

**BERKELEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OF THE MERIT SYSTEM**

AGENDA

**Personnel Commission of the Merit System
1835 Allston Way– Open Session
Berkeley, CA 94703
(Annex Conf. Room)**

**Thursday, April 16, 2009
Meeting 4:00 pm**

Personnel Commission Members
Margaret Rowland, Chairwoman
Dan Lee, Commissioner
Shirley Van Bourg, Commissioner

Open Session: 4:00 pm

Page No.

Call to Order and Roll Call

1. Secretary's Report

2. Approval/Ratification of Eligibility Lists

Action.. 1-3

- a. Satellite Food Service Operator – (Open), Extend Eligibility List
- b. Food Service Assistant (To be provided at Commission's meeting)
- c. Senior Budget Analyst (To be provided at Commission's meeting)
- d. Instructional Technician (Open/Combined)
- e. Instructional Assistant- Special Education (Open/Combined)

3. Approval Minutes

Action.. 4-7

- a. March 5, 2009

4. Public Comments

5. Vacancy Transfer Notification Format

**Discussion/
Action.. 8-10**

6. 2009-10 Proposed Personnel Commission Budget

Discussion.. 11-12

7. Classification of Student System Specialist

**Discussion/
Action.. 13-30**

**BERKELEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OF THE MERIT SYSTEM**

- | | |
|---|---------------------------------|
| 8. Test Results for Written and Oral Examinations
Place on Agenda by BCCE | Discussion/
Action.. |
| 9. Exam Notification
Place on Agenda by BCCE | Discussion/
Action.. |
| 10. Vacancy List
Place on Agenda by BCCE | Discussion/
Action.. |
| 11. Payroll Audit 70.400.2
Place on Agenda by BCCE | Discussion/
Action.. |
| 12. Job Announcements During Recess Periods
Place on Agenda by BCCE | Discussion/
Action.. |
| 13. Salary Market Survey and Classification Study Update | Information |

ADJOURNMENT

BERKELEY UNIFIED SCHOOL DISTRICT

Merit System

Eligibility List for: **Food Service Satellite Operator (Open)**

Written Examination: **April 8, 2008**

Performance Evaluation: **N/A**

Technical/General Fitness Oral: **April 17, 2008**

List established by Personnel Commission **May 1, 2008** to expire **May 1, 2009**

Extend eligibility list for one year from May 1, 2009 to expire May 1, 2010

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Chester Miller	_____	_____
2. Aisha Sims	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for:

**INSTRUCTIONAL TECHNICIAN – Open/Combined
After School Program**

Written Examination:

March 20, 2009

Performance Evaluation:

n/a

Technical/General Fitness Oral:

March 27, 2010

Lists established by Personnel Commission:

April 15, 2009 to expire April 15, 2010

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Ortiz, Monica	_____	_____
2. Hunter, Leilani	_____	_____
3. Payne, Gareth	_____	_____
4. Stanton, Edna	_____	_____
5. Levinson, Sally (12/11/09)*	_____	_____
6. Tarif, Qazi (12/11/09)*	_____	_____
	_____	_____

*Expires 12/11/09

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **INSTRUCTIONAL ASSISTANT, Special Ed
(Open/Combined)**

Written Examination: **March 20, 2009**

Performance Evaluation: **n/a**

Technical/General Fitness Oral: **March 27, 2009**

Lists established by Personnel Commission: **April 15, 2009 to expire April 15, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Murry, Minnie	_____	_____
2. Portley, Audrey	_____	_____
3. Lewis, Cassandra	_____	_____
4. Savage, Laura	_____	_____
5. Strickland, Tiffany	_____	_____
6. Mettet, Anya (12/11/09)**	_____	_____
7. Johnson, Mbugua	_____	_____
8. Abdullah, Aminah (12/11/09)**	_____	_____
9. Jandra, Jana (10/2/09)*	_____	_____
10. Butler, Amanda	_____	_____
11. Sturges, Gabriel	_____	_____
11. Jamali, Yasamin	_____	_____
12. Prescott, Aura	_____	_____
13. Macon, Michael	_____	_____
14. Katz, Abram (12/11/09)**	_____	_____
14. Monrad, Erik (12/11/09)**	_____	_____

* Expires 10/2/09

** Expires 12/11/09

**Personnel Commission Minutes
Regular Session**

Thursday, March 5, 2009

4:00 PM

Berkeley Unified School District
Council Chambers
2134 Martin Luther King Jr. Way
Berkeley, CA 94704

Personnel Commission Members

Margaret Rowland, Chairwoman
Dan Lee, Vice-Chairman
Shirley Van Bourg, Commissioner

Call to Order and Roll Call

The meeting was called to order by Dan Lee, Vice-Chairman of the Personnel Commissions at 4:00 PM.

Roll call was taken by Francisco Martinez, Director of Classified Personnel and Secretary of the Personnel Commission.

Present: Commissioners Dan Lee and Shirley Van Bourg
Absent: Commissioner Margaret Rowland

1. Secretary's Report

Director Martinez announced that Heather Butler, the Commission Administrative Assistant has resigned. He will be hiring someone temporarily until the position can be filled.

Agenda for the Merit Commission is posted on the website and can be found by going to Departments, Personnel, and Commission.

2. Eligibility Lists

The following eligibility lists were approved:

CLERICAL SPECIALIST – (OPEN/COMBINED)
ADMINISTRATIVE COORDINATOR – (PROMOTIONAL/OPEN)
INSTRUCTIONAL ASSISTANT – ECE – (OPEN)
INSTRUCTIONAL MEDIA TECHNICIAN – (OPEN)

3. Approval of Minutes – February 5, 2009

The Minutes of the February 5, 2009 were approved subject to the changes: Under Public Comments paragraph four, five, six, and seven, change “BCCE” to “Paula Phillips, BCCE President”.

4. Public Comments:

Felicia Gray, Special Ed IA, stated that the amount of time for transfers was too long and forced her to not accept a position that she was offered.

Bruce Lohmann, Special Ed IA, said that the transfer opportunities were not always posted at the site and he missed the deadline. The employee stated that he had been threatened and attacked by a student and wanted to change sites.

Pat Robertson, BCCE, stated that the Superintendent had the power to transfer an employee if violence was involved. Director Martinez said that this was the first time he had heard that there was a safety concern and this case needs to be investigated and addressed. He also said that if someone requested the postings via email, he would forward them.

Anita Thompson, BCCE Vice-President, suggested that the Director could send out the postings with a notice at the bottom about not removing them.

Paula Phillips, BCCE President, brought up the issue of provisional employees in regards to the Health Education Assistants. Director Martinez explained that provisional employees can work up to 90 working days. There were some concerns about the funding for these positions since it was coming from a grant. This issue will be discussed further at the next meeting.

5. Vacancy Transfer Notification Format

Director Martinez described the Vacancy Transfer List that is posted at the sites and emailed to those who have requested it. The purpose of the list is only to announce the transfer opportunities available. A permanent employee can submit the transfer form and have his/her supervisor sign it. They would have to be interviewed by the supervisor of the open position.

Pat Robertson, BCCE, explained that permanent employees are given priority for vacancy transfers over outside applicants and that subs are not considered "permanent". Employees who have been laid off have bumping rights for 39 months. If they accept a demotion or reduction in hours that is extended 24 weeks. If they apply for a job and pass the test, they are put on the top of promotional list for a vacant position.

6. Limited Term Appointment

The Commission was asked to approve the hiring of a Confidential Administrative Coordinator for up to 6 mns. to help with lay-off packets. This has been budgeted from general fund and approved in cabinet. Paula Phillips, BCCE President, commented that this position was not posted, overtime was not offered, and there are three people in Human Resources capable of performing this work. Cliff Wong, Acting Assistant Superintendent, explained that this job includes complex, legal ramifications and wanted to hire a sub already trained in office. Pat Robertson, BCCE, said that this position needs to be limited term but not confidential. Paula Phillips, BCCE President, reported that last year the employee was not required to be confidential but this year it is. Someone on the list may want to take advantage of it. Director Martinez explained that we needed someone asap and this person has worked in Human Resources before and can perform the duties required. Cliff Wong agreed that overtime should go to a BCCE member but this was a different situation. We needed someone immediately. Pat Robertson, BCCE, said that emergency positions can be granted and BCCE members not eligible because of "confidential" status.

Action: both members approved

7. Terminating Provisional Appointments

Paula Phillips, BCCE President, explained that provisional employees should be let go within 15 days of establishing an eligibility list. Provisional employees are staying in a position for too long (more than 90 days) and it is not fair to people who have tested and are waiting on a list to be interviewed. Provisional employees get "fringe" benefits. This does not include medical but includes holidays, sick days and vacation days. Provisional appointments can be extended for 36 working days by the Commission. Director Martinez reported that the principal of Berkeley High has been out on a medical leave but he is working with the acting principal to hire a permanent person for the .50 FTE Program Assistant. Extension of provisional appointments should come before the Merit Commission.

8. Charles Joseph Tucker, Jr., vs Grossmont Union High School District

Pat Robertson described this court case as pertains to an employee. He explained that permanent employees are given priority for vacancy transfers over outside applicants and that subs are not considered "permanent". Employees who have been laid off have

bumping rights for 39 months. If they accept a demotion or reduction in hours that is extended 24 weeks. If they apply for a job and pass the test, they are put on the top of promotional list for a vacant position.

No action taken. Further discussion with attorneys is required.

9. Salary Market Survey and Classification Study Update

Director Martinez discussed the creation of an appeals panel consisting of members of the unions, managers, and Rick Minnis from the county which will result in 6 voting members. Employees can present their case (3 min.) or a group can present (5 min.) before the panel and the panel will make a recommendation to the Commission and the School Board. They would need to submit their case to the panel before the meeting. Director Martinez said that the intention of the committee is to meet every week.

10. Motions Passed at this Meeting

Minutes: 1 set approved
Eligibility Lists: 4 approved

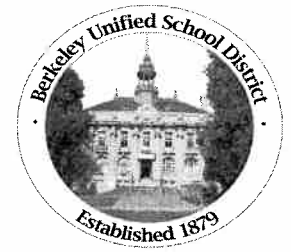
11. Next Meeting – Thursday, April 16, 2009 at 4:00 pm

Adjournment

The meeting was adjourned at 6:12 p.m.

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180
Phone: (510) 644-6150 Fax: (510) 644-6151 www.berkeley.k12.ca.us



William Huyett
Superintendent

TO: Personnel Commissioners
FROM: Francisco Martínez, Director Classified Personnel
DATE: April 16, 2009
SUBJECT: Vacancy Transfer Notification Format

Background Information:

The vacancy transfer notification format item was placed on the Personnel Commission's agenda as a discussion item on February 5, 2009. The purpose of the vacancy transfer notification is for Berkeley Unified School District Personnel to request transfers for advertised open positions (see attached transfer notification example). The Commission's rules and regulations do not mandate that the Vacancy Transfer Notification must follow a given format (see rule below).

60.200.1 Transfer

- A. An employee may be transferred at his/her request or for the good of the service from one position to another in the same class at the discretion of the department head(s) involved, provided that such action shall not be taken for punitive or preferential reasons.
- B. A permanent employee may be transferred to a position in a related class on the same salary schedule. Such transfers shall be made only with the approval of the Commission.
- C. Transfers shall not change the employee's salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit, or in any other manner reflect adversely upon his/her rights, as provided in law and these
- D. The Personnel Commission shall determine whether classes are sufficiently related to permit transfer between them.

- E. A permanent employee who transfers to a position in a class in which he/she has not previously completed a probationary period shall be considered probationary in that class for a period of six months. At any time during the probationary period he/she may be returned (transferred) to his/her former class without right of appeal, unless such action results in layoff, demotion or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.
- F. Transfers shall have the following effects on seniority:
 - 1. Within the same class - none.
 - 2. From one class to another - the employee shall not receive seniority credit in the new class for service in other classes; however, he/she shall retain such credit as seniority in the classified service.
- G. Transfer shall not be used as a device to alter the sequence of impending layoff, although employees whose positions are to be eliminated may transfer to other classes as this rule contemplates.
- H. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her immediate supervisor.

On February 5, 2009, the Commission did not take action on the vacancy transfer notification format. On March 5, 2009, the vacancy transfer notification format was again placed on the Commission's agenda as an action item. At this meeting, there were only two commissioners present and the vote was split. However, the discussion centered on whether the vacancy transfer notification should include information on eligibility lists and/or whether the vacancy transfer notification format is an administrative function.

Recommendation:

The vacancy transfer notification format is an administrative function.

**BERKELEY UNIFIED SCHOOL DISTRICT
VACANCY AND TRANSFER OPPORTUNITIES**

April 2, 2009

CLASSIFICATION/SALARY RANGE	FTE	WORK YEAR	LOCATION
Instructional Assistant – Special Ed	.40	SY	Hopkins
Instructional Assistant – Special Ed	.80	SY	Willard

All interested individuals must apply by: **Friday April 17, 2009, no later than 4:00 P.M.**

SELECTION PROCEDURE: THE SPECIFICATIONS OF EACH CLASSIFICATION WILL APPLY.

TRANSFERS: Permanent employees in the District who have permanency in the individual classification and who apply for transfers will be considered first for these positions. Criteria for selection from among persons holding permanent appointments in the applicable classes are based on seniority, experience, and programmatic needs.

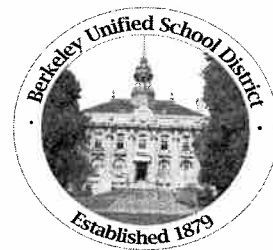
APPOINTMENT FROM ELIGIBILITY LISTS: If there are no permanent employees in the individual classification selected for these opportunities, selection will be made from among eligible on employment lists for the classification.

TEMPORARY APPOINTMENTS: When no employment lists exist, temporary appointments may be made from among individuals who possess the required skills, abilities and knowledge for the classification. District employees and other persons who receive temporary appointments to classes must participate in the regular application, examination and selection procedure before receiving permanent appointments to one of these positions. Employees do not retain the absolute right to return to their vacated positions upon expiration of temporary appointments. It may be necessary, for the good of the District, to fill said positions with permanent placements. Employees do, however, retain the right to return to comparable positions at other sites.

HOW TO APPLY: Individuals interested in these opportunities must complete a transfer form, which may be obtained from the Office of Human Resources.

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180
Phone: (510) 644-6150 Fax: (510) 644-6151 www.berkeley.k12.ca.us



William Huyett
Superintendent

TO: Personnel Commissioners
FROM: Francisco Martínez, Director Classified Personnel
DATE: April 16, 2009
SUBJECT: Personnel Commission Budget, FY 2010

Background Information:

Pursuant to Education Code 45253 and Merit Commission Rule 20.400.2.A. which states, "The Personnel Director shall prepare and submit to the Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted not later than the first Commission meeting in April."

Further, the Commission must hold a public hearing on its proposed budget for the following fiscal year not later than May 30th, forward a copy of the proposed budget to the Board of Education and notify the Board of the date, time and location of the public hearing so that the Board and administration representatives may attend the public hearing and present their views on the proposed budget.

Today's proposed budget is to comply with Merit Commission Rule 20.400.2.A. The District's Fiscal Services Director and I met to draft the proposed budget. The attached Personnel Commission budget details the 2009-10 expenditures.

Recommendation:

Receive for review and discussion the proposed 2010 fiscal year Personnel Commission budget.

BERKELEY UNIFIED SCHOOL DISTRICT

FY 2009- 2010 BUDGET REQUEST FORM

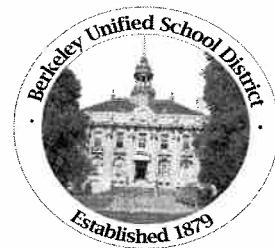
DEPARTMENT/SCHOOL: Personnel Commission NAME: Francisco Martínez
 DATE: July 1, 2009 – June 30, 2010 PHONE: 510-644-8636

ITEMS REQUESTED	CODE	AMOUNTS REQUESTED
Staffing FTE:		
1.0 FTE Director	2302/7403	\$141,372
1.0 FTE Program Assistant	2402/7403	\$65,333
0.20 FTE Clerical Specialist	2402/7403	\$11,037
Subs/Proctors Including Statutory Benefits	2416/7403	\$7,133
Hourly Overtime	2412/7403	\$2,229
Total Salary Salaries Request		\$227,104
Other Items:		
Books and Other Ref. Material	4200/7403	\$500
Other Supplies	4350/7403	\$3,000
Equipment	4400/7403	\$1,000
Travel and Conference	5200/7403	\$2,500
Dues and Memberships	5300/7403	\$3,800
Copier Lease	5713/7403	\$2,500
Postage/Federal Express/Certified Mail	5910/7403	\$475
Total Other Items		\$13,775
5800 Prof/Consulting Svcs & Operating Expenses:		
Prof/Consulting Svcs and Operating Expenses	5800/7403	\$10,000
Legal Counsel	5829/7403	\$10,000
Commissioner fees	5800/7403	\$ 3,400
Hot jobs	5800/7403	\$ 4,750
Recruiting/Advertising	5800/7403	\$ 7,600
Applications/ Announcements/Copying	5800/7403	\$ 3,800
Testing (CODESP)	5800/7403	\$ 1,900
Pre-employment examinations (Kaiser)	5800/7403	\$ 4,750
Drug testing (Bus Drivers per State Requirement and Union Contract provisions)	5800/7403	\$ 4,000
Fingerprinting/DOJ Live Scan	5800/7403	\$19,000
Total Prof/Consulting Svcs & Operating Expenses		\$69,200

Grand Total: \$310,079

Berkeley Unified School District

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William Huyett
Superintendent

TO: Personnel Commissioners
FROM: Francisco Martínez, Director Classified Personnel
DATE: April 16, 2009
SUBJECT: Student System Specialist Classification

Background

The Board is requesting that a new classification of Student System Specialist Classification be created. Pearson Technologies is terminating SASI, the District's student information system, in 2009. The Technology Department has recommended and the Board of Education has approved the duties of a new position who would be responsible for planning, organizing, implementing, coordinating, troubleshooting, and maintaining the educational technology servers used by students across the district, the district's student information system, and other systems providing information to district students and their families, including the districts' automated phone call system, SIF server, and related products. This work may include maintaining system hardware and software, installing new equipment, coordinating and providing training to district staff and families, providing guidance, and support to district users, interfacing with other district software systems, and interfacing with vendor-provided support.

Over the past five years, there has been an increasing emphasis on providing technology through the web, including instructional technology. Also, support for the district's student information system is being moved from the Manager of Admissions to the Technology Department. Currently, there is no position in the Technology Department between Microcomputer Technician and the Director of Technology to maintain these systems.

We have surveyed different neighboring school districts to determine their salaries and job description for similar positions (their job descriptions are attached). Table 1 summarizes their salaries and job titles. The Commission is being asked to classify the proposed Student System Specialist Classification with a class range of 58. The proposed job description is attached for your review.

Table 1

District	Title	Salary
Milpitas USD	Program Analyst	\$8,018 - \$9,085
Livermore Valley Joint USD	Information Support Services Specialist	\$4,926 - \$6,289
San Ramon Valley USD	Information System Technician/Trainer	\$3,827 - \$4,855
San Leandro USD	Information Data Technician	\$3,132 - \$3,809
West Contra Costa USD	Student Information Systems Technician	\$2,971 - \$3,544
	Average	\$4,574 - \$5,516
	Median	\$3,827 - \$4,855
Berkeley USD	Student System Specialist	\$4,487 - \$5,460

Recommendation

Classify the Student System Specialist Classification with a range 58 and a salary of \$4,484-\$5,460.

BERKELEY UNIFIED SCHOOL DISTRICT

District Class Code: _____
Date Adopted: _____

CLASS SPECIFICATION Student Systems Specialist Proposed Class Range 58 (\$4487-\$5460)

GENERAL PURPOSE:

Under the supervision of the Director of Technology, serve as the lead person responsible for the district's Student Information Systems and other systems providing information to district students and their families; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Student Systems Specialist is responsible for planning, organizing, implementing, coordinating, troubleshooting, and maintaining the educational technology servers used by students across the district, the district's student information system, and other systems providing information to district students and their families, including the districts' automated phone call system, SIF server, and related products. This work may include maintaining system hardware and software, installing new equipment, coordinating and providing training to district staff and families, providing guidance, and support to District users, interfacing with other district software systems, and interfacing with vendor-provided support. Incumbents are expected to maintain assigned systems and provide problem resolution and support services with high reliability and a minimum of supervision and direction.

The Student Systems Specialist is distinguished from Technology Project Manager in that an incumbent in the latter class is focused on many software products for the District's administrative departments and includes coordinating the receipt, inventory, delivery, installation, connectivity and repair of all desktop computers and related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide a wide variety of technical and user services to district staff, parents and students regarding educational technology servers, student information system and related products.
2. Facilitate, implement and document data transfers into and exports out of the educational technology servers, and the student information system.
3. Coordinate CSIS, CALPADS, and other state reporting requirements using the Student Information System and other tools.
4. Plan, organize, implement, and monitor short-term and long-term work plans to achieve assigned goals and objectives.
5. Develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals, and core values.
6. Maintain and update pertinent technical reference materials and vendor information.
7. Assist in design, installation and monitoring of system-level security and data integrity/control.
8. Collaborate with Evaluation and Assessment Department to provide data for effective student and program assessment and evaluation.
9. Communicate with network personnel, vendors and others to obtain information and resolve problems.

BERKELEY UNIFIED SCHOOL DISTRICT

10. Maintain records and logs regarding support calls and questions.
11. Troubleshoot technical problems and maintain equipment in working order.

QUALIFICATIONS:

Knowledge of:

1. Project management methods, tools, and techniques.
2. Customer relationship management.
3. Database software products including Excel and SQL, including knowledge of SQL query statements.
4. Methods and techniques in the development of system and user documentation.
5. Principles and practices of sound business communication.
6. Operating principles, parameters, uses, capabilities, characteristics and limitations of servers, network operating systems, desktop computers and related equipment.

Ability to:

1. Perform business and functional analyses and reach sound conclusions regarding customer needs and requirements.
2. Understand and apply the analysis of functional requirements to the development of project plans, proposals, specifications and recommendations for efficient solutions.
3. Analyze complex computer system issues and develop optimal solutions.
4. Read, interpret and apply complex technical publications, manuals and other documentation.
5. Establish and maintain cooperative working relationships with other project team members, managers, key users and others contacted in the course of work.
6. Set priorities and allocate resources to most effectively meet needs in a timely manner.
7. Exercise sound independent judgment within general policy guidelines.
8. Define and communicate project goals to all stakeholders clearly, succinctly and persuasively.
9. Provide training and user support to staff, parents and students using the Student Information System and related products.
10. Write routine reports using correct English usage, grammar, spelling, punctuation and vocabulary.

TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a major in computer science, management information technology or a closely related field; and four years of progressively responsible experience providing customer support in an information systems operating environment similar in size and complexity to that of the District, including at least one year of which involved leadership/coordination experience; or an equivalent combination of training and experience.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a major in a technical field; and five years of progressively responsible experience in information systems; or an equivalent combination of training and experience.

BERKELEY UNIFIED SCHOOL DISTRICT

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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands or arms. Employees are frequently required to walk and stand; stoop, kneel and bend and occasionally to lift up to 40 pounds. Specific vision abilities required by this job include close vision and use of both eyes.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team member, alternating between differing team roles and assignments on a regular basis; and interact with other project team members, managers, key users and others contacted 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 works under typical office conditions, and the noise level is moderately quiet. Occasionally, the employee is required to work on uneven or slippery surfaces, under risk of electrical shock or be exposed to heavy vibration and loud or prolonged noise levels.

Berkeley Unified School District is an Equal Opportunity Employer
Minority applicants are encouraged to apply

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE:	PROGRAM ANALYST	REPORTS TO: Director of Information Technology
DEPARTMENT:	Information Technology	CLASSIFICATION: Classified Mgmt.
WORK YEAR:	221 days	SALARY: 40-4 \$8,018 - \$9,085

BASIC FUNCTION:

The COBOL Programmer performs applications programming using the COBOL programming language. The COBOL Programmer also prepares related program documentation and operation instructions and assists program users with program operation.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

- Designs, develops and implements computer programs.E
- Prepares logic block diagrams and test data.E
- Develops systems and logic diagrams.E
- Modifies existing programs to meet user needs.E
- Assists in review and resolution of processing problems and service requests.E
- Conducts special studies.E
- Prepares reports.E
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Bachelor's degree in data processing, computer science, management information systems or related field. Work experience may be substituted for formal education, provided it is specifically relevant to district needs. School district or other public agency work experience is highly desirable.

KNOWLEDGE AND ABILITIES:

- KNOWLEDGE OF:
- COBOL programming in an HP Image database environment.
 - HP 3000 Computer System, Image database, Vplus, MPE/XL
 - Principles and techniques of systems planning and programming.
 - Concepts and specifics of database management information systems.

KNOWLEDGE AND ABILITIES (continued):

ABILITY TO:

- Communicate effectively verbally and in writing.
- Meet deadlines.
- Develop effective programming solutions.
- Design and develop systems for processing data.
- Code and debug complex systems.

WORKING CONDITIONS:

ENVIRONMENT:

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

Office environment; subject to constant interruptions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL ABILITIES:

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

Dexterity of hands and fingers to operate a computer keyboard and other data processing equipment; reaching overhead, above the shoulders and horizontally; stooping and bending; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

LICENSE:

Possess and maintain a valid California driver's license.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

09/98
07/05

**LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Information Support Services Specialist

CLASSIFICATION: Classified

Salary Range

REPORTS TO: Designated Information Support
Services Administrator

\$4926 - \$6289

I. BASIC FUNCTION:

Under the direct supervision of the designated Information Support Services (ISS) Administrator, an individual in this job class assists in providing data processing services, hardware support services, user application services and communication services for which the Information Support Services Division is responsible and in a manner that contributes to a positive image of the ISS division and ISS employees as providers of customer service.

A. REPRESENTATIVE DUTIES:

- ◆ Collaborates on a daily basis with other ISS staff members and works effectively as a member of the ISS problem-solving team to resolve issues and provide services.
- ◆ Functions in a manner that emphasizes that the ISS Division exists only to provide services to clients and works every day to contribute to a positive image of the ISS Division and ISS employees within the District.
- ◆ Regularly participates in training activities (both formal and self-directed) to increase his or her understanding and skills in all ISS service areas.
- ◆ Works as directed to provide services in the ISS areas to which he or she is assigned. These service areas include:

COMMUNICATON SERVICES - Television production (taping, editing, broadcasting), website operation and maintenance, document and multimedia production, telephone and line installation, print shop services and school site services.

USER APPLICATION SUPPORT SERVICES - E-mail and Internet, SASIxp, CLASSxp, Integrate Pro, Parent-Connect, Teacher-Connect, Library system services, BITECH (Human Relations, Payroll, Budget, Accounting, Purchasing, ASB Accounting, etc.), staff development, Microsoft Office suite and other District standard software and vendor support.

HARDWARE AND NETWORK SUPPORT SERVICES - Network operation and maintenance, installation and configuration, upgrading, trouble-shooting, repair, server operation and maintenance, support of school site Technology Specialists.

DATA PROCESSING SERVICES - State reports, ad hoc reports, aggregation and disaggregation of data, CSIS project, line printer services and processing of mainframe legacy data.

- ◆ Assists in the maintenance of the ISS database.
- ◆ Answers questions and otherwise provides user support for all ISS clients.
- ◆ Interacts with employees at all levels in the District, students, parents and members of the community to deliver ISS services.
- ◆ Performs duties in a manner that contributes toward the achievement of the District's strategic plan as it relates to technology or those areas supported by the District's technology program.
- ◆ Participates in the analysis and design of existing and future technology systems and procedures necessary to implement the District's technology program.
- ◆ Assists in the trouble-shooting, upgrading, repair and replacement of hardware and ISS supported software.
- ◆ Writes e-mail instructions, directions, documentation, reports and prepares training materials and web page content as necessary.
- ◆ Travels from the Education Center to work sites and from work site to work site to deliver ISS services.
- ◆ Reads technical manuals and other complex written material and uses that information in the delivery of ISS services.
- ◆ Interacts with vendor technical support personnel as necessary to deliver ISS services.
- ◆ Performs other duties as assigned consistent with the service areas for which the ISS Division is responsible.
- ◆ Performs related duties as required.

B. KNOWLEDGE AND ABILITIES:

Knowledge of:

- ◆ General operational knowledge of all District technology systems, including the hardware, software and user related issues.
- ◆ Detailed operational knowledge of the ISS services areas assigned.
- ◆ Knowledge of computer programming and database manipulation sufficient to operate, maintain and support the systems for which the ISS Division is responsible.

Ability to:

- ◆ Quickly learn to operate, maintain and provide user support in all areas and services for which the ISS Division is responsible.
- ◆ Function as a contributing member in a collaborative work setting.
- ◆ Work on a daily basis to effectively deliver ISS services working under the pressure of deadlines and with users who may be unclear in their communications, frustrated, challenging, or even disagreeable in their attitude toward those attempting to help them.
- ◆ Actively listen to user complaints or requests without becoming defensive or upset and to help them to clarify their need for ISS services even when they themselves may be initially unsure about what they want.

C. QUALIFICATIONS:

- ◆ Bachelor's Degree or equivalent
- ◆ Possesses a valid California Driver's License and has the availability of an automobile to travel from work site to work site (mileage reimbursed)
- ◆ Available to work on an overtime basis as needed
- ◆ Training and/or successful experience at the operational level in the technology systems in use in the District
- ◆ Demonstrated successful experience installing, configuring, operating, troubleshooting, repairing and providing user support for complex technology systems
- ◆ Training and/or successful experience as a computer programmer and report writer for technology systems similar in complexity to those in operation within the District
- ◆ Demonstrated successful experience providing effective user support
- ◆ Demonstrated desire to extend knowledge and skills through formal training and self-directed learning in order to stay current with effective techniques and continually advancing technology

D. TERMS OF EMPLOYMENT:

- ◆ 12 month position
- ◆ Salary schedule placement: Level 28 on the current CSEA Salary Schedule

- ◆ Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District.

II. PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting				X	
Lifting (to 10 lbs.)				X	
Bending				X	
Twisting				X	
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination				X	
Picking, pinching, fingering				X	
Hearing with both ears:					
Near				X	
Distance to 20 feet				X	
Vision:					
Clarity at 20 inches or less				X	
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone					X
Short-term memory recall					X
Long-term memory recall					X
Reading					X
Writing					X

11/21/06

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Information Systems Technician/Trainer	REPORTS TO:	Director of Technology
DEPARTMENT:	Technology Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 17/Unit II; CSEA Clerical Salary Schedule
ADMINISTRATIVE REVIEW:	May 25, 2004		43827 44855

SUMMARY DEFINITION:

Perform independent, analytical, highly complex and advanced technical work to support computer software programs; collect and analyze data for reports; provide input regarding data collection procedures and computer software utilization; analyze the output of data collection; act as liaison among software users; support and train software users throughout the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Coordinate the development/implementation of assigned projects under the general guidance and direction of the Director of Technology. **E**

Facilitate the exchange of information from one database system to another. **E**

Establish database rules, inspect data and take action to maintain the integrity of data in large multi-user database systems. **E**

Generate data necessary to analyze assigned projects, programs, or services using a variety of software packages. **E**

Prepare and maintain a variety of District, County, State and Federal records and reports based on District databases. **E**

Facilitate the computerized collection, management, manipulation, and distribution of data used in the daily operation of schools and departments. **E**

Produce statistical information used in CBEDS and other reports; provide verbal or written reports as required. **E**

Understand and participate in the development and maintenance of database fields, descriptors, and dictionaries for school and District databases. **E**

Provide training and technical support to staff members and users throughout the District in existing and new software/hardware systems. **E**

Provide a positive climate for interaction and communication among District Office and site personnel. **E**

Plan, install, develop, modify, implement, test, and maintain database programs and software for efficient use in District computer systems. **E**

Information Systems Technician/Trainer

Page 2

Assist with writing comprehensive, objective reports and making presentations of information to a wide variety of audiences. **E**

Attend workshops and meetings related to database management and computer software programs. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of software administration and database experience in a Windows environment. Prefer experience in an educational setting with advanced training in student and MIS software applications. Prefer B.S. in Computer Science or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District curriculum, programs, course numbers, and master schedule requirements as needed for student data management.

Testing and registration procedures.

Requirements and restrictions of database concepts.

Management information systems.

Spreadsheet and word processing programs.

Desktop and network operating systems, including Microsoft and Macintosh

Computers, multimedia and networks for education and/or business computer applications.

Technology Division's functions and responsibilities within the District.

Verbal and written communication skills.

Student and MIS software programs.

Data collection and analytical methods and procedures.

Installation procedures for computer software programs.

Report writing and record-keeping techniques.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Understand, evaluate, and implement a variety of computer software programs.

Plan, organize, and coordinate software support projects and specifications.

Perform research, analyze data, and produce a variety of reports.

Review, maintain, and enhance existing and new hardware and system software programs.

Research, identify, and resolve software procedures and problems.

Respond to system users and answer questions regarding software application use.

Read, understand, explain, and implement technical material from manuals and journals.

Conceptualize and work at detail level.

Assist with developing procedures and data collection methods that comply with the State Education Code requirements.

Use appropriate judgement in diverse and emergency situations.

Assist with training District users on existing and new software programs.

Work cooperatively and communicate effectively with users of varying degrees of skill.

Assist with preparing and presenting complete and accurate written and verbal reports.

Establish and maintain cooperative and effective working relationships with others.

Work independently with minimum direct supervision.

Prioritize and schedule work.

Give and receive oral and written instructions using proper English.

WORKING CONDITIONS:

ENVIRONMENT:

Office or classroom environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; seeing to view monitors; hearing and speaking to exchange information and make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time.

ADMINISTRATIVE REVIEW:

Roberta J. Silverstein
Assistant Superintendent, Human Resources

Date

Robert Kessler
Superintendent

Date

SAN LEANDRO UNIFIED SCHOOL DISTRICT
Office of Human Resources

Job Description

\$ 3132-3809

INFORMATION DATA TECHNICIAN

DEFINITION

Under the general supervision of the Coordinator of Technology, perform a variety of computer-related tasks as they relate to student data, basic tech support and network maintenance.

EXAMPLES OF DUTIES

Input data related to District programs. Reviews student demographic data for errors and determines method(s) to clean data. Provides assistance retrieving data. Assist in preparation of local state and federal reports involving data. Provides support to the sites by answering questions related to student data information. Database updates (usually monthly, sometimes more). Roll over site databases for next year (usually done during spring break). Provide technical information to other departments, sites and end users. Provide training and support in the proper use of installed software systems. Provide training for new and ongoing users. Prepare and maintain records related to assigned activities and maintenance of system and user documents. Repair corrupted databases. Load all state testing results into District database and push to sites (ongoing). Create pre ID files for all state assessments. Query out data from system to complete summary reports. Update and repair prior year's databases. Order materials, supplies and equipment needed for repairs according to established guidelines. Update network software. Perform routine maintenance of network hardware. Answer department telephone, handle or route calls appropriately. Other duties as assigned.

QUALIFICATIONS

Understanding of K-12 school functions and operations. Knowledge of proper English usage, spelling grammar, and punctuation. Familiar with office methods, practices and procedures including working knowledge of databases (Excel, Access, FileMaker Pro,). Ability to perform work with speed and accuracy without immediate supervision. Know educational law, rules, and regulations as they apply to data needs. Establish and maintain cooperative and effective working relationships with District Staff. Basic understanding of MS Active Directory. Willingness to expand knowledge of server operations and maintenance

Hold a valid California Drivers License. Be able to lift 30 pounds. Able to complete own clerical tasks, letters, memos, filing, etc.
Pass District typing test.

EXPERIENCE

Experience with SASI, Aeries or equivalent student information system. Experience with data entry preferred. Certification not required but preferred. Experience with Mac OS X server, Windows 2000 and/or 2003 server operations. Experience as a member of a technical support staff or help desk.

EDUCATION

High school graduate or equivalent to completion of the twelfth grade.

8/2004

STUDENT INFORMATION SYSTEMS TECHNICIAN

\$ 2971 - \$ 3544

DEFINITION:

Under the direction of the Student Information System Coordinator, provides support and training for the application software used by the District's school and administrative sites to manage student information.

EXAMPLE OF DUTIES:

Assist in troubleshooting problems that occur with the application software; provides accurate and creative solutions to user problems of easy to moderate nature by maintaining a help desk; researches and responds to questions received by telephone calls, email, faxes, and referrals; monitors integrity of data by performing routine maintenance tasks; audits procedures such as enrollment, attendance, grade reporting, course history, and the district nightly upload; assists school sites and district offices in developing essential queries; assists in maintaining district procedural manuals for student information management; assists in training new clerical personnel in the use of the student information application software at the work site; assists in preparing a variety of district reports; and other duties as assigned. The position will require working flexible hours on occasion.

QUALIFICATIONS:

Knowledge of:

- District procedures regarding student information report generating.
- Current application software for student information management (SASI xp).
- Windows applications: Access, Excel, Word, and PowerPoint.

Ability to:

- Use current application software for student information management (SASI xp).
- Use windows applications including mail merge, spreadsheet, graphs, and charts.
- Troubleshoot problems that occur with the application software.
- Provide accurate and creative solutions to problems that arise via service as help desk.
- Research and respond to questions received by telephone, email, faxes and referrals.
- Perform routine maintenance tasks.
- Audit results of procedures such as enrollment, attendance, grade reporting, course history, and the district nightly upload.
- Maintain district procedural manuals for student information management.
- Train staff in the use of the student information application software.
- Prepare a variety of district reports.
- Work independently.
- Work effectively with people by telephone.
- Establish and maintain cooperative and effective working relationships with others
- Work flexible hours on occasion.

Experience:

- 3 years in the use of the current application software for student information management.
- Demonstrated use of a minimum of five areas of the current student information application software i.e., attendance, grade reporting, courses, setup, queries, enrollment, fees, basic scheduling, mass scheduling, discipline, file management.

Education:

- High school diploma
- Minimum of 4 Community College or Adult Education classes (or equivalent) in computer application software.

License:

- Possession of valid state of California Driver's License.

Approved
3/15/01