

BERKELEY UNIFIED SCHOOL DISTRICT
2134 Martin Luther King Jr. Way
Berkeley, CA 94704
PERSONNEL COMMISSION

Roy Doolan Dan Lee

REGULAR MEETING AGENDA

April 7, 2011

4:00 p.m. Annex Conference Room

- I. CALL TO ORDER**
1. Welcome and Explanation of Format
 2. Establishment of Quorum
 3. Agenda-Deletions or Change of Sequence
- II. SWEARING IN OF NEW COMMISSIONER**
- III. CLOSED SESSION INFO/ACTION**
1. Personnel Matters
- IV. REPORT FROM CLOSED SESSION**
- V. REPORTS AND COMMENTS INFO**
1. Chairperson's Report
 - 1.1 Report on school visits, conferences or meetings attended, scheduled meetings, and public communications.
 2. Commission Members' Reports or Comments
 - 2.1 Report on school visits, conferences or meetings attended, scheduled meetings, and public communications.
- VI. PUBLIC BUSINESS INFO/ACTION**
1. Consent Agenda
 - 1.1 Minutes of the February 24, 2011 meeting.
Recommendation: It is recommended that the minutes for the meeting of February 24, 2011 be approved as submitted. (p3-5)
 - 1.2 Classified Employment Actions
 - A. Eligibility Lists Established (p6-10)
Recommendation: It is recommended that the classified employment actions be approved as submitted.
- VII. NEW BUSINESS INFO/ACTION**
1. Revision of Job Description-Custodial Services Supervisor (P11-14)
On 9 January 2008 the Board took action to approve the revision of the job description for the classification of Custodial Services Supervisor Range 64.
Recommendation: Approve with recommendation to delete specific site.

2. Request for Advanced Salary Placement

The Director is requesting advanced placement of step 3 on the salary schedule for the classification of Senior Budget Analyst due to a difficult recruitment, limited eligibility list (1 Rank) and candidates experience.

Recommendation: Approve as requested

3. Request Waiver of PC Sections 30.200.6, 50.100.6, 70.100.1 (P15)

The Director is requesting a waiver of the requirements to bring the approval of working out of class assignments, removal from an eligibility list and initial salary placement to the Personnel Commission prior to taking action. This is a day-to-day function of the Director.

Recommendation: Approve waiver until the 6/30/11 or the completion of revisions to the PC R & R.

4. Delete PC R & R 60.300.2 (p16)

The Director is requesting that the Personnel Commission delete rule 60.300.2, i.e. benefits (sick leave, vacation, etc.) for limited term employees (not regular probationary/permanent) effective June 30, 2011 as it places an undue and unnecessary financial burden on the District that is not legally required.

Recommendation: Approve

VIII. OLD BUSINESS

INFO/ACTION

1. 2011-12 Personnel Commission Budget (p17-20)

Preliminary discussion of the 2011-12 budget.

Recommendation: Make recommendation to draft budget and establish hearing date.

2. Employee Recognition Event

Discussion of classified employee recognition event Thursday, June 9, 2011.

IX. PUBLIC COMMUNICATIONS

INFO

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

X. INFORMATION AND FUTURE MEETINGS

INFO

1. Future Meetings

1.1 The next regular Personnel Commission meeting will be in May 5, 2011, in the Annex Conference Room.

XI. ADJOURNMENT

BERKELEY UNIFIED SCHOOL DISTRICT
2134 Martin Luther King Jr. Way
Berkeley, CA 94704
PERSONNEL COMMISSION

Roy Doolan Dan Lee

SPECIAL MEETING MINUTES

February 24, 2011
4:00 p.m. Annex Conference Room

I. CALL TO ORDER

1. Welcome and Explanation of Format
2. Establishment of Quorum: Present-Dan Lee, Chairperson; Roy Doolan, Vice-Chair
3. Agenda-Deletions or Change of Sequence: Dan Lee asked that item V.1. be pulled

II. CLOSED SESSION None

III. REPORT FROM CLOSED SESSION None

IV. PUBLIC BUSINESS

1. Consent Agenda
 - 1.1 Minutes of the January 10, 13, 20, February 8, 22, 2011 meetings.
 - 1.2 Classified Employment Actions
Motion to pull item 1.3 by Roy Doolan 2nd: Dan Lee Approve:2-0
Dan Lee motion to approve minutes as amended and item 1.2 2nd Roy Doolan Approve: 2-0

V. NEW BUSINESS

1. Personnel Commission Meeting Protocol Pulled
Chair Lee has requested that formal meeting protocols for Personnel Commission meetings be established.
2. Request for Advanced Salary Placement
Superintendent Huyett requested advance placement on the salary schedule for the classification of BSEP Manager due to a difficult recruitment and the exceptional qualifications of the recommended candidate. Of the seventy three (73) applications received, two (2) were moved forward in the selection process and one recommended for hire.
Recommendation: Dan Lee called for the vote to approve, Roy Doolan: 2nd Approve:2-0
3. 2011-12 Personnel Commission Budget
Commissioner Doolan has requested a preliminary discussion of the 2011-12 budget to inclusive of EdCode 45253 and the 2010-11 budget. Commissioner Doolan read from EC45253 and spoke about the PCs responsibility to establish resources for the year and staffing. Dan Lee reported on discussions with other district representatives at the CSPCA conference, stating that the average staffing for a PC of BUSDs size would be 3 employees plus the Director. The staffing issue will be addressed through the 2011-12 budgeting process. Asst. Supt. Ruiz was acknowledged for her generous help and flexibility. Paula Phillips stated her appreciation for Commissioner Doolan making the PC budget and appropriate staffing a priority. The Director stated that the past dual funding and having the duties of the Director added into contracts has been a detriment to the operations of the Commission. Superintendent Huyett stated that the HR budget had not been

educated but reconfigured to reflect the PC Director at 100%. There remain many cross-functions between the District and Commission that are complex but the District is open to working on solutions with the Commission.

4. Changes in Class Specifications – BCCE Concern

Letter of concern from BCCE dated 2 February 2011 regarding actions taken in September 2009 regarding changes in Class Specifications. This item is in conjunction with V.5.

5. Request for Study – Interpreter for the Deaf

BCCE has requested that an outside agency conduct a study for the classification of Interpreter for the Deaf and results, thereof, to be completed and presented at the March 4 Personnel Commission meeting.

BCCE's predominant request was for the PC, or an outside agency, to conduct a market study on the classification. This classification is difficult to recruit for, outside agencies are used paying a much higher rate to their employees, and current employees have had a stipend revoked without notification. Three current employees gave testimony about their working conditions, the revocation of their stipend and the potential of resigning to provide services through an outside agency at a higher rate of pay. The Superintendent stated he was not aware of the stipend issue and would like to speak to the Asst. Supt. of HR. A general discussion ensued regarding classification/compensation studies. Chair Lee stated he would like to see more information regarding this particular situation. It was recommended that Ms. Phillips bring up this issue at her scheduled meeting on the 7th. No motion or recommendation was made.

6. Request to Waive PC R & R 40.200.7

Request to temporarily waive section stating "examinations....shall consist of at least two independent parts in order to facilitate the recruitment and selection process. This is not required by EC 45273.

Dan Lee motion to approve to 6/30/11 Roy Doolan 2nd Approve: 2-0

7. Request to Allow Interim Director Authority to Certify Eligibility Lists

The Interim Director is requesting the temporary authority to certify eligibility lists prior to them being presented to the Personnel Commission to facilitate the selection and hiring process in a timely manner.

Dan Lee motion to approve to 6/30/11 Roy Doolan 2nd Approve: 2-0

VI. OLD BUSINESS

INFO/ACTION

1. Personnel Commission Meeting Schedule

March 3, 2011	August 9, 2011 (Tuesday)
April 7, 2011	September 1, 2011
May 5, 2011	October 6, 2011
June 2, 2011	November 10, 2011
July 7, 2011	December 1, 2011

Motion to approve 2011 meeting schedule Dan Lee 2nd: Roy Doolan Approve:2-0

2. Classification/Reclassification

Paula Phillips expressed concern regarding employees being underpaid and the Personnel Commission violating its own rules by not conducting classification studies. The Director will check with the Deputy Superintendent to see if and bids have gone out for the study.

VII. REPORTS AND COMMENTS

INFO

1. Chairperson's Report

Dan Lee reported on attending the annual CSPCA Conference in Sacramento He asked George Cole if George would be willing to conduct a Board training session on May 25 and potentially an administrators training that same afternoon. Paul Gant, attorney for the District also attended. Dan will prepare a written report for the next meeting. Dan stated the need to have a discussion

regarding the employee appreciation event. He also stated that copies of the updated rules and regulations are ready for review, comments and then final approval.

2. Commission Members' Reports or Comments

Roy Doolan reported that he had previously spent 3 years on the Committee regarding the revision of the merit rules and has learned a great deal. There are a lot of things to do as a Commissioner and he is glad to have Dan Lee as the Chair. He has spoken to administration, the interim Director, the unions and employees to discuss concerns. Almost every source is not happy about how things are going including burdensome procedures, getting bogged down in details—the process needs to be more efficient and effective. A huge problem in the past has been the role of the Director wearing 2 hats. Mr. Doolan would like to see that role more defined now that it is 100% funded in the Commission budget. There has been a lot of turnover in the position and he would like to have things better for everybody.

3. Union Reports or Comments

Tim Donnelley, BCCE, stated that for four (4) years the union has requested that the PC minutes be posted on the website. The director stated she would ask that they be posted, after approved.

VIII. PUBLIC COMMUNICATIONS

INFO

Paula Phillips expressed concern regarding the reposting of the Joint Appointee for the Commission. The Director stated that a request had been made to repost but it had not been done to date. Ms. Phillips recommended sending the request directly to Jay Nitschke. Monica Thyberg thanked the Commissioners and staff for conducting a well-ordered meeting with substantive discussion. She felt the meeting was operable, rationale and in a environment conducive to decision making. She also thanked Commissioner Doolan for his work on the PC R & R revisions.

IX. INFORMATION AND FUTURE MEETINGS

INFO

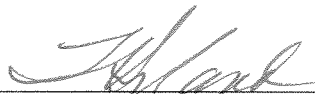
1. Future Meetings

1.1 The next regular Personnel Commission meeting will be in March 3, 2011, in the Annex Conference Room. The agenda will be limited to a disciplinary hearing.

X. ADJOURNMENT

6:56 p.m.

Respectfully submitted
Dan Lee, Chairperson



By Toni Hyland, Interim Director of Classified Personnel

BERKELEY UNIFIED SCHOOL DISTRICT
MERIT SYSTEM

Eligibility List for: **Maintenance Engineer – (Open)**

Lists established by Personnel Commission: **March 3, 2011** to expire **March 3, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Joseph Tapia	_____	_____
2. Jeff Snow	_____	_____
3. Rob Colli	_____	_____



Secretary of the Merit Commission

Date

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for:

SCHOOL SECRETARY (Open)

Lists established by Personnel Commission:

March 3, 2011 to expire March 3, 2012

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Alnas-Benson, Tiana	_____	_____
2. Herrieze Jones (promotional)	_____	_____
3. Woods, Deanna	_____	_____
4. Friend, Carla	_____	_____
5. Benson, Amy	_____	_____
6. Chairez, Lyzanna	_____	_____
7. Bailey, Kim	_____	_____
8. Peterson, Jan	_____	_____
9. Brandon, Joya	_____	_____
9. Marshall, Kim	_____	_____
10. Fields, Erin	_____	_____
11. Bentley, Noelle Cynthia	_____	_____
12. Harrison, Betty	_____	_____
13. Robin Flowers	_____	_____
14. Graham, Vera	_____	_____
15. Tidwell, Renee	_____	_____
15. Wooley, Ursala	_____	_____

Secretary of the Merit Commission

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for:

INSTRUCTIONAL ASSISTANT-ECE – Open

Lists established by Personnel Commission:

March 3, 2011 to expire March 3, 2012

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Connolly, Peter	_____	_____
2. Marquez-Tapia, Erendida	_____	_____
3. Morris, Lisa	_____	_____
4. Clark-Anokye, Shari	_____	_____
5. Birtchet, Deirdre	_____	_____
6. Elliott, Jacqueline	_____	_____
7. Williams, Andre	_____	_____



Secretary of the Merit Commission

BERKELEY UNIFIED SCHOOL DISTRICT
MERIT SYSTEM

Eligibility List for: **SENIOR BUDGET ANALYST – Open**

Lists established by Personnel Commission: **March 3, 2011 to expire March 3, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Siu, Dora	_____	_____

Secretary of the Merit Commission

Date

BERKELEY UNIFIED SCHOOL DISTRICT
MERIT SYSTEM

Eligibility List for: **INSTRUCTIONAL MEDIA TECHNICIAN**
(open)

Written Examination: n/a
Performance Evaluation: n/a
Technical/General Fitness Oral: **March 31, 2011**

Lists established by Personnel Commission: **April 7, 2011 to April 7, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Fernandez, Inti	_____	_____

CLASS SPECIFICATION
Custodial Services Supervisor

draft

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Represented

GENERAL PURPOSE

Under direction, plans, organizes, coordinates and supervises custodial personnel assigned to various shifts at Berkeley High School; provides guidance, training and supervision to custodial staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Custodial Services Supervisor is responsible for planning, coordinating and evaluating the work and performance of custodial personnel assigned to various shifts at Berkeley High School. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned custodial staff at Berkeley High School; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, processes, systems and procedures to achieve high school and District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's merit system rules, human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, coordinates, inspects and evaluates the custodial operations of assigned custodial personnel; confers with District and high school administrators to develop and document cleanliness and safety standards; conducts regular safety and cleanliness inspections to ensure conformance with standards.

11

5. Supervises the testing of supplies and materials used in custodial services; recommends the acquisition of new types of supplies, materials and equipment for District-wide use.
6. Confers with and advises Head Custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel.
7. Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports and maintenance requests.
8. Responsible for carrying out the District's safety program in the work unit; establishes, implements and ensures adherence to work safety policies and procedures; ensures health and safety precautions are observed and hazards are eliminated; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
9. Researches new operational methods, techniques and equipment and recommends their application.
10. Responds to emergency situations as necessary.

OTHER DUTIES

1. Attends meetings with other departments and District staff.
2. May participate in long-term planning to assess future needs.
- ~~2.3.~~ Sets up for meetings and performances.
- ~~3.4.~~ Provides backup for custodial staff as needed.

QUALIFICATIONS

Knowledge of:

1. Methods, techniques, equipment, supplies and materials typically used in custodial operations.
2. Safety practices, safe work methods and safety regulations pertaining to the work.
3. Methods of planning, organizing, prioritizing and scheduling work.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Proper methods of storing equipment, materials and supplies, including hazardous cleaning materials.
7. Principles and practices of effective supervision.
- ~~7.8.~~ Public Address and lighting system knowledge is desirable.
- ~~8.9.~~ District merit system rules, human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, schedule, coordinate, supervise, review and evaluate assigned custodial personnel at a large high school.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Estimate quantity and types of supplies and materials needed and their effectiveness.
4. Demonstrate the proper techniques used in custodial operations.
5. Read, interpret and apply rules, regulations, policies, procedures and other written materials.
6. Analyze situations and take appropriate action; confer with school administrators and custodial personnel regarding custodial concerns.
7. Maintain current knowledge with technological advances in the field.
8. Communicate clearly and effectively, both orally and in writing.
9. Coordinate work assignments with other school personnel and other departments.
10. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with District management, administrators, staff, vendors, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of custodial experience, including two years of which were in a lead capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand, walk or sit, climb or balance, stoop, kneel, crouch or crawl; talk or hear; and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, administrators, staff, vendors, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.

AGENDA ITEM VI. 3

30.200.6 Working Out of Classification (EC 45110, 45276.)

An employee is not expected to be required to work out of classification, but when he/she is required to do so the fact shall be reported to the ~~Personnel Director~~Director of Classified Personnel, who shall immediately investigate and report to the Personnel Commission. After review, the Commission shall take such action as necessary based upon the facts.

50.100.6 Removal of Names from Eligibility Lists (EC 45291)

A. ~~The name of an eligible may be removed from an eligibility list by action of the Commission for any of the following reasons:~~

- ~~1. A written request by the eligible for removal.~~
- ~~2. Failure to respond within three (3) working days to an inquiry regarding availability for employment.~~
- ~~3. Any of the causes listed in Rule 40.100.3 above.~~
- ~~4. (Promotional Eligibility List) Termination of employment.~~
- ~~5. Failure to respond for an interview after certification.~~

The name of an eligible may be removed from an eligibility list by the ~~Personnel Director~~Director of Classified Personnel, subject to ratification of and appeal to the Commission for restoration under Rule 40.100.4.

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70.100.1 Initial Placement

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

AGENDA ITEM VI.4

A. All other limited-term employees shall be granted only those benefits provided by law, such as paid holidays and bereavement leave. No seniority or credit toward completion of probation or any other benefit shall accrue from service in a limited-term appointment, except as provided under Paragraph A of this rule.

NOTE: Under revised rules this section is struck out but it is unclear whether action has been taken to eliminate.