

**BEFORE THE PERSONNEL COMMISSION
for the
BERKELEY UNIFIED SCHOOL DISTRICT**

WHEREAS, on November 3, 2012, the Secretary to the Personnel Commission, acting

("RFP") for a Classified Service Classification & Compensation Study ("Study") (Attachment A); and

WHEREAS, the Personnel Commission has reviewed proposals submitted in response to the RFP and has received public comment regarding the proposals; and

December 6, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 4:11pm and a quorum was established.

Public Comment

No public comments were made.

Approval & Adoption of Agenda

Secretary Perez requested that Item 9 to be discussed at 4:30pm to accommodate Interim Superintendent, Javetta Cleveland's schedule. Chairperson Lee motioned to approve the agenda as

amended.

Approved: 3-0

Conference/Action: Applications for Personnel Commissioner (Education Code Section 45246)

Chairperson Lee and Commissioner Carter expressed intent to appoint Commission applicant, Ann Aoyagi to the post of joint-appointed Commissioner.

Conference/Action Item: Extension of Term of Commissioner (Education Code Section 45248)

Relations, Secretary Perez then explained that an extensive recruitment cycle was completed over the

course of 4 months and yielded only two ranks. The District chose a candidate from one of the two ranks and is requesting an advance salary placement for this candidate due to the difficulty in obtaining three ranks and due to the extensive qualifications and experience of the candidate selected. Secretary Perez also explained that the candidate was earning a salary slightly more than what we went to efforts to

Union Reports

President Phillips stated that Mr. Perez informed Ms. Lois Pyle that the District will be granting the back date of seniority and the salary step placement to step 2 as according to the union's requests.

Commission Reports

Nothing reported

Director Report

Director Perez stated that a meeting is scheduled with him and representatives of the District to review the bids received from consultants. President Phillips expressed concern that the Commission has not been included in the process for reviewing and selecting a firm to do the study. Director Perez stated that he would send the RFP he drafted along with all bids submitted by consultants to all Commissioners. President Phillips stated that in the past, the Commission approved the selection of the firm. Assistant Superintendent Ruiz explained that the Board and Commission both have roles in a Compensation and Classification Study.

Public Comment

No public comment was made.

Next Meeting

Vote for the seats of Chair and Vice-Chair of the Commission.

Meeting adjourned 6:01pm.

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Berkeley Unified School District
Merit System

(Open)

Written Examination: November 2, 2012

Oral Examination: November 20, 2012

Not Established by Personnel Commission January 10, 2012 10-2012

Open

- | | |
|-----------|----------|
| 1 Teal | Tolbert* |
| 2 Janice | Lawson |
| 3 Charles | Spencer |

- | | |
|-----------|---------|
| 2 Edwina | Taylor |
| 3 Agustin | Gaytan |
| 3 Natalie | Grayson |
| 4 Janice | O'Leary |

Berkeley Unified School District

Merit System

Eligibility List for : **Site Coordinator, Family Engagement
(Promotional & Open)**

Written Examination: **November 1, 2012**

Oral Examination: **November 13, 2013**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Promotional:

1 Paula	deJoie*	
3 Janet	Hurtado	Spanish Bilingual Qualified
4 Lisa	Cullen*	

Open:

1 Yolanda	Swoopes-Jimenez	Spanish Bilingual Qualified
2 Carol	Perez	Spanish Bilingual Qualified
2 Michele	Lee*	
3 Harold	Bannerman*	
4 Dulce	Dizandi	
4 Lauren	Funiestas*	

****Eligibility expires September 6, 2013***

Randy Perez
Secretary, Personnel Commission

Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District

~~Merit System~~

Eligibility List for : Instructional Assistant, Early Childhood Education
(Open)

Written Examination: December 3, 2012
Oral Examination: December 13, 2012

List Established by Personnel Commission: January 10, 2013 to expire January 10, 2014

Open

- 1 Markeisha Washington
- 2 Diana Ortiz-Rodriguez*
- 3 Carla Strauss Jones*
- 4 Yvonne Butler*
- 4 Brigina Mills

- 5 Carol Hackler*
- 6 Yvette Rodriguez
- 6 Marilyn Nebolsky
- 7 Marian Dorsey

****Eligibility expires October 12, 2013***

Randy Perez
Secretary, Personnel Commission

Date

Chairperson, Personnel Commission

Merit System

Eligibility List for : Instructional Assistant Special Ed. Attendant

(Open)

Written Examination: **December 4, 2012**
Oral Examination: **December 18, 2012**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Open:

1 Mary	Layton
2 Ronesha	Norwood-Coleman
2 Kristy	Rackliffe
3 Ha-yovel	Yisrael
4 Marchtrenda	Baker
4 Marilyn	Nebolsky
4 Jameila	Owens
5 Keiko	Okazaki
6 Asjonti	Kirk*

***Eligibility expires September 6, 2013**

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician
(Open)**

Written Examination: **December 3, 2012**

Oral Examination: **December 17, 2012**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Open:

1 Minx	Manuel
1 Harold	Bannerman*
2 Kashauna	Clippis
3 Serah	Blackstone-Fredericks
3 Lauren	Alves
3 Karen	Cagan**
4 Jane	Friedman
5 Courtney	Moffitt
6 Linda	Ballard**
7 Melina	Landry
8 Ameera	Loggins

*** Eligibility expires May 4, 2013**

**** Eligibility expires November 8, 2013**

Randy Perez
Secretary, Personnel Commission

Date

Dan Lee

Date

Personnel Commission

TO: Personnel Commission

DATE: January 10, 2013

SUBJECT: Assign Employee Baylette Butler to Instructional Assistant, Special Education, Attendant

2013 Personnel Commission Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2013. The location for the meetings will be the Oregon Street Conference Room.

- February 7, 2013
- March 7, 2013
- April 4, 2013
- May 2, 2013
- June 6, 2013
- August 1, 2013
- September 5, 2013
- October 3, 2013
- November 7, 2013
- December 5, 2013

All meetings are tentatively scheduled to begin at 4:00pm

Examinations Administered in the Month of December:

Classification-

Instructional Assistant, Early Childhood Education
Instructional Technician
Instructional Assistant, Special Education Attendant
Instructional Media Technician
~~Instructional Technician, Cooking~~

Accountant

~~Grounds Gardener~~

New Hires/New Assignments Processed in the Month of December:

Name-

Natasha Beery
Janet Lopez
Ariana Mitchell
Oscar Sanchez
Sherman Montgomery
Travis Dennis
Carolyn Mitchel

Classification-

Director, BSEP & Community Relations
Senior Personnel Assistant
Instructional Assistant, Special Ed, Attendant
Custodian I
Grounds Gardener
School Campus Monitor
Instructional Technician

Attachment A

erkeley Unified School District
Berkeley Unified School

Classified Service

11
12
13
14

Introduction-

The Personnel Commission of the Berkeley Unified School District (the Commission) is currently reviewing proposals to conduct a district-wide classification and compensation study for positions in the classified service.

proposals to conduct a district-wide classification and compensation study for positions in the classified service.

Background

The Berkeley Unified School District (the District) serves over 9400 students within a K – 12 school setting. The District operates 3 preschools, 11 elementary schools, 2 middle schools, 1 comprehensive

high school and 1 alternative high school and an adult education school.

Working Conditions including work environment and physical abilities in accordance with accepted ADA requirements

- Conduct a total compensation salary survey of comparable school districts
- Develop a manual detailing the methodology of the study and providing guidance to staff in implementing the system.

Proposed Timeline for Study (19 months)

Mail the Request for Proposal by.....November 3, 2012

Submit Proposal by.....November 28, 2012

Screen Proposals by.....December 7, 2012

Interview firms by..... December 14, 2012...

Board approves recommendation of firm by..... January 9, 2013

7. Upon receipt of completed questionnaires, conduct interviews with a representative group of employees and appropriate administrators to confirm content accuracy and resolve inconsistencies.
8. Allocate all employees within the scope of the study to an appropriate job title, job class, and FLSA exempt/non-exempt designation.
9. Prepare current and accurate job class specifications (job descriptions) for each position in

the Berkeley Unified School District's Classified Service. The class specifications must reflect current duties and position requirements including physical requirements, working conditions and essential functions in compliance with ADA.

10. Describe the process for employees who have inquiries or appeals, and conduct appeals as necessary. Attend Personnel Commission Meetings to present the study's recommendations. Attend appeals hearings held by the Personnel Commission to

justify/defend recommendations. Attend Board of Education meetings as appropriate to present study process.

11. Provide a manual of instruction and training materials; provide actual training to

appropriate staff to administer the proposed classification system; indicate any technology required.

9. Present data-driven rationale for recommendations, and present findings in report form and orally to the District's Board of Education, Personnel Commission, District's Cabinet, and Management team.

10. Develop and implement a comprehensive employee communications plan to explain the process and final recommendations.

11. Provide a manual of instructions and training materials; provide actual training to appropriate staff to administer the proposed compensation system; indicate any technology required.

Proposal Content-

Consultants must present satisfactory evidence to the Berkeley Unified School District indicating their ability to meet the scope of work detailed in this Request for Proposal. To ensure consistency, proposals must conform to the following format:

- A. Cover Letter
- B. Table of Contents
- C. Sections:
 - 1. Introduction

3. Sample Documents

4. References

5. Methodology

6. Timetable

7. A Proposed Contract

Section 6 – Timetable

Outline of the proposed time table required for the study to be completed and implemented

Section 7 – A Proposed Contract

Proposed contract for consideration

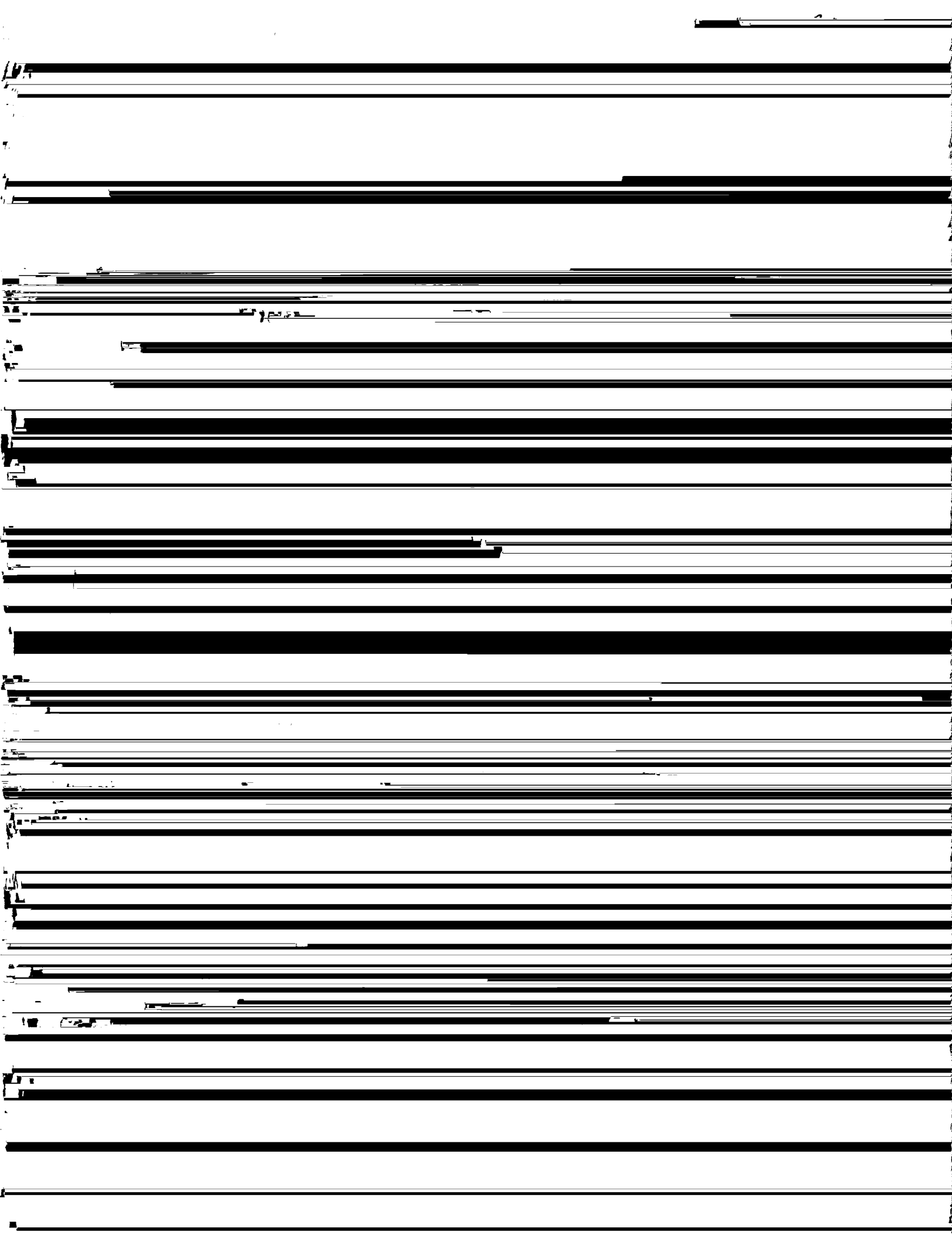
Section 8 – Cost of Services

Proposed costs for each aspect of the classification & compensation study, as well as the overall costs for the project from beginning to completion

Section 9 – Other Information

Other information necessary for a full understanding of services offered

Deadline for Proposals-



64970 4050

DEFINITION

supervisor plan, schedule,

and/or b) 4 years as custodian and 5 years in lead custodian capacity and experience in training, supervising and directing the work of others. Basic computer systems.

KNOWLEDGE OF:

City, State laws and regulations, principles, methods, practices of effective work coordination and planning, principles and practices of effective supervision and training, oral and written communications skills; record and budget keeping techniques. Knowledge of the safe and proper handling of hazardous and recyclable materials and knowledge of MSDS documentation, desirable.

ABILITY TO:

Plan, organize, coordinate, schedule, review and evaluate maintenance and custodial staff, supervise scheduled maintenance and custodial personnel. Communicate and work cooperatively with

MAINTENANCE SUPERVISOR-Equipment

Salary Range 65 \$4070-4952
Final Filing Date: 8/15/01

DEFINITION

Under the direction of the Director of Plant Operations, plan,

District's maintenance activities and personnel, including

the maintenance of classrooms

offices, and other facilities. Train, supervise and evaluate the

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and

training equivalent to an apprenticeship program in one of the

mechanical/electrical trades and five years of increasingly responsible HVAC, plumbing or electrical experience including

experience in training and directing the work of others. Basic computer skills desired.


City, State laws and regulations principles, methods, practices

MAINTENANCE SUPERVISOR-Trades

Salary Range 65 \$4070-4952
Final Filing Date: 8/15/01

DEFINITION

Under the direction of the Director of Plant Operations, plan, schedule, assign, coordinate, supervise, review and evaluate the



EDUCATION AND EXPERIENCE

... to graduation from high school and

training equivalent to an apprenticeship program in one of the
... electrical trades and five years of increasingly

responsible HVAC, plumbing or electrical experience including
experience in training and directing the work of others. Basic
computer skills desired.

KNOWLEDGE Of:

... state laws and regulations, principles, methods, practices

- May be required to work around loud noises, and /or foul odors.
- May be required to work around moving mechanical parts or