Berkeley Unified School District

The Board Room, 1231 Addison Street,
Berkeley CA 94702

Personnel Commission

Isaiah Roter, Chairperson | Soli Alpert, Commissioner | Heidi Goldstein, Commissioner
Erin Arinez, Secretary (Interim)

Meeting Agenda

December 18th, 2024
1:00 – 4:00 pm

1. Call to Order — **Chairperson Roter**

2. Roll Call & Establishment of Quorum — **Secretary Arinez**

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 Roter**

5. Approval of Meeting Minutes — **Chairperson Roter**

Approve the Personnel Commission Meeting Minutes for the following:

a) November 22nd, 2024, Regular Meeting Minutes, p. 2-6
b) December 12th, 2024 Special Meeting Minutes, p.7

6. Reports

a) Union — **Union Representatives**
b) District Reports — **District Representatives**
c) Commissioners Reports — **Commissioners**
d) Personnel Director — **Secretary Arinez**
New Hires and Examinations administered in the month of November 2024, p.8

7. Consent Items — **Chairperson Roter**

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.

Ratification of Eligibility Lists

a) Cook, p.9
b) Custodian II, p.10
c) Instructional Tech, Before & After School, p.11
d) Student Welfare & Attendance Specialist, p.12
e) Vehicle & Equipment Mechanic, p.13

8. Conference Item — **Chairperson Roter**

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

a) Request for Reclassification – Y.Gibson, ***Attachment A (p.14-26)***
b) Recommend Approval of Revised Job Description – Senior Communications Officer**, *Attachment B (p.27-35)***

9. 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 2025 calendar year.

Chairperson _____ M _____ S _____ V _____

Vice- Chairperson _____ M _____ S _____ V _____

10. Closed Session (30-minute limit) — **Chairperson Roter**

a) Public Employment - Government Code § 54954.5

The Personnel Commission will meet to discuss recruitment for the Executive Director, Classified Personnel

11. Report from Closed Session — **Chairperson Roter**

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 shall be taken by the Commission.

13. Next Meeting — **Chairperson Roter**

Follow-up items for the next Personnel Commission Meeting.

14. Adjournment — **Chairperson Roter**

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

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 22nd, 2024 – 1:00 p.m.

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #811 4287 6822. The meeting was called to order at 1:00 p.m.

2. Roll Call & Establishment of Quorum

Chairperson Roter, Commissioner Alpert and Commissioner Goldstein were present, and a quorum was established.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Alpert asked to pull item 7a for discussion.
Commissioner Goldstein moved to approve and adopt the agenda as amended;
Commissioner Alpert seconded the motion,
Approved, 3-0

5. Approval of Meeting Minutes

a) October 23rd, 2024 Meeting Minutes
Commissioner Goldstein suggested that Commissioner Alpert's legal name be listed in the first paragraph and to include Philip Gordillo's title in section 12; Commissioner Alpert confirmed his preferred name and no correction was needed.
Commissioner Goldstein moved to approve item 5a as amended; Commissioner Alpert seconded the motion,
Approved, 3-0
b) November 12th, 2024 Special Meeting Minutes
Commissioner Alpert moved to approve item 5b as presented; Commissioner Goldstein seconded the motion,
Approved, 3-0

6. Reports

a) Unions
Mildred Scherr, BCCE Vice President, expressed concerns about the testing process, the Student Admissions Specialist examination and the Library Media Specialist request for reclassification.

Chairperson Roter reopened agenda item 4 and asked to pull consent item 7i for discussion; the commissioners unanimously approved the change.

b) District Reports
None.

c) Commissioner Reports
Commissioner Alpert introduced himself. Commissioner Goldstein welcomed Commissioner Alpert; congratulated Ana Vasudeo and Jen Corn for their reelection and

election to the School Board; reminded the Commission of Laura Babbitt's last school board meeting on 12/4; and announced office hours to be held the second Thursday of the month, from 7:30-8:30 at Highwire café on San Pablo Avenue. Chairperson Roter welcomed Commissioner Alpert; congratulated Ms. Vasudeo and Ms.Corn; thanked Ms. Babbitt for her service; reported on the CSPCA Northern California conference, highlighting two sessions of particular interest (Title IX and AB438 implementation) and he wished everyone a happy and restful Thanksgiving.

d) Personnel Executive Director
Secretary Arinez welcomed Commissioner Alpert; reviewed personnel activity for the month of October; provided an update from Samantha Tobias Espinosa, Assistant Superintendent of Human Resources regarding the Classification & Compensation Study and announced the commissioners would attend the annual CSPCA conference, to be held March 16-18,2025, also in Napa. The conference information was shared with Human Resources and BCCE.

Chairperson Roter provided some background information on the CSPCA Merit Academy for Commissioner Alpert's reference. Commissioner Alpert indicated interest in attending both the CSPCA annual conference and participating in the Merit Academy.

7. Consent Items

Ratification of eligibility lists.

a) Director, Human Resources
b) District Services Assistant
c) Instructional Assistant
d) Instructional Assistant, Bilingual
e) Instructional Assistant II, SPED
f) School Administrative Assistant, II, Bilingual
g) School Administrative Assistant III
h) School Campus Aide
i) Student Admissions Specialist

Chairperson Roter moved to approve items 7b-h; Commissioner Goldstein seconded the motion,
Approved 3-0

Commissioner Alpert noted concern with only having one name on the Director, Human Resources eligibility list and asked for additional information regarding the recruitment. Secretary Arinez explained the history of the recruitment and the challenges associated with the position being certificated versus classified. Commissioner Goldstein questioned the value of an administrative credential for the position and suggested again that it may be valuable to make a human resources certification a requirement for the role. Regarding salary, Secretary Arinez said the position had been recruited at step 3 of Range 85, to make the starting salary the same as for when it had been certificated.
Commissioner Goldstein had questions about the District's plan for organizing the Human Resources department and said it was her opinion that the District would benefit from having a Human Resources professional in the top position.

Chairperson Roter reviewed the "rule of three" for Commissioner Alpert's benefit; if there are fewer than three ranks on an eligibility list, the hiring authority can request another recruitment. Commissioner Alpert asked for clarification on why "higher level" positions pass through the civil service process. Secretary Arinez said that all classified positions pass through the merit system process, but some classifications can generate an unranked list, namely for high level positions that are under contracts.
Commissioner Alpert asked for comparison data showing what the city of Berkeley pays the deputy of Human Resources. Commissioner Goldstein said that while comparing to the city of Berkeley could be a useful data point, the Classification & Compensation Study used peer districts to make salary comparison.
Commissioner Goldstein moved to ratify eligibility list 7a; Commissioner Alpert seconded the motion,
Approved 3-0

Secretary Arinez provided background on the history of the Student Admissions Specialist recruitment, noting the high number of applicants passing the written exam made it impractical to hold an oral exam. A written technical exam was used in the same spirit as a performance exam. Ms. Scherr said the merit rules require the examination process must be one written and one oral exam. Chairperson Roter said the interim Executive Director of Classified Personnel found herself in a difficult position in that the issue of a floating cut score had not been resolved so the cut score was left at 70, meaning a large number of candidates passed the written exam. He found Ms. Arinez's use of a technical written examination to be a creative solution and suggested the Commission should revisit the cut score discussion. The Commissioners discussed Merit Rule 40.200.7 and agreed this section of the rules should get a thorough discussion as part of the revision project.
Commissioner Goldstein moved to ratify eligibility list 7i; Chairperson Roter seconded the motion,
Approved 3-0

8. Discussion Item

a) Reclassification Requests- Post Classification & Compensation Study

Chairperson Roter provided background information on the status of reclassification requests during the Classification & Compensation Study. He explained that the former Executive Director of Classified Personnel had placed an informal moratorium on reclassification requests during the Study, though some reclassifications did occur during this period. He said that since the Study had been referred to the District and Unions, it is appropriate to again consider reclassification requests. Ms. Scherr noted that the Library Media Specialist reclassification request is outside of the Classification & Compensation Study and has nothing to do with the general fund.

The Personnel Commission took a recess from 2:17 – 2:25 PM.

9. Conference Items

a) *Request for Reclassification Library Media Specialist*

The Commissioners heard from Secretary Arinez and key stakeholders, including Ms. Scherr and Jessica Lee, the District Library Coordinator, regarding the nature of the

Library Media Specialist reclassification request. Ms. Arinez noted that while Eric Hall & Associates had not recommended a reclassification, the salary study indicated the Library Media Specialist classification is paid 12.4% below the median than their peers in comparison districts. Ms. Lee said that the classification had always been improperly classified and should be at the same range as Instructional Specialists. She added that this change would benefit library technicians by creating a clear path for promotion to the library specialist role. Ms. Lee also confirmed that the financial impact of reclassification would be limited to the library budget and could be managed through adjustments to other budget areas. The discussion also touched on the importance of removing the term "media" from the job title, as it is seen as outdated and confusing to potential applicants.
Commissioner Alpert made a motion to direct the Executive Director to analyze the reclassification request to include analysis about the salary schedule placement and if the work is sufficiently similar to Instructional Specialists, and to report on progress at the December 18th meeting; Commissioner Goldstein seconded the motion,
Approved, 3-0

b) Step Advance Request – M. Borden (Director Facilities, Maintenance & Operations)
Secretary Arinez provided her rationale for recommending a step advance for Maurice Borden, Director Facilities, Maintenance & Operations, citing Mr. Boden's strong professional background in the field and the difficulty of the recruitment.
Commissioner Goldstein made a motion to grant Mr. Borden's step advance request at step 2; Commissioner Alpert seconded the motion,
Approved, 3-0

c) Step Advance Request – B. Ware (Accounting Technician)
Secretary Arinez provided her rationale for recommending a step advance for Bria Ware, Accounting Technician in the Special Education department. Ms. Arinez explained there has been high turnover in the position and noted that the Classification & Compensation Study had recommended a new classification for this role since it is markedly different than what Accounting Technicians do in Business Services. Ms. Ware is highly qualified and brings extensive, relevant experience to the role.
Commissioner Goldstein made a motion to grant Ms. Ware's step advance request at step 3; Chairperson Roter seconded the motion,
Approved, 3-0

d) 2023-2024 Personnel Commission Annual Report
The Commissioners noted the high number of applications received in 2024 and expressed appreciation to the Personnel Commission staff for their efforts. Commissioner Goldstein requested that staff last names be included and effective dates be added for Mr. Castillo's departure from BUSD and for the beginning of Mr. Alpert's term. Commissioner Alpert made a motion approve the 2023-2024 Personnel Commission Annual Report as amended; Commissioner Goldstein seconded the motion,
Approved, 3-0

10. Closed Session

The Commissioners went into closed session at 3:17PM.

11. Report from Closed Session

The meeting resumed at 3:57PM. Chairperson Roter reported that the Commissioners discussed the recruitment for Executive Director Classified Personnel and determined next steps.

12. Public Comments

Ms. Diggs Ray asked for clarification on the difference between a "training & experience" and "performance" exam and requested an update on the merit rules revision project.

Chairperson Roter said the merit rules revision process is still on the radar, with 95% of the red-line revisions completed. Public meetings to review and discuss should commence at the turn of the year.

13. Next Meeting

A special meeting will be held on December 12th at 10:00AM; the meeting will be mostly closed session to conduct selection interviews for the Executive Director Classified Personnel. The next regular meeting will be held on December 18th at 1:00PM in the Boardroom.

14. Adjournment

The meeting was adjourned at 4:01 PM.

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

December 12th, 2024 – 10:00 am

1. **Call to Order**
   The meeting was held in the Boardroom (1231 Addison Street) and was called to order at 10:00 a.m.

2. **Roll Call & Establishment of Quorum**
   Chairperson Roter, Commissioner Alpert and Commissioner Goldstein were present, and a quorum was established.

3. **Public Comments**
   Frank Hernandez, BCCE President, inquired whether a decision regarding the Executive Director Classified Personnel would be announced in the report from closed session. Chairperson Roter responded that no decision would be made at this meeting but a decision could be announced in the report from closed session at the upcoming meeting on December 18th.

4. **Approval & Adoption of Agenda**
   Commissioner Alpert made a motion to approve and adopt the agenda as presented; Commissioner Goldstein seconded the motion,
   Approved, 3-0

5. **Closed Session**
   The Personnel Commission went into closed session at 10:03 am.

6. **Report from Closed Session**
   The meeting reconvened at 1:34 pm. Chairperson Roter reported that the Personnel Commission and Philip Gordillo, Executive Director, California Personnel Commissioners Association met to interview candidates from the eligibility list for the Executive Director of Classified Personnel. The Personnel Commission provided instructions to Mr. Gordillo and will meet again on the matter during closed session on December 18th.

7. **Public Comments**
   None.

8. **Next Meeting**
   The next regular Personnel Commission meeting will be held on December 18th, 2024, at 1:00 pm in the Boardroom.

9. **Adjournment**
   The meeting was adjourned at 1:35 pm.

Examinations Administered in the Month of November 2024:

Classification	Training & Experience	Written	Oral	Performance	
Administrative Assistant I		158			
Administrative Assistant III			5		
Cook		16		6	
Custodian II		18		8	
Executive Chef		20			
Instructional Assistant	30	11			
Instructional Assistant II, SPED	12	5			
Instructional Specialist, Dance		10			
Instructional Specialist, Drama		9			
Instructional Technician - Before & After School Program	22	5			
School Bus Driver		2	2		
Student Welfare & Attendance Specialist		22	8		
Vehicle & Equipment Mechanic		2		2	
TOTALS	**64**	**278**	**15**	**16**	**373**

New Hires/New Assignments/Promotions Processed in the Month of November 2024:

Name-	Employment Type-	Classification-	Location/Dept.
Borden, Maurice	New Hire	Director - Facilities, Maintenance & Operations	Facilities, Maintenance, Operations
Fletcher, Ronald	Re-Hire	School Safety Officer	Berkeley High School
Houweidi, Ali	New Hire	School Campus Aide	John Muir
Leja Garcia, Briana	Promotion	School Administrative Assistant II	Sylvia Mendez
Lincoln, Mario	New Hire	Instructional Technician BASP	Rosa Parks
Lira Bazan, Cristina	Promotion	Instructional Assistant- Bilingual	Sylvia Mendez
Ramos, Marcel	New Hire	Instructional Specialist - Garden	Sylvia Mendez
Snow, Jeffrey	Promotion	Maintenance Supervisor	Facilities, Maintenance, Operations
Wate, Christopher	New Hire	Administrative Assistant III	Special Education

Berkeley Unified School District

Merit System

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

Written Examination: **November 15, 2024**
Performance Examination: **November 25, 2024**

List Established by Personnel Commission: **December 18, 2024 to expire December 17, 2025**

Open

1 Robert Brown
2 Drake Chan*
3 Douglas Gwosdz
4 M de Jesus Mejia
5 Demontrich Scruggs*
6 Aaronda Scott

**** Eligibility to expire October 22, 2025***

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Custodian II**
(Open and Promotional)

Written Examination: **November 14, 2024**
Performance Examination: **November 22, 2024**

List Established by Personnel Commission: **December 18, 2024 to expire December 17, 2025**

Promotional

1 Walter Kirby
2 Keisha Wilright
3 Ludwig Merino Mackthon

Open

1 Jose Baca
2 Elisa Tilton
3 Carol White
4 Robert Brown
4 Martin Gonzalez

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician - Berfore & After School Program**
(Open and Promotional)

Training & Experience Examination: **November 7, 2024**
Written Examination: **November 14, 2024**

List Established by Personnel Commission: December **18, 2024 to expire December 17, 2025**

Open

1 Oavaldo Ortiz*
2 Ben Rothman*
2 Maryam Akbar**
3 Michael Alexander*
4 Grace Suh
5 Cen Chen
5 Jamila Kennedy*
6 Zamama Zafar**
7 Amber Dryden*
8 Antonio Paz**
9 Nikkia Bourn
10 Khaleed Brew*
11 Hamid Farrokhyar
11 Hyram Jacob*
12 Kasim Adkinson*
13 Kayla Castillo*
14 Adam Trujillo

**** Eligibility to expire September 22, 2025***
***** Eligibility to expire August 27, 2025***

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Student Welfare & Attendance Specialist (Open)**

Written Examination: **November 7, 2024**
Oral Examination: **November 21, 2024**

List Established by Personnel Commission: **December 18, 2024 to expire December 17, 2025**

Open

1 Elena Hoeft
2 Chance Davis
3 Sonja Lemons
4 Max Guerrera

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

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

Written Examination: **November 20, 2024**
Performance Examination: **November 20, 2024**

List Established by Personnel Commission: **December 18, 2024 to expire December 17, 2025**

Open

1 Emmanuel Ruiz
2 Matthew Clark Lemi

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 18, 2024

AGENDA ITEM 8.a

SUBJECT: ***REQUEST FOR RECLASSIFICATION, Y. GIBSON***

BACKGROUND INFORMATION

The Personnel Commission oversees the reclassification process for classified staff. In 2022, the District engaged EH & A to conduct a district-wide classification and compensation study. During this period, the Commission paused individual reclassification requests to allow the study to proceed without interruption. Now that the study has concluded and recommendations have been received, it is time to resume reclassification activities according to the process outlined in the merit rules. The Commission should proceed with reviewing incoming reclassification requests; reclassifications must be handled individually on their own merits and may go back to the unions for a meet and confer.

For BCCE positions, the reclassification process is outlined below.

6.11 Unit Member Request for Classification Study

(1) **A unit member or group of unit members may submit to the Director of Classified Personnel (a) a request for a classification study of their position or (b) a request for reclassification, together with a statement of the reasons for requesting the study or the reclassification, or both. Such request shall not be denied on the grounds the unit member did not identify, or misidentified, whether the request was for a study of their classification or a request for reclassification.**

(2) **The Director of Classified Personnel shall acknowledge the request and, if necessary, contact the unit member(s) to clarify the request and inform the unit member of whether or not they are eligible for reclassification consideration. If the request was received at least seven (7) days before the next Personnel Commission ("Commission") meeting, the Director of Classified Personnel shall put the request on the agenda for consideration at the next Commission meeting. If the request was received less than seven (7) days before the next Commission meeting, the Director of Classified Personnel shall put the request on the agenda for the subsequent Commission meeting. As provided for under section 4.5.5, unit members directly affected by the request shall be granted release time to attend the Commission meeting at which the request is considered.**

(3) **If the Commission approves the request, the Director shall request that the Commission complete the study or the reclassification process and submit a detailed, written recommendation to the District within six (6) months of the date the Commission approved the request.**

Examples of possible recommendations include, but are not limited to: (a) reclassification of the position to a new or existing classification in accordance with the Merit Rules; (b) revision of the existing class specification to better describe the duties and responsibilities of the position; (c) no change in the classification or duties; (d) determination that the unit member is not eligible for reclassification under the Merit Rules; etc.

(4) **Before implementation of any proposed changes to class specifications, BCCE shall be notified in writing of such changes and given the opportunity to bargain the impact of these changes, including, but not limited to, the appropriate range for the position.**

EXECUTIVE DIRECTOR'S RECOMMENDATION

Acknowledge the request for reclassification for Yolanda Gibson and proceed with the reclassification process.

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 133
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

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

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Yolanda Gibson (Date) 12/10/21

Telephone Number: 510-644-6035 Email Address: YolandaGibson@berkeley.net

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

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

Description of Item:

Reclassification Request was sent to Charlie Castillo on Oct 28, 2021. I was told by Charlie that he would look into it.

Background Information:

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

Per Attachment.

For Personnel Commission Use Only:

Date of Chairperson Review: _____

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

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

Dear Chairperson

I am writing to request and Classified Salary advancement as Administrative Assistant II for the Personnel Commission. I been working for the school district for 35 years. I been working in difference position for BUSD. I been working for the LEARNS/BEARS Program for 5 years doing Administrative Assistant II work.

Since joining BUSD 35 years ago I have gained an immense appreciation of all that goes into making a high performing school district thrive. My recommendation is that the District strongly consider my position at a Administrative Assistant II. I been working in this position over 5 years and should be compensated for the additional work I perform for the LEARNS/BEARS Program. I been performing duties for the pass couple of years as a Admin II and being paid as a Clerical III the position I was in when I worked for the Human Resources at the front desk.

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Gibson, Yolanda (*Name (Last, First)*) Clerical Assistant III (*Classification/Position/Title*)

BACKGROUND INFORMATION

Name Yolanda Gibson657 Class/Title Clerical Assistant III

Name of School or Department BEARS/LEARNS Program

Working Title Clerical III

Work Telephone Number 510-644-6635 Ext. _____

Work Day Begins At 8:00am Ends 4:00 pm Total Hours Per Day 7.5

Length of Time in Present Position: 12 Yrs. _____ Mos.

Total Length of Time with the District: 34 Yrs. _____ Mos.

Title of Immediate Supervisor: Extended Learning Program /After School Program Supervi

Name of Immediate Supervisor: Yusef Auletta/ Brazil McIntyre

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)

Administrative Assistant III

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?

I believe that the class title shoud be Administrative Assistant II

Oversee/Services of Staff, District Employee to ensure the operational aspects orders,

Interviews, emails forwarding Contract to Vendor and Program Specialist. Provide account code f

and check references, and submit PRs. Order supplies for LEARNS staff and submit invoices to .

My daily duties also include all office function including customer svc and order forms for sites

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Yolanda Gibson (*Name (Last, First)*) Clerical Assistant III (*Classification/Position/Title*)

SPECIFIC DUTIES AND RESPONSIBILITIES

Representative Duties and Responsibilities:

Describe in detail the regular duties and work that you perform describing each duty in a separate numbered statement. Begin with those duties that you consider to be most important. Describe each duty thoroughly by stating specifically what you do and how YOU do it. In the column on the right side, indicate the approximate percent of your total time you spend performing each duty ***(total time should equal 100%).*** If more space is needed, please attach additional sheets.

Description	% of time
Perform varied and responsible administrative support duties	100%
Provide support to the BEAR/LEARNS Staff members.	
Received, screen and route call, schedule and arrange interviews,	
maintain variety records, logs and activity budgets, organized work	
orders. Create and prepare MOU, and Independent Contracts and	
Submit Timesheets, PR's, Invoices, Work Orders	

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Yolanda Gibson (*Name (Last, First)*) Clerical III (*Classification/Position/Title*)

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

Computers, copiers, printers and fax 8080, Informed K12, Escape06

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

Duties	How Often
Change Position from front desk to LEARNS/BEARS Program	
and more responsibility was added to my work duties;	
MOU, Independent Contract, Ordering supplies, setting up Interviews	
reference check, timesheets, checking account codes,	
inventory supplies, replacement of items and distribute	
Coordinate CPR/First Aid training for staff	

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
Human Resources/ classified		freguent
Accounting	with budget codes annd account	
Payroll/ A/P	timesheets, budget codes and inv	
Technology	ordering computers and walkie-T	
Pant Operationgs/Technology	regarding worksorders/	

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Yolanda Gibson (*Name (Last, First)*) Clerk III (*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
Vendors for Contracts	payment, invoices	

RECORDS AND REPORTS

Records

What records do you regularly maintain or prepare?

New Hired List,

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: Gibson, Yolanda (*Name (Last, First)*) Clerk III (*Classification/Position/Title*)

DECISIONS

Type

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

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?

Financial Impact

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

Have direct accountability for accounts for different vendor for the school year

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

Yolanda Gibson

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

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Gibson, Yolanda (*Name (Last, First)*) Clerk III (*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.

Knowledge of reimbursement, Orders supplies for Programs and checking budget codes

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:

Specialized Training (Years and Type):

Previous Experience (Years and Type):

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.

Yolanda Nolan
_____
Signature of Employee

12/3/24
_____
Date

Dear Employee:

In November 2022, the Berkeley Unified School District contracted with Eric Hall and Associates/MGT (EH&A/MGT) to provide an assessment of the job duties, responsibilities and tasks assigned to all positions in the classified service. Your job is in Phase I, which includes Clerical/Administrative Services, Instructional/After School Support, Operations, Child Nutrition Services, Purchasing, and Safety & Security Services.

A questionnaire was sent to all employees in these positions, and many of you took the time to submit a response. Additionally, many of you participated in a virtual interview.

Draft job descriptions have been prepared to reflect the information from the questionnaires and interviews. The descriptions have been shared with the Steering Committee that includes representatives from the bargaining unit along with the appropriate administrators, directors, and managers.

Attached is a copy of the draft for your job classification. Please take the time to review the draft. If after reading the draft you would like to submit additional input, please do so by completing the bottom section of this page and return this page to Sarah Goodwin (sarahgoodwin@berkeley.net) by May 19,2023 (this is a firm date; **non-response indicates your agreement**). You may also make notes directly on the job description draft. Your input will be considered by EH&A.

If you find the job description to be accurate, please indicate that by initialing here: _____.
(NOTE: If you don't return this form, it is deemed that you agree with the attached updated job description.)

Print Your Name: Yolanda Gibson Your Job Title: _____

I request EH&A/MGT to consider the following information below and on the attachment regarding the job class description. This information _____ was or _____ was not included in information I provided previously.

Arrange Conference for administrator, receive visitors, provide information, perform a variety of clerical accounting duties, monitor funds for income and expenditures; set up equipment and supplies for meetings, prepare and revise accounting data, verify work completed or materials received; Maintain payroll records, and process and code purchase order and invoices as assigned and arrange for billing and payments as directed. Generated Personnel Requisition and send to appropriate individuals in Human Resources. Coordinate, schedule and attend meetings, prepare interview and complete reference checks and prepare PAF.

Your Signature: _____Yolanda Gibson Date Signed: 5/18, 2023

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
December 18, 2024

AGENDA ITEM 8.b

SUBJECT: RECOMMEND APPROVAL OF REVISED JOB DESCRIPTION FOR *SENIOR COMMUNICATIONS OFFICER*

BACKGROUND INFORMATION

District Superintendent Ford Morthel and the Berkeley Unified School District (BUSD) are requesting updates to the classification of Senior Communications Officer.

In summary, the Senior Communications Officer position will soon be vacant, and the District has requested changes to the job description to better align with District needs. No updates are needed for the minimum qualifications or salary.

The BUSD Board of Education is set to approve the duties on December 18, 2024.

EXECUTIVE DIRECTOR'S RECOMMENDATION

Request to recommend approval of the revised Senior Communications Officer job description upon Board approval of the job duties.

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	**Senior Communications Officer**	REPORTS TO:	**Superintendent or Designee**
DEPARTMENT/SCHOOL:	**Office of the Superintendent**	CLASSIFICATION:	**Classified Management (Non-Rep)**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Exempt**	WORK YEAR: HOURS:	**12 months/Calendar 2002 8 hours per day or duty days/hours as assigned**
APPROVED: Board Commission	**06/02/21** **07/15/21**	SALARY GRADE:	**Schedule: 52** **Range: 81**

BASIC FUNCTION:

Under direction of the District Superintendent or designee, serve as district's spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, ~~and~~ direct, and implement proactive communication strategies, special events, programs, and initiatives to inform and engage the district's employees, pa~~r~~rents, and broader community.; oversee the content and effectiveness of the district's print and electronic communication vehicles including publications, websites, telephone/email alert systems, and social networking media; ~~serve as a member of the Superintendent's cabinet; attend Board of Education meetings as requested~~; ~~and train and/or~~ supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- Serve as district spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, and direct proactive communication strategies, programs, and initiatives to inform and engage the district's employees, parents, and broader community.

- Lead and oversee the development, design, and production of publications including but not limited to visual presentations, internal and external websites, social media, newsletters, brochures, digital marketing, advertising, and surveys.

- ~~Serve as a member of the Superintendent's cabinet; provide support to the Superintendent in completing projects as assigned to meet the needs of school sites, District departments, and the Board of Education;~~ Assist in the development of District and issue-specific communication strategies.

- Attend ~~meetings of the~~ Board of Education meetings ~~as requested~~ and advise the ~~governing board~~ Board and administration on matters relating to community ~~attitudes~~opinions toward the ~~district~~ District and its programs.

- Lead, plan, and organize special events, activities, and marketing to enhance District public information; represent the District at community events/meetings as necessary.

- ~~Coordinate media~~ Assist in the development of District and issue-specific communication strategies, ~~communications~~ including response strategy during emergencies, critical incidents, and high-profile situations; coordinate with law enforcement and public safety organizations as needed;

provide advice and assistance to the Superintendent and other district leaders on addressing/communication regarding sensitive and/or confidential matters; support principals and site leaders during critical incidents, including coordinating and implementing a timely communications strategy; function as a lead member of the Emergency Operations Center (EOC) team.

- ~~Lead district and school site administrators in the development of effective communication strategies and mechanisms to ensure quality control, effectiveness, and accuracy in the preparation and dissemination of all print publications and electronic communication platforms.~~

- Analyze district communication ~~data~~ metrics for effectiveness including reach, engagement, tone, and issue coverage and provide leadership in improving the process.

- Convene and coordinate the work of the Superintendent's Communications Team (including Technology, Superintendent's Office, Specialists, translators, and contractors) to ensure prioritized planning and completion of projects.

- Manage the work of district communications staff to ensure quality control, effectiveness, and accuracy in the preparation and dissemination of all print publications and electronic communication platforms., including graphic, publishing, and writing support as well as translation/interpretation staff and contracts; ensure communications are provided to the community in multiple languages as appropriate.

- Collaborate with District leaders around Public Records Act requests and responses in accordance with the California Public Records Act.; collaborate with District leaders, Board of Education members, and staff to receive, review, and provide records in accordance with law; consult with District legal counsel to develop response strategies.

- Maintain professional relationships with newspapers and other media representatives.

- Research and write articles, and speeches for use by the Superintendent, Board of Education members, and other staff as needed.

- Seek out and cultivate news and information resources for developing stories that reflect the district's positive efforts for transparency and community outreach.

- Collect information and prepare news releases, including appropriate photographs and videos for mass media as well as special publications for student and staff recognition.

- Coordinate and distribute information to ~~d~~District administrators, employees, the public, and media regarding the district's programs, policies, events, activities, accomplishments, and related key messages.

- Provide input and oversee district website content and social media communication to ensure consistency, clarity, and accuracy of information.

- Manage and coordinate the public information pages in conformance with federal and state regulations and district policy.

- ~~Support the annual updating and publication of the School Accountability Report Cards, in collaboration with Education Services.~~

- Participate in the development of the annual budget for communications and public information in the district; analyze and review the budget and financial data on a continuous basis and maintain appropriate expenditures in accordance with established limitations.

- Coordinate specialized committees, as assigned, including reviewing permanent art installations at school/district sites.

OTHER DUTIES:

Perform related duties as assigned.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in communications, journalism, broadcasting, media, marketing, public information, or related field and five (5) years of administrative public sector and/or public- school experience in communications, or other related fields in a supervisory role in communications.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements OR ability to use an alternative mode of transportation to perform job duties.
Incumbents in this classification may be required to speak, read, and write in a designated second language other than English.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Excellent verbal, written, and interpersonal skills
Excellent English usage spelling, grammar, punctuation, composition, and vocabulary
Current technology, principles, and techniques for the performance of duties; including graphics design, internet design, web publishing, and publication/print software
Excellent analytical and critical thinking skills and ability to use good judgment when making independent decisions
Current and emerging video and multimedia video and multimedia production procedures, best practices, methods, techniques, and terminology
Professional video editing software
Social media applications
Diverse cultures in the community
Innovative trends in multimedia communications
Principles, methods, procedures, and strategies concerning a public information, communications, and community relations program within a public school
Advanced journalism techniques, modern news media structure, and processes for effective media relations
Organization and services provided by public agencies, particularly in the area of education
Legal mandates, California Education Codes, policies, regulations, and guidelines pertaining to the distribution of news and public information
Public Relations Code of Ethics
California Public Records Act Copyright laws

ABILITY TO:
Establish and maintain positive relationships with District staff, Board members, news media, and the general public duties

Plan, organize, and direct their own work as well as the work of others
Operate professional video production and editing equipment
Prepare written statements of administrative procedures
Exhibit discretion and tact with information received and given
Remain abreast of the emerging and changing social media techniques
Prepare and present written and oral reports to diverse audiences that effectively represent the school district to the community
Effectively analyze situations and make decisions
Prepare a variety of professional communications as requested
Demonstrate good judgment, a strong sense of ethics, and professionalism
Exhibit sensitivity to diversity, cultural competency, equity, and access
Promote educational excellence for all students for a diverse community
Plan and supervise district events
Work independently with minimal supervision
Supervise the posting of district communications on web platforms
Lead in the engagement of stakeholders and implement effective communication practices
Attend meetings, events, and other activities outside regular school hours

WORKING CONDITIONS

ENVIRONMENT**:**
General office environment; outside school buildings, and facilities on a school campus
Driving a vehicle to conduct work as necessary
Work evening or variable hours
Incumbents in this classification will come in direct contact with school site staff, students, parents, and the public

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations
Seeing to read computer screen and a variety of materials
Dexterity of hands and fingers to operate a computer keyboard for extended periods of time
Sitting or standing for extended periods of time
Bending at the waist, crouching, or kneeling and reaching overhead, above the shoulders and horizontally to file and retrieve materials
Lifting, carrying, pushing, pulling, and/or moving objects weighing up to 25 pounds

TITLE:	**Senior Communications Officer**	REPORTS TO:	**Superintendent or Designee**
DEPARTMENT/SCHOOL:	**Office of the Superintendent**	CLASSIFICATION:	**Classified Management (Non-Rep)**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Exempt**	WORK YEAR: HOURS:	**12 months/Calendar 2002** **8 hours per day or** **duty days/hours as assigned**
APPROVED: Board Commission		SALARY GRADE:	**Schedule: 52** **Range: 81**

BASIC FUNCTION:

Under direction of the District Superintendent or designee, serve as district's spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, direct and implement proactive communication strategies, special events, programs, and initiatives to inform and engage the district's employees, parents, and broader community; oversee the content and effectiveness of the district's print and electronic communication vehicles including publications, websites, telephone/email alert systems, and social networking media; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- Serve as district spokesperson, district media liaison, and coordinator of communications and public information; plan, organize, and direct proactive communication strategies, programs, and initiatives to inform and engage the district's employees, parents, and broader community.
- Lead and oversee the development, design, and production of publications including but not limited to visual presentations, internal and external websites, social media, newsletters, brochures, digital marketing, advertising, and surveys.
- Assist in the development of District and issue-specific communication strategies.
- Attend Board of Education meetings and advise the Board and administration on matters relating to community opinions toward the District and its programs.
- Lead, plan, and organize special events, activities, and marketing to enhance District public information; represent the District at community events/meeting as necessary.
- Assist in the development of District and issue-specific communication strategies, including response strategy during emergencies, critical incidents, and high-profile situations; coordinate with law enforcement and public safety organizations as needed; provide advice and assistance to the Superintendent and other district leaders on addressing communication regarding sensitive and/or confidential matters; support principals and site leaders during critical incidents, including coordinating and implementing a timely communications strategy; function as a lead member of the Emergency Operations Center (EOC) team.

- Analyze district communication metrics for effectiveness including reach, engagement, tone and issue coverage and provide leadership in improving the process.

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- Collaborate with District leaders around Public Records Act requests and responses in accordance with the California Public Records Act; collaborate with District leaders, Board of Education members and staff to receive, review and provide records in accordance with law; consult with District legal counsel to develop response strategies.

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- Collect information and prepare news releases, including appropriate photographs and videos for mass media as well as special publications for student and staff recognition.

- Coordinate and distribute information to District administrators, employees, the public, and media regarding the district's programs, policies, events, activities, accomplishments, and related key messages.

- Provide input and oversee district website content and social media communication to ensure consistency, clarity, and accuracy of information.

- Manage and coordinate the public information pages in conformance with federal and state regulations and district policy.

- Participate in the development of the annual budget for communications and public information in the district; analyze and review the budget and financial data on a continuous basis and maintain appropriate expenditures in accordance with established limitations.

- Coordinate specialized committees, as assigned, including reviewing permanent art installations at school/district sites.

<u>Other Duties</u>

- Perform related duties as assigned.

EDUCATION/EXPERIENCE:
Any combination equivalent to: bachelor's degree in communications, journalism, broadcasting, media, marketing, public information, or related field and five (5) years of administrative public sector and/or public-school experience in communications, or other related fields in a supervisory role in communications.

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Excellent verbal, written, and interpersonal skills
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Current technology, principles, and techniques for the performance of duties; including graphics design, internet design, web publishing, and publication/print software
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Professional video editing software
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Diverse cultures in the community
Innovative trends in multimedia communications
Principles, methods, procedures, and strategies concerning a public information, communications, and community relations program within a public school
Advanced journalism techniques, modern news media structure, and processes for effective media relations
Organization and services provided by public agencies, particularly in the area of education
Legal mandates, California Education Codes, policies, regulations, and guidelines pertaining to the distribution of news and public information
Public Relations' Code of Ethnics
California Public Records Act
Copyright laws

ABILITY TO:

Establish and maintain positive relationships with District staff, Board members, news media, and the general public duties
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Exhibit discretion and tact with information received and given
Remain abreast of the emerging and changing social media techniques
Prepare and present written and oral reports to diverse audiences that effectively represent the school district to the community
Effectively analyze situations and make decisions
Prepare a variety of professional communications as requested
Demonstrate good judgment, a strong sense of ethics, and professionalism
Exhibit sensitivity to diversity, cultural competency, equity, and access
Promote educational excellence for all students for a diverse community
Plan and supervise district events
Work independently with minimal supervision
Supervise the posting of district communications on web platforms
Lead in the engagement of stakeholders and implement effective communication practices
Attend meetings, events, and other activities outside regular school hours

WORKING CONDITIONS

ENVIRONMENT**:**
General office environment; however, duties and responsibilities may occur outside school buildings and facilities on a school campus
Driving a vehicle to conduct work as necessary
Work evening or variable hours
Incumbents in this classification will come in direct contact with school site staff, students, parents, and the public

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations
Seeing to read computer screen and a variety of printed materials
Dexterity of hands and fingers to operate a computer keyboard for extended periods of time
Sitting or standing for extended periods of time
Bending at the waist, crouching, or kneeling and reaching overhead, above the shoulders and horizontally to file and retrieve materials
Lifting, carrying, pushing, pulling and/or moving objects weighing up to 25 pounds

Dear Commissioners,

Thank you for offering me the position of Executive Director, Classified Personnel. I am truly honored and excited to serve in this capacity and contribute to the success of our district.

I am writing to formally request placement at Step 2 of the salary range for this position. My request is based on the rubric approved by the Commission that allows consideration of a higher step in cases where recruitment has been challenging, as well as my qualifications and work history within the district.

Recruitment Challenges for the Position

As you are aware, the recruitment process for this position has faced significant challenges. The position was posted twice, as the initial recruitment yielded insufficient candidates. During the second round, an eligibility list was generated with only three candidates, of whom only two were ultimately available. Furthermore, this position has experienced exceptionally high turnover, with six different individuals (permanent and interim) serving as Executive Director since 2016. These factors highlight the difficulty in filling this critical role and underscore the need to recognize candidates who bring both stability and institutional knowledge.

Qualifications and Contributions

I have consistently pursued professional development to enhance my skills and expertise, including:

- Participation in CSPCA yearly conferences and workshops.
- Completion of Neogov training and conference for applicant tracking and onboarding.
- Training with WRIPAC (Western Region Intergovernmental Personnel Assessment Council) in Job Analysis, Multiple Choice Test Development, and Pass Point Setting.
- Earning eCornell certificates in Human Resources Management and Diversity, Equity, and Inclusion.

In addition to these qualifications, I have served the district in a limited-term capacity working out-of-class as Director during periods of turnover or leave. My work history reflects approximately 44 months (or 3.5 years) of performing the duties of this role. While records prior to 2022 are not comprehensive due to the transition to a new software system (from QCC to Escape), I have corroborated this timeline with payroll history reports (QCC) and timesheets (Escape), which show significant periods of out-of-class service, including:

- October 2016 – January 2017
- July 2018 – January 2020
- November 2020 – June 2021
- December 2022 – July 2023
- August 2024 – Present

These periods of service, coupled with my ongoing supervisory role, demonstrate my deep understanding of the district's processes and my commitment to the BUSD community.

Precedent and Justification for Step 2 Placement

Historically, Executive Directors in this district have started at Step 3 or higher. While I have not held the official title of Executive Director, my extensive out-of-class service and leadership experience within the district reflect my readiness for this role. Starting at Step 2 would appropriately recognize my contributions and experience, as well as the challenges of recruiting for this position. Additionally, I understand that I will not be eligible for a step increase until after my probationary period, which further underscores the importance of starting at Step 2 to acknowledge my value to the district. Below is the salary step information for this position:

Range	Step 1	Step 2	Step 3	Step 4	Step 5
89	$ 13,187.07	$ 13,841.51	$ 14,537.01	$ 15,259.87	$ 16,018.82

Thank you for considering my request. I am confident that my qualifications, dedication, and history of service to the district justify placement at Step 2. I look forward to contributing to the continued success of BUSD in this new role.

Sincerely,

Erin Arinez