

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

Ann Aoyagi Roy Doolan Dan Lee

REGULAR MEETING AGENDA

August 9, 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 June 9 and July 5, 2011 meetings. (Pages 3-4)
Recommendation: It is recommended that the minutes for the meetings of, 2011 be approved as submitted.
Note: Minutes of 6/2/2011 not transcribed.
 - 1.2 Eligibility Lists Established (Pages 5-9)
Coordinator of Volunteers
IS-Garden
Sous Chef
Sr. Records Clerk
Recommendation: It is recommended that the classified employment actions be approved as submitted.

V. NEW BUSINESS

INFO/ACTION

1. Job Description – Personnel Coordinator-Personnel Commission (Pages 10-11)
The attached job description has been developed to reflect the duties of the individual who supports the Director of Classified Personnel. This position is key to the Personnel Commission as the

incumbent must use independent judgment and act in the place of the Director in the Directors absence. This position is often seen as a career ladder placement.

Recommendation: Approve as submitted.

2. Request for Reclassification (Pages12-14)

Miguel Dwin is requesting a reclassification from Accountant to Budget Analyst.

Recommendation: Defer to classification study.

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|--------------|--|--------------------|
| VI. | <u>OLD BUSINESS</u> | INFO/ACTION |
| | 1. <u>Classification Study</u> | |
| VII. | <u>CLOSED SESSION</u> | INFO/ACTION |
| | 1. Update on Disciplinary Issues | |
| VIII. | <u>INFORMATION AND FUTURE MEETINGS</u> | INFO |
| | 1. Future Meetings | |
| | 1.1 The next regular Personnel Commission meeting will be in September 1, 2011, at 4 p.m.in the Annex Conference Room. | |
| IX. | <u>ADJOURNMENT</u> | |

BERKELEY UNIFIED SCHOOL DISTRICT
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PERSONNEL COMMISSION

Ann Aoyagi Roy Doolan Dan Lee

SPECIAL MEETING MINUTES

June 9, 2011

2:00 p.m. Berkeley Adult School Multi-Purpose Room

- I. CALL TO ORDER**
2. Establishment of Quorum Present: Dan Lee, Chairperson, Ann Aoyagi, Commissioner
- II. PUBLIC BUSINESS** **INFO/ACTION**
1. Consent Agenda
 1.1 Employee Action
 Recommendation: Accept extension of Interim Directors provisional appointment to end upon hire of new Director and to provide consultant services after that date.
 Motion to approve: Ann Aoyagi Approve: 2-0
- V. NEW BUSINESS** **None** **INFO/ACTION**
- VI. OLD BUSINESS** **INFO/ACTION**
1. Extension of Authority
 Extend the authority of the Interim Director to conduct the day-to-day operations of the Commission until the hire of a new director anticipated in July 2011.
 Recommendation: Approve
 Motion to approve: Ann Aoyagi Approve: 2-0
- IX. INFORMATION AND FUTURE MEETINGS** **INFO**
1. Future Meetings
 1.1 The next regular Personnel Commission meeting will be in July 7, 2011, in the Annex Conference Room.
 1.2 The Personnel Commission will hold a special closed session on July 20, 2011 to study revised Personnel Commission Rules & Regulations.
 1.3 The Personnel Commission will hold a panel and final interviews for the Director of Classified Personnel on dates to be determined in June.
- X. ADJOURNMENT** 2:10 P.M.

BERKELEY UNIFIED SCHOOL DISTRICT

2134 Martin Luther King Jr. Way

Berkeley, CA 94704

PERSONNEL COMMISSION

Ann Aoyagi Roy Doolan Dan Lee

SPECIAL MEETING AGENDA

July 5, 2011

1:00-3:00 p.m. Superintendent's Conference Room

I. CALL TO ORDER

2. Establishment of Quorum Present: Dan Lee, Chairperson, Ann Aoyagi & Roy Doolan
Commissioners

II. PUBLIC COMMENT

III. OLD BUSINESS

ACTION

1. Finalization of Personnel Commission's Budget

Per the request of the Superintendent for the Alameda COE, the PC revised their 2011-12 budget to reflect a total of \$291,198. The direction from Sheila Jordan was that the \$70,000 earmarked for a classification/compensation study for all classified employees was to be retained in the District budget for that purpose. The \$15,000 designated for transition, training for the new director was to be decreased to \$10,000 and added to the PC budget from 2010-11 carryover. Javetta Cleveland stated that the \$10,000 had been added to the HR budget not the PC budget. The PC stated the funds should be in the PC budget and would so note when submitting the revised budget to ACOE. It is still the PC's contention that the reversal of the previously approved budget was not in accordance with the Education Code.

Dan Lee—Motion to approve as amended with the notations stated above. Approve 3-0

IV. ADJOURNMENT 1:07 p.m.

BERKELEY UNIFIED SCHOOL DISTRICT

Merit System

Eligibility List for: **Coordinator of Volunteers**

Examination Completed: Written/Performance Examination: 7/8/11

Technical/General Fitness Oral: N/A

List established by Personnel Commission **July 11, 2011** To Expire: **July 10 , 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Jill Coffey	_____	_____
2. Alicia Schwemer	_____	_____
Mardawn Wendt	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

PUBLIC LIST

Eligibility List for: **IS Garden**

Examination Completed: Written/Performance Examination: 7/15/11

Technical/General Fitness Oral: N/A

List established by Personnel Commission July 15, 2011 To Expire: July 14 , 2012

1. Adam Edell
2. Robert Everett*
3. Kim Allen
Lauren Hoernig
4. Phoebe Barkan*
5. Ellen Doudna
6. Vanya Goldberg
7. Erica Riel-Carden

*Merged expires 3/3/12

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **SOUS CHEF (Open)**

Written Examination: **August 4, 2011**
Performance Evaluation: **N/A**
Technical/General Oral Fitness: **August 4, 2011**

List established by Personnel Commission: **August 4, 2011 to expire August 2, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Jozef Woroniecki	_____	_____
2. Angela Potts	_____	_____
3. Ruth Spivey	_____	_____

Randy Perez
Secretary to the Personnel Commission

Date

BERKELEY UNIFIED SCHOOL DISTRICT

Public Copy

Eligibility List for: **Senior Records Clerk - Promotional**

Examination Completed: Written/Performance Examination: 7/18/11

Technical/General Fitness Oral: N/A

List established by Personnel Commission **July 18, 2011** To Expire: **July 17, 2012**

1. Lisa Morris
2. Andrea Taylor
3. Sakuntala Yaramala

BERKELEY UNIFIED SCHOOL DISTRICT

Public

Eligibility List for: **Senior Records Clerk - Open**

Examination Completed: Written/Performance Examination: 7/18/11

Technical/General Fitness Oral: N/A

List established by Personnel Commission **July 18, 2011** To Expire: **July 17, 2012**

1. Laura Miller
2. Ana Ponce
3. Octavia Evans
4. Erica Johnson
5. Khadijah Ubaka-Sampson

BERKELEY UNIFIED SCHOOL DISTRICT

JOB TITLE: Personnel Coordinator-Personnel Commission

JOB

SUMMARY:

Under the general supervision of the Director of Classified Personnel, within a broad framework of established policies and procedures, assist in the administration of a wide variety of classified personnel services in the operation of the school district, including recruiting, interviewing and selecting classified personnel, and supervision of clerical, paraprofessional and/or professional department staff engaged in a variety of personnel activities as it relates to the merit system; works independently; may act as Director in the Directors absence.

ESSENTIAL DUTIES:

Handles and processes administrative details not requiring the immediate attention of the Director; maintains an official record of Personnel Commission meetings and assists in carrying out the directions of the Personnel Commission; attends to administrative details on special matters assigned by the Director; composes correspondence on own initiative on matters not requiring personal response by the Director; assists in the program of recruitment, interview and selection of all classified personnel; prepares and places job advertisements; develops and administers assessments including computerized tests using the OPAC system; updates website; screens applications for general qualifications for vacant positions including preliminary screening for technical qualifications for management applicants; schedules and arranges appointments for interviews as needed; assists in the implementation of all personnel policies and in the periodic review of personnel rules and regulations; reviews and interprets laws, regulations and contract provisions for classified employees; collects and prepares data and reports on classified personnel as required; prepares and maintains confidential files and information relating to personnel data for the district's negotiations and employer/employee relations' activities; implements and maintains an Applicant Tracking System; monitors and prioritizes workflow so that timelines are consistently met; serves on oral appraisal interview panels; may supervise and evaluate Personnel Commission and Human Resources staff and assign priorities for work assignments as directed; provides support for office staff in the absence of the Director; assists in the orientation of new administrators in regard to Rules and Regulations and interpreting personnel policies or contract provisions; assists in the revision, evaluation and implementation of department operating procedures; works with Director to develop Commission budget and assure fiscal responsibility; orders office supplies; maintains office budget expenditures, as designated; represents district at recruitment and personnel functions; types a variety of complicated material including minutes, orders, reports, memoranda, records, documents, statistical data and travel plans for conferences and workshops; performs other related duties as required.

EMPLOYMENT STANDARDS

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the bachelor's degree or equivalent; three-year increasingly responsible administrative experience including two years of direct Human Resources experience preferably in a merit system school district.

Knowledge: Knowledge of personnel hiring policies and procedures as required by state and district laws, rules, and regulations; letter and report writing; due process, progressive discipline and evaluation techniques; modern office methods and equipment including computer software and data base programs, calculators and xerox machines; proper English usage, grammar, spelling and punctuation.

Abilities: Ability to perform responsible administrative work independently and in a team environment; make arithmetical calculations with speed and accuracy; operate standard office machines and equipment; compile and maintain accurate and complete records and reports; keyboard with accuracy; analyze situations accurately and adopt an effective course of action; communicate with the public and school officials tactfully and courteously; provide leadership and training in an efficient and effective manner; maintain the confidentiality and security of sensitive information; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

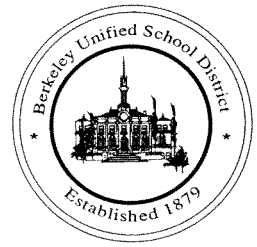
Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 20 pounds; carry up to 20 pounds; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder flexion and extension, back lateral flexion, hip flexion and extension and knee flexion; operate office machines and audio-visual machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; conduct frequent repetitive arm, hand and body motion; work in an indoor environment.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission-
Salary Range: 57
Local 21

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180
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DEPUTY
SUPERINTENDENT

Memorandum

August 2, 2011

To: Personnel Commission

From: Javetta Cleveland 
Deputy Superintendent

Subject: Reclassification of Accounting Position for Child Development Program and Facilities Program to Budget Analyst.

The purpose of this letter is to state that I support the attached letter from Miguel Dwin requesting a reclassification of accountant position to Budget Analyst. All job duties and responsibilities detailed in the letter are similar and equal to other Budget Analyst positions in the department. New and additional duties have been added to the Accountant position due to the new accountability required to meet the requirements of a Proposition 39 for Measure I Facilities Bond and the increasing complexities associated with maintaining the Child Development Programs.

If you have any questions or concerns, please let me know.

RECLASSIFICATION OF ACCOUNTANT POSITION

I'm writing this letter of correspondence to ask for a request of reclassification of my job title as an Accountant to be change to a Budget Analysis based on the increase level of responsibilities and the change in job duties. As an Accountant, I am currently responsible for performing both budgeting and accounting functions for two major District programs. Since December 2004, I have been the Accountant for the Child Development program. The job duties required for providing fiscal and budget oversight of the Child Development program have become increasingly more complex and has required more budgetary monitoring and analysis. Starting in July 2011, additional responsibilities were added to my job duties that includes the budget development, monitoring and accounting for the Facilities funds due to the recent passing of a new \$210 million Facilities Bond (Measure I) in November 2010. The work load and experience required to perform these new functions are equal to the duties of other Budget Analyst in the department. The job duties for both the Child Development and Facilities Funds are detailed below.

With the Child Development program my budget duties include

Develop, implement and maintain \$6 million child development program budget.

Prepare all budget revisions, transfers and analyses budget and project year-end balances.

Monitor budget expenditures for potential problems and ensure that program is operating within budget.

Meet with program administrator to provide budget status, prepare budget analysis and make recommendations to ensure budget is balanced.

Assist with decisions on program reductions, enhancements or resource evaluation.

Maintain budget and grant information, files and records.

Perform year-end closing of the books to ensure the program expenditures are properly accounted for and all revenues have been recognized for each program.

Ensure that program is in compliance with grant regulations and meets all audit requirements in preparation for annual audit.

Provide ongoing information and assistance to the program administrator and provided necessary budget reports, documents and analysis.

Generate budget reports for the adopted budget, first and second interim and closed books for the Board of Directors review.

My budgetary job duties with the Facilities bond Measure I is as follows

Formulate and maintain annual budget of approximately \$25 million budget for facilities program.

Perform budget setup and accounting for expenditures by project.

Manage and account for long-term debt bond obligations up to the amount of the Bond Measure until full repayment of the bonds.

Monitor facilities budget balances to ensure expenditures are within budget by project.

Perform analysis and input transactions for all budget revisions budget revisions, transfers and adjustments by project.

Generate budget reports for the adopted budget, first and second interim and closed books for the Board of Directors review.

Ensure that program is in compliance with Proposition 39 regulation audit guidelines and the Measure I ballot language; as well as participate in annual audit with the external auditors.

A handwritten signature in black ink, appearing to read "M. [unclear]". The signature is fluid and cursive, with a large initial letter.