

# Berkeley Unified School District

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

## Personnel Commission

Dr. Reynaldo Ortiz, Chairperson

Mr. Timothy Carter, Vice-Chairperson  
Patricia Duwel, Secretary

Ms. Heidi Goldstein, Commissioner

## Meeting Agenda

May 2, 2019 – 4:30 pm

1. **Call to Order** **Chairperson Ortiz**
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 shall be taken by the Commission.
4. **Approval & Adoption of Agenda** **Chairperson Ortiz**
5. **Approval of Meeting Minutes** **Chairperson Ortiz**

Approve the Personnel Commission Meeting Minutes for the following:

  - a) April 11, Regular Meeting Minutes, p. 2 – 7
6. **Consent Items** **Chairperson Ortiz**

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) Library Media Specialist, 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 April 2019, p. 9
8. **Conference Items** **Chairperson Ortiz**

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

  - a) Request for New Classification- Senior Employee Benefits Specialist, **Attachment A**
  - b) Request for Re-Classification- B. Stuckey, **Attachment B**
  - c) Request to Extend Eligibility List- Human Resources Technician **Attachment C**
  - d) Request for New Classification- Grounds Supervisor **Attachment D**
  - e) Personnel Commission Budget for 2019-2020- 1<sup>st</sup> DRAFT, *Second Reading*, **Attachment E**
  - f) Personnel Commission Budget for 2019-2020- 2<sup>nd</sup> DRAFT, *First Reading*, **Attachment F**
9. **Closed Session (1 matter)** **Chairperson Ortiz**
  - a) Employee Discipline and Legal Matters - Government Code § 54954.
10. **Report from Closed Session** **Chairperson Ortiz**
11. **Public Comments (15-minute limit)** **Public**

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
12. **Next Meeting** **Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting.
13. **Adjournment** **Chairperson Ortiz**

**Berkeley Unified School District**  
**Personnel Commission Meeting Minutes**

April 11<sup>th</sup>, 2019 – 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:34 pm

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

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

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

Vice-Chairperson Carter made a motion to approve the agenda; Commissioner Goldstein seconded the motion,

Approved, 3-0

**5. Approval of Meeting Minutes**

a) March 7<sup>th</sup>, 2019, Regular Meeting Minutes

Commissioner Goldstein made a motion to approve the meeting minutes; Vice-Chairperson Carter seconded the motion,

Approved, 3-0

**6. Consent Items**

Ratification of Eligibility Lists

- a) Custodian I
- b) Instructional Assistant, ECE,
- c) Instructional Assistant II, SPED
- d) Instructional Tech- Before and After School Program
- e) Human Resources Analyst- Confidential

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

Approved, 3-0

**7. Reports**

a) Union Reports

Mark Ramia, Instructional Assistant I, SPED at Berkeley High, read a letter on behalf of Linnette Robinson, BCCE President (attached).

b) District Reports

Brent Daniels, Human Resources Director, said he wished to compliment BCCE leadership for open conversations during meetings with the District. He said he looks forward to continuing collaboration with BCCE to resolve concerns.

c) Commissioners Reports

Commissioner Goldstein sent continued good wishes to Board President Judy Appel and her wife during their recovery. She shared recruitment updates for the new Superintendent and said that interviews are will be conducted on the upcoming weekend and that the May 8<sup>th</sup> Board meeting will reflect final candidate decisions.

Commissioner Goldstein said that some issues relating to efficiency in the HR/PC departments need further discussions and may require a special meeting; an MOU for the distribution of tasks between Human Resources and the Personnel Director should be revised.

Commissioner Goldstein noted that the Behavioral Intervention Specialist eligibility lists do not have sufficient candidates, which means that the level of service needed cannot be provided in-house but instead is carried out by costly outside contractors. She suggested more aggressive recruitment efforts, and discussions with BCCE to see how to offer promotional opportunities to current employees.

Commissioner Goldstein said that the District has recently received a grant for professional development, and wants to see if they can integrate with a learning management system because efforts should be made to invest in employees and not just offer training needed for compliance purposes. Lastly, she shared that there was a recent article in the Berkeleyside newspaper about a student running for student body who was able to hack into the system and put in several votes for himself. She said this was concerning and hopes the District takes this as an opportunity to double down on data security.

d) Personnel Director

i. New Hires and Examinations administered in March 2019

Secretary Duwel shared exam activity for March.

**8. Conference Items**

a) Request to Extend Eligibility List- Custodian II

Secretary Duwel mentioned that she received three requests from candidates to extend this list.

Chairperson Ortiz made a motion to extend the eligibility list; Vice-Chairperson Carter seconded the motion,

Approved, 3-0

b) Request for New Classification- School Administrative Assistant II/Substitute Specialist

Commissioner Goldstein noted that the job duties in the new classification include all of the duties in the School Administrative Assistant II class description but also include substitute duties, and

asked if the priority of this position would be the sub-management duties? Marie Ferguson, School Administrative Assistant II at Berkeley High, said that they're all duties that she performs at any given point. Ronessa Norwood-Coleman, BCCE Organizer, said that there are 160 teachers at the high school and so if there are absences, Ms. Ferguson HAS to fill those absences first thing every morning. Secretary Duwel emphasized that the Board recently approved the position on March 27<sup>th</sup>. Vice-Chairperson Carter said that there was an ongoing issue regarding the volume and workload for this position. Secretary Duwel said the workload can change depending on what is occurring that day. Chairperson Ortiz noted that all of the duties listed in the School Administrative Assistant II job description aren't all performed every day. Vice-Chairperson Carter asked if Ms. Ferguson were to leave the high school, would another School Administrative Assistant II who transferred into the vacancy refuse to do the extra duties? Secretary Duwel explained that it's a standalone position; therefore, other School Administrative Assistant II's would not be able to transfer into the vacancy. Ms. Norwood-Coleman said the reclass was necessary because the staff and student body at the high school are so large making the duties in that position more labor-intensive than other positions at other schools. Ms. Ferguson said the employee in her position before was at a range 50. She also mentioned that Technology is adding extra duties to her position. Secretary Duwel said that the School Administrative Assistant II job description might have to be reviewed for this reason. Commissioner Goldstein said she's hesitant to approve this classification because it's being created solely for the high school and all of the duties in the current School Administrative Assistant II position are included but not all of the duties in the class are being performed. Ms. Norwood-Coleman said that if they want to retain qualified staff, they need to do what's possible to keep good workers in the District.

Chairperson Ortiz made a motion to establish the new classification; Vice-Chairperson Carter seconded the motion,  
Approved, 3-0

c) Request for Re-Classification- M. Ferguson

Ms. Ferguson said she had questions about the proposed range 48 because the position used to be a range 50. She also said she did not agree with the added duty of handing out equipment because she said it's a function that Technology has pushed onto all secretaries. Secretary Duwel said this is a negotiated item that needs to be discussed with the Union and District. Ms. Ferguson requested the workload at the high school's main office be spread out more equally. HR Director Daniels said that in regards to those concerns, HR has reached out to Associate Superintendent Scuderi to meet with the High school Principal.

Vice-Chairperson Carter made a motion to approve the reclassification for Ms. Ferguson; Commissioner Goldstein seconded the motion,  
Approved, 3-0

d) Request for Re-Classification- E. Johnson

Commissioner Goldstein said she concurs with the Directors recommendation to re-class Erica Johnson, School Administrative Assistant II. Ms. Johnson asked when it would go into effect; Secretary Duwel responded that it would take effect the following day, April 12<sup>th</sup>.

Commissioner Goldstein made a motion to re-class Ms. Johnson to a School Administrative Assistant III, Vice-Chairperson Carter seconded the motion,  
Approved, 3-0

e) Agenda Item Request- E. Waller

Commissioner Goldstein made a motion to approve Secretary's Duwel's recommendation to certify Ms. Waller to interview for specific classifications, Vice-Chairperson Carter seconded the motion, Approved, 3-0

f) Agenda Item Request- P. Thomas

Secretary Duwel reported that Pamela Thomas, former Grounds Gardener, is on the 39-month re-hire list because she has exhausted all of her available leaves. She met with Ms. Thomas and found inconsistencies related to a Workers Comp claim, but clarified that this matter isn't within the purview of the Personnel Commission. She plans to continue to work with Ms. Thomas to explore other re-employment options. Ms. Thomas said that she was notified that she was being placed on the 39-month rehire list and it has been two years and she has not been able to return to work. She asserted she has been repeatedly overlooked for promotions because of discrimination and was harassed and bullied by other employees in the Maintenance department. She said she was never told why she did not attain a promotional position. Chairperson Ortiz asked Secretary Duwel to continue working with Ms. Thomas on her situation. Ms. Norwood-Coleman praised Secretary Duwel as wonderful to work with and helpful. Commissioner Goldstein requested to discuss this item at a later time, if warranted, after review of materials Ms. Thomas distributed to Commissioners at the meeting.

Goldstein made a motion to certify Ms. Thomas to interview for other similar classifications, Vice-Chairperson Carter seconded the motion, Approved, 3-0

g) Approval of Personnel Commission Meeting Schedule for 2019-2020

Commissioner Goldstein made a motion to approve the 2019-2020 yearly schedule, Vice-Chairperson Carter seconded the motion, Approved 3-0

h) Personnel Commission Budget for 2019-2020, *First Reading*

Secretary Duwel identified differences in the new draft budget from last year's budgeted salary amounts due to inaccurate salary projections last year. She advised that she is still researching the disposition of underspent budget funds, per Commissioner Goldstein's request. Commissioner Goldstein noted that in prior years, and especially visible in the AY 18-19 budget, the District adopted budgeted amounts that differed from those approved by the Commission. Secretary Duwel commented that it seems as if the District does not fence off the Commission's independent budget, and noted that this should be the practice because the budget is approved at the County level. She added that District desired modification to an approved budget must be submitted to the Commission, or, may be appealed to the County if the Commission elects to not adjust the budget as requested by the District. Chairperson Ortiz said having a quarterly report would be helpful and requested this practice be initiated for AY 19-20.

Commissioner Goldstein suggested using funds for more aggressive recruiting, particularly for the Behavioral Intervention Specialist position. She noted that Special Education Director, Dr. Jan Hamilton, had projected a need for 50 employees in that classification to enable the District to bring the function in-house at reduced expense. Secretary Duwel said that currently there are only six employees in the BIS class.

Commissioner Goldstein suggested exploring use of funds for spot supplements to Commission staff if work is to be re-distributed via an MOU between District HR and Commission staff. Secretary Duwel said she the Personnel Commission does not need more staff. HR Director Daniels said the Commission should review the current job description that exists for the Classified Personnel Director and the history of the position. Chairperson Ortiz said that there are duties that District HR would like to assign to the Personnel Director that could conflict with the Merit System. Commissioner Goldstein asked that District HR clarify the duties they wish to assign to the Classified Service Director. HR Director Daniels said that the Classified Director job description is clear on this matter. Commissioner Goldstein noted that the recent \$79k state grant for Classified professional development gives the District an opportunity to explore programs to build capability in high visibility job classes beyond the mandated training requirements. HR Director Daniels said that BCCE had notified HR that the PD offerings provided in the past don't align with the needs of the employees. Commissioner Goldstein said Classified training and professional development are within Commission purview because this investment ties directly to the Merit System mandate to attract and retain a high quality work force. Chairperson Ortiz said professional development is needed to train Directors and Supervisors as well. HR Director Daniels said it would be helpful to see how the HR/PC office was structured before planning professional development. Commissioner Goldstein said for purposes of planning Classified professional development the Commission should be included. She will share separately with Secretary Duwel a summary of suggested budget changes.

## **9. Closed Session (1 matter)**

- a) Employee Discipline and Legal Matters - Government Code § 54954. (2015-D-XX)  
The Commission went into closed session at 6:34 pm.

## **10. Report from Closed Session**

The Commission came out of closed session at 7:09 pm. Chairperson Ortiz reported that the request for modified intermittent leave for the Personnel Director was approved for the six months. He advised that staff has been directed to open recruitment to establish a Personnel Director eligibility list.

## **11. Public Comments**

None

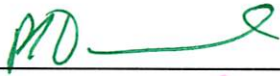
## **12. Next Meeting**

The next regular meeting will be held on May 2<sup>nd</sup> at 4:30 pm. Chairperson Ortiz said the Personnel Director MOU and class description will be discussed at that meeting.

## **13. Adjournment**

The meeting was adjourned at 7:11 pm.

Respectfully Submitted,



\_\_\_\_\_  
Patricia Duwel  
Secretary, Personnel Commission

MAY 2, 2019  
Date

Approved,



\_\_\_\_\_  
Dr. Reynaldo Ortiz  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

April 11, 2019 Personnel Commission Meeting 2020 Bonar Rm126 4:30PM

Good afternoon Commissioners,

This report is being read by Mark Ramia on behalf of BCCE President Linnette Robinson.

We understand that there are guidelines and parameters that you must work within. We need you to understand how you're solely depending upon the District impacts us.

The layoffs are accompanied by the creation of new positions. Not all of the newly created positions will cover the duties of the positions to be eliminated. What happens in that case, the Classified employees get more work. Who is doing the the efficiency research? You would think that there would be a system of checks and balances to ensure that all needs are covered...there isn't. Mismanagement of positions equals mismanagement of the funds.

You have positions that were not created through the classification process, not approved by the PC or School Board, yet fiscally impacted the budget. Now two of those positions are included in the layoff. Since there was a lack of process, a member who did go through process can be bumped by the position that was created through an MOU in 2017. This move by the District sets a precedent that disrespects all processes in place and sends a message to the PC: "We will do as we please."

When the PC depends on the District solely for information, we are finding that you are not being fully informed. This continues to cause a negative and harmful impact on our employees, to which the students become a victim to as well.

We have members who have had work related injuries be denied the opportunity to come back to work without a true and unbiased reason from the District. Why are they continually being allowed to do that?

BCCE spends a great deal of money on arbitrations with the District because they are very seldom held accountable for following rules, policies and/or procedures. Who is their check and balance? Do you ever question the repetition in cases?

Again, I ask that you act independently of the District in all matters, including those matters with investigations.

*\* Give to PCommissioners oxc 4/11 @ 4:35PM M. Ferguson / M. Ramia*



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

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Custodian I		11	13
Sous Chef	12		
Library Media Specialist	7	7	
Human Resources Technician	4		
School Safety Officer	3		
School Campus Aide	7		
School Bus Driver	2		
District Services Assistant	8		

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

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Dent, Amarrah	New Hire	Behavioral Intervention Specialist	Jefferson
Lott, Omar	New Hire	Custodian I	Jefferson
Marshall, Joann	New Hire	Clerical Assistant III	King MS
Morshed, Sajeda	New Hire	Instructional Assistant II, SPED	King CDC
Perez-Jimenez, Cesar	New Hire	Custodian I	King MS
Rhein, Maria	New Hire	Instructional Tech, BASP	Malcolm X
Spencer, Cristen	New Hire	Instructional Tech, BASP	Emerson
Spinks, Gitara	Promotion	Executive Chef	King Central Kitchen
Washington, Jequala	New Hire	Instructional Assistant II, SPED	Washington

PERSONNEL COMMISSION  
BERKELEY UNIFIED SCHOOL DISTRICT  
May 2, 2019

AGENDA ITEM

SUBJECT: CREATE NEW SENIOR EMPLOYEE BENEFITS SPECIALIST  
CLASSIFICATION AND RECOMMEND SALARY PLACEMENT BE SET AT  
RANGE 53 ON SCHEDULE 56/57.

BACKGROUND INFORMATION

The new classification of Senior Employee Benefits Specialist has been created in conjunction with the reclassification of Ms. Belinda Stuckey. The Berkeley Unified School District Board approved the duties listed on April 24, 2019.

DIRECTOR'S RECOMMENDATION

Approve the classification for Senior Employee Benefits Specialist and salary placement recommendation at range 53 on schedule 56/57.

TITLE:	<b>Senior Employee Benefits Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Risk Management</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>4/24/2019</b>	SALARY GRADE:	<b>Schedule: 56 Range: 53</b>

**BASIC FUNCTION:**

Under the direction of assigned supervisor, perform a variety of specialized and technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; serve as the lead technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

**REPRESENTATIVE DUTIES – Distinguishing Characteristics:**

The Senior Employee Benefits Specialist classification provides lead direction, training and guidance to other Risk Management/Benefits staff. They are the technical expert in all Benefits areas as well as specializing in retiree benefits and the processing of/and liaison with providers of district benefits providers.

The Employee Benefits Specialist is the journeyman level classification providing a variety of benefits services to all district employees.

**ESSENTIAL DUTIES:**

- Coordinate and participate in annual open enrollment events.
- Conduct new employee benefit orientations and retiree planning seminars.
- Assist department Manager with budget development, creating purchase orders and processing budget transfers.
- Attend various assigned meetings and conferences; participate on assigned committees; develop agendas.
- Communicate benefit options to employees, facilitating informational meetings and creating educational materials.
- Enroll new hires in benefits plans and review employee's status changes to determine applicable benefits eligibility and premiums.
- Participate in drafting annual rate sheets and ensuring rates are updated in the system.
- Processes monthly payment and reconciliation of invoices for accuracy and timely payments to vendor partners.
- Performs monthly updates and reconciliations of employee benefits changes in the system to insure timely and accurate processing for payroll deductions.
- Primary contact for with third party administrators to insure timely and accurate implementation of benefits, eligibility and regulatory changes.
- Developing and implementing processes and procedures to improve benefits delivery, maintenance and tracking systems.
- Compile information, prepare and maintain a variety of records and reports related to employee benefits information, census data, rates, retirements, terminations, insurance plans, contracts, payments, financial activity, including complex statically and accounting reports.
- Coordinate with other departments to ensure timely, accurate implementation of benefits programs and charges, system data and compliance with regulations.
- Provide oversight of benefits office operations when Risk Manager is not available.
- Prepare correspondence to employees, carriers and vendors.
- Process personnel requisitions spreadsheets according to established procedures; enter data related to new hires, leaves of absence, COBRA and other pertinent data.
- Provide lead direction and oversight to Benefits Specialists.
- Research and analyze existing and proposed benefits programs and coverages.
- Serve as a technical resource to personnel concerning employee benefits and eligibility information.
- Work with department Manager to maintain and ensure the accuracy of the benefits website.

**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 supplemented by 48 units of college level course work or an Associate's Degree. Bachelor's degree in Human Resources, Business Administration or a related field degree desired.
- B. Four (4) years' experience in human resources with two (2) years specialized experience in any or all of the following areas; Employee Benefits, Human Resources, Compliance. Two (2) years' experience working in a school district employee benefits office preferred.

**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 AND ABILITIES:****KNOWLEDGE OF:**

- Accounting practices, procedures and terminology
- Applicable laws, codes, regulations, policies and procedures related to employee benefits
- Basic budget practices and processes such as budget transfers
- District contracts, Collective bargaining agreements, business process and benefits processing
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Data entry and retrieval techniques
- Employee benefit packages and insurance programs
- Employee benefits enrollment practices and procedures
- Human resources office functions, practices and procedures
- Interpersonal skills using tact, patience, courtesy and professionalism
- Mathematical computations
- Methods, practices, terminology and procedures used in benefits administration
- Modern office practices, procedures and equipment
- Operation of a computer and assigned software
- Operations, policies and objectives relating to employee benefits activities
- Oral and written communication skills
- Policies and objectives of assigned programs and activities
- Practices and procedures related to classified and/or certificated personnel
- Preparation, review and control of assigned accounts
- Processing of various insurance claims
- Record-keeping and report preparation techniques
- Summary plan descriptions, vendor contracts and related forms
- Telephone techniques and etiquette

**ABILITY TO:**

- 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 benefits applications and other benefits and personnel related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- 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 planning and coordination of health fairs and open-enrollment activities
- Perform a variety of accounting duties including fund disbursement and accounts receivable functions
- Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities
- Plan and organize work
- Prepare and maintain a variety of manual and automated vendor and employee benefits files, records and reports
- Process, evaluate and assist employees with the completion of benefit enrollment forms
- Provide information and assistance to classified and certificated employees regarding employee benefits, policies and procedures
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures
- Troubleshoot and resolve employee issues and concerns regarding benefits
- Understand and follow oral and written instructions
- Update records and notify personnel with changes in benefits status
- Utilize a computer to enter data, maintain records and generate reports

**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



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

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Employee Benefits Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Risk Management</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 51</b>

**BASIC FUNCTION:**

Under the direction of assigned supervisor, perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of technical duties in support of employee health and welfare benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits; assure proper handling of transactions for active employees at the District for health and welfare benefits
- Serve as a technical resource to personnel concerning employee benefits and eligibility information, insurance plans, enrollment options, transit passes, cash-in-lieu, flexible spending accounts, eligibility, coverage and claims; respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations
- Participate in open enrollment activities for health and welfare benefits for full-time employees; assist employees with completing enrollment forms; prepare, distribute, process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; assist employees with changes and selecting appropriate plans
- Work with third party administrator (TPA) to ensure COBRA enrollment for eligible separated District employees and their dependents and process retiree benefits; eligible District employees and their dependents; maintain COBRA database for active employees, retirees and COBRA participants; input COBRA and retiree payments; terminate employee coverage through health carriers; submit rates to TPA as reported by carriers

- Troubleshoot and resolve employee issues and concerns regarding benefits; research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; provide employees with related informational materials; refer staff to outside resources as appropriate
- Input employee, enrollment, benefits and a variety of other data into an assigned computer system; maintain automated employee records and files; update the benefits module screens; generate computerized reports as requested; maintain accuracy of input and output data
- Process personnel requisitions spreadsheets according to established procedures; enter data related to new hires, leaves of absence, COBRA and other pertinent data
- Compile information and prepare and maintain a variety of records and reports related to employee benefits information, rates, retirements, terminations, insurance plans, contracts, payments, financial activity and assigned duties; establish and maintain filing systems; retrieve and respond to telephone calls and e-mails; reconcile health carrier bills; receive discrepancy reports and research and evaluate submitted payments
- Communicate with personnel, insurance providers, brokers and various other outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software
- Perform standard office activities including filing, printing transactions, photocopying, scanning faxing, and stamping and distributing mail; order office supplies as needed
- Participate in other activities including orientations, Medicare reimbursements to eligible retirees, completing court ordered documents and planning health fairs
- Attend various assigned meetings and conferences; participate on assigned committees; develop agendas

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in benefits administration

Employee benefit packages and insurance programs

Summary plan descriptions, vendor contracts and related forms

Accounting practices, procedures and terminology

Processing of various insurance claims

Employee benefits enrollment practices and procedures

Collective bargaining agreements and other related personnel procedures

Basic budget practices and processes such as budget transfers

Policies and objectives of assigned programs and activities

Applicable laws, codes, regulations, policies and procedures

Preparation, review and control of assigned accounts  
Interpersonal skills using tact, patience and courtesy  
Record-keeping and report preparation techniques  
Oral and written communications skills  
Modern office practices, procedures and equipment  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Operation of a computer and assigned software  
Mathematical computations

**ABILITY TO:**

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities  
Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures  
Process, evaluate and assist employees with the completion of enrollment forms  
Troubleshoot and resolve employee issues and concerns regarding benefits  
Perform a variety of accounting duties including fund disbursement and accounts receivable functions  
Prepare and maintain permanent employee benefits records and files  
Update records and notify personnel with changes in employment status  
Interpret, apply and explain rules, regulations, policies and procedures  
Utilize a computer to enter data, maintain records and generate reports  
Make arithmetic calculations quickly and accurately  
Communicate effectively both orally and in writing  
Establish and maintain effective working and cooperative relationships with others  
Meet schedules and time lines  
Plan and organize work  
Prepare and maintain a variety of records and reports  
Operate standard office equipment including a computer and assigned software

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources, business administration or related field and three years increasingly responsible experience working with employee benefit programs

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

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

PERSONNEL COMMISSION  
BERKELEY UNIFIED SCHOOL DISTRICT  
May 2, 2019

AGENDA ITEM

SUBJECT: RECLASSIFICATION REQUEST IN THE MATTER OF MS. BELINDA  
STUCKEY

BACKGROUND INFORMATION

In support of the District's restructuring of the Risk Management/Benefits Department; the District has requested that Ms. Belinda Stuckey be reclassified to the new classification of Senior Employee Benefits Specialist. I conducted observations of both Ms. Stuckey and Ms. Waller in the Benefits Office. Ms. Stuckey's questionnaire supports her increase in duties for over the two (2) previous years (EC §45285). The classification was approved by the Board of Directors on April 24, 2019.

DIRECTOR'S RECOMMENDATION

Approve the reclassification request and reclassify Ms. Belinda Stuckey to Senior Employee Benefits Specialist.

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
*Name (Last, First)* *Classification/Position/Title*

**BACKGROUND INFORMATION**

Name \_\_\_\_\_ Class/Title \_\_\_\_\_

Name of School or Department \_\_\_\_\_

Working Title \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Ext. \_\_\_\_\_

Work Day Begins At \_\_\_\_\_ Ends \_\_\_\_\_ Total Hours Per Day \_\_\_\_\_

Length of Time in Present Position: \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Total Length of Time with the District: \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Title of Immediate Supervisor: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Does Your Current Class Title Accurately Describe Your Position? Yes No

If No, What Class Title Do You Believe Better Describes the Position?  
*(Please Give Reasons)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BASIC FUNCTION**

What basic function does your position serve in assisting your school or department to fulfill its purpose; what is the major reason or purpose for your work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
*Name (Last, First)* *Classification/Position/Title*

What machinery or equipment do you use in performing these tasks?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What measurable duties have been added to your position? By whom? When?

Duties	How Often
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CONTACT WITH OTHERS**

***Internal Contacts:***

With what other District departments/positions do you come in contact? What is the reason for the contact? How frequently? If each day or so, use "continuous", if each week or so, use "frequent", if every several months, use "moderate", if once every six months or more, use "infrequent".

Department/Position	Reason	How Often
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
*Name (Last, First)* *Classification/Position/Title*

**Outside Contacts:**

With what other organizations, agencies or authorities outside the District organization do you come in contact (if any) during the normal course or your duties? What is the reason for this contact? How frequently ("continuous", "frequent", "moderate" or "infrequent")?

Outside Organization	Reason	How Often

**RECORDS AND REPORTS**

**Records**

What records do you regularly maintain or prepare?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reports**

What reports do you prepare or supervise the preparation of? How often are these prepared?

Title of Report	Reason	Sent to	How Often

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
*Name (Last, First)* *Classification/Position/Title*

**DECISIONS**

***Type***

Describe the most difficult and/or major decisions you make in the course of your work.

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***Degree of independence***

What review is made of your decisions by others? Who reviews? For what reason? Do you work independently or with your supervisor closely available?

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***Financial Impact***

What is the amount of the budget for which you have direct accountability (include salaries of subordinates)?

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What is the greatest expenditure you can authorize (signature authority)?

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Are there other direct or indirect measures of financial impact of your position?

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RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
Name (Last, First) Classification/Position/Title

**SUPERVISION**

***Subordinates***

List the classification titles of employees whom you supervise directly (you are responsible to complete their performance appraisals) and indirectly. Indicate number of employees in each classification.

DIRECTLY		INDIRECTLY	
Classification	No.	Classification	No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have responsibility for selection of personnel, appraisal of performance, and such actions as salary increases, promotions, discipline, reassignment or terminations?    Yes            No

If yes please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**KNOWLEDGE AND ABILITIES**

***Knowledge***

List the specific areas of knowledge that a person must possess to successfully perform your job. Some of the areas to consider are laws, regulations, codes, technical aspects, policies, procedures, practices, terminology, software applications, equipment operation, materials, curriculum or subject matter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
*Name (Last, First)* *Classification/Position/Title*

**Abilities**

List the specific abilities that a person must possess to successfully perform your job. Some of the areas to consider are abilities to perform certain functions; plan, create, explain, develop, prepare, maintain, repair, operate, administer, coordinate and review.

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**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

Indicate the qualifications and requirements for successful performance which should be required in filling a future vacancy in your classification. Describe what you believe is necessary for proper performance, not necessarily your own qualifications. Indicate your reasons for selecting these requirements.

**Minimum Formal Education:**

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**Specialized Training (Years and Type):**

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**Previous Experience (Years and Type):**

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RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: \_\_\_\_\_  
*Name (Last, First)* *Classification/Position/Title*

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (cont.)**

Licenses, Certification or Registration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Period (required for a new employee possessing the qualifications above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER FACTORS**

If you wish to present additional information about your job, use this space; additional sheets may be attached if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE READ THE INSTRUCTIONS AND TO THE BEST OF MY KNOWLEDGE, I BELIEVE THE INFORMATION PRESENTED HERE IS ACCURATE AND COMPLETE.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

PERSONNEL COMMISSION  
BERKELEY UNIFIED SCHOOL DISTRICT  
May 2, 2019

AGENDA ITEM

SUBJECT: HUMAN RESOURCES TECHNICIAN 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 Human Resources Technician 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 : **Human Resources Technician  
(Open and Promotional)**

Written Examination: **June 27, 2018**

Oral Examination: **July 2, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

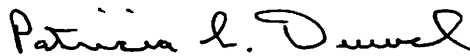
**Promotional**

- 1 Monique Jordan -Araujo
- 2 Courtney King

**Open**

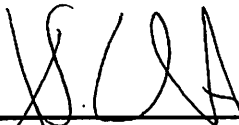
- 1 Elizabeth Pizarro\*
- 2 Gurisman Kaur\*
- 2 Andrew Stewart\*
- 3 Renita Underwood-Hackett
- 4 Alexandria Williams\*

**\* Eligibility to expire November 1, 2018**



\_\_\_\_\_  
Patricia Duwel  
Secretary, Personnel Commission

7/9/18  
Date



\_\_\_\_\_  
Heidi Goldstein  
Chairperson, Personnel Commission

7-12-18  
Date

PERSONNEL COMMISSION  
BERKELEY UNIFIED SCHOOL DISTRICT  
May 2, 2019

AGENDA ITEM

SUBJECT: APPROVE THE GROUNDS SUPERVISOR CLASSIFICATION AND RECOMMEND SALARY PLACEMENT BE SET AT RANGE 69 ON SCHEDULE 54.

BACKGROUND INFORMATION

The Berkeley Unified School District has requested that a new classification, Grounds Supervisor be created to support a restructuring in the Maintenance Department. The Berkeley Unified Board of Trustees approved the list of essential duties for the new Grounds Supervisor at their regularly scheduled meeting on April 24, 2019.

DIRECTOR'S RECOMMENDATION

Approve the new classification of Grounds Supervisor and salary placement recommendation at range 69 on schedule 54.



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

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Grounds Supervisor</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Maintenance Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>4/24/2019</b>	SALARY GRADE:	<b>Schedule: 54 Range: 69</b>

**BASIC FUNCTION:**

Organize and direct operations involved in the maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District’s Landscape Maintenance Program and related components; train and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, organize, coordinate and supervise the operations and activities involved in the general and preventive maintenance and repair of fields, turf, trees, shrubs, and equipment on an assigned day shift; assist in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures
- Supervise and organize the grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; assure related activities comply with established policies and procedures
- Direct and monitor the maintenance and repair activities of bioswales, rain gardens, water catchment, and storm drains; assure related activities comply with established policies, procedures, laws, codes and regulations
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient activities; confer with staff regarding grounds maintenance and repair needs, projects and work order status; confirm proper and timely resolution of repair issues
- Inspect school grounds and enforce appropriate safety practices; confer with Principal and managers to discuss preventive and routine maintenance, repairs, work orders and related matters; develop and implement the District’s grounds preventive maintenance program and related components; assure timely completion of projects
- Oversee and manage the implementation of landscaping and gardening construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Monitor progress of grounds maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment and time requirements
- Receive, process and prioritize work orders; oversee preventative maintenance functions; coordinate response to emergency maintenance and repair needs

**ESSENTIAL DUTIES (continued)**

- Participate in the development and implementation of grounds maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications
- Prepare and distribute a variety of correspondence in the coordination of grounds maintenance and repair activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications
- Serve as a technical resource to personnel concerning grounds maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Prepare and maintain a variety of reports, records and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance and assigned duties
- Communicate with personnel, outside organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of equipment including mowers, tractors, field groomers, computer and assigned software; drive a vehicle to conduct work
- Monitor and assure adequate levels of grounds maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned
- Provide leadership in the development and implementation of landscape maintenance standards, including emerging landscaping knowledge, technology, skills, standards and best practices and providing training to staff
- Provide leadership in developing, implementing and training staff on green and sustainable practices, including Bay-Friendly methods
- Perform 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 supplemented by specialized training in grounds maintenance or a related field.
- B. Four (4) years' journeyman level experience including two (2) years working at the level of a Lead Grounds Gardener or similar.

**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 codes, ordinances, requirements, regulations and safety precautions  
 Grounds maintenance procedures including mowing, edging, raking, and tree care  
 Health and safety regulations  
 Interpersonal skills using tact, patience and courtesy  
 Interpersonal skills using tact, patience, courtesy and professionalism  
 Inventory practices and procedures  
 Mathematical computations  
 Methods and materials used in controlling weeds and other pests

Operation of a computer and assigned software  
 Oral and written communication skills  
 Organization and direction of grounds maintenance staff  
 Organizational operations, policies and objectives  
 Policies and objectives of assigned programs and activities  
 Principles and practices of supervision and training  
 Proper methods, techniques, materials, tools and equipment used in the grounds maintenance trades  
 Record-keeping and report preparation techniques  
 Requirements of maintaining grounds in a safe condition  
 Technical aspects of field of specialty

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action  
 Communicate effectively both orally and in writing  
 Complete work with many interruptions  
 Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities  
 Determine appropriate action within clearly defined guidelines  
 Establish and maintain cooperative and effective working relationships with others  
 Estimate material, labor, equipment and time requirements  
 Inspect projects for accuracy, completeness and compliance with established specifications  
 Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures

Make mathematical computations with speed and accuracy  
 Meet schedules and time lines  
 Monitor and assure adequate levels of equipment and supplies  
 Operate a computer and assigned office equipment  
 Organize and direct operations and activities involved in grounds maintenance and repair of designated tools and equipment  
 Participate in the recruitment, screening and processing of new personnel  
 Plan and organize work  
 Plan, develop and implement landscaping and gardening projects  
 Prepare and maintain accurate records and reports  
 Train and evaluate the performance of assigned personnel  
 Understand and follow oral and written instructions  
 Work independently with little direction

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Constant interruptions  
 Driving a vehicle to conduct work  
 Exposure to fumes, dust, odors, oil/grease, gases  
 Indoor and outdoor work environment  
 Seasonal heat and cold or adverse weather conditions  
 Subject to demanding time lines and constant interruptions

**PHYSICAL ABILITIES:**

Bending at the waist, kneeling or squatting  
 Dexterity of hands and fingers to operate grounds maintenance tools and equipment computer keyboard  
 Hearing and speaking to exchange information in person and on the telephone  
 Heavy physical labor  
 Perform work which involves lifting, carrying, pushing or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds  
 Reaching overhead, above the shoulders and horizontally  
 Seeing to inspect projects and read a variety of materials and to perform gardening and grounds work  
 Seeing to read a variety of written or digital materials  
 Sitting or standing for extended periods of time

**HAZARDS:**

Exposure to chemicals used in pest control and weed abatement  
 Exposure to fumes, dust, odors, oil, grease and gases  
 Exposure to seasonal heat and cold or adverse weather conditions  
 Extended viewing of computer monitor or digital material  
 Working around and with machinery with moving parts  
 Working on ladders

**BERKELEY UNIFIED SCHOOL DISTRICT**

*PERSONNEL COMMISSION DRAFT BUDGET: FISCAL YEAR 2019-2020*

DEPARTMENT: Personnel Commission

DATE: July 1, 2019 - June 30, 2020

ITEMS REQUESTED	CODE	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>Staffing FTE:</b>				
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$185,387.23	\$202,278.43	\$191,021.77
1.0 FTE Classified Personnel Supervisor, Including Statutory Benefits	2302/7403	\$95,454.59	\$110,964.56	\$110,233.92
1.0 FTE Human Resources Technician, Including Statutory Benefits	2402/7403	\$73,765.09	\$89,630.86	\$84,205.14
Subs/Proctors, Including Statutory Benefits (Raters/Panelists)	2416/7403	\$7,500.00	\$8,250.00	\$8,250.00
Hourly Overtime	2412/7403	\$1,500.00	\$750.00	\$750.00
<i>Total Salary Requests</i>		\$363,606.91	\$411,873.85	\$394,460.83
<b>Other Items:</b>				
Books and Other Ref. Material	4200/7403	\$500.00	\$500.00	\$500.00
Other Supplies	4350/7403	\$9,000.00	\$11,000.00	\$11,000.00
Equipment	4400/7403	\$4,910.00	\$4,910.00	\$4,910.00
Travel and Conference	5200/7403	\$7,000.00	\$7,500.00	\$7,500.00
Dues and Memberships	5300/7403	\$3,000.00	\$3,000.00	\$3,000.00
Central Printing - Xerox	5712/7403	\$2,500.00	\$2,500.00	\$2,500.00
Copier Lease - Intrafund	5713/7403	\$4,320.00	\$4,320.00	\$4,320.00
Postage/Federal Express/Certified Mail	5910/7403	\$1,300.00	\$800.00	\$800.00
<i>Total Other Items</i>		\$32,530.00	\$34,530.00	\$34,530.00
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>				
Legal Counsel	5829/7403	\$10,000.00	\$10,000.00	\$10,000.00
Prof/Consulting Svcs	5800/7403	\$4,000.00	\$9,750.00	\$10,440.00
Commissioner Fees	5800/7403	\$4,000.00	\$2,000.00	\$2,000.00
Recruiting/Advertising	5800/7403	\$9,750.00	\$2,000.00	\$2,000.00
Pre-employment Examinations	5800/7403	\$10,000.00	\$10,000.00	\$10,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00	\$3,200.00	\$3,200.00
Testing	5800/7403	\$2,750.00	\$750.00	\$750.00
Drug Testing (Per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00	\$2,000.00	\$2,000.00
<i>Total Prof/Consulting Svcs &amp; Operating Expenses</i>		\$45,700.00	\$39,700.00	\$40,390.00
<b>GRAND TOTAL</b>		<b>\$441,836.91</b>	<b>\$486,103.85</b>	<b>\$469,380.83</b>

**PERSONNEL COMMISSION  
COMPARATIVE BUDGET REPORT  
FY 2014-2015 to 2018-2019**



FUND :01 GENERAL FUND RESOURCE:0000 UNRESTRICTED GEN. EDUC. & OTHER

	2014-2015 ACTUALS 2014/15	2015-2016 ACTUALS 2015/16	2016-2017 ACTUALS 2016/17	2017-2018 ACTUALS 2017/18	2018-2019 ADOPTED 2018/19	2018-2019 EST ACT 2018/19	CALC: 6-5 2018-2019 ACTUALS 2018/19
1903 OTH CERT SUBS SICK LEAVE	3	0	0	0	0	0	
TOTAL: 1xxx	3	0	0	0	0	0	
2302 CLASS SUPER & ADMIN MONTH SAL	154,232	188,731	132,310	175,831	201,506	156,164	45,342-
2316 CLASS. SUPV - LIMITED TERM	164	0	60,276	21,166	0	17,358	17,358
2317 CLASS SUPVR & ADMIN STIPEND	0	0	0	600	0	750	750
2350 CASH IN LIEU OF BENEFITS	1,295	0	0	0	0	0	
2402 CLERICAL TECH & OFC STAFF SAL	35,532	30,465	50,385	51,964	54,055	56,859	2,804
2412 CLERICAL TECH & OFC OVERTIME	423	207	555	1,161	2,733	620	2,113-
2416 CLERICAL LIMITED TERM	15,060	9,456	12,943	5,691	10,933	7,366	3,567-
TOTAL: 2xxx	206,705	228,859	256,470	256,412	269,227	239,117	30,110-
3102 STATE TEACHERS'RET. SYS, CLASS	85	105	5	38	0	112	112
3202 PUBLIC EMPL. RET. SYS, CLASSIF	22,639	26,150	22,324	35,716	46,159	45,157	1,002-
3301 MEDICARE - CERTIFICATED	0	0	0	0	0	0	
3302 MEDICARE - CLASSIFIED	2,868	3,161	3,659	3,605	3,905	3,625	280-
3312 FICA - CLASSIFIED	12,188	13,448	15,422	15,397	15,910	15,017	893-
3402 HEALTH & WELFARE BEN. CLASSIF.	22,707	27,245	23,374	29,905	32,940	32,641	299-
3501 STATE UNEMPLOYMENT INS. CERTIF	0	0	0	0	0	0	
3502 STATE UNEMPLOYMENT INS. CLASSI	120	133	149	149	156	149	7-
3601 WORKERS' COMPENSATION INS.CERT	0	0	0	0	0	0	
3602 WORKERS' COMPENSATION INS.CLSS	4,238	4,692	5,258	5,257	5,519	5,292	227-
3702 RETIREE BENEFITS, CLASSIF. POS	4,836	5,697	4,287	2,852	5,878	5,884	6
TOTAL: 3xxx	69,680	80,630	74,478	92,918	110,467	107,877	2,590-
4200 BOOKS & OTHER REF. MATERIALS	14	118	190	583	500	583	83
4350 OTHER SUPPLIES	7,998	7,246	6,267	8,886	8,197	2,532	5,665-
4400 EQUIPMENT \$500 TO \$5,000	0	4,105	2,914	0	4,910	4,454	456-
TOTAL: 4xxx	8,012	11,469	9,371	9,469	13,607	7,569	6,038-
5200 TRAVEL AND CONFERENCES	3,855	6,305	5,439	5,691	7,000	5,594	1,406-
5300 DUES AND MEMBERSHIPS	1,552	2,721	5,600	138	3,000	2,884	116-
5712 CENTRAL PRINTING - XEROX	2,500	2,500	2,500	2,500	2,500	2,500	
5713 COPIER LEASE - INTRAFUND	0	4,320	4,320	4,320	4,320	4,320	
5800 PROF/CONSULTING SVCS & OPR EXP	21,517	22,639	22,371	23,975	32,513	25,555	6,958-
5829 LEGAL FEES	3,698	9,718	11,846	0	0	0	
5910 POSTAGE/MAILINGS	157	85	69	79	1,300	1,300	
TOTAL: 5xxx	33,279	48,288	52,145	36,704	50,633	42,153	8,480-
*TOTAL:1000-7999	317,680	369,246	392,464	395,503	443,934	396,716	47,218-
**TOTAL:1000-5999	317,680	369,246	392,464	395,503	443,934	396,716	47,218-
**TOTAL:1000-6999	317,680	369,246	392,464	395,503	443,934	396,716	47,218-
**TOTAL:1000-7999	317,680	369,246	392,464	395,503	443,934	396,716	47,218-
**TOTAL:8000-8999	0	0	0	0	0	0	

## Personnel Commission Budget Info

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**Erin Arinez** <erinarinez@berkeley.net>  
To: Erin Arinez <erinarinez@berkeley.net>

Mon, Apr 1, 2019 at 5:33 PM

----- Forwarded message -----

From: **Benjamin Zohar** <[benjaminzohar@berkeley.net](mailto:benjaminzohar@berkeley.net)>  
Date: Fri, Mar 29, 2019 at 9:50 AM  
Subject: Re: Personnel Commission Budget Info  
To: Erin Arinez <[erinarinez@berkeley.net](mailto:erinarinez@berkeley.net)>  
Cc: Antonette West <[antonettewest@berkeley.net](mailto:antonettewest@berkeley.net)>, Patricia Duwel <[patriciaduwel@berkeley.net](mailto:patriciaduwel@berkeley.net)>

Hi Erin,

The differences are due to the following -

- 7% Buffer - There seems to be a 7% gross salary buffer to the FY18-19 estimate provided last year. We have included a 1% buffer in this year's estimate for FY19-20.
- Brian Westover FY18-19 estimate provided last year was costed at a Step 4 when it should have been costed at Step 3.

I've attached an updated estimate which includes longevity for your gross salary. Please see the attached updated estimate and disregard the previous version. Feel free to contact me if you have any questions or concerns.

Thank you,

Benjamin Zohar  
Budget Analyst II  
Phone: [510-644-7766](tel:510-644-7766)

**BERKELEY UNIFIED SCHOOL DISTRICT**

*PERSONNEL COMMISSION DRAFT BUDGET: FISCAL YEAR 2019-2020*

DEPARTMENT: Personnel Commission

DATE: July 1, 2019 - June 30, 2020

ITEMS REQUESTED	CODE	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>Staffing FTE:</b>				
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$185,387.23	\$202,278.43	\$191,021.77
1.0 FTE Classified Personnel Supervisor, Including Statutory Benefits	2302/7403	\$95,454.59	\$110,964.56	\$110,233.92
1.0 FTE Human Resources Technician, Including Statutory Benefits	2402/7403	\$73,765.09	\$89,630.86	\$84,205.14
Subs/Proctors, Including Statutory Benefits (Raters/Panelists)	2416/7403	\$7,500.00	\$8,250.00	\$26,250.00
Hourly Overtime	2412/7403	\$1,500.00	\$750.00	\$750.00
<i>Total Salary Requests</i>		\$363,606.91	\$411,873.85	\$412,460.83
<b>Other Items:</b>				
Books and Other Ref. Material	4200/7403	\$500.00	\$500.00	\$500.00
Other Supplies	4350/7403	\$9,000.00	\$11,000.00	\$11,000.00
Equipment	4400/7403	\$4,910.00	\$4,910.00	\$4,910.00
Travel and Conference/Professional Development	5200/7403	\$7,000.00	\$7,500.00	\$17,500.00
Dues and Memberships	5300/7403	\$3,000.00	\$3,000.00	\$3,000.00
Central Printing - Xerox	5712/7403	\$2,500.00	\$2,500.00	\$2,500.00
Copier Lease - Intrafund	5713/7403	\$4,320.00	\$4,320.00	\$4,320.00
Postage/Federal Express/Certified Mail	5910/7403	\$1,300.00	\$800.00	\$800.00
<i>Total Other Items</i>		\$32,530.00	\$34,530.00	\$44,530.00
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>				
Legal Counsel	5829/7403	\$10,000.00	\$10,000.00	\$10,000.00
Prof/Consulting Svcs	5800/7403	\$4,000.00	\$9,750.00	\$10,440.00
Commissioner Fees	5800/7403	\$4,000.00	\$2,000.00	\$2,000.00
Recruiting/Advertising	5800/7403	\$9,750.00	\$2,000.00	\$12,000.00
Pre-employment Examinations	5800/7403	\$10,000.00	\$10,000.00	\$10,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00	\$3,200.00	\$3,200.00
Testing	5800/7403	\$2,750.00	\$750.00	\$750.00
Drug Testing (Per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00	\$2,000.00	\$2,000.00
<i>Total Prof/Consulting Svcs &amp; Operating Expenses</i>		\$45,700.00	\$39,700.00	\$50,390.00
<b>GRAND TOTAL</b>		<b>\$441,836.91</b>	<b>\$486,103.85</b>	<b>\$507,380.83</b>