based on the documentation that Mr. Herrera provided. Commissioner Carter said he would abstain from deciding until he can review a rubric that can justify an advanced salary step placement, demonstrating the added value the employee's experience or skill set provides over and above the minimum qualifications.

Chairperson Goldstein asked that Commission staff work with individuals who request advanced step placement requests to provide concrete information that reflects their qualifications that are above those described in the classification description. She noted that Director Duwel might have done so, but was not present to confirm this. She said that the new Behavioral Intervention Specialist position might be an option for this candidate in the future if his skills and qualifications so warranted.

Chairperson Goldstein made a motion to abey this request until an explanation of how the recommendation was formulated can be provided; Commissioner Carter seconded the motion,
Approved, 2-0

c) 2017-2018 Annual Report, *Second Reading and Approval*

Chairperson Goldstein asked about the meaning of the two different transaction numbers in the layoff section of the report. Ms. Arinez advised that they represented a gross count of 11 positions laid off and a net total of 4 actual layoffs after employees were re-deployed to other vacant positions. Chairperson Goldstein suggested editing the section to reflect the net count.

Chairperson Goldstein made a motion to approve the 2017-2018 Annual Report; Commissioner Carter seconded the motion
Approved, 2-0

d) Request to Extend Eligibility List- School Administrative Assistant III and;

e) Request to Extend Eligibility List- Lead Maintenance Engineer

Ms. Arinez reported that candidates on the School Administrative Assistant III and the Lead Maintenance Engineer list submitted requests to extend the respective lists for a year and that Director Duwel supported the extensions.

Commissioner Carter made a motion to approve extending eligibility lists d and e for one year; Chairperson Goldstein seconded the motion,
Approved, 2-0

9. Discussion Items

a) 2019 CSPCA Annual Conference

Ms. Arinez advised that registration for the annual conference is now open and that she will contact the Commissioners to determine who plans to attend.

10. Closed Session (2 matters)

- a) Employee Discipline and Legal Matters - Government Code § 54954.5
(2017-D-01) (2018-D-01)

- b) Joint- Appointed Personnel Commissioner- Discussion
The Personnel Commission went into closed session at 5:27 pm.

11. Report from Closed Session

The Personnel Commission came out of closed session at 5:30 pm. Chairperson Goldstein reported that there was no update on employee discipline case (2017-D-01) and for case (2018-D-01), no documentation has been received to date. She said that because the two other Commissioners must appoint the joint-appointed Commissioner, this item will be deferred until the December meeting.

12. Public Comments (15-minute limit)

None.

13. Next Meeting

The next regular meeting will take place on December 6th at 4:30 pm.

14. Adjournment

The meeting was adjourned at 5:32 pm.

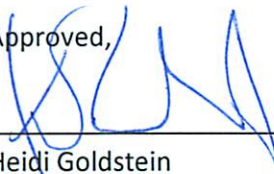
Respectfully Submitted,



Patricia Duwel
Secretary, Personnel Commission

12/3/2018
Date

Approved,



Heidi Goldstein
Chairperson, Personnel Commission

12-6-18
Date

Berkeley Unified School District
Merit System

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

Written Examination: **October 24, 2018**
Oral Examination: **November 7, 2018**

List Established by Personnel Commission: **December 6, 2018 to expire December 5, 2019**

Promotional

- 1 Marian Willis*

Open

- 1 Charlesetta Lowery*
- 2 Olga Villanueva
- 3 Morgan Harris
- 4 Jodi Cahn
- 4 Joann Marshall
- 5 Atasha Scott
- 5 Deloris Dilworth-Tooks
- 6 Daniel Brownson
- 7 Kourtney Thomas

** Eligibility to expire September 5, 2019*



Patricia Duwel
Secretary, Personnel Commission

12/3/2018
Date



Heidi Goldstein
Chairperson, Personnel Commission

12-6-18
Date

Berkeley Unified School District
Merit System

Eligibility List for : **Human Resources Technician**
(Open and Promotional)

Written Examination: **November 1, 2018**
Oral Examination: **November 15, 2018**

List Established by Personnel Commission: **December 6, 2018 to expire December 5, 2019**

Promotional

- 1 Monique McCray*
- 2 Courtney King*

Open

- 1 Renita Underwood-Hackett*
- 2 Cynthia Manzo
- 3 Mishern Bivins
- 4 Atasha Scott

** Eligibility to expire July 11, 2019*



Patricia Duwel
Secretary, Personnel Commission

12/5/2018
Date



Heidi Goldstein
Chairperson, Personnel Commission

12-6-18
Date

Examinations Administered in the Month of November:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Human Resources Technician	5	3	
Clerical Assistant III	11	8	
School Administrative Assistant, ECE	5		
Instructional Technician, Cooking	4		
Nutrition Services Assistant	3		

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

<u>Name-</u>	<u>Employment</u> <u>Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Bonnie Calabrese	Promotion	Director, Nutrition Services Executive Director of Facilities,	Nutrition Services
John Calise	New-Hire	Maintenance & Operations	Facilities
Abdoual Edmond	New-Hire	Custodian I	Berkeley High
Dontay Gallon	New-Hire	Instructional Tech- BASP	Arts Magnet
Jordan Rowen-Keren	New-Hire	Instructional Tech- BASP Nutrition Services Satellite	Longfellow
Melody McGuire-Cooper	Promotion	Operator I	Central Kitchen

* Hired in October

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 6, 2018

AGENDA ITEM

SUBJECT: APPROVE THE REVISED STUDENT ADMISSIONS PROGRAM MANAGER CLASSIFICATION AND RECOMMEND SALARY PLACEMENT BE SET AT RANGE 82 ON SCHEDULE 54.

BACKGROUND INFORMATION

At the regularly scheduled meeting of the Personnel Commission on November 8th, 2018; the Personnel Commission approved the reclassification of Mr. Francisco Martinez. The Berkeley Unified Board of Trustees approved the revised list of essential duties for the Student Admissions Program Manager.

DIRECTOR'S RECOMMENDATION

Approve the Student Admissions Program Manager classification and salary placement recommendation at range 82 on schedule 54.

TITLE:	Student Admissions Program Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board: Commission:	11/14/2018	SALARY GRADE:	Schedule: 54 Range: 82

BASIC FUNCTION:

Design, direct plan, develop, organize and evaluate student diversity system, assignment, and desegregation and integration in District schools; serve as a gateway to families entering the District; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Design, direct plan, develop, organize and evaluate student diversity, assignment and desegregation and integration into District schools; oversee the District's centralized student enrollment process and home address verification process; assure program operations and activities comply with applicable Federal and State regulations, California Education Codes; District policies, administrative regulations and objectives
- Direct and evaluate the effectiveness of the District's student assignment software program; research and analyze complex technical data reports; direct creation and specialized software development
- Plan, organize and direct the re-matriculation students transferring from elementary school to middle school and from middle school to high school. Direct all activities including communication to parents and stakeholders, administer data integrity process, public information, data reporting and district to school collaboration and communication
- Direct, develop, implement and maintain student re-matriculation and necessary services; assure appropriate communication and material preparation, personnel and resources are available to meet parent needs; secure resources and materials as needed; assure technology activities are performed in compliance of applicable law, education code, regulations and Board Policy
- Plan, coordinate, develop and maintain a variety of software and information systems and applications for elementary, middle and high schools; develop and maintain technology processes and procedures; develop, maintain, and coordinate the transfer of district data systems to assure smooth transition of student data
- Prepare and maintain a variety of records and reports related to assigned activities; produce narrative and Board documents; provide analysis of data from a variety of sources; draft Board policy recommendations
- Provide technical expertise, information and assistance to schools and District administrators, Board of Education, community groups and others regarding the Student Assignment Plan and other District policies and programs; assist in the formulation and development of policies, administrative regulation and procedures; advises and collaborate with the Superintendent's Cabinet and other administrators in developing the District's goals, policies and programs
- Direct and plan the preparation of student projections; present and advise Superintendent and cabinet on students projections trends; present and work with assistant superintendents of business services and human resources to utilize students projections to develop district budget and teacher hiring; monitor student enrollment trends and makes staff recommendations as needed
- Prepare and present department's written and oral reports to Board of Education; represent district before Alameda County Board of Education regarding student matters
- Provide technical expertise, information and assistance to the Superintendent and Associate Superintendent regarding student admissions functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe, effective and efficient work environment; advise the Superintendent and Associate Superintendent of unusual enrollment trends or concerns and recommend appropriate corrective action
- Conduct meetings to discuss student assignment program, resolve student assignment concerns and discuss related program matters; resolve parent concerns; direct and collaborate with Principals to review and determine if students have met inter-District Board policy
- Plan and collaborate closely with community organizations, individuals and District staff to increase student enrollment in Berkeley Public Schools
- Direct, coordinate and implement student public relations and recruitment campaigns to ensure outreach to targeted parent populations
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Prepare and maintain records and reports related to assigned activities; maintain records, logs and progress records for inter-District students; present reports to the District Board as directed

- Provide technical supervision and assist the high school in conducting the small schools student assignment lottery
- Direct and plan various annual activities including the recruitment kindergarten fair, and develop marketing programs to reach targeted populations; develop multi-year statistical student enrollment and average daily attendance projections utilizing advanced statistical analysis
- Research, write and disseminate promotional information materials, including the Guide to Berkeley Schools; maintain media relations
- Review, accept or deny inter-District student applications; review, accept or deny caregiver affidavits and same address affidavits
- Communicate with other administrators, staff, school site personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; confer with administrators regarding student behavior and issues, and resolve student assignment concerns
- Provide for oral interpretation or written translation of materials from English to a designated second Language
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Develop and prepare the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare and manage department contracts
- Operate standard office equipment including a computer and assigned software; operate projector for presentations

OTHER DUTIES:

Perform other related duties as assigned

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Bachelor’s Degree in Business, Public Administration, Public Policy or a related field. Master’s Degree desired.
- B. **Five (5) years’ experience in PreK-14 admissions or student assignments to include three (3) years’ experience with statistical data analysis. Organizational, administrative and experience dealing with high volume public contact is most highly preferred.**

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification may be required to speak, read and write in a designated second language. Employment eligibility that includes fingerprint and other employment clearance as noted below:

- A certificate stating freedom from Tuberculosis.
- A valid California Driver’s License.
- Current DMV printout.
- Insurable by District liability insurance carrier.
- **Valid First Aid Certification.**
- **Valid CPR Certification.**

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures
 Basic public relations techniques
 Capabilities, settings, reports and options of the student information and assignment software programs
 Correct English usage, grammar, spelling, punctuation and vocabulary
 District policies and procedures regarding enrollment
 Goals and procedures outlined in the District’s student assignment policy
 Interpersonal skills using tact, patience and courtesy
 Mathematic computations
 Modern office practices, procedures and equipment
 Operation of standard office equipment including a computer and assigned software
 Planning, organization and direction of student assignment plan
 Principles and practices of supervision and training
 Record-keeping techniques
Statistical analysis metrics
 Telephone techniques and etiquette

ABILITY TO:

Add, subtract, multiply and divide quickly and accurately
 Analyze situations accurately and develop an effective course of action
 Communicate effectively both orally and in writing
 Compile and evaluate results of student assignment software
 Compose correspondence and written materials independently
 Design, plan, develop, organize and evaluate student diversity, assignment, and desegregation and integration into District schools
 Administrate and evaluate student assignment software
 Establish and maintain cooperative and effective working relationships with others
 Explain technical requirements of the student information software to staff
 Interpret, apply and explain rules, regulations, policies and procedures
 Meet schedules and time lines
 Operate standard office equipment including a computer and assigned software
 Plan and organize work
 Prepare and maintain a variety of lists, records and reports
 Serve as a gateway to families entering the District
 Train and evaluate the performance of assigned personnel
 Work independently with little direction

WORKING CONDITIONS:

ENVIRONMENT:

- District Office environment
- Interactions with dissatisfied, hostile and irate individuals
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- **Contact with dissatisfied or abusive individuals.**
- **Extended viewing of computer monitor.**
- **Sitting for an extended period of time.**

Classification Alignment and Hierarchy

1	A Group	B Range	C Clerical	D Finance	E Food Service	F Instructional	G Operations	H Safety/Security	I Technology	J Transportation	K Group	L Range
2	53	2		DEPUTY SUPT ASST SUPT BUSINESS DIR, FISCAL SVCS							53	2
3	54	2			ED OT						54	2
4	52	94				EXDIR, FM&O					52	94
5	52	85						DIR TECH			52	85
6	52	84	DIR BSEP DIR CLS PERS		DIR NUTRITION SVCS						52	84
7	54	78				FAC MAINT MGR FAC OPS MGR				TRANSP MGR	54	78
8	54	76			AASPM			DP MGR			54	76
9	56	74						BUS SYS ANALYST			56	74
10	54	74					HS PLANT OPS MGR				54	74
11	52	74	TITLE IX					TECH SVCS SUPVR			52	74
12	54	73	ADMISSIONS MGR	PAYROLL SUPVR PURCH SUPVR RISK MGR	EXEC CHEF						54	73
13	54	72	STU ASSIGN PROG MGR				GEN SVCS MGR				54	72
14	52	72	SCH ENR PROG MGR								52	72
15	54	71			ASP SUPVR						54	71
16	56	69						NETWORK ENG			56	69
17	54	69			NUTRITION ED PROG SUPVR	FAM EE SUPVR	MAINT SUPVR FAC AFTER HRS SUPVR			TRANSP OPS SUPVR V&E SUPVR	54	69
18	52	69	PIO								52	69
19	55	67		BDGT ANALYST II (C)							55	67

Local 21 Salary Ranges - 54

Range	B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		
	Monthly	Annually	Daily	Annually	Monthly	Annually	Daily	Annually	Monthly	Annually	Daily	Annually	Monthly	Annually	Daily	Annually	Monthly	Annually	Daily	Annually	Monthly	Annually	Daily	Annually	Monthly	Annually	Daily	Annually			
1																															
2	\$7,325.00	\$338.02	\$87,900.00	\$354.96	\$7,692.00	\$92,304.00	\$372.82	\$96,948.00	\$8,488.00	\$391.69	\$101,856.00	\$8,917.00	\$101,856.00	\$411.49	\$107,004.00	\$8,917.00	\$101,856.00	\$411.49	\$107,004.00	\$8,917.00	\$101,856.00	\$411.49	\$107,004.00	\$8,917.00	\$101,856.00	\$411.49	\$107,004.00	\$8,917.00	\$101,856.00	\$411.49	\$107,004.00
3	\$3,570.00	\$164.74	\$42,840.00	\$172.91	\$3,747.00	\$44,964.00	\$181.54	\$47,208.00	\$4,126.00	\$190.40	\$49,512.00	\$4,331.00	\$49,512.00	\$199.86	\$51,972.00	\$4,331.00	\$49,512.00	\$199.86	\$51,972.00	\$4,331.00	\$49,512.00	\$199.86	\$51,972.00	\$4,331.00	\$49,512.00	\$199.86	\$51,972.00	\$4,331.00	\$49,512.00	\$199.86	\$51,972.00
4	\$4,037.00	\$186.29	\$48,444.00	\$195.85	\$4,244.00	\$50,928.00	\$205.17	\$53,352.00	\$4,672.00	\$215.60	\$56,064.00	\$4,900.00	\$56,064.00	\$226.12	\$58,800.00	\$4,900.00	\$56,064.00	\$226.12	\$58,800.00	\$4,900.00	\$56,064.00	\$226.12	\$58,800.00	\$4,900.00	\$56,064.00	\$226.12	\$58,800.00	\$4,900.00	\$56,064.00	\$226.12	\$58,800.00
5	\$4,144.00	\$191.23	\$49,728.00	\$200.42	\$4,343.00	\$52,116.00	\$210.38	\$54,559.00	\$4,785.00	\$226.12	\$58,800.00	\$5,141.00	\$58,800.00	\$248.92	\$66,728.00	\$5,141.00	\$58,800.00	\$248.92	\$66,728.00	\$5,141.00	\$58,800.00	\$248.92	\$66,728.00	\$5,141.00	\$58,800.00	\$248.92	\$66,728.00	\$5,141.00	\$58,800.00	\$248.92	\$66,728.00
6	\$4,244.00	\$195.85	\$50,928.00	\$205.21	\$4,447.00	\$53,364.00	\$215.60	\$56,064.00	\$4,900.00	\$226.12	\$58,800.00	\$5,265.00	\$58,800.00	\$261.38	\$74,808.00	\$5,265.00	\$58,800.00	\$261.38	\$74,808.00	\$5,265.00	\$58,800.00	\$261.38	\$74,808.00	\$5,265.00	\$58,800.00	\$261.38	\$74,808.00	\$5,265.00	\$58,800.00	\$261.38	\$74,808.00
7	\$4,343.00	\$200.42	\$52,116.00	\$210.38	\$4,559.00	\$57,420.00	\$220.81	\$60,252.00	\$5,021.00	\$231.70	\$64,728.00	\$5,394.00	\$64,728.00	\$248.92	\$82,524.00	\$5,394.00	\$64,728.00	\$248.92	\$82,524.00	\$5,394.00	\$64,728.00	\$248.92	\$82,524.00	\$5,394.00	\$64,728.00	\$248.92	\$82,524.00	\$5,394.00	\$64,728.00	\$248.92	\$82,524.00
8	\$4,447.00	\$205.21	\$53,364.00	\$215.60	\$4,785.00	\$58,800.00	\$226.12	\$61,692.00	\$5,141.00	\$231.70	\$66,728.00	\$5,535.00	\$66,728.00	\$261.38	\$87,960.00	\$5,535.00	\$66,728.00	\$261.38	\$87,960.00	\$5,535.00	\$66,728.00	\$261.38	\$87,960.00	\$5,535.00	\$66,728.00	\$261.38	\$87,960.00	\$5,535.00	\$66,728.00	\$261.38	\$87,960.00
9	\$4,559.00	\$210.38	\$54,708.00	\$220.81	\$4,900.00	\$60,252.00	\$231.70	\$64,728.00	\$5,394.00	\$242.96	\$69,576.00	\$5,798.00	\$69,576.00	\$274.20	\$94,200.00	\$5,798.00	\$69,576.00	\$274.20	\$94,200.00	\$5,798.00	\$69,576.00	\$274.20	\$94,200.00	\$5,798.00	\$69,576.00	\$274.20	\$94,200.00	\$5,798.00	\$69,576.00	\$274.20	\$94,200.00
10	\$4,672.00	\$215.60	\$56,064.00	\$226.12	\$5,021.00	\$61,692.00	\$242.96	\$66,728.00	\$5,535.00	\$255.42	\$71,304.00	\$6,092.00	\$71,304.00	\$294.97	\$102,624.00	\$6,092.00	\$71,304.00	\$294.97	\$102,624.00	\$6,092.00	\$71,304.00	\$294.97	\$102,624.00	\$6,092.00	\$71,304.00	\$294.97	\$102,624.00	\$6,092.00	\$71,304.00	\$294.97	\$102,624.00
11	\$4,785.00	\$220.81	\$58,800.00	\$231.70	\$5,141.00	\$64,728.00	\$248.92	\$71,304.00	\$6,092.00	\$261.38	\$77,004.00	\$6,546.00	\$77,004.00	\$302.08	\$107,736.00	\$6,546.00	\$77,004.00	\$302.08	\$107,736.00	\$6,546.00	\$77,004.00	\$302.08	\$107,736.00	\$6,546.00	\$77,004.00	\$302.08	\$107,736.00	\$6,546.00	\$77,004.00	\$302.08	\$107,736.00
12	\$4,900.00	\$226.12	\$61,692.00	\$242.96	\$5,265.00	\$66,728.00	\$261.38	\$74,808.00	\$6,546.00	\$274.20	\$82,524.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00
13	\$4,900.00	\$226.12	\$61,692.00	\$242.96	\$5,265.00	\$66,728.00	\$261.38	\$74,808.00	\$6,546.00	\$274.20	\$82,524.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00	\$7,047.00	\$82,524.00	\$332.90	\$113,100.00
14	\$5,021.00	\$231.70	\$64,728.00	\$248.92	\$5,394.00	\$69,576.00	\$274.20	\$77,004.00	\$7,047.00	\$281.13	\$84,564.00	\$7,594.00	\$84,564.00	\$349.61	\$118,776.00	\$7,594.00	\$84,564.00	\$349.61	\$118,776.00	\$7,594.00	\$84,564.00	\$349.61	\$118,776.00	\$7,594.00	\$84,564.00	\$349.61	\$118,776.00	\$7,594.00	\$84,564.00	\$349.61	\$118,776.00
15	\$5,141.00	\$242.96	\$66,728.00	\$255.42	\$5,535.00	\$71,304.00	\$281.13	\$84,564.00	\$7,594.00	\$302.08	\$90,912.00	\$8,149.00	\$90,912.00	\$376.05	\$126,144.00	\$8,149.00	\$90,912.00	\$376.05	\$126,144.00	\$8,149.00	\$90,912.00	\$376.05	\$126,144.00	\$8,149.00	\$90,912.00	\$376.05	\$126,144.00	\$8,149.00	\$90,912.00	\$376.05	\$126,144.00
16	\$5,265.00	\$255.42	\$71,304.00	\$261.38	\$5,664.00	\$74,808.00	\$294.97	\$87,960.00	\$8,149.00	\$317.35	\$94,200.00	\$8,703.00	\$94,200.00	\$404.38	\$132,600.00	\$8,703.00	\$94,200.00	\$404.38	\$132,600.00	\$8,703.00	\$94,200.00	\$404.38	\$132,600.00	\$8,703.00	\$94,200.00	\$404.38	\$132,600.00	\$8,703.00	\$94,200.00	\$404.38	\$132,600.00
17	\$5,394.00	\$261.38	\$74,808.00	\$274.20	\$5,798.00	\$77,004.00	\$302.08	\$90,912.00	\$8,703.00	\$332.90	\$102,624.00	\$9,257.00	\$102,624.00	\$434.93	\$140,400.00	\$9,257.00	\$102,624.00	\$434.93	\$140,400.00	\$9,257.00	\$102,624.00	\$434.93	\$140,400.00	\$9,257.00	\$102,624.00	\$434.93	\$140,400.00	\$9,257.00	\$102,624.00	\$434.93	\$140,400.00
18	\$5,535.00	\$274.20	\$82,524.00	\$281.13	\$6,092.00	\$82,524.00	\$317.35	\$94,200.00	\$9,257.00	\$349.61	\$107,736.00	\$9,811.00	\$107,736.00	\$461.44	\$150,240.00	\$9,811.00	\$107,736.00	\$461.44	\$150,240.00	\$9,811.00	\$107,736.00	\$461.44	\$150,240.00	\$9,811.00	\$107,736.00	\$461.44	\$150,240.00	\$9,811.00	\$107,736.00	\$461.44	\$150,240.00
19	\$5,664.00	\$281.13	\$87,960.00	\$294.97	\$6,546.00	\$87,960.00	\$332.90	\$102,624.00	\$9,811.00	\$367.05	\$113,100.00	\$10,365.00	\$113,100.00	\$488.88	\$164,160.00	\$10,365.00	\$113,100.00	\$488.88	\$164,160.00	\$10,365.00	\$113,100.00	\$488.88	\$164,160.00	\$10,365.00	\$113,100.00	\$488.88	\$164,160.00	\$10,365.00	\$113,100.00	\$488.88	\$164,160.00
20	\$5,798.00	\$294.97	\$94,200.00	\$302.08	\$7,047.00	\$94,200.00	\$349.61	\$107,736.00	\$10,365.00	\$376.05	\$118,776.00	\$10,919.00	\$118,776.00	\$517.84	\$175,840.00	\$10,919.00	\$118,776.00	\$517.84	\$175,840.00	\$10,919.00	\$118,776.00	\$517.84	\$175,840.00	\$10,919.00	\$118,776.00	\$517.84	\$175,840.00	\$10,919.00	\$118,776.00	\$517.84	\$175,840.00
21	\$5,942.00	\$302.08	\$102,624.00	\$317.35	\$7,594.00	\$102,624.00	\$367.05	\$126,144.00	\$11,469.00	\$394.65	\$132,600.00	\$11,469.00	\$132,600.00	\$557.28	\$191,040.00	\$11,469.00	\$132,600.00	\$557.28	\$191,040.00	\$11,469.00	\$132,600.00	\$557.28	\$191,040.00	\$11,469.00	\$132,600.00	\$557.28	\$191,040.00	\$11,469.00	\$132,600.00	\$557.28	\$191,040.00
22	\$6,092.00	\$317.35	\$107,736.00	\$332.90	\$8,149.00	\$107,736.00	\$376.05	\$132,600.00	\$12,573.00	\$414.31	\$140,400.00	\$12,573.00	\$140,400.00	\$606.72	\$207,840.00	\$12,573.00	\$140,400.00	\$606.72	\$207,840.00	\$12,573.00	\$140,400.00	\$606.72	\$207,840.00	\$12,573.00	\$140,400.00	\$606.72	\$207,840.00	\$12,573.00	\$140,400.00	\$606.72	\$207,840.00
23	\$6,239.00	\$321.70	\$113,100.00	\$349.61	\$8,703.00	\$113,100.00	\$394.65	\$140,400.00	\$13,677.00	\$434.93	\$150,240.00	\$13,677.00	\$150,240.00	\$656.16	\$220,480.00	\$13,677.00	\$150,240.00	\$656.16	\$220,480.00	\$13,677.00	\$150,240.00	\$656.16	\$220,480.00	\$13,677.00	\$150,240.00	\$656.16	\$220,480.00	\$13,677.00	\$150,240.00	\$656.16	\$220,480.00
24	\$6,392.00	\$326.12	\$118,776.00	\$367.05	\$9,257.00	\$118,776.00	\$414.31	\$150,240.00	\$14,781.00	\$456.71	\$160,960.00	\$14,781.00	\$160,960.00	\$705.60	\$232,320.00	\$14,781.00	\$160,960.00	\$705.60	\$232,320.00	\$14,781.00	\$160,960.00	\$705.60	\$232,320.00	\$14,781.00	\$160,960.00	\$705.60	\$232,320.00	\$14,781.00	\$160,960.00	\$705.60	\$232,320.00
25	\$6,547.00	\$332.90	\$126,144.00	\$376.05	\$9,811.00	\$126,144.00	\$434.93	\$160,960.00	\$15,885.00	\$479.42	\$172,800.00	\$15,885.00	\$172,800.00	\$754.56	\$244,800.00	\$15,885.00	\$172,800.00	\$754.56	\$244,800.00	\$15,885.00	\$172,800.00	\$754.56	\$244,800.00	\$15,885.00	\$172,800.00	\$754.56	\$244,800.00	\$15,885.00	\$172,800.00	\$754.56	\$244,800.00
26	\$6,714.00	\$349.61	\$132,600.00	\$394.65	\$10,365.00	\$132,600.00	\$456.71	\$172,800.00	\$17,039.00	\$503.18	\$185,760.00	\$17,039.00	\$185,760.00	\$803.52	\$257,280.00	\$17,039.00	\$185,760.00	\$803.52	\$257,280.00	\$17,039.00	\$185,760.00	\$803.52	\$257,280.00	\$17,039.00	\$185,760.00	\$803.52	\$257,280.00	\$17,039.00	\$185,760.00	\$803.52	\$257,280.00
27	\$6,877.00	\$367.05	\$140,400.00	\$414.31	\$11,469.00	\$140,400.00	\$479.42	\$185,760.00	\$18,193.00	\$531.74	\$200,160.00	\$18,193.00	\$200,160.00	\$852.96	\$270,240.00	\$18,193.00	\$200,160.00	\$852.96	\$270,240.00	\$18,193.00	\$200,160.00	\$852.96	\$270,240.00	\$18,193.00	\$200,160.00	\$852.96	\$270,240.00	\$18,193.00	\$200,160.00	\$852.96	\$270,240.00
28	\$7,047.00	\$376.05	\$150,240.00	\$434.93	\$12,573.00	\$150,240.00	\$488.88	\$200,160.00	\$19,347.00	\$561.44	\$216,960.00	\$19,347.00	\$216,960.00	\$902.40	\$282,240.00	\$19,347.00	\$216,960.00	\$902.40	\$282,240.00	\$19,347.00	\$216,960.00	\$902.40	\$282,240.00	\$19,347.00	\$216,960.00	\$902.40	\$282,240.00	\$19,347.00	\$216,960.00	\$902.40	\$282,240.00
29	\$7,214.00	\$382.90	\$160,960.00	\$456.71	\$13,677.00	\$160,960.00	\$517.84	\$220,480.00	\$20,501.00	\$590.16	\$235,200.00	\$20,501.00	\$235,200.00	\$951.84	\$304,800.00	\$20,501.00	\$235,200.00	\$951.84	\$304,800.00	\$20,501.00	\$235,200.00	\$951.84	\$304,800.00	\$20,501.00	\$235,200.00	\$951.84	\$304,800.00	\$20,501.0			

Admissions Manager
Salary Data Research

1	A		B	C		D	E		F		G	
	District			ADA	Description		Range	From	To	To	MQ's	
2	Palo Alto		11800	Supervisor, Welcome Center - Customer Relations, Student Admissions/Attendance Coordinator, Registration & Enrollment Projections	93	\$70,776	\$101,916	BA or equiv & 3 yrs attendance accounting				
3	Oakland USD		49700			\$80,286	\$102,475	BA & 3yrs. MA Preferred				
4	BUSD - Old		9268	Admissions Manager	73	\$84,564	\$102,648	Any Combo: BA & 3 yrs Admissions/Stu Assignment involving stats and public contact				
5	San Jose USD		32004	Administrator, Student Enrollment and Interdistrict Transfers	21	\$87,755	\$106,667	BA				
6	Fontana USD		38014	Coordinator, Enrollment Services/Parent Support		\$100,929	\$120,359	BA & 4 yrs				
7	Torrance USD		23696	Director, Student Services and Family Welcome Enrollment Center		\$102,633	\$116,061	Admin Credential				
8	BUSD -new		9268	Student Admissions Program Manager	82	\$105,156	\$127,800	Any Combo: BA, MA Pref/ 5 yrs Adm/Stu Assign to include 3yrs stats. High volume public contact experience desired.				
9	Oakland USD		49700	Executive Director, Enrollment and Registration Management		\$109,596	\$139,883	MA & 5 yrs stu svcs				
10	San Bernardino City USD		53,152	Assistant Director, Enrollment and Placement Services		\$112,212	\$136,380					
11												
12	*Management status within the definition of CA Govt Code 3540.1(g) means any employee in a position having significant responsibilities for formulating district policies or administering district programs.											



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Admissions Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Design, plan, develop, organize and evaluate student diversity system, assignment, and desegregation and integration in District schools; serve as a gateway to families entering the District; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Design, plan, develop, organize and evaluate student diversity, assignment, and desegregation and integration into District schools; oversee the District's centralized student enrollment process and home address verification process; assure program operations and activities comply with applicable Education Codes, State laws, and District policies and objectives
- Direct and evaluate the effectiveness of the District's student assignment software program; research and analyze complex technical data reports; direct creation and specialized software development
- Conduct various meetings to discuss student assignment program, resolve student assignment concerns and discuss related program matters; collaborate with Principals to review and determine if students have met inter-District Board policy; represent the District at County Board of Education inter-District appeal meetings
- Collaborate closely with community organizations, individuals and District staff to increase student enrollment in Berkeley Public Schools
- Administer, coordinate and implement student public relations and recruitment campaigns to ensure outreach to targeted parent populations
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Prepare and maintain records and reports related to assigned activities; maintain records, logs and progress records for inter-District students; present reports to the District Board as directed
- Provide technical supervision and assist the high school in conducting the small schools student assignment lottery

- Plan and direct various annual activities including the recruitment kindergarten fair, and develop marketing programs to reach targeted populations; develop multi-year statistical student enrollment and average daily attendance projections utilizing advanced statistical analysis
- Research, write and disseminate promotional information materials, including the Guide to Berkeley Schools; maintain media relations
- Review, accept or deny inter-District student applications; review, accept or deny caregiver affidavits and same address affidavits
- Communicate with other administrators, staff, school site personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; confer with administrators regarding student behavior and issues, and resolve student assignment concerns
- Provide for oral interpretation or written translation of materials from English to a designated second language
- Develop and prepare the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare and manage department contracts
- Operate standard office equipment including a computer and assigned software; operate projector for presentations

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of student assignment plan

Principles and practices of supervision and training

District policies and procedures regarding enrollment

Capabilities, settings, reports and options of the student information and assignment software programs

Goals and procedures outlined in the District's student assignment policy

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of standard office equipment including a computer and assigned software

Record-keeping techniques

Modern office practices, procedures and equipment

Telephone techniques and etiquette

Basic public relations techniques

Mathematic computations

ABILITY TO:

Design, plan, develop, organize and evaluate student diversity, assignment, and desegregation and integration into District schools

Serve as a gateway to families entering the District

- Train and evaluate the performance of assigned personnel
- Analyze situations accurately and develop and effective course of action
- Direct the administration and evaluation of the student assignment software program
- Compile and evaluate results of student assignment software
- Explain technical requirements of the student information software to staff
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Compose correspondence and written materials independently
- Operate standard office equipment including a computer and assigned software
- Prepare and maintain a variety of lists, records and reports
- Add, subtract, multiply and divide quickly and accurately
- Work independently with little direction
- Plan and organize work
- Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration or related field and three years experience in admissions or student assignment activities involving statistical analysis, and some organizational, administrative and public contact experience

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions

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 in person and on the telephone
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 6, 2018

AGENDA ITEM

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT AS INSTRUCTIONAL ASSISTANT EARLY CHILDHOOD EDUCATION IN THE CASE OF MS. GIOVANA ARELLANO

BACKGROUND INFORMATION

Ms. Arellano has requested advanced step placement at Step 4 on the salary schedule. She has several years' experience working with pre-school age children and achieved her Bachelors degree in 2016. Her request is support by the current Early Childhood Education Principal, Ms. Maria Carriedo

70.100.1 Initial Placement

*All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. **An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

DIRECTOR'S RECOMMENDATION

Ms. Arellano has provided her resume and one letter of recommendation. I recommend Ms. Arellano receive advanced step placement on the salary range as determined by the Commissioners.



Patricia Duwel <patriciaduwel@berkeley.net>

IA ECE Step 4 Request

1 message

Giovana . <giovana.arellano@gmail.com>
To: Patricia Duwel <patriciaduwel@berkeley.net>

Sun, Dec 2, 2018 at 10:08 PM

Dear Hiring Partner,

I am writing this letter to share my education and skills as I would like to request starting at step 4 for the IA position at Franklin Preschool. As a San Jose State University Alumni, I hold a degree in Liberal Studies Preparation for Teaching. I am certain to be a valuable addition to your school and I seek the opportunity to work with your team.

I have worked in childcare programs, schools and educational programs. With my job experience and education, I have gained a solid educational foundation and well-rounded skill set. I am skillful in classroom management, lesson planning and parent-teacher collaboration and relations. I enjoy working in a diverse school environment and believe that it is important to accommodate all learners. I have worked in classrooms managing groups of 14-25 students as well as one-on-one with a student with behavioral problems. I have provided effective classroom management; creative lesson plans for toddlers up to 5th graders and excellent instructional delivery. As an educator, I strive to provide diverse enrichment programs. For example, I am able to plan activities with age-appropriate curriculum that will keep children interested, active and enrich their overall knowledge base. I am fully aware of the importance of catering to different learning styles and therefore I make sure to incorporate various methods in my lessons or activity planning and most importantly provide a safe warm environment that supports children in their effort to grow, change and learn.

I pride myself on my unwavering dedication and leadership skills. As much as I would love to accept the IA position the starting rate is to low and would like to request starting at step 4. I am a passionate individual with an extensive knowledge and training in the field of education and children workforce. With my knowledge and skills, I am confident that I have the necessary qualities to succeed in your school. I am hard working and have strong work ethics, with a passion for working with children. Maria Carriedo will also be providing a letter in support.

I have also attached my resume.

Sincerely
Giovana Arellano

 **G.A 2018 Resume.rtf**

Giovana Arellano1900 Pullman St, San Pablo, CA 94806 ☎ (510) 837-9423 ✉ giovana.arellano@gmail.com**EDUCATION**

San Jose State University August 2014- August 2016

Bachelor of Liberal Studies Preparation for Teaching

Contra Costa Community College August 2010- June 2014

Associate Degree in Liberal Arts: Mathematics and Science, Social & Behavioral Sciences, Arts & Humanities

EXPERIENCE**Preschool English Teacher**

Ecole Bilingue de Berkeley, Berkeley CA August 2017-August 2018

- Planned and carry out age-appropriate curriculum that targeted different areas of child development, such as language, motor, emotional and social skills.
- Prepared activities that fostered English language skills and encourage curiosity, and exploration.
- Supported students and guided their efforts to manage frustration and anger, and their efforts to interact positively with peers and staff.
- Worked collaboratively with preschool teachers and staff. Attended and participated in grade level meetings.
- Collaborated closely with the French teacher to plan and align instructional material in French and English for Co-Teaching time and share instructional practices and ideas.
- Provided parents with weekly newsletters on classroom activities and pictures of students. Held parent-teacher conferences and provided progress report cards.

Before/After School Teacher

Kids' Country, Danville CA September 2016- August 2017

- Supervised children's activities and guide them in educational games before and after school.
- Prepared monthly activity calendars to stimulate mental and social growth.
- Implemented monthly activity calendars according to each age appropriate curriculum
- Attended to each child's nutritional, health, physical, emotional, and educational needs.
- Worked cooperatively with other staff to reach site and child care state licensing goals
- Established a positive relationship with families and communicate children's growth with parents

Aide

Ecole Bilingue de Berkeley, Berkeley CA February 2017- May 2017

- Provided one-on-one support to student that required daily accommodations
- Communicated effectively with school counselor, teachers and parents via emails, conferences and phone to touch on the development, progress and growth of the child.
- Collaboratively collected and documented the child's behavior through careful observation notes that serve as communication with parents; conferences with teachers and counselors

Assistant

2012 January 2011- December

Anielka Family Day Care, Richmond CA

- Managed and supervised a group of children between the ages of 1-4
- Collaborated with daycare provider in planning out day activities and field trips
- Facilitated activities and projects and transitions between activities
- Assisted in changing diapers, coordinating naps and feeding

VOLUNTEER

Kindergarten Classroom

January 2016- December 2016

Thousand Oaks Elementary School, Berkeley, CA

1st Grade Classroom

January 2016- June 2016

Thousand Oaks Elementary School, Berkeley, CA

Reading Partners

September 2014-

June 2015

Horace Cureton Elementary School, San Jose, CA

SKILLS

Bilingual: English and Spanish, CPR and First Aid Certified, CBEST, Computer Skills, and Class management skills



Early Childhood Education
1460 8th Street
Berkeley, CA 94710
510-644-4533
Maria Carriedo, ECE Principal

December 3, 2018

To Whom It May Concern:

Please accept this letter as the high need recommendation of Giovanna Arellano. I have been the Early Childhood Education Principal in our district for the past nine years. In all my years of being a principal I have interviewed many candidates for our Early Childhood Education Instructional Assistant position. As I interviewed Ms. Arellano the panel and I were extremely impressed with her work experience in the Early Childhood Field and in Education.

The skills and expertise that Ms. Arellano brings as an Instructional Assistant in our Early Childhood Program is above and beyond than the qualifications that we expect for this position. We can see that she will bring so much to our program and will be a great match for our high quality preschools in BUSD.

I support the request to start Ms. Arellano at a higher step as she comes with a wide range of education for our diverse program. She has a Bachelor of Arts in Liberal Studies Preparation for Teachers, teaching and instructional assistant experience from Ecole Bilingue de Berkeley and teaching at Kid's Country. Her reference checks at her previous jobs spoke very highly of her and would rehire her if their budget and program allowed it. In addition, she is bilingual and can also support our families and children we serve.

Please consider this recommendation and request. BUSD ECE will gain an extraordinary Instructional Assistant if this request is granted.

Sincerely,

Maria Carriedo

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 6, 2018

AGENDA ITEM

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT AS INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION II IN THE CASE OF MR. ANDREW HERRERA

BACKGROUND INFORMATION

Mr. Herrera has requested advanced step placement at Step 5 on the salary schedule. He has several years' experience in special education classrooms as well as experience in Behavior Intervention, Applied Behavior Analysis, Job Coach and Respite Care.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.

DIRECTOR'S RECOMMENDATION

Mr. Herrera has provide one additional letter of recommendation. I do not support placement at Step 5. I recommend Mr. Herrera receive advanced step placement on the salary range as determined by the Commission.

September 28, 2018

Dear Ms. Heidi Goldstein,

Please consider my request for the highest tier of pay, \$22.17. My nearly 10 years of experience working with developmental disabilities, and 5 years spent specifically in education, makes me qualified for this salary tier.

During the last 5 years as a school based, Behavior Interventionist for Intercare Therapy, I gained vast experience as I effectively work with kids who have developmental disabilities in a diverse setting. I have also been able to observe how resilient and open to learning, school based clients truly are. One of my main focuses has been implementing applied behavior analysis. I have also maintained data as well as bridge the relationships from home life, school life and agency while following policies and procedures.

Prior to Intercare Therapy I worked as a Job Coach for East Bay Innovations. During this time I assisted those with developmental disabilities in understanding job duties and employee policies. I also helped clients build and maintain positive relationships and develop each their own work ethic.

While working full time with Intercare Therapy I have also managed to spend 40 hours a month as a Respite Care Provider. As a Respite Care Provider I assist foster care families with their children. We focus on day to day activities as well as functioning and interacting in real world settings.

Thank you for considering my request for the highest pay tier. I truly believe that my experience with children and those with developmental disabilities along with my passion, drive, and eagerness to work makes me qualified for this salary placement.

Sincerely,

Andrew Herrera

Berkeley PUBLIC SCHOOLS

Berkeley Unified School District

2020 Bonar Street, Berkeley, CA 94702
(510) 644-6210 Fax: (510) 644-6211
www.berkeleyschools.net

SPECIAL EDUCATION
Lisa Graham, Director

Program Administrators:
Susannah Bell
Fishman
Stephanie Dictado
Flor Anne Palma
Lena Sweeney
Melody Royal

October 17, 2018

To Whom It May Concern:

Please accept this letter as the strongest possible recommendation of Andrew Herrera.

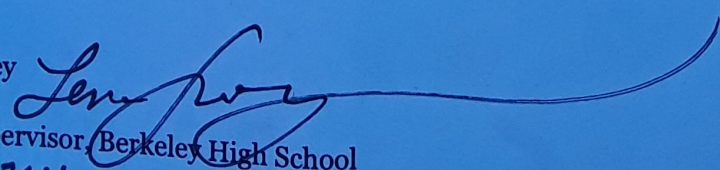
I have supervised Andrew since August, 2017. In this capacity, Andrew has worked with a student with behavioral and academic challenges, as well as working with students with autism on the mild to moderate spectrum in general education classes. He also supports a science class with students in general and special education. He is well respected by the teachers with whom he works and is universally well-liked by students and staff.

Andrew is exceptionally intelligent, responsible and is able to deal with a stressful job with grace and compassion. He is able to balance a very intense workload. He is responsible and has a very strong work ethic. He stand out when working with students in an academic setting as well with his excellent writing, reading, and speaking skills. I am consistently impressed with Andrew's ability to form genuine relationships with colleagues, his students, and their families. Andrew exudes caring, and he manages to maintain his loving presence even while holding others accountable. It is these qualities - organization, accountability, and relationships - that make him a superior employee.


Andrew's experience and personal qualities already speak volumes about his qualifications for this position. I feel that Andrew Herrera is an extraordinary employee and we are so fortunate to have him serve as an IAPP at BHS.

Sincerely,

Lena Sweeney


Program Supervisor, Berkeley High School

510-395-7546

 **cpi** **Blue Card**TM

Name: Andrew Herrera

has completed 4 hours of training in the
Nonviolent Crisis Intervention[®] training program.

Issued: 7/10/18 Units Completed: 1-8510

Expires: 7/15/19 Instructor: Amanda Herrera

More learning opportunities
available via the CPI App for Apple[®]
and Android[™] devices. Download
at crisisprevention.com/app.

NE8A00AC

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 6, 2018

AGENDA ITEM

SUBJECT: AFTER SCHOOL PROGRAM SPECIALIST ELIGIBILITY LIST
CERTIFICATION EXTENSION

BACKGROUND INFORMATION

Personnel Commission Rule 50.100.1 states that “After approval, an eligibility list shall be in effect for one year, unless exhausted, **and may be extended for not to exceed one additional year** at the discretion of the Commission.” Request to extend the After School Program Specialist Eligibility List for an additional one (1) year.

50.100.1 Establishment and Life of Eligibility Lists

A. After an examination, the names of successful competitors shall be arranged on a list in the order of examination score, plus additional points where applicable (Rule 40.100.8). The list shall be presented for approval of the Personnel Commission.

*B. After approval, an eligibility list shall be in effect for one year, unless exhausted, **and may be extended for not to exceed one additional year at the discretion of the Commission.** Names of successful competitors may be added to eligibility lists resulting from continuous examinations without approval by the Commission.*

DIRECTOR’S RECOMMENDATION

Approve a one (1) year extension of the above eligibility list.

Berkeley Unified School District
Merit System

Eligibility List for : **After School Program Specialist**
(Open and Promotional)

Written Examination: **November 29, 2017**

Oral Examination: **December 13, 2017**

List Established by Personnel Commission: **January 9, 2018 to expire January 8, 2019**

Promotional

- 1 LaShonda Roquemore

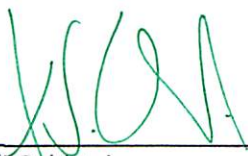
Open

- 1 Alejandra Moreno
- 2 Sylvia Jacuinde



Patricia Duwel
Secretary, Personnel Commission

1/4/2018
Date



Heidi Goldstein
Chairperson, Personnel Commission

1-9-2018
Date

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 6, 2018

AGENDA ITEM

SUBJECT: APPROVE THE REVISED HUMAN RESOURCES ANALYST
(CONFIDENTIAL) CLASSIFICATION AND RECOMMEND SALARY
PLACEMENT BE SET AT RANGE 58 ON SCHEDULE 55.

BACKGROUND INFORMATION

The Berkeley Unified Board of Trustees approved the revised list of essential duties for the Human Resources Analyst (Confidential) at their regularly scheduled meeting on November 14, 2018.

DIRECTOR'S RECOMMENDATION

Approve the revised Human Resources Analyst (Confidential) classification and salary placement recommendation at range 58 on schedule 53.



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

ATTACHMENT F
CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Human Resources Analyst (Confidential)	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Human Resources Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	11/14/2018	SALARY GRADE:	Schedule: 55 Range: 58C

BASIC FUNCTION:

Perform a variety of complex and professional Human Resources, Merit System, Labor Relation, Public Meeting, qualification, certification and employment functions. Compile statistics from a myriad of Human Resources, Merit System, employment, certification/qualification programs and processes. Participate directly in employer-employee relations as outlined in Government Code §3540.1.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate, plan, manage, and perform complex technical analytical functions related to employee services programs and activities, including the recruitment, selection, employment, compensation, and record maintenance of all employees; interpret and assure compliance with county, state and federal regulations and guidelines concerning Human Resources and Merit System administration.
- Perform a variety of complex and professional Human Resources functions.
- Liaison with and manage the employee retirement programs (CalPERS, CalSTRS).
- Organize and expedite the flow of work to and from Human Resources and other District departments, sites and offices; assist Administrators, Directors and Supervisors with administrative details.
- Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; conduct audits of data for human resources or personnel processes.
- Maintain confidentiality regarding sensitive issues related to negotiations and collective bargaining matters to include but not limited to: proposals, memorandums and Union communications.
- Process and manage data for Human Resources or the Personnel Commission to include but not limited to: seniority, longevity, merit increases, professional growth, evaluations, observations, retirement data, fingerprint/background checks, reemployment lists and other related data.
- Serve as district contact for DOJ/FBI fingerprint processing and results; respond to DOJ/FBI inquiries.
- Assist the Custodian of Records for the DOJ and FBI in regards to fingerprint processes.
- Monitor and track personnel requisitions for accuracy and content.
- Meet and consult with employees, supervisors, administrators and outside agencies regarding human resources or personnel policies, procedures, laws, codes, rules, regulations and related information.
- Ensure Human Resources staff understand departmental policies, guidelines and procedures; review work for accuracy and completeness.
- Interpret policies and regulations to staff and the public.
- Coordinate new hire orientation and on-boarding of all employees.
- Prepare and distribute correspondence including but not limited to job offers, assignments, contracts, reemployment offers to applicants or employees as appropriate.
- Prepare and maintain a variety of statistical or narrative records and reports related to Human Resources and Personnel Commission functions; process and analyze a variety of forms and applications.
- Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software.
- Attend and participate in a variety of meetings, Human Resources and Personnel Commission activities.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school or equivalent. Bachelor's degree in Human Resources, Business, Public Policy or a related field degree desired.
- B. Five (5) years' experience in human resources. Three (3) years specialized school district experience most highly desired in any or all of the following areas; Classification, Compensation, Recruitment, Employer-Employee Relations or other specialties.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities
- Common occupations and their requirements (CTC, DOT, DOE, CCR, EC, CFR, HHS, etc)
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Current laws, codes, regulations and rules including the Merit System related to assigned personnel functions
- Current laws, codes, regulations and rules regarding Teacher Credentialing and certifications
- Data entry and retrieval techniques
- District contracts and bargaining units
- District personnel policies and procedures and collective bargaining units
- Human resources office functions, practices and procedures
- Interpersonal skills using tact, patience, courtesy and professionalism
- Mathematical computations
- Modern office procedures and record-keeping techniques
- Operation of a computer and assigned software
- Operations, policies and objectives relating to human resources activities
- Oral and written communication skills
- Organizational operations, policies and objectives
- Practices and procedures related to classified and/or certificated personnel
- Principles, practices, methods and terminology used in public personnel administration
- Record-keeping and report preparation techniques
- Research methods
- Technical aspects of field of specialty
- Telephone techniques and etiquette

ABILITY TO:

- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Distribute, screen and process employment applications and other personnel-related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- Maintain current knowledge of laws, rules and regulations related to personnel activities
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software
- Participate in the recruitment, screening and processing of new personnel
- Perform a variety of complex and technical duties in support of human resources operations and activities
- Plan and organize work
- Prepare and maintain a variety of manual and automated personnel files, records and reports
- Prepare and maintain accurate records and prepare reports
- Prepare announcements for job openings and place advertisements
- Provide information and assistance to classified and certificated employees, job applicants and the general public regarding personnel functions, policies and procedures
- Screen and process employment applications and other personnel-related documents
- Understand and follow oral and written instructions

WORKING CONDITIONS:**ENVIRONMENT:**

- Constant interruptions
- Interactions with dissatisfied, hostile and irate individuals
- Office environment
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling or crouching to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Reaching overhead and above the shoulders to retrieve documents
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Extended viewing of computer monitor.
- Sitting for an extended period of time.

HR Analyst Comparison

	A	B	C
1	HR ANALYST - CONF (old)		HR ANALYST (CONF) - New Coordinate, plan, manage, and perform complex technical analytical functions related to employee services programs and activities, including the recruitment, selection, employment, compensation, and record maintenance of all employees; interpret and assure compliance with county, state and federal regulations and guidelines concerning Human Resources and Merit System administration.
2	Perform a variety of complex and professional human resources functions related to classified personnel; organize and expedite the flow of work to and from the Personnel Commission to Human Resources; relieve the Director from a variety of administrative details; interpret policies and regulations to staff and the public		Perform a variety of complex and professional human resources functions.
3	Train and provide work direction and guidance to assigned human resources personnel; assure employee understanding of departmental policies, guidelines and procedures; review work for accuracy and completeness; assist the Director with new hire orientation and on-boarding of probationary, provisional and limited term employees		Liaison with and manage the employee retirement programs (CalPERS, CalSTR).
4	Monitor personnel requisitions for accuracy and content for classified, hourly, athletic coaches, tutors, noon-supervisors and interns for the District		Organize and expedite the flow of work to and from Human Resources and other District departments, sites and offices; assist Administrators, Directors and Supervisors with administrative details. **See also line item #3 from old
5	Maintain confidentiality regarding issues related to negotiations and collective bargaining matters		Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; conduct audits of data for human resources or personnel processes. **See also line items #8 & #11 from old
6	Manage data for classified personnel; assure seniority, longevity, merit increases, professional growth, classified performance reviews, CalPERS retirement data, fingerprint/background checks, reemployment lists and other related data is current and accurate; compile statistics for compliance with classified performance reviews		Maintain confidentiality regarding sensitive issues related to negotiations and collective bargaining matters to include but not limited to: proposals, memorandums and Union communications.
7	Serve as fingerprint technician; operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment and volunteer athletic coaches; fingerprint applicants according to established procedures; process fingerprints and applicant information and forward to the DOJ and FBI; respond to DOJ/FBI inquiries		Process and manage data for Human Resources or the Personnel Commission to include but not limited to: seniority, longevity, merit increases, professional growth, evaluations, observations, retirement data, fingerprint/background checks, reemployment lists and other related data.
8	Serve as custodian of records for the DOJ and FBI for District school employees and volunteer athletic coaches		Serve as district contact for DOJ/FBI fingerprint processing and results; respond to DOJ/FBI inquiries.
9	Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; conduct audits of data for classified personnel		Assist the Custodian of Records for the DOJ and FBI in regards to fingerprint processes.
10			Monitor and track personnel requisitions for accuracy and content. **See also line items #6 from old

HR Analyst Comparison

	A	B	C
1	HR ANALYST - CONF (old)		HR ANALYST (CONF) - <i>New</i>
12	Meet and consult with employees, supervisors, administrators and outside agencies regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of classified human resources programs; confer with applicants concerning job vacancies, qualification requirements and related information		Meet and consult with employees, supervisors, administrators and outside agencies regarding human resources or personnel policies, procedures, laws, codes, rules, regulations and related information.
13			Ensure Human Resources staff understand departmental policies, guidelines and procedures; review work for accuracy and completeness.
14			Interpret policies and regulations to staff and the public. <i>**See also line items #12 from old</i>
15			Coordinate new hire orientation and on-boarding of all employees.
16	Oversee and participate in the screening of classified substitute applications to assure candidates meet minimum qualification guidelines; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate		Prepare and distribute correspondence including but not limited to job offers, assignments, contracts, reemployment offers to applicants or employees as appropriate.
17	Prepare and maintain a variety of statistical and narrative records and reports related to assigned personnel functions; process and analyze a variety of forms and applications		Prepare and maintain a variety of statistical or narrative records and reports related to assigned personnel functions; process and analyze a variety of forms and applications.
18	Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software		Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software.
19	Attend and participate in a variety of meetings and in-services as assigned		Attend and participate in a variety of meetings and human resources activities.
20	Perform related duties as assigned		Perform other related duties as assigned.

Salary Range	Step 1			Step 2			Step 3			Step 4			Step 5			Salary Range		
	Monthly	Daily	Hourly	Monthly	Daily	Hourly	Monthly	Daily	Hourly	Monthly	Daily	Hourly	Monthly	Daily	Hourly		Annually	
20	\$2,115.00	\$97.61	\$12.20	\$2,222.00	\$102.55	\$13.47	\$2,334.00	\$110.72	\$13.47	\$28,008.00	\$2,450.00	\$113.08	\$14.13	\$29,400.00	\$118.98	\$14.87	\$30,936.00	20
21	\$2,165.00	\$99.92	\$12.49	\$2,279.00	\$105.18	\$13.78	\$2,389.00	\$110.26	\$13.78	\$28,668.00	\$2,515.00	\$116.08	\$14.51	\$30,180.00	\$121.80	\$15.22	\$31,668.00	21
22	\$2,222.00	\$102.55	\$12.82	\$2,334.00	\$107.72	\$13.47	\$2,450.00	\$113.08	\$14.13	\$29,400.00	\$2,578.00	\$118.98	\$14.87	\$30,936.00	\$124.84	\$15.61	\$32,460.00	22
23	\$2,279.00	\$105.18	\$13.15	\$2,389.00	\$110.26	\$13.78	\$2,466.00	\$116.08	\$14.51	\$30,180.00	\$2,639.00	\$121.80	\$15.22	\$31,668.00	\$127.84	\$15.98	\$33,240.00	23
24	\$2,334.00	\$107.72	\$13.47	\$2,450.00	\$113.08	\$14.13	\$2,540.00	\$118.98	\$14.87	\$30,936.00	\$2,705.00	\$124.84	\$15.61	\$32,460.00	\$131.17	\$16.40	\$34,104.00	24
25	\$2,389.00	\$110.26	\$13.78	\$2,515.00	\$116.08	\$14.51	\$2,639.00	\$121.80	\$15.22	\$31,668.00	\$2,770.00	\$127.84	\$15.98	\$33,240.00	\$134.40	\$16.80	\$34,944.00	25
26	\$2,450.00	\$113.08	\$14.13	\$2,578.00	\$118.98	\$14.87	\$2,705.00	\$124.84	\$15.61	\$32,460.00	\$2,842.00	\$131.17	\$16.40	\$34,104.00	\$137.77	\$17.22	\$35,820.00	26
27	\$2,515.00	\$116.08	\$14.51	\$2,639.00	\$121.80	\$15.22	\$2,936.00	\$131.68	\$16.15	\$33,936.00	\$2,912.00	\$134.40	\$16.80	\$35,240.00	\$141.27	\$17.66	\$36,732.00	27
28	\$2,578.00	\$118.98	\$14.87	\$2,705.00	\$124.84	\$15.61	\$3,040.00	\$137.17	\$16.40	\$34,104.00	\$2,985.00	\$139.40	\$17.22	\$35,820.00	\$144.64	\$18.54	\$37,608.00	28
29	\$2,639.00	\$121.80	\$15.22	\$2,842.00	\$131.17	\$16.40	\$3,168.00	\$141.27	\$16.80	\$34,944.00	\$3,061.00	\$141.27	\$17.66	\$36,732.00	\$148.34	\$18.54	\$38,568.00	29
30	\$2,705.00	\$124.84	\$15.61	\$2,912.00	\$134.40	\$16.80	\$3,240.00	\$144.27	\$17.22	\$35,820.00	\$3,134.00	\$144.27	\$18.54	\$37,608.00	\$152.03	\$19.08	\$39,528.00	30
31	\$2,770.00	\$127.84	\$16.15	\$2,985.00	\$137.17	\$16.80	\$3,324.00	\$147.17	\$17.66	\$36,732.00	\$3,214.00	\$147.17	\$18.54	\$38,568.00	\$155.83	\$19.48	\$40,524.00	31
32	\$2,842.00	\$131.17	\$16.40	\$3,061.00	\$141.27	\$17.22	\$3,408.00	\$150.17	\$17.66	\$37,608.00	\$3,294.00	\$150.17	\$19.08	\$39,528.00	\$159.63	\$19.98	\$41,556.00	32
33	\$2,912.00	\$134.40	\$16.80	\$3,134.00	\$144.27	\$17.66	\$3,492.00	\$153.17	\$18.54	\$38,568.00	\$3,377.00	\$153.17	\$19.98	\$40,524.00	\$163.94	\$20.49	\$42,624.00	33
34	\$2,985.00	\$137.17	\$17.22	\$3,214.00	\$147.17	\$18.54	\$3,576.00	\$156.17	\$19.08	\$39,528.00	\$3,463.00	\$156.17	\$20.49	\$41,556.00	\$167.95	\$20.99	\$43,668.00	34
35	\$3,061.00	\$141.27	\$17.66	\$3,294.00	\$150.17	\$19.08	\$3,660.00	\$159.17	\$19.98	\$40,524.00	\$3,552.00	\$159.17	\$20.99	\$42,624.00	\$172.01	\$21.50	\$44,724.00	35
36	\$3,134.00	\$144.64	\$18.08	\$3,377.00	\$153.17	\$19.98	\$3,744.00	\$162.17	\$20.49	\$41,556.00	\$3,643.00	\$162.17	\$21.50	\$42,624.00	\$176.35	\$22.04	\$44,852.00	36
37	\$3,214.00	\$148.34	\$18.54	\$3,463.00	\$156.17	\$20.49	\$3,828.00	\$165.17	\$21.50	\$42,624.00	\$3,737.00	\$165.17	\$22.04	\$43,668.00	\$180.83	\$22.60	\$47,016.00	37
38	\$3,294.00	\$152.03	\$19.08	\$3,552.00	\$159.17	\$20.99	\$3,912.00	\$168.17	\$21.50	\$43,668.00	\$3,831.00	\$168.17	\$22.04	\$44,724.00	\$185.07	\$23.13	\$48,120.00	38
39	\$3,377.00	\$155.83	\$19.48	\$3,639.00	\$162.17	\$21.50	\$4,000.00	\$171.17	\$22.04	\$44,724.00	\$3,924.00	\$171.17	\$22.60	\$45,820.00	\$189.97	\$23.75	\$49,392.00	39
40	\$3,463.00	\$159.63	\$19.98	\$3,727.00	\$165.17	\$22.04	\$4,088.00	\$174.17	\$22.60	\$45,820.00	\$4,020.00	\$174.17	\$23.13	\$46,992.00	\$194.58	\$24.32	\$50,592.00	40
41	\$3,552.00	\$163.94	\$20.49	\$3,821.00	\$168.17	\$22.60	\$4,176.00	\$177.17	\$23.13	\$46,992.00	\$4,116.00	\$177.17	\$23.75	\$48,120.00	\$199.52	\$24.94	\$51,876.00	41
42	\$3,639.00	\$167.95	\$20.99	\$3,918.00	\$171.17	\$23.13	\$4,264.00	\$180.17	\$23.75	\$47,016.00	\$4,212.00	\$180.17	\$24.32	\$49,392.00	\$204.74	\$25.54	\$53,240.00	42
43	\$3,727.00	\$172.01	\$21.50	\$4,010.00	\$174.17	\$23.75	\$4,352.00	\$183.17	\$24.32	\$48,120.00	\$4,260.00	\$183.17	\$24.94	\$50,592.00	\$209.90	\$26.24	\$54,576.00	43
44	\$3,821.00	\$176.35	\$22.04	\$4,108.00	\$177.17	\$24.32	\$4,440.00	\$186.17	\$24.94	\$49,392.00	\$4,308.00	\$186.17	\$25.54	\$52,004.00	\$215.03	\$26.88	\$55,908.00	44
45	\$3,918.00	\$180.83	\$22.60	\$4,204.00	\$180.17	\$24.94	\$4,532.00	\$189.17	\$25.54	\$50,592.00	\$4,356.00	\$189.17	\$26.24	\$53,360.00	\$220.52	\$27.56	\$57,336.00	45
46	\$4,010.00	\$185.07	\$23.13	\$4,300.00	\$183.17	\$25.54	\$4,624.00	\$192.17	\$26.24	\$51,876.00	\$4,404.00	\$192.17	\$26.88	\$54,776.00	\$226.24	\$28.28	\$58,824.00	46
47	\$4,116.00	\$189.97	\$23.75	\$4,400.00	\$186.17	\$26.24	\$4,716.00	\$195.17	\$26.88	\$53,360.00	\$4,452.00	\$195.17	\$27.56	\$56,204.00	\$231.55	\$28.94	\$60,204.00	47
48	\$4,216.00	\$194.58	\$24.32	\$4,500.00	\$189.17	\$26.88	\$4,808.00	\$198.17	\$27.56	\$54,776.00	\$4,500.00	\$198.17	\$28.28	\$57,624.00	\$237.41	\$29.68	\$61,728.00	48
49	\$4,323.00	\$199.52	\$24.94	\$4,600.00	\$192.17	\$27.56	\$4,908.00	\$201.17	\$28.28	\$56,204.00	\$4,548.00	\$201.17	\$28.94	\$59,076.00	\$243.50	\$30.44	\$63,120.00	49
50	\$4,436.00	\$204.74	\$25.54	\$4,700.00	\$195.17	\$28.28	\$5,000.00	\$204.17	\$28.94	\$57,624.00	\$4,596.00	\$204.17	\$29.68	\$60,204.00	\$249.64	\$31.21	\$64,908.00	50
51	\$4,548.00	\$209.90	\$26.24	\$4,800.00	\$198.17	\$28.94	\$5,100.00	\$207.17	\$29.68	\$59,076.00	\$4,644.00	\$207.17	\$30.44	\$62,004.00	\$255.69	\$31.96	\$66,480.00	51
52	\$4,659.00	\$215.03	\$26.88	\$4,900.00	\$201.17	\$29.68	\$5,200.00	\$210.17	\$30.44	\$60,204.00	\$4,692.00	\$210.17	\$31.21	\$64,908.00	\$262.06	\$32.76	\$68,136.00	52
53	\$4,778.00	\$220.52	\$27.56	\$5,000.00	\$204.17	\$29.68	\$5,300.00	\$213.17	\$31.21	\$62,004.00	\$4,740.00	\$213.17	\$32.04	\$66,480.00	\$268.75	\$33.59	\$69,876.00	53
54	\$4,902.00	\$226.24	\$28.28	\$5,100.00	\$207.17	\$30.44	\$5,400.00	\$216.17	\$31.96	\$63,120.00	\$4,788.00	\$216.17	\$32.76	\$68,136.00	\$275.49	\$34.44	\$71,628.00	54
55	\$5,017.00	\$231.55	\$28.94	\$5,200.00	\$210.17	\$31.21	\$5,500.00	\$219.17	\$32.76	\$64,908.00	\$4,836.00	\$219.17	\$33.59	\$70,004.00	\$282.09	\$35.26	\$73,344.00	55
56	\$5,144.00	\$237.41	\$29.68	\$5,300.00	\$213.17	\$31.96	\$5,600.00	\$222.17	\$33.59	\$66,480.00	\$4,884.00	\$222.17	\$34.44	\$71,628.00	\$289.06	\$36.13	\$75,156.00	56
57	\$5,276.00	\$243.50	\$30.44	\$5,400.00	\$216.17	\$32.76	\$5,700.00	\$225.17	\$33.59	\$68,136.00	\$4,932.00	\$225.17	\$35.26	\$73,344.00	\$296.63	\$37.08	\$77,124.00	57
58	\$5,409.00	\$249.64	\$31.21	\$5,500.00	\$219.17	\$33.59	\$5,800.00	\$228.17	\$34.44	\$70,004.00	\$4,980.00	\$228.17	\$36.13	\$75,156.00	\$303.87	\$37.98	\$79,080.00	58
59	\$5,540.00	\$255.69	\$31.96	\$5,600.00	\$222.17	\$34.44	\$5,900.00	\$231.17	\$35.26	\$71,628.00	\$5,028.00	\$231.17	\$37.08	\$77,124.00	\$311.49	\$38.94	\$80,988.00	59
60	\$5,678.00	\$262.06	\$32.76	\$5,700.00	\$225.17	\$35.26	\$6,000.00	\$234.17	\$36.13	\$73,344.00	\$5,076.00	\$234.17	\$38.94	\$79,080.00	\$319.52	\$39.94	\$83,076.00	60
61	\$5,823.00	\$268.75	\$33.59	\$5,800.00	\$228.17	\$36.13	\$6,100.00	\$237.17	\$37.08	\$75,156.00	\$5,124.00	\$237.17	\$39.94	\$80,988.00	\$327.50	\$40.94	\$85,152.00	61
62	\$5,969.00	\$275.49	\$34.44	\$5,900.00	\$231.17	\$37.08	\$6,200.00	\$240.17	\$38.94	\$77,124.00	\$5,172.00	\$240.17	\$41.92	\$83,076.00	\$335.39	\$41.92	\$87,204.00	62
63	\$6,112.00	\$282.09	\$35.26	\$6,000.00	\$234.17	\$38.94	\$6,300.00	\$243.17	\$39.94	\$79,080.00	\$5,220.00	\$243.17	\$44.92	\$85,152.00	\$343.89	\$42.99	\$89,412.00	63
64	\$6,263.00	\$289.06	\$36.13	\$6,100.00	\$237.17	\$39.94	\$6,400.00	\$246.17	\$41.92	\$80,988.00	\$5,268.00	\$246.17	\$44.92	\$87,204.00	\$352.24	\$44.03	\$91,584.00	64
65	\$6,427.00	\$296.63	\$37.08	\$6,200.00	\$240.17	\$39.94	\$6,500.00	\$249.17	\$42.99	\$82,004.00	\$5,316.00	\$249.17	\$46.24	\$89,412.00	\$361.38	\$45.17	\$93,960.00	65
66	\$6,584.00	\$303.87	\$37.98	\$6,300.00	\$243.17	\$40.94	\$6,600.00	\$252.17	\$44.92	\$83,076.00	\$5,364.00	\$252.17	\$48.54	\$91,584.00	\$370.96	\$46.24	\$96,276.00	66
67	\$6,749.00	\$311.49	\$38.94	\$6,400.00	\$246.17	\$41.92	\$6,700.00	\$255.17	\$46.24	\$84,984.00	\$5,412.00	\$255.17	\$48.54	\$93,960.00	\$379.56	\$47.45	\$98,688.00	67
68	\$6,922.00	\$319.47	\$39.94	\$6,500.00	\$249.17	\$42.99	\$6,800.00	\$258.17	\$48.54	\$86,480.00	\$5,460.00	\$258.17	\$50.94	\$96,276.00	\$389.07	\$48.63	\$101,160.00	68
69	\$7,096.00	\$327.50	\$40.94	\$6,600.00	\$252.17	\$44.92	\$6,900.00	\$261.17	\$48.54	\$88,004.00	\$5,508.00	\$261.17	\$50.94	\$98,688.00	\$398.99	\$49.67	\$103,740.00	69
70	\$7,267.00	\$335.39	\$41.92	\$6,700.00	\$255.17	\$46.24	\$7,000.00	\$264.17	\$50.94	\$90,004.00	\$5,556.00	\$264.17	\$52.35	\$101,160.00	\$408.87	\$51.11	\$106,308.00	70
71	\$7,451.00	\$343.89	\$42.99	\$6,800.00	\$258.17	\$48.54	\$7,100.00	\$267.17	\$52.35	\$91,584.00	\$5,604.00	\$267.17	\$54.74	\$103,740.00	\$418.79	\$52.35	\$108,888.00	71
72	\$7,632.00	\$352.24	\$44.03	\$6,900.00	\$261.17	\$50.94	\$7,200.00	\$270.17	\$54.74	\$93,960.00	\$5,652.00	\$270.17	\$57.14	\$106,308.00	\$429.32	\$53.66	\$111,624.00	72
73	\$7,830.00	\$361.38	\$45.17	\$7,000.00	\$264.17	\$52.35	\$7,300.00	\$273.17	\$56.24	\$96,276.00	\$5,700.00	\$273.17	\$59.64	\$108,888.00	\$441.92	\$55.00	\$114,396.00	73
74	\$8,023.00	\$370.29	\$46.24	\$7,100.00	\$267.17	\$54.74	\$7,400.00	\$276.17	\$59.64	\$98,688.00	\$5,748.00	\$276.17	\$62.04	\$111,624.00	\$451.01	\$56.38	\$117,264	



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

ATTACHMENT F
CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Human Resources Analyst – Confidential	REPORTS TO:	Director – Classified Personnel
DEPARTMENT/SCHOOL:	Human Resources Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range: 55

BASIC FUNCTION:

Perform a variety of complex and professional human resources functions related to classified personnel; serve as fingerprint technician; serve as custodian of records for the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI); compile statistics for compliance with classified performance reviews; screen classified employee substitutes for minimum qualifications; maintain confidentiality of sensitive and privileged information; train and provide work direction and guidance to assigned personnel as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of complex and professional human resources functions related to classified personnel; organize and expedite the flow of work to and from the Personnel Commission to Human Resources; relieve the Director from a variety of administrative details; interpret policies and regulations to staff and the public
- Manage data for classified personnel; assure seniority, longevity, merit increases, professional growth, classified performance reviews, CalPERS retirement data, fingerprint/background checks, reemployment lists and other related data is current and accurate; compile statistics for compliance with classified performance reviews
- Serve as fingerprint technician; operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment and volunteer athletic coaches; fingerprint applicants according to established procedures; process fingerprints and applicant information and forward to the DOJ and FBI; respond to DOJ/FBI inquiries
- Serve as custodian of records for the DOJ and FBI for District school employees and volunteer athletic coaches
- Monitor personnel requisitions for accuracy and content for classified, hourly, athletic coaches, tutors, noon-supervisors and interns for the District
- Meet and consult with employees, supervisors, administrators and outside agencies regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of classified human resources programs; confer with applicants concerning job vacancies, qualification requirements and related information

- Train and provide work direction and guidance to assigned human resources personnel; assure employee understanding of departmental policies, guidelines and procedures; review work for accuracy and completeness; assist the Director with new hire orientation and on-boarding of probationary, provisional and limited term employees
- Oversee and participate in the screening of classified substitute applications to assure candidates meet minimum qualification guidelines; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate
- Prepare and maintain a variety of statistical and narrative records and reports related to assigned personnel functions; process and analyze a variety of forms and applications
- Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; conduct audits of data for classified personnel
- Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software
- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters
- Attend and participate in a variety of meetings and in-services as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and terminology used in public personnel administration

Current laws, codes, regulations and rules including the Merit System related to assigned personnel functions

Operations, policies and objectives relating to human resources activities

District personnel policies and procedures and collective bargaining units

Common occupations and their requirements

Organizational operations, policies and objectives

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a variety of office equipment including a computer and assigned software

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty

Research methods

ABILITY TO:

Perform a variety of complex and professional human resources functions

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures

Screen and process classified substitute employment applications and other personnel-related documents

Maintain current knowledge of laws, rules and regulations related to personnel activities

Serve as fingerprint technician and custodian of records for District employees

Maintain confidentiality of sensitive and privileged information

Compose correspondence and written materials independently

Operate a variety of office equipment including a computer and assigned software
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Prepare and maintain accurate records and prepare reports
Plan and organize work
Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and three years of professional human resources experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions
Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Sitting for extended periods of time
Seeing to read a variety of materials
Bending at the waist, kneeling or crouching to file materials
Reaching overhead and above the shoulders to retrieve documents

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 6, 2018

AGENDA ITEM

SUBJECT: APPROVE THE SCHOOL CAMPUS AIDE CLASSIFICATION AND RECOMMEND SALARY PLACEMENT BE SET AT RANGE 29 ON SCHEDULE 56/57.

BACKGROUND INFORMATION

The Berkeley Unified Board of Trustees approved the list of essential duties for the new School Campus Aide at their regularly scheduled meeting on November 28, 2018.

DIRECTOR'S RECOMMENDATION

Approve the new classification of School Campus Aide classification and salary placement recommendation at range 29 on schedule 56/57.

NOON DIRECTORS AND THE CLASSIFIED SERVICE

On September 18, 2018, Governor Brown signed into law Assembly Bill 2160 (a non-urgent bill) which will bring part-time playground positions (**Noon Directors, Noon Supervisors, Proctors, etc**) into the Classified Service **effective January 1, 2019** as **PERMANENT CLASSIFIED EMPLOYEES**.

“(f) An employee employed by a school district in a part-time playground position as of the effective date of the law placing part-time playground positions into the classified service shall be deemed a permanent employee of the school district without placement on an eligibility list under Section §45272 or examination under Section §45273.”

WHAT DOES THIS MEAN?

- ***There will be no probation period*** for those Noon Directors/Supervisors employed and on the payroll as of January 1, 2019.
- Starting in January 2019 and going forward; Noon Directors/Supervisors ***will be required to APPLY, TEST and be on an ELIGIBILITY LIST***. They will no longer be site based, at-will employees.

TITLE:	School Campus Aide	REPORTS TO:	Assigned Supervisor	
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical	
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned	
APPROVED: Board Commission	11/28/2018	SALARY GRADE:	Schedule: 56 Range: 29	

BASIC FUNCTION:

Under the direction of an assigned supervisor, monitor students during meal periods, recess periods and school activities. Perform light cleaning in meal areas and perform other related assignments as necessary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Monitor students in and around the following areas (including but not limited to): lunchrooms, playgrounds, bus stops, parking lots, crosswalks, classrooms or locker rooms when teachers are unavailable.
- Engage students when playing at lunch or recess and during school activities.
- Report conditions that are hazardous to the health and safety of students.
- Assist students in conflict mediation/solving problems; reinforcing school agreements governing proper behavior of students.
- Report ongoing conflicts to site or district administration.
- Monitor and observe or scan assigned target areas.
- Perform light cleaning duties such as wiping down tables and benches in meal areas both indoors and outdoors.
- Assist students as needed in opening lunch items when necessary.
- Maintain order in and around indoor and outdoor meal areas.
- Assist with school wide activities including but not limited to: Picture day, Vision/Hearing Screening, etc, to maintain the orderly and efficient movement of students to/through/during the activity.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school or equivalent.
- B. Six (6) months working with students desired.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred.

Incumbents in this classification may be required to speak, read and write in a designated second language.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

KNOWLEDGE OF:

- Appropriate student conduct in and out of the classroom.
- Basic methods of individual and group supervision.
- Child guidance principles and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current social and behavioral problems affecting local students.
- Health and safety regulations.
- Interpersonal skills using tact, patience and professionalism.
- Mathematical computations.
- Oral and written communication skills.
- Safe practices in classroom and playground activities.
- School rules and regulations.
- Standard broadcasting procedures of a hand-held two-way radio system.

ABILITY TO:

- Assure student compliance with school and organizational policies and regulations
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Demonstrate an understanding, patient and receptive attitude toward students
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Learn organizational operations, policies and objectives
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor, observe and report student behavior
- Observe health and safety regulations
- Operate a two-way radio
- Prevent or break up student conflicts and fights
- Read books to students and assist with reading and writing activities
- Scan and monitor campus activities to assure the well-being and safety of students and staff in non-classroom activities
- Understand and follow oral and written instructions

WORKING CONDITIONS**ENVIRONMENT:**

- Classroom and other indoor and outdoor learning environments
- Interactions with dissatisfied, hostile and irate individuals
- Seasonal heat and cold or adverse weather conditions
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist and/or kneeling to assist students and to retrieve materials
- Hearing and speaking to exchange information
- Lifting, carrying, pushing and/or pulling students weighing up to 50 pounds and with assistance for over 50 pounds
- Seeing to read a variety of materials and monitor student activities
- Sitting, standing or walking for extended periods of time

HAZARDS:

- Contact with blood-borne pathogens and infectious diseases
- Contact with dissatisfied, assaultive or abusive individuals.
- Exposure to blood borne pathogens and infectious diseases



SHARE THIS:



Date Published: 09/18/2018 09:00 PM

Assembly Bill No. 2160

CHAPTER 488

An act to amend Sections 45256, 88003, and 88076 of the Education Code, relating to classified employees.

[Approved by Governor September 18, 2018. Filed with Secretary of State September 18, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2160, Thurmond. Classified employees: school and community college districts: part-time playground positions.

Existing law authorizes a school district or a community college district to adopt a merit system that establishes how to employ, pay, and otherwise control the services of classified employees of the school district or community college district. Existing law requires a school district or community college district that adopts a merit system to appoint a personnel commission and requires the commission to classify all employees and positions within the jurisdiction of the governing board of the community college district or school district or of the commission, except for specified positions that are exempt from the classified service. Existing law, for purposes of these provisions, exempts part-time playground positions from the classified service, except as specified.

Existing law requires all vacancies in the classified service of a school district or community college district that has adopted the merit system to be filled from applicants on eligibility lists that are made up from promotional examinations or by appointments made by means of transfer, demotion, reinstatement, or reemployment, as specified.

In a community college district not incorporating the merit system, existing law requires the governing board of the community college district to employ persons for positions that are not academic positions, which are known as the classified service. Existing law, for purposes of this provision, exempts part-time playground positions from the classified service.

This bill would delete the above-described provisions exempting part-time playground positions from the classified service, thereby making those positions part of the classified service. The bill would require an employee employed by a school district or community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service to be deemed a permanent employee of the school district or community college district, without placement on an eligibility list or examination for purposes of placement on an eligibility list for a school district or community college district that has adopted the merit system. To the extent that the bill would impose additional duties on school districts and community college districts, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 45256 of the Education Code is amended to read:

45256. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the school district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) All of the following are exempt from the classified service:

(1) Positions that require certification qualifications.

(2) Full-time students employed part time.

(3) Part-time students employed part time in a college work-study program, or in a work experience education program conducted by a community college district pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 of Division 4 and that is financed by state or federal funds.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of the school district or by the commission when so designated by the commission.

(c) (1) Employment of either full-time or part-time students in a college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(2) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(d) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(e) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(f) An employee employed by a school district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the school district without placement on an eligibility list under Section 45272 or examination under Section 45273.

SEC. 2. Section 88003 of the Education Code is amended to read:

88003. (a) The governing board of a community college district shall employ persons for positions that are not academic positions. The governing board of a community college district, except where Article 3 (commencing with Section 88060) or Section 88137 applies, shall classify all those employees and positions. The employees and positions shall be known as the classified service. Substitute and short-term employees, employed and paid for less than 75 percent of a college year, shall not be a part of the classified service. Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service. Full-time students employed part time, and part-time students employed part time in a college work-study program, or in a work experience education program conducted by a community college district and that is financed by state or federal funds, shall not be a part of the classified service. Unless otherwise permitted, a person whose position does not require certification qualifications shall not be employed by a governing board of a community college district, except as authorized by this section.

(b) "Substitute employee," as used in this section, means a person employed to replace a classified employee who is temporarily absent from duty. In addition, if the community college district is then engaged in a procedure to hire a permanent employee to fill a vacancy in a classified position, the governing board of the community college district may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.

(c) "Short-term employee," as used in this section, means a person who is employed to perform a service for the community college district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board of a community college district, at a regularly scheduled meeting of the governing board of the community college district, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board of the community college district, but shall not extend beyond 75 percent of a school year.

(d) "Seventy-five percent of a college year" means 195 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.

(e) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(f) This section shall apply only to community college districts not incorporating the merit system as outlined in Article 3 (commencing with Section 88060).

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district.

SEC. 3. Section 88076 of the Education Code is amended to read:

88076. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

(1) Academic positions.

(2) Full-time students employed part time.

(3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

Noon-Duty Supervisors

AB 2160 is making its way through the assembly requiring the entry of playground assistants/staff (Noon-Duty Supervisors) into the Classified Service in Merit Systems with an effective date of January 1, 2019.

This bill has, unlike AB 670 that went into effect January 1, 2018 for non-merit districts, in its language, to grandfather current playground assistants into the classified service without any application or testing or probation.

What now - create/negotiate Timeline for bringing the current Noon Duty Supervisors into the Classified Service and accomplish the following:

- Establish duties - District
- Determine minimum qualifications – Personnel Commission
- Negotiate Salary Range – District
- Approve Classification – PC & Board
- Open Recruitment
- Screen Applicants
- Test Applicants – 1 multiple choice test
- Create Eligibility List
- Interviews/Placement

Salary Range	Step 1					Step 2					Step 3					Step 4					Step 5					Salary Range																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
	Monthly	Daily	Hourly	Annual-10	Annual-12	Monthly	Daily	Hourly	Annual-10	Annual-12	Monthly	Daily	Hourly	Annual-10	Annual-12	Monthly	Daily	Hourly	Annual-10	Annual-12	Monthly	Daily	Hourly	Annual-10	Annual-12																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
20	\$1,994.00	\$92.03	\$12.27	\$19,940.00	\$23,928.00	\$2,095.00	\$96.69	\$12.89	\$20,950.00	\$25,140.00	\$2,201.00	\$101.58	\$13.54	\$22,010.00	\$26,412.00	\$2,310.00	\$106.61	\$14.22	\$23,100.00	\$27,720.00	\$2,431.00	\$112.20	\$14.96	\$24,310.00	\$29,172.00	\$2,550.00	\$117.69	\$15.69	\$25,500.00	\$30,600.00	\$2,681.00	\$123.74	\$16.50	\$26,810.00	\$32,172.00	\$2,814.00	\$132.74	\$17.32	\$28,140.00	\$33,768.00	\$2,955.00	\$143.35	\$18.18	\$29,550.00	\$35,460.00	\$3,106.00	\$150.74	\$19.11	\$31,060.00	\$37,272.00	\$3,266.00	\$162.23	\$20.10	\$32,660.00	\$38,924.00	\$3,430.00	\$174.51	\$21.11	\$34,300.00	\$41,160.00	\$3,703.00	\$188.17	\$22.59	\$36,300.00	\$43,940.00	\$4,000.00	\$202.80	\$23.67	\$38,300.00	\$46,560.00	\$4,280.00	\$218.35	\$25.14	\$40,500.00	\$49,200.00	\$4,560.00	\$244.17	\$26.39	\$42,800.00	\$51,960.00	\$4,850.00	\$272.58	\$27.64	\$44,900.00	\$54,840.00	\$5,150.00	\$299.12	\$29.11	\$47,100.00	\$57,840.00	\$5,450.00	\$327.32	\$30.62	\$49,400.00	\$60,840.00	\$5,750.00	\$356.34	\$32.13	\$51,700.00	\$63,960.00	\$6,050.00	\$386.34	\$33.63	\$54,000.00	\$67,200.00	\$6,360.00	\$416.62	\$35.14	\$56,400.00	\$70,680.00	\$6,670.00	\$447.28	\$35.64	\$58,800.00	\$74,280.00	\$6,990.00	\$478.17	\$37.15	\$60,900.00	\$77,920.00	\$7,310.00	\$508.81	\$38.16	\$63,000.00	\$80,700.00	\$7,630.00	\$539.66	\$39.17	\$65,100.00	\$83,610.00	\$7,960.00	\$570.81	\$40.18	\$67,200.00	\$86,640.00	\$8,290.00	\$602.16	\$41.19	\$69,300.00	\$90,810.00	\$8,620.00	\$633.66	\$42.19	\$71,400.00	\$94,140.00	\$8,960.00	\$664.81	\$43.20	\$73,500.00	\$97,590.00	\$9,300.00	\$696.36	\$44.21	\$75,600.00	\$101,240.00	\$9,650.00	\$727.81	\$45.22	\$77,700.00	\$104,980.00	\$10,000.00	\$759.36	\$46.23	\$79,800.00	\$108,840.00	\$10,350.00	\$792.66	\$47.24	\$81,900.00	\$112,830.00	\$10,700.00	\$825.96	\$48.25	\$84,000.00	\$116,840.00	\$11,050.00	\$858.96	\$49.26	\$86,100.00	\$120,900.00	\$11,400.00	\$892.26	\$50.27	\$88,200.00	\$125,040.00	\$11,750.00	\$915.76	\$51.28	\$90,300.00	\$129,240.00	\$12,100.00	\$939.26	\$52.29	\$92,400.00	\$133,590.00	\$12,450.00	\$962.76	\$53.30	\$94,500.00	\$138,000.00	\$12,800.00	\$1,006.56	\$54.31	\$96,600.00	\$142,560.00	\$13,150.00	\$1,040.56	\$55.32	\$98,700.00	\$147,180.00	\$13,500.00	\$1,075.06	\$56.33	\$100,800.00	\$152,460.00	\$13,900.00	\$1,118.56	\$57.34	\$102,900.00	\$157,620.00	\$14,250.00	\$1,158.56	\$58.35	\$105,000.00	\$162,960.00	\$14,600.00	\$1,199.06	\$59.36	\$107,100.00	\$168,600.00	\$14,950.00	\$1,241.56	\$60.37	\$109,200.00	\$174,440.00	\$15,300.00	\$1,284.56	\$61.38	\$111,300.00	\$180,780.00	\$16,000.00	\$1,328.56	\$62.39	\$113,400.00	\$187,980.00	\$16,650.00	\$1,374.06	\$63.40	\$115,500.00	\$195,000.00	\$16,750.00	\$1,419.56	\$64.41	\$117,600.00	\$202,860.00	\$17,400.00	\$1,476.06	\$65.42	\$119,700.00	\$210,600.00	\$18,150.00	\$1,534.06	\$66.43	\$121,800.00	\$219,240.00	\$18,900.00	\$1,594.06	\$67.44	\$123,900.00	\$228,600.00	\$19,650.00	\$1,654.06	\$68.45	\$126,000.00	\$238,860.00	\$20,400.00	\$1,716.06	\$69.46	\$128,100.00	\$249,000.00	\$21,150.00	\$1,779.06	\$70.47	\$130,200.00	\$259,440.00	\$21,900.00	\$1,843.06	\$71.48	\$132,300.00	\$270,180.00	\$22,650.00	\$1,914.06	\$72.49	\$134,400.00	\$282,000.00	\$23,400.00	\$1,987.06	\$73.50	\$136,500.00	\$294,240.00	\$24,150.00	\$2,062.06	\$74.51	\$138,600.00	\$306,840.00	\$25,150.00	\$2,138.06	\$75.52	\$140,700.00	\$319,980.00	\$25,900.00	\$2,216.06	\$76.53	\$142,800.00	\$333,600.00	\$26,650.00	\$2,296.06	\$77.54	\$144,900.00	\$347,840.00	\$27,400.00	\$2,378.06	\$78.55	\$147,000.00	\$362,400.00	\$28,150.00	\$2,460.06	\$79.56	\$149,100.00	\$377,540.00	\$29,150.00	\$2,544.06	\$80.57	\$151,200.00	\$393,180.00	\$29,900.00	\$2,629.06	\$81.58	\$153,300.00	\$409,500.00	\$30,650.00	\$2,716.06	\$82.59	\$155,400.00	\$426,420.00	\$31,400.00	\$2,806.06	\$83.60	\$157,500.00	\$443,880.00	\$32,150.00	\$2,898.06	\$84.61	\$159,600.00	\$461,980.00	\$33,150.00	\$2,992.06	\$85.62	\$161,700.00	\$480,740.00	\$33,900.00	\$3,088.06	\$86.63	\$163,800.00	\$500,200.00	\$34,650.00	\$3,186.06	\$87.64	\$165,900.00	\$520,000.00	\$35,400.00	\$3,286.06	\$88.65	\$168,000.00	\$540,360.00	\$36,150.00	\$3,386.06	\$89.66	\$170,100.00	\$561,180.00	\$37,150.00	\$3,488.06	\$90.67	\$172,200.00	\$582,600.00	\$37,900.00	\$3,592.06	\$91.68	\$174,300.00	\$604,440.00	\$38,650.00	\$3,698.06	\$92.69	\$176,400.00	\$627,660.00	\$39,400.00	\$3,806.06	\$93.70	\$178,500.00	\$652,440.00	\$40,150.00	\$3,916.06	\$94.71	\$180,600.00	\$688,380.00	\$40,900.00	\$4,028.06	\$95.72	\$182,700.00	\$725,240.00	\$41,650.00	\$4,142.06	\$96.73	\$184,800.00	\$764,100.00	\$42,400.00	\$4,258.06	\$97.74	\$186,900.00	\$801,840.00	\$43,150.00	\$4,376.06	\$98.75	\$189,000.00	\$840,540.00	\$43,900.00	\$4,496.06	\$99.76	\$191,100.00	\$881,800.00	\$44,650.00	\$4,616.06	\$100.77	\$193,200.00	\$924,000.00	\$45,400.00	\$4,738.06	\$101.78	\$195,300.00	\$968,240.00	\$46,150.00	\$4,862.06	\$102.79	\$197,400.00	\$1,018,860.00	\$46,900.00	\$4,990.06	\$103.80	\$199,500.00	\$1,072,680.00	\$47,650.00	\$5,120.06	\$104.81	\$201,600.00	\$1,130,000.00	\$48,400.00	\$5,252.06	\$105.82	\$203,700.00	\$1,188,540.00	\$49,150.00	\$5,386.06	\$106.83	\$205,800.00	\$1,250,000.00	\$49,900.00	\$5,522.06	\$107.84	\$207,900.00	\$1,317,240.00	\$50,650.00	\$5,664.06	\$108.85	\$210,000.00	\$1,390,380.00	\$51,400.00	\$5,806.06	\$109.86	\$212,100.00	\$1,469,620.00	\$52,150.00	\$5,952.06	\$110.87	\$214,200.00	\$1,555,000.00	\$53,150.00	\$6,102.06	\$111.88	\$216,300.00	\$1,657,500.00	\$54,150.00	\$6,252.06	\$112.89	\$218,400.00	\$1,767,000.00	\$54,900.00	\$6,406.06	\$113.90	\$220,500.00	\$1,884,600.00	\$55,650.00	\$6,568.06	\$114.91	\$222,600.00	\$2,009,800.00	\$56,400.00	\$6,734.06	\$115.92	\$224,700.00	\$2,244,400.00	\$57,150.00	\$6,916.06	\$116.93	\$226,800.00	\$2,489,000.00	\$58,150.00	\$7,104.06	\$117.94	\$228,900.00	\$2,744,000.00	\$58,900.00	\$7,300.06	\$118.95	\$231,000.00	\$3,000,000.00	\$59,650.00	\$7,504.06	\$119.96	\$233,100.00	\$3,267,600.00	\$60,400.00	\$7,716.06	\$120.97	\$235,200.00	\$3,548,400.00	\$61,150.00	\$7,936.06	\$121.98	\$237,300.00	\$3,864,000.00	\$62,150.00	\$8,164.06	\$122.99	\$239,400.00	\$4,186,800.00	\$62,900.00	\$8,400.06	\$124.00	\$241,500.00	\$4,528,400.00	\$63,650.00	\$8,644.06	\$125.01	\$243,600.00	\$4,896,600.00	\$64,400.00	\$8,896.06	\$126.02	\$245,700.00	\$5,283,000.00	\$65,150.00	\$9,156.06	\$127.03	\$247,800.00	\$5,700,000.00	\$65,900.00	\$9,428.06	\$128.04	\$249,900.00	\$6,189,600.00	\$66,650.00	\$9,702.06	\$129.05	\$252,000.00	\$6,654,000.00	\$67,400.00	\$9,986.06	\$130.06	\$254,100.00	\$7,200,000.00	\$68,150.00	\$10,272.06	\$131.07	\$256,200.00	\$7,768,800.00	\$69,150.00	\$10,570.06	\$132.08	\$258,300.00	\$8,400,000.00	\$69,900.00	\$10,880.06	\$133.09	\$260,400.00	\$9,126,000.00	\$70,650.00	\$11,192.06	\$134.10	\$262,500.00	\$9,928,400.00	\$71,400.00	\$11,516.06	\$135.11	\$264,600.00	\$10,820,000.00	\$72,150.00	\$11,852.06	\$136.12	\$266,700.00	\$11,706,000.00	\$73,150.00	\$12,198.06	\$137.13	\$268,800.00	\$12,684,000.00	\$73,900.00	\$12,556.06	\$138.14	\$270,900.00	\$13,768,000.00	\$74,650.00	\$12,926.06	\$139.15	\$273,000.00	\$14,944,000.00	\$75,400.00	\$13,216.06	\$140.16	\$275,100.00	\$16,228,000.00	\$76,150.00	\$13,518.06	\$141.17	\$277,200.00	\$17,694,000.00	\$77,150.00	\$13,832.06	\$142.18	\$279,300.00	\$19,368,000.00	\$77,900.00	\$14,158.06	\$143.19	\$281,400.00	\$21,354,000.00	\$78,650.00	\$14,496.06	\$144.20	\$283,500.00	\$23,668,000.00	\$79,400.00	\$14,846.06	\$145.21	\$285,600.00	\$26,224,000.00	\$80,150.00	\$15,208.06	\$146.22	\$287,700.00	\$29,160,000.00	\$81,150.00	\$15,582.06	\$147.23	\$289,800.00	\$32,492,000.00	\$81,900.00	\$15,968.06	\$148.24	\$291,900.00	\$36,144,000.00	\$82,650.00	\$16,366.06	\$149.25	\$294,000.00	\$40,248,000.00	\$83,400.00	\$16,776.06	\$150.26	\$296,100.00	\$44,720,000.00	\$84,150.00	\$17,198.06	\$151.27	\$298,200.00	\$49,648,000.00	\$85,150.00	\$17,632.06	\$152.28	\$300,300.00	\$55,032,000.00	\$85,900.00	\$18,078.06	\$153.29	\$302,400.00	\$61,000,000.00	\$86,650.00	\$18,536.06	\$154.30	\$304,500.00	\$67,552,000.00	\$87,400.00	\$19,006.06	\$155.31	\$306,600.00	\$74,712,000.00	\$88,150.00	\$19,488.06	\$156.32	\$308,700.00	\$84,800,000.00	\$89,150.00	\$20,082.06	\$157.33	\$310,800.00	\$94,744,000.00	\$89,900.00	\$20,692.06	\$158.34	\$312,900.00	\$107,640,000.00	\$90,650.00	\$21,316.06	\$159.35	\$315,000.00	\$123,840,000.00	\$91,400.00	\$21,954.06	\$160.36	\$317,100.00	\$144,760,000.00	\$92,150.00	\$22,606.06	\$161.37	\$319,200.00	\$165,840,000.00	\$92,900.00	\$23,272.06	\$162.38	\$321,300.00	\$192,320,000.00	\$93,650.00	\$23,952.06	\$163.39	\$323,400.00	\$224,760,000.00	\$94,400.00	\$24,654.06	\$164.40	\$325,500.00	\$263,600,000.00	\$95,150.00	\$25,378.06	\$165.41	\$327,600.00	\$310,400,000.00	\$95,900.00	\$26,124.06	\$166.42	\$329,700.00	\$366,400,000.00	\$96,650.00	\$26,892.06	\$167.43	\$331,800.00	\$432,800,000.00	\$97,400.00	\$27,682.06	\$168.44	\$333,900.00	\$511,440,000.00	\$98,150.00	\$28,494.06	\$169.45	\$336,000.00	\$605,000,000.00	\$98,900.00	\$29,328.06	\$170.46	\$338,100.00	\$714,400,000.00	\$99,650.00	\$30,184.06	\$171.47	\$340,200.00	\$840,400,000.00	\$100,400.00	\$31,062.06	\$172.48	\$342,300.00	\$998,000,000.00	\$101,150.00	\$31,962.06	\$173.49	\$344,300.00	\$1,183,000,000.00	\$101,900.00	\$32,884.06	\$174.50	\$346,400.00	\$1,408,000,000.00	\$102,650.00	\$33,828.06	\$175.51	\$348,500.00	\$1,688,000,000.00	\$103,400.00	\$34,794.06	\$176.52	\$350,600.00	\$1,938,000,000.00	\$104,150.00	\$35,782.06	\$177.53	\$352,700.00	\$2,354,000,000.00	\$104,900.00	\$36,792.0