

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

Ann Aoyagi                      Roy Doolan                      Dan Lee

**REGULAR MEETING AGENDA**

May 5, 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. 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.
3. Union Reports

**III. 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.

**IV. PUBLIC BUSINESS**

**INFO/ACTION**

1. Consent Agenda
  - 1.1 Minutes of the April 7, 2011 meeting. (Pages 3-5)  
Recommendation: It is recommended that the minutes for the meeting of April 7, 2011 be approved as submitted.
  - 1.2 Eligibility Lists Established (Pages 6-8)  
IA-Special Education  
Secretary  
Recommendation: It is recommended that the classified employment actions be approved as submitted.

**V. NEW BUSINESS**

**INFO/ACTION**

1. Job Description – Director of Classified Personnel (Personnel Commission) (Pages 9-10)  
The current operating job description reflects the duties of the Director of Classified Personnel as dual responsibilities between the District and Commission. The Personnel Commission has the authority to fix and prescribe the duties to be performed by its staff. This job description reflects the duties of the Classified Personnel Director under the supervision of the Personnel Commission.  
Recommendation: Approve

2. Request for Desk Audit (Page 11)  
 BCCE is requesting a desk audit for the employees serving as Deaf Interpreters and for the two individuals cited in their letter of 26 April.  
Recommendation: Discuss and take action, if any.
3. Request for Investigation (Page 11)  
 BCCE is requesting the investigation of an individual employee layoff effective 30 June 2010.  
Recommendation: Discuss and take action, if any.
4. Request for Review of Secretary Eligibility List Process  
 BCCE has asked for a discussion and possible review/investigation of the complication/process used for the secretary eligibility list.  
Recommendation: Discuss and take action, if any.

**VI. OLD BUSINESS INFO/ACTION**

1. 2011-12 Personnel Commission Budget (Pages 12-16)  
 Preliminary discussion of the 2011-12 budget.  
Recommendation: Make recommendation to draft budget and establish hearing date.

**VII. CLOSED SESSION INFO/ACTION**

1. Personnel Matters

**VIII. REPORT FROM CLOSED SESSION**

**IX. INFORMATION AND FUTURE MEETINGS INFO**

1. Future Meetings
  - 1.1 The next regular Personnel Commission meeting will be in June 2, 2011, in the Annex Conference Room.
  - 1.2 The Personnel Commission will hold a disciplinary hearing on June 1, 2011 at 2:00 p.m. in the Annex Conference Room.
  - 1.3 The Personnel will hold a budget hearing on May \_\_\_\_, 2011.

**X. ADJOURNMENT**

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

Ann Aoyagi                      Roy Doolan                      Dan Lee

**REGULAR MEETING MINUTES**

April 7, 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; Ann Aoyagi, Commissioner
3. Agenda-Deletions or Change of Sequence: The Director asked that closed session be moved to the end of the agenda as issues were discussion only, not action items and that the Secretary eligibility list be pulled.

**II. SWEARING IN OF NEW COMMISSIONER**

BUSD Board President Beatriz Leyva-Cutler swore in joint appointee, Commissioner Ann Aoyagi.

**III. CLOSED SESSION**

**INFO/ACTION**

**IV. REPORT FROM CLOSED SESSION**

Personnel Commissioners discussed potential hearing dates and a closed study session for the updated Personnel Commission Rules & Regulations.

**V. REPORTS AND COMMENTS**

**INFO**

1. Chairperson's Report  
Chair Lee distributed a written statement which he spoke to in public. He also addressed an upcoming Commission/Board training on May 25<sup>th</sup> and expressed his desire to have additional trainings regarding the merit system for administration, principals and classified staff. Also announced was a study session on the rules and regulations and the classified staff recognition event to be held on June 9.
2. Commission Members' Reports or Comments  
Roy Doolan agreed with the Chair's input. He also added that he has worked with Bill Corman (attorney who works with CSPCA) in the past and has been impressed by his background and knowledge of merit systems. Ann Aoyagi had no reports or comments at this time.

**VI. PUBLIC BUSINESS**

**INFO/ACTION**

1. Consent Agenda
  - 1.1 Minutes of the ~~February~~ March 1, 2011 meeting.
  - 1.2 Classified Employment Actions  
Ann Aoyagi moved to adopt the consent agenda as amended. Approve 3-0

**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. It was never brought to the Commission. BHS is in need of a custodial services supervisor. This position is in lieu of a maintenance supervisor.

Dan Lee moved the question Approve: 3-0

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.

Dan Lee moved the question Approve: 3-0

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.

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

Dan Lee moved the question to Approve: 3-0

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.

Dan Lee moved the question to Approve: 3-0

## VIII. OLD BUSINESS

INFO/ACTION

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

Preliminary discussion of the 2011-12 budget.

Roy Doolan recommended placing the \$70,000 designated for the classification/compensation study into the PC budget so it stayed intact and developing a budget for 1 additional employee plus funds to bring someone in an a limited term project.

2. Employee Recognition Event

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

On behalf of BCCE, Tim Donnelly stated that the EdCode cites the 3<sup>rd</sup> week of May shall be the Week of the Classified Employee and requested the event be changed to that date to reflect the Education Code. It is the Unions feeling that the honoring of classified employees has become a symbolic event and that the retirement event which includes certificated employees is taking precedent. The Director stated that one event has nothing to do with the other. The recognition event was scheduled to allow the limited staff time to plan a nice event instead of throwing something together at the least minute.

## IX. PUBLIC COMMUNICATIONS

INFO

Tim Donnelley stated that the classification names of eligibility lists had previously be listed on the agenda and asked if they could be added in the future. Denise Diggs Rigby asked if public comments could be moved to the beginning of the agenda and stated it was a shame the PC was considering limiting the audience to just 1 comment. Chair Lee clarified that comments were being limited to only one comment on agenda items. It was also felt that the PC would have been more considerate of the classified employees ability to attend this meeting if it had been scheduled other than Spring Break week. Ms. Diggs-Ray requested that subsequent agendas and back-up be sent to her as she was not currently receiving them. Tom Donnelly asked if the PC oversaw people in exempt status such as yard duty. The Director stated they were processed through HR but there are no job descriptions, tests, etc. The Secretary I eligibility list and subsequent hire were challenged. The Director stated that the eligibility list was in error and had been pulled for correction. However,

when an error is made, a position offered and accepted the hire stand unless there has been a fraud committed during the process. The Director has seen no evidence of fraud so the hire stands as offered.

**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. A special closed study session will be held on May 3, 2011 at 10:30 a.m. in the BSEP Room.

**XI. ADJOURNMENT 6:19 p.m.**

Respectfully submitted  
Dan Lee, Chairperson

  
\_\_\_\_\_  
By Toni Hyland, Interim Director of Classified Personnel

Eligibility List for:

**INSTRUCTIONAL ASSISTANT, Special Ed  
(Open/Combined)**

Written Examination:

**April 27, 2011**

Lists established by Personnel Commission:

**May 5, 2011 to expire May 5, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Ghahramani, Gholam	_____	_____
1. Hawkins, Emily	_____	_____
1. Pyle, Lois	_____	_____
2. Ayala, Rose	_____	_____
2. Cornel, Antonio	_____	_____
2. Jennings, Elisa	_____	_____
2. Roquemore, Lashonda	_____	_____
2. Lobaco, Amelia	_____	_____
2. McAfee, Michael	_____	_____
2. Newson, Debra	_____	_____
2. Reet, Claudia	_____	_____
2. Ruiz, Raymond	_____	_____
2. Santos, Heber	_____	_____
3. Barnett, Sharece	_____	_____
3. Bonkowski, Lori	_____	_____
3. Chamberlain, Kelly	_____	_____
3. Garrett, Yasmine	_____	_____
3. Grigsby, John	_____	_____
3. Irving, Temika	_____	_____
3. Larson, Adonia	_____	_____
3. Mendoza, Daniel	_____	_____
3. Martens, Patrick	_____	_____
3. Milan, Nailah	_____	_____



**BERKELEY UNIFIED SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Merged Dual Promotional/Open Eligibility List - **PUBLIC**

**SCHOOL SECRETARY**

**RANK**

1. Alnas-Benson, Tiana
2. Benson, Amy
3. Bentley, Noelle
4. Brandon, Joya  
Chairez, Lyzanna  
Graham, Vera  
Harrison, Betty  
Peterson, Jan
5. Fields, Erin  
Friend, Carla
6. Jones, Herrieze (promotional)
7. Marshall, Kim  
Woods, Deanna
8. Tidwell, Graham
9. Wooley, Ursala
10. Williams, Tiffany\* (promotional)

\*Expires 11/4/11

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Approved -Director Classified Personnel

List established:

**March 31, 2011 to expire March 31, 2012**



## BERKELEY UNIFIED SCHOOL DISTRICT - DRAFT

### **JOB TITLE: DIRECTOR-CLASSIFIED PERSONNEL (PERSONNEL COMMISSION)**

#### **JOB SUMMARY:**

Under the direction of the Personnel Commission, plan, organize, control and direct the comprehensive classified personnel program in compliance with prescribed merit system rules and Education Code regulations; administer rules and regulations established by the Personnel Commission; coordinate administration functions between the Personnel Commission, District Cabinet and Board of Trustees; confer with representatives of employees, organizations, school officials and others concerning personnel matters; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:** Plan, organize, control and direct the classified personnel program in compliance with the Education Code and prescribed merit system rules and regulations; direct the planning, organization and coordination of the District Classified Personnel Management Program, including recruitment, selection, employment and maintenance of personnel records management, storage and retrieval system; develop, schedule and administer written, oral, performance and other tests for classified vacancies; plan recruitment procedures; establish eligibility lists and certify to hiring authority; certify eligible candidates in accordance with the provisions of laws; administer personnel procedures in connection with applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, compensation within classification, job analyses and specifications, service rating, public advertisement of examinations, rejection of unfit applicants without competition, and other matters within the scope of the Personnel Commission and necessary to carry out the provisions and purpose of merit system law, District policy and the rules and regulations of the Personnel Commission; train and evaluate the performance of assigned staff; administer the employee evaluation program; maintain classified personnel files; conduct salary and classification studies and recommend changes and adjustments as appropriate, recruit, evaluate and test applicants for classified employment; schedule and direct the preparation and administration of examinations; serve as Secretary to the Personnel Commission and prepares the agenda and minutes; determine salary placement for classified employees; advise employees and arrange for hearings for actions appealed to the Commission; advise district administrator on disciplinary actions and related Education Code and rules and regulations provisions; assure District classified personnel actions are in compliance with the rules and regulations of the Merit System and Education Code and federal, state and District rules, regulations and policies relating to classified employees; provide technical expertise, information and assistance to District Administrators regarding assigned functions; assist in the formulation and development and revision of policies, procedures and programs; conduct investigation of merit system operation; advise District Administrators of unusual trends or problems and recommend appropriate corrective action; coordinate and implement classified employee recognition programs; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel, communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop and prepare the annual preliminary budget for Personnel Commission operations; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; operate a computer and assigned software programs; operate other office equipment as assigned; attend and participate in conferences, meetings and professional organizations; oversee public relations functions as directed by the Personnel Commission; conduct training of employees in appropriate areas as directed by the Personnel Commission; attend and conduct a variety of meetings as assigned; perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE:**

Equivalent to the completion of a Bachelor's degree or higher with emphasis in personnel administration, business administration, education or closely related field; appropriate administrative related experience may be substituted for the academic requirement on a year-for-year basis; five (5) years of increasingly responsible experience in personnel administration, including two years of administrative or supervisory experience preferably in the field of education or a related field. Merit system/civil service experience and California Schools Personnel Commissioners Association Merit Academy are desirable. Masters degree preferred.

**KNOWLEDGE:** Knowledge of the modern office methods, practices and procedures specifically related to personnel administration; report preparation and writing; statistics and administrative analysis; word processing and database management inclusive of Excel, PowerPoint and internet tools; planning, organization and direction of the classified personnel program; principles of public administration in areas relate to personnel administration; classification, pay determination, recruitment, examination and related personnel practices and techniques; governing Merit System rules and regulations; budget preparation and control; principles and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures.

**ABILITIES:** Plan, organize and administer the classified personnel program in compliance with merit system rules and regulations; interpret and apply the provisions of law and rules; analyze situations accurately and adopt an effective course of action; communicate with the public and school officials tactfully and courteously; establish and maintain effective work relationships with those contacted during the performance of regular duties, including school personnel, students, parents, and the community; maintain the confidentiality and security of sensitive information; perform simultaneously numerous assignments with close attention to detail, schedules and deadlines; supervise the work of others; use up-to-date techniques and technology in analysis and presentation of collected data; make decisions and solve problems where district-wide, cross-divisional concerns are at stake; research, monitor and recommend standards, procedures and methods that have significant impact at departmental, divisional and organizational levels; communicate effectively in both oral and written form.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Office environment; driving a vehicle to conduct work.

**PHYSICAL DEMANDS:** Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; ability to lift up to 20 pounds with or without assistance.

**Position Exempt. Administrative Salary Range 83**

**Approved by Personnel Commission:**



## BERKELEY COUNCIL OF CLASSIFIED EMPLOYEES

### AFT Local 6192, AFL-CIO

2530 San Pablo Avenue, Suite A, Berkeley, CA 94702

Phone: (510) 540-5002 / Fax (510) 549-2308

To: BUSD Personnel Commission

Subject: Reclassification Request & related matters

Date: April 26, 2011

From: Tim Donnelly, VP, BCCE Local 6192

The rejected RSG Classification Study, on which so much time and money was spent, may yet be useful as a reference point. Two areas of gross underclassification were noted in that study: the Deaf Interpreters and clerical employees at the Adult School.

The BCCE is requesting desk audits for two clerical employees at Berkeley Adult School who are so misclassified that their job titles belong to the Instructional Assistant/Paraprofessional Unit, rather than the Office/Technical/Business Services Unit.

Jemal A'Omer is misclassified as an Instructional Assistant 2 though he does no instruction. He tests incoming English learners on their baseline of current English skills, an assessment position.

Rafael Adames is misclassified as an Instructional Technician-Computers. Instructional Technicians work with students, which Mr. Adames has never done. Raphael Adames is currently on layoff. BCCE would like to see him properly reclassified to a job in the pupil accounting series so he may be reemployed properly.

Further, we believe that Mr. Adames' work is currently being done by contractors with connections to the Oakland Unified School District. **We request that this Commission conduct an investigation into Mr. Adames' layoff, as the District has not been forthcoming with information.**

**BERKELEY UNIFIED SCHOOL DISTRICT**

DRAFT - FY 2011-2012 BUDGET REQUEST FORM - MIRRORS 2010-11

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 1, 2011 - June 30, 2012

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
Staffing FTE:		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$147,834.00
1.0 FTE Administrative Assistant, Including Statutory Benefits	2402/7403	\$62,501.00
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
Total Salary Requests		\$218,195.00
Other Items:		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,800.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$475.00
Total Other Items		\$32,528.00
Prof/Consulting Svcs & Operating Expenses:		
Prof/Consulting Svcs	5800/7403	\$4,600.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$3,400.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$3,750.00
Recruiting/Advertising	5800/7403	\$5,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP)	5800/7403	\$1,900.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
Total Prof/Consulting Svcs & Operating Expenses		\$37,350.00
Grand Total		\$288,073.00

**BERKELEY UNIFIED SCHOOL DISTRICT**

**DRAFT - FY 2011-2012 BUDGET REQUEST FORM -CHANGE IN JOB CLASSIFICATION**

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 1, 2011 - June 30, 2012

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
<b>Staffing FTE:</b>		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$147,834.00
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2402/7403	\$65,626.00
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
<b>Total Salary Requests</b>		<b>\$221,320.00</b>
<b>Other Items:</b>		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,800.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$475.00
<b>Total Other Items</b>		<b>\$32,528.00</b>
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>		
Prof/Consulting Svcs	5800/7403	\$4,600.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$3,400.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$3,750.00
Recruiting/Advertising	5800/7403	\$5,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP)	5800/7403	\$1,900.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
<b>Total Prof/Consulting Svcs &amp; Operating Expenses</b>		<b>\$37,350.00</b>
<b>Grand Total</b>		<b>\$291,198.00</b>

**BERKELEY UNIFIED SCHOOL DISTRICT**

DRAFT - FY 2011-2012 BUDGET REQUEST FORM -CHANGE IN JOB CLASSIFICATION + 1 FTE STAFF

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 1, 2011 - June 30, 2012

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
<b>Staffing FTE:</b>		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$147,834.00
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2402/7403	\$65,626.00
1.0 FTE Personnel Assistant, Including Statutory Benefits	2402/7403	\$38,703.00
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
<b>Total Salary Requests</b>		<b>\$260,023.00</b>
<b>Other Items:</b>		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,800.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$475.00
<b>Total Other Items</b>		<b>\$32,528.00</b>
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>		
Prof/Consulting Svcs	5800/7403	\$4,600.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$3,400.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$3,750.00
Recruiting/Advertising	5800/7403	\$5,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP)	5800/7403	\$1,900.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
<b>Total Prof/Consulting Svcs &amp; Operating Expenses</b>		<b>\$37,350.00</b>
<b>Grand Total</b>		<b>\$329,901.00</b>

**BERKELEY UNIFIED SCHOOL DISTRICT**

DRAFT - FY 2011-2012 BUDGET REQUEST FORM -CHANGE IN JOB CLASSIFICATION + 2 FTE STAFF

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 1, 2011 - June 30, 2012

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
<b>Staffing FTE:</b>		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$147,834.00
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2402/7403	\$65,626.00
2.0 FTE Personnel Assistant, Including Statutory Benefits	2402/7403	\$77,406.00
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
<b>Total Salary Requests</b>		<b>\$298,726.00</b>
<b>Other Items:</b>		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,800.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$475.00
<b>Total Other Items</b>		<b>\$32,528.00</b>
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>		
Prof/Consulting Svcs	5800/7403	\$4,600.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$3,400.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$3,750.00
Recruiting/Advertising	5800/7403	\$5,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP)	5800/7403	\$1,900.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
<b>Total Prof/Consulting Svcs &amp; Operating Expenses</b>		<b>\$37,350.00</b>
<b>Grand Total</b>		<b>\$368,604.00</b>

**BERKELEY UNIFIED SCHOOL DISTRICT**

**DRAFT - FY 2011-2012 BUDGET REQUEST FORM -CHANGE IN JOB CLASSIFICATION + 1 FTE STAFF**

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 1, 2011 - June 30, 2012

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
<b>Staffing FTE:</b>		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$147,834.00
<b>1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits</b>	<b>2402/7403</b>	<b>\$65,626.00</b>
<b>.5 FTE Personnel Assistant, Including Satutory Benefits</b>	<b>2402/7403</b>	<b>\$19,352.00</b>
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
Total Salary Requests		\$240,672.00
<b>Other Items:</b>		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,800.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$475.00
Total Other Items		\$32,528.00
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>		
Prof/Consulting Svcs	5800/7403	\$4,600.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$3,400.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$3,750.00
Recruiting/Advertising	5800/7403	\$5,000.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP)	5800/7403	\$1,900.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
Total Prof/Consulting Svcs & Operating Expenses		\$37,350.00
<b>Grand Total</b>		<b>\$310,550.00</b>