

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

**AGENDA**

**Thursday, June 4, 2009**

**Personnel Commission of the Merit System**

**Meeting 4:00 pm**

**1835 Allston Way– Open Session**

**Berkeley, CA 94703**

**(Annex Conf. Room)**

**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..**

a. Student Systems Specialist (To be provided at Commission's Meeting)

b. Assessment Technician (To be provided at Commission's Meeting)

**3. Approval Minutes**

**Action.. 1-3**

a. May 14, 2009

**4. Public Comments**

**5. Spring and Winter Recesses Job Announcements**

**Action..4-4**

**6. Demotion Request**

**Action..5-13**

**7. Accelerated Step Increase**

**Action..14-16**

**8. Salary Market Survey and Classification Study Update**

**Information**

**ADJOURNMENT**

**Personnel Commission Minutes**

**Closed Session – Berkeley Unified School District Annex – 3:30 PM**

**Regular Session - Berkeley Unified School District Annex – 4:00 PM**

Thursday, May 14, 2009

Berkeley Unified School District

Administrative Annex

1835 Allston Way

Berkeley, CA 94703

**Personnel Commission Members**

Margaret Rowland, Chairwoman

Dan Lee, Vice-Chairman

Shirley Van Bourg, Commissioner

**Call to Order and Roll Call**

Commission Chair Margaret Rowland called the meeting to order for closed session at 3:30 p.m.

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

Present: Commissioners Dan Lee, Shirley Van Bourg and Margaret Rowland

Open session was called to order at 4:00 p.m.

There was nothing to report from closed session.

**1. Secretary's Report**

Director Martinez said Paula Phillips, BCCE President, request regarding her test results test for Director of Classified Personnel, were discussed with Rick Minnis, Chief Personnel Office for the Alameda County Office of Education. Director Martinez also reported on the Classified Staff Appreciation Day that was held on May 12<sup>th</sup>. He said there were approximately 150 people and it went very well. People who were not there to receive their certificates will receive them through school mail at their work sites. Commissioner Lee said that he would be willing to deliver them to the people who were working during those hours like the After-School Program and Maintenance Dept. employees. Commissioner Rowland said she would also be willing to deliver them.

**2. Eligibility Lists**

The following eligibility list was approved:

School Bus Driver - Open

**3. Approval of Minutes – April 16, 2009**

The Minutes of the March 5, 2009 were approved subject to the following changes:

Under Item 3, line 8, remove the work “needs”. Item 11, replace “has” with “have” in the sentence; *“because there has never been so many mistakes.”* Next meeting date should be May 14<sup>th</sup> instead of June 4<sup>th</sup>. Item 6 should read; the Commission “asked” instead of “requested”.

#### **4. Public Comments**

Paula Phillips, BCCE President, thanked the Commission for recognizing BCCE members at the Classified Staff Appreciation Day event. She said that the lay-off lists she has received from the Human Resources Office have been incorrect and that the seniority lists have some errors and some positions have been left off. Some BCCE members have complained about the length of time it takes to schedule a conference to discuss their options with Director Martinez. She said that Director Martinez is investigating two employees who are on administrative leave and she believes that someone else representing the Board should be doing this. She also said that the Human Resources Office had not notified several employees that they are going to have payroll deductions in advance. She reported that one BCCE laid-off member who is supposed to be transferring to the Human Resources Office as a clerical specialist would like to transfer as soon as possible.

Rafael Adames (IT-Computers) from Berkeley Adult School said that he is the only one in his classification so that affects his bumping rights now that he is being laid-off. He requested to be reclassified and had a list of questions that Commissioner Rowland said should be given to Director Martinez to answer. Tim Donnelly, BCCE, said that in addition to the I.T. Computers position, there are several other classifications at Berkeley Adult School that do not exist anywhere else, such as I.A. II and Clerical Assistant II.

#### **5. 2009-10 Proposed Personnel Commission Budget Public Hearing**

Director Martinez reported that the proposed budget was presented to the Board on April 29, 2009. The Board wanted a comparison to last year’s budget which was supplied by Javetta Cleveland, Deputy Superintendent of Business, in the Friday Notes to the Board. Commissioner Lee commented that the current budget reflects insufficient support for the Director of Classified Personnel. Commissioner Rowland said that she will speak to the Superintendent regarding the extra duties that the Director of Classified performs for the District. Currently the Commission is paying 100% of the Director’s salary. There was an explanation of the “pre-employment” costs.

#### **6. Adoption of 2009-10 Personnel Commission Budget**

Motion: to adopt the 2009-10 Personnel Commission Budget as submitted. Approved unanimously.

#### **7. Invitation to Attend an ACOE Personnel Commission Meeting**

Director Martinez told the Commission that they could attend a meeting on May 21<sup>st</sup> or June 18<sup>th</sup> at 12:00 p.m.

Motion: to accept the invitation for the June 18<sup>th</sup> meeting. Approved unanimously.

**8. Salary Market Survey and Classification Study Update**

Director Martinez reported that there was a Classification Study Advisory Committee meeting May 8th and another one has been scheduled for May 15<sup>th</sup> at Berkeley Adult School. He went on to say that BCCE had expressed concerns about the increased number of BCCE classifications. Lisa Udell, at a Classification Study Advisory Committee meeting, shared their concerns. Director Martinez, beginning in Nov. 2008, asked BCCE for those classifications which they disagree with so that they could be forwarded to the District to see if a compromise could be reached. BCCE agreed in November and in subsequent months, to provide a list of those classifications. As of this time, BCCE has not forwarded any classifications. Paula Phillips, BCCE President, said that the Classification Study should be negotiated with the District and not with the Director of Classified Personnel. Director Martinez stated that the Classification Study is within the purview of the Merit Commission.

Commissioner Rowland expressed that the Commission should have been more involved at the beginning of the classification study.

Tim Donnelly, BCCE, said that in Jan. 2008 the Board accepted RSG's classifications recommendations but this was refuted by Director Martinez. On Nov. 6, 2008 the Commissioners watched a DVD of the Jan. 9, 2008 Board meeting where it was verified that the Board did not take any action. The agenda item on Jan. 9, 2008 was presented as an information item so the Board could not have taken any action on the report.

Paula Phillips, BCCE President, said BCCE has filed an unfair labor practice against the District and having Director Martinez move forward with the classification study would be a violation of the law. Director Martinez stated that he will forward the document sent to the Board Jan. 2008.

**9. Motions Passed at this Meeting**

Minutes: one set approved with corrections.

Eligibility Lists: One list approved.

Motions: Two motions passed.

**10. Next meeting - Thursday, June 4, 2009 4:00 PM**

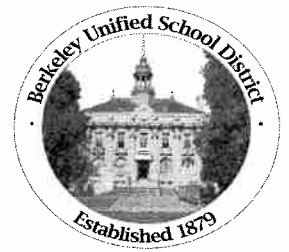
**11. Adjournment**

The meeting was adjourned at 4:50 p.m.

# Berkeley Unified School District

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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:** June 4, 2009  
**SUBJECT:** Job Announcements During Spring and Winter Recesses

## **Background Information:**

The Rules and Regulations of the Berkeley Unified School District Personnel Commission stipulate that job announcements be publicly posted for at least ten (10) working days. Merit Rule 40.200.4 Notice of Examination states the following: "Whenever it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist as determined by the Commission, the Commission shall direct the holding of an examination to provide eligibles. At least 10 working days' advance public notice of such examinations shall be given." Currently, classified job announcements are posted for 10 working days during the winter and spring recesses. The Berkeley Council of Classified Employees has requested that job announcements be posted for fifteen (15) days during the winter and spring recesses.

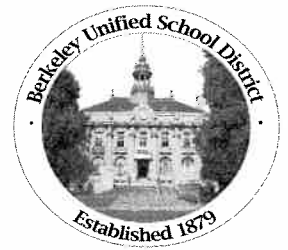
## **Recommendation:**

Staff recommends that the job announcements be extended from 10 to 15 days during the winter and spring recesses.

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**William Huyett**  
Superintendent

**TO:** Personnel Commissioners  
**FROM:** Francisco Martínez, Director Classified Personnel  
**DATE:** June 4, 2009  
**SUBJECT:** Demotion Request

## **Background Information:**

Todd Shipley, a permanent Extended Day Program Assistant Coordinator, is requesting a voluntary demotion to an Instructional Technician in lieu of layoff. Mr. Shipley is a member of the Berkeley Council of Classified Employees (BCCE) whose request for voluntary demotion is governed by BCCE's labor contract with Berkeley Unified School District. BCCE's Article 14, Section 14.5.3 reads as follows: "Employees who wish voluntary demotions in lieu of layoff to classes not previously held, may be reclassified to vacant positions for which they qualify. The determination of eligibility for reclassification shall be made by the Personnel Commission."

The Rules and Regulations permit the Personnel Commission to grant a permanent employee a voluntary demotion. However, the Berkeley School Board of Education must also approve the voluntary demotion request. Merit Rule 60.200.2.A (Demotions) states the following: "A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such requests require the approval of the Personnel Commission and that of the Governing Board."

The Extended Day Program Assistant Coordinator job duties are as follows: works under the direction of the Extended Day Program Coordinator or other assigned supervisor, supports the development, implementation and coordination of an extended day program at an elementary, middle or high school site, and acts as a Coordinator in the absence of the Coordinator.

In this capacity, the Assistant Coordinator has a lead role in the day to day operation of the after school program and in coordinating the job assignments of the Instructional Technicians. The Extended Day Program Assistant Coordinator, Extended Day Program

Coordinator and the Instructional Technician job descriptions are attached as additional information.

**Recommendation**

Staff recommends that Todd Shipley be granted a demotion from an Extended Day Program Assistant Coordinator to an Instructional Technician so that the Commission's recommendation can be forwarded to the Board of Education.

**Title: ASSISTANT COORDINATOR, EXTENDED DAY PROGRAM**

**Definition:**

Under the direction of Extended Day Site Coordinator or other assigned supervisor, support the development, implementation and coordination of an extended day program at an elementary, middle or high school site, and act as Coordinator in his/her absence.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Support and assist site coordinator in the development, implementation and coordination of an extended day program.
2. Interface with other, related school-linked service programs including but not limited to, Healthy Start, Twenty-First Century Learning Centers, and other extended day programs.
3. Work collaboratively with parents, school staff, students and community members in all program activities.
4. Assist in preparation, revision, and dissemination of marketing and informational materials related to extended day programs.
5. Participate in student recruitment for program participation.
6. Assist in the maintenance of student attendance accounting and reporting procedures.
7. Assist in budget implementation, including fee billing and collection.
8. Assist in the supervision and coordinate extended day activities.
9. Supervise students in all program activities.
10. Communicate with parents on all aspects of student participation.
11. Interface with service providers participating in program activities.
12. Keep accurate and timely records concerning student participation and program activities.
13. Assist in the preparation of oral, written and statistical reports on program operation and effectiveness.
14. Attend meetings that may occur outside the regular work site and work hours, as required.
15. Perform other related duties as required.

**Minimum Knowledge, Skill and Ability**

**Knowledge of:**

- Related District and community programs, services and resources.
- Applicable local, state and federal laws, rules and regulations.
- Community and human relations.
- Oral and written communications.



- Interpersonal skills using tact, patience and courtesy.
- Coordination and program management, organization and objectives.
- Working with families and children.
- Computer and related software.

**Skill and Ability to:**

- Work well and collaboratively with diverse community
- Train, supervise and provide work direction to others in coordinator's absence
- Supervise and direct students effectively
- Assist in identifying program needs, developing new programs and enhancing existing programs
- Communicate effectively both orally and in writing
- Establish and maintain effective and collaborative working relationships with others
- Maintain data bases and related accounting systems

**License and Certificate:**

Possession of a valid California driver's license  
 Current first aid and CPR certificates

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be graduation from high school and completion of two years of college and two years of responsible experience involving working in youth programs.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to provide personal transportation to access other work sites, through the use of his/her personal vehicle, or some other mode of transportation, in the course of employment.

**Title: COORDINATOR, EXTENDED DAY PROGRAM**

**Definition:**

Under the direction of an assigned supervisor, develop, implement and coordinate an extended day program at an elementary, middle or high school site.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develop, implement and coordinate an extended day program.
2. Interface with other, related school-linked service programs including but not limited to, Healthy Start, Twenty-First Century Learning Centers, and other extended day programs.
3. Work collaboratively with parents, school staff, students and community members in all program activities.
4. Prepare, review, revise and disseminate marketing and informational materials related to extended day programs.
5. Direct and participate in student recruitment for program participation.
6. Establish and maintain student attendance accounting and reporting procedures.
7. Develop and implement program budget, including fee billing and collection.
8. Train, supervise and coordinate extended day staff; supervise and coordinate extended day activities.
9. Supervise students in all program activities.
10. Communicate with parents on all aspects of student participation.
11. Interface with service providers participating in program activities.
12. Keep accurate and timely records concerning student participation and program activities; work with consultants and other staff in program evaluation.
13. Prepare and present oral, written and statistical reports on program operation and effectiveness.
14. Coordinate and participate in fundraising and grant writing.
15. Attend meetings that may occur outside the regular work site and work hours, as required.
16. Perform other related duties as required.

**Minimum Knowledge, Skill and Ability**

**Knowledge of:**

- Related District and community programs, services and resources.
- Applicable local, state and federal laws, rules and regulations.
- Community and human relations.
- Oral and written communications.
- Interpersonal skills using tact, patience and courtesy.

- Meeting facilitation, staff training and supervision.
- Principles and practice of developmentally appropriate academic, enrichment and recreational programs.
- Coordination and program management, organization and objectives.
- Working with families and children.
- Grant writing.
- Computer and related software.

**Skill and Ability to:**

- Work well and collaboratively with diverse community
- Train, supervise and provide work direction to others
- Supervise and direct students effectively
- Communicate effectively both orally and in writing
- Identify program needs, develop new programs and enhance existing programs
- Establish and maintain effective and collaborative working relationships with others
- Maintain data bases and related accounting systems
- Prepare and edit reports and other materials
- Conduct public meetings
- Develop, monitor and control program budgets

**License and Certificate:**

Possession of a valid California driver's license  
Current first aid and CPR certificates

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be graduation from high school and completion of two years of college and three or more years of responsible experience involving working in youth programs, including supervisory and coordination activities.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.

- May be required to provide personal transportation to access other work sites, through the use of his/her personal vehicle, or some other mode of transportation, in the course of employment.

**Title: INSTRUCTIONAL TECHNICIAN – AFTER SCHOOL PROGRAM**

**Definition:**

Under direction of the Extended Day Program (EDP) Coordinator, perform a variety of duties related to program planning and implementation and classroom management of a high quality comprehensive elementary school-aged (K-5) or middle school-aged (6-8) program that emphasizes increased academic performance in school. Program activities will include tutoring, academic enrichment, cultural and specialty classes and recreational activities. Program serve up to 120 children daily.

**Essential Job Duties:**

1. Assist the Coordinator and Assistant Coordinator(s) in the planning and scheduling of EDP activities.
2. Conduct academic and recreational programs for school-age children, ensuring that the program is high quality, safe and nurturing for each child enrolled in the program.
3. Ensure safe and supportive learning environment for groups of children.
4. Coordinate with classroom teachers, specialists, and staff, ensuring the safe delivery and pick up of children attending specialty or academic classes and programs.
5. Maintain positive relationships with parents/guardians.
6. Maintain positive relationships with EDP staff and school staff.
7. Maintain an orderly and clean room environment.
8. Assist EDP Coordinator in assessing and evaluating child progress and program success.
9. Perform a variety of clerical duties.
10. Perform related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Child development, especially of school age children.
- Basic subjects taught in District elementary of middle schools.

- Program and curriculum planning for extended day/after school programs.
- Classroom management of up to 20 children.
- Team building and collaborative processes.

**Skill and Ability to:**

- Plan daily age-appropriate activities.
- Identify the individual needs of children within a group setting.
- Inspire confidence in children and youth.
- Constructively manage large groups of school-age children.

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: two years of training in or experience with program implementation and supervision of school-age children in extended day/after school environment, recreational or child care program; experience working in school-based programs or programs that work collaboratively with school a plus; current CPR/First Aid training.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the movility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside/outside environmental conditions.

# Berkeley Unified School District

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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:** June 4, 2009  
**SUBJECT:** Accelerated Step in Pay

## **Background Information:**

The Berkeley Unified School District has tried to hire two Senior Budget Analysts since May of 2007 (see attached the personnel requisitions). Recruiting for qualified job applicants proved to be very difficult. The job announcements were posted in Edjoin, Craglist, CASBO and the district's work sites. After multiple job announcements, only two qualified candidates met the requirements to be placed on an eligibility list. The Personnel Commission approved the eligibility list on April 15, 2009.

The Business Department is asking the Personnel Commission to permit the District to hire the external candidate at step 5. The external candidate possesses vast budget development experience. She has served as Albany Unified School District's Fiscal Services Director. This person would like to come and work for Berkeley Unified School District but can not afford to accept the job offer at step 1. If she were to accept the job at step 1, she would have to take a substantial reduction in salary. The Personnel Commission when granting accelerated steps has asked the following two questions: 1) Has the District had a difficult time recruiting quality qualified applicants? 2) Has the District had difficulty retaining employees? The record indicates that it has been very difficult recruiting qualified applicants for the Senior Budget Analyst positions.

## **Staff Recommendation:**

Staff recommends that the external candidate be granted an accelerated step (step 5).

INSTRUCTIONS: Use this form to create a new position, fill a vacant position (including transfer), change or extend a previously approved position. Use for either certificated or classified requests. For professional experts recommended for hire attach a copy of job description and resume. Limited term positions expire no later than June 30 of the current fiscal year. All effected budget managers should sign requests for split-funded positions. A list of names can be attached, if appropriate. Use Certificated Staff Extra Duty Request (Form 22) for requesting certificated extra duty.

USS Entry Date \_\_\_\_\_  
 Board Recs Date \_\_\_\_\_  
 Fingerprints Date \_\_\_\_\_  
 Req.# \_\_\_\_\_  
 PC# \_\_\_\_\_  
 Budget & Personnel use only

<b>CERTIFICATED</b> (Check all appropriate boxes) <input type="checkbox"/> Monthly Salary <input type="checkbox"/> Hourly / Substitute <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Probationary <input type="checkbox"/> Transfer <input type="checkbox"/> Summer School	<b>CLASSIFIED (Check all appropriate boxes)</b> <input checked="" type="checkbox"/> Monthly Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Permanent <input type="checkbox"/> Provisional - 90 days (must be extended by Board) <input type="checkbox"/> Probationary <input type="checkbox"/> Limited Term - up to 6 Months <input type="checkbox"/> Transfer If Hourly check: <input type="checkbox"/> Temporary <input type="checkbox"/> Substitute <input type="checkbox"/> Student Worker	<b>COACH</b> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Stipend \$ _____																																	
Position Title <i>Senior Budget Analyst</i>	Check box that applies <input checked="" type="checkbox"/> FTE % <u>100</u> <input type="checkbox"/> Total Hours _____	Requested Start Date <u>7/1/07</u> Requested End Date _____																																	
Work Site / Department <i>Special Education</i>	New Status: Class: <u>58</u> Step: <u>1</u> Previous Status: Class: <u>70</u> Step: _____ Perm.    Temp.    Sub.    Prov.	<b>WORK CALENDAR</b> <input type="checkbox"/> 10 Month <input type="checkbox"/> 11 Month <input checked="" type="checkbox"/> 12 Month																																	
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Comments: (Note maximum budget limitation, if applicable) <p style="text-align: center;">Establish new position as Senior Budget Analyst in Special Education Board Approved</p>																																			
<b>BUDGET CODE</b> % Salary to be charged if multi-coded <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>FUND</th> <th>RESOURCE</th> <th>LOCATION</th> <th>YR</th> <th>B.M.</th> <th>OBJECT</th> <th>GOAL</th> <th>FUNCTION</th> <th>DIST DEF</th> <th>DISTRICT FUNDING</th> <th>SITE FUNDING</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>3310</td> <td>3000</td> <td>0</td> <td>00</td> <td>2402</td> <td>5000</td> <td>2100</td> <td>000</td> <td></td> <td></td> </tr> <tr> <td></td> <td>3310</td> <td></td> <td></td> <td></td> <td></td> <td>5000</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			FUND	RESOURCE	LOCATION	YR	B.M.	OBJECT	GOAL	FUNCTION	DIST DEF	DISTRICT FUNDING	SITE FUNDING	01	3310	3000	0	00	2402	5000	2100	000				3310					5000				
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Name of Person Recommended to Fill Position: _____ <input type="checkbox"/> See list attached		Professional Expert Resume: <input type="checkbox"/> Attached <input type="checkbox"/> On file Date _____																																	
Name of Person being replaced: _____																																			
Requestor (Please Print) Geraldine Jones Morgan	Signature <i>Geraldine Jones Morgan</i>	Date <u>5/14/2007</u>																																	
Budget Manager (Please Print) Felton Jones Owens	Signature <i>Felton Jones Owens</i>	Date _____																																	

APPROVALS		
Budget & Fiscal Manager	Signature	Date
Director Classified Personnel - As Applicable Manager Certificated Personnel - As Applicable	Signature <i>[Signature]</i>	Date <u>5/22/07</u>
Associate Superintendent - As applicable (Deputy) (for hires and authorization of new positions only)	Signature <i>[Signature]</i>	Date <u>5/16/07</u>

DISTRIBUTION: ORIGINAL PERSONNEL YELLOW BUDGET/ POSITION CONTROL PINK SCHOOL OR DEPARTMENT ADMINISTRATOR  
 Stock # 1-8906 (6/02)



**PERSONNEL REQUISITION Berkeley Unified School District**

6/28/07

**DIRECTIONS:** Use this form to create a new position, fill a vacant position (including transfer), change and to extend a previously approved position. Use for either certificated or classified requests. For professional experts recommended for hire attach a copy of job description and resume. Limited term positions expire no later than June 30 of the current fiscal year. All effected budget managers should sign requests for split-funded positions. A list of names can be attached, if appropriate. Use Certificated Staff Extra Duty Request (Form 22) for requesting certificated extra duty.

QSS Entry Date \_\_\_\_\_  
 Board Recs Date \_\_\_\_\_  
 Fingerprints Date \_\_\_\_\_  
 Req.# \_\_\_\_\_  
 PC# \_\_\_\_\_  
*Budget & Personnel use only*

<b>CERTIFICATED</b> <i>(Check all appropriate boxes)</i> <input type="checkbox"/> Monthly Salary <input type="checkbox"/> Hourly / Substitute <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Probationary <input type="checkbox"/> Transfer <input type="checkbox"/> Summer School	<b>CLASSIFIED</b> <i>(Check all appropriate boxes)</i> <input checked="" type="checkbox"/> Monthly Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Provisional - 90 days (must be extended by Board) <input type="checkbox"/> Probationary <input type="checkbox"/> Limited Term - up to 6 Months <input type="checkbox"/> Transfer If Hourly check: <input type="checkbox"/> Temporary <input type="checkbox"/> Substitute <input type="checkbox"/> Student Worker	<b>COACH</b> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Stipend \$ _____
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Position Title <i>Senior Budget Analyst</i>	Check box that applies <input checked="" type="checkbox"/> FTE % <u>1.0</u> <input type="checkbox"/> Total Hours _____	Requested Start Date <i>7/1/07</i>
Work Site / Department <i>Business Services</i>		Requested End Date <i>N/A</i>
Position Control No. <i>new position</i>	New Status: Class: _____ Step: _____ Previous Status: Class: _____ Step: _____ Perm. Temp. Sub. Prov.	WORK CALENDAR <input type="checkbox"/> 10 Month <input type="checkbox"/> 11 Month <input type="checkbox"/> 12 Month

**Reason for Request**

<input type="checkbox"/> Vacancy	<input type="checkbox"/> Contract Change	<input type="checkbox"/> Dismissal/Termination	<input type="checkbox"/> Change in FTE From _____ To _____
<input type="checkbox"/> New Hire	<input type="checkbox"/> Budget Change	<input type="checkbox"/> Resignation	<input type="checkbox"/> Recall From Layoff
<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Location Change	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other _____
<input type="checkbox"/> Reassignment	<input type="checkbox"/> 39 Mo. Layoff	<input type="checkbox"/> Approved Leave	(Specify in Comments)

**Comments:** (Note maximum budget limitation, if applicable)  
*New Position - Please recruit vigorously!*

BUDGET CODE										% Salary to be charged if multi-coded		
FUND	RESOURCE	LOCATION	YR	B.M.	OBJECT	GOAL	FUNCTION	DIST DEF	DISTRICT FUNDING	SITE FUNDING		
01	0000	300	0	00	2402	0000	7310	000				

Name of Person Recommended to Fill Position: <i>Please Post</i>	<input type="checkbox"/> See list attached
Name of Person being replaced:	

Requestor (Please Print)	Signature	Date
Budget Manager (Please Print) <i>mont. by direction of Michele Lawrence</i>	Signature <i>[Signature]</i>	Date <i>5/30/07</i>

APPROVALS		
Budget & Fiscal Manager	Signature	Date
Director Classified Personnel - As Applicable Manager Certificated Personnel - As Applicable	Signature	Date
Associate Superintendent - As applicable <i>(for hires and authorization of new positions only)</i>	Signature <i>[Signature]</i>	Date <i>6/21/07</i>