

To: The Personnel Commission

From: Peter Pasquin, Interim Personnel Director

Date: April 6, 2017

Subject: Request for Work-Out-Of-Class - Marie Ferguson

Recommendation:

It is recommended that the Personnel Commission find that Ms. Marie Ferguson, working within her classification as School Administrative Assistant - High School

Education Code §45110 states:

Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 45109, unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five working days within a 15-calendar day period except as authorized herein.

An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days provided that his salary is adjusted upward for the entire period he is required to work out of classification and in such amounts as will reasonably

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July X, 2017

Subject: Revisions of School Administrative Assistant I and II Class Descriptions

Recommendation:

It is recommended that the Personnel Commission modify the summary section of the class description for School Administrative Assistant II to include, "or performs a variety of more complex general clerical duties under lead direction of a School Administrative Assistant III."

It is recommended that the Personnel Commission modify the summary section of the class description for School Administrative Assistant I to include "or performs a variety of general clerical duties at a

school."

Background:

A formal request for Work-Out-Of-Class pay for Ms. M. Ferguson, School Administrative Assistant II,

The class descriptions in the Administrative Assistant series identify the level-defining characteristics as

The Administrative Assistant III classification provides support and services to District

support to a large District-wide program or multiple District wide programs of a complex nature

BHS

0730 - 1130

11/17

DISTED MAIL

Sub Tot
check-in

10:15 / 2:00 (7:35)

Dist. of mail for emergency services

accounts returned mail

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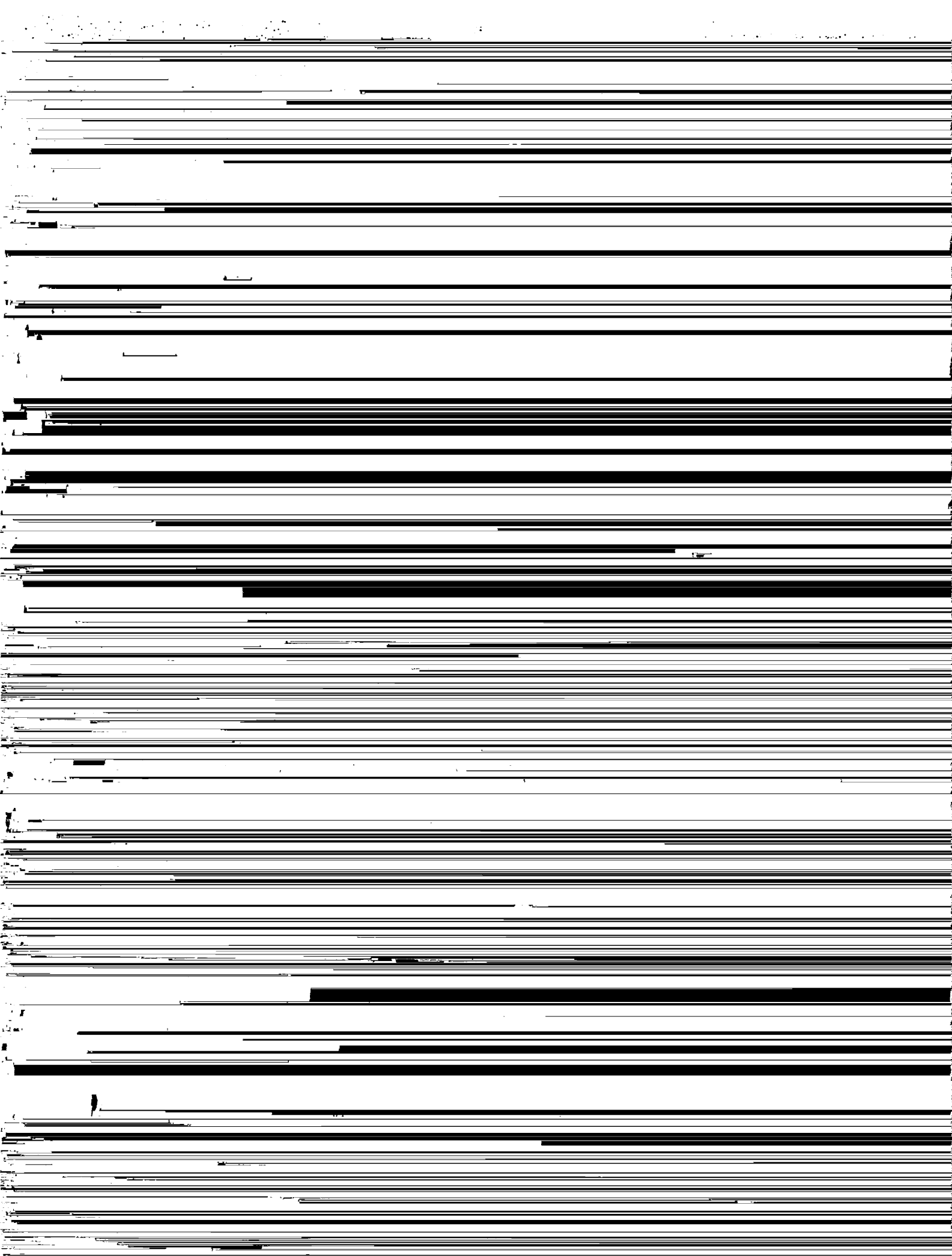
10/11/11

Back AT

returned mail -

open - write STN

WA - 1.



SEP-INTER No 1 LTR

1230-1500

12:35 - STU Emer Card

Filled 11/28

DATA ENTRY

16/5 unfilled

Returned Mail processing
Finding STU NAME & Grade Lvl

11/29

↓
13

1250 - Accommodation Software Adjustment
→ 1258

14/10
Filled

In. COOV

Computer locks out user-Software for

(Accommodation - 10 min of stretching
Every 30 min?)

8/11 Permitting
1hr 7h

ATTACHMENT A
8/11/17

BHS Clerical Support Team

<u>Name</u>	<u>General Duties</u>
[REDACTED] - School Admin. Asst. II	Principal's General Assistant

<p>[REDACTED] - Clerical Asst. III Front Office [REDACTED]</p>	<p>#1 on Phones Greet all visitors Primary contact for security/custodians General Information Maintain Staff phone Roster Support/Liaison for students and staff Supply Keys Issue parking Permit Tags Facilities Calendar (minus BCT) Clerical support to facilities manager</p>
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Prepares clearance slips for students
Inputs data on absences
Clerical Support to

PE waiver processing
Maintains student attendance files
Other duties

State reporting
Prepares clearance slips for students
Inputs data on absences
Clerical Support to

Other duties assigned by Principal

Prepares attendance reports for staff

BHS Clerical Support Team

Job Responsibilities 2017-18

<u>Name</u>	<u>General Duties</u>
[REDACTED] - Admin Coordinator	Principal's General Assistant

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Chemical Support to
 Other duties as assigned by Principal

Other duties as assigned by Principal

ASSISTANT III/OUR

	<p>Spanish translation for Attendance Office PE Waiver Processing Maintains student attendance files Other duties assigned by District</p>
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REC'S 02/14/17 @ 9:20a
8/11/17

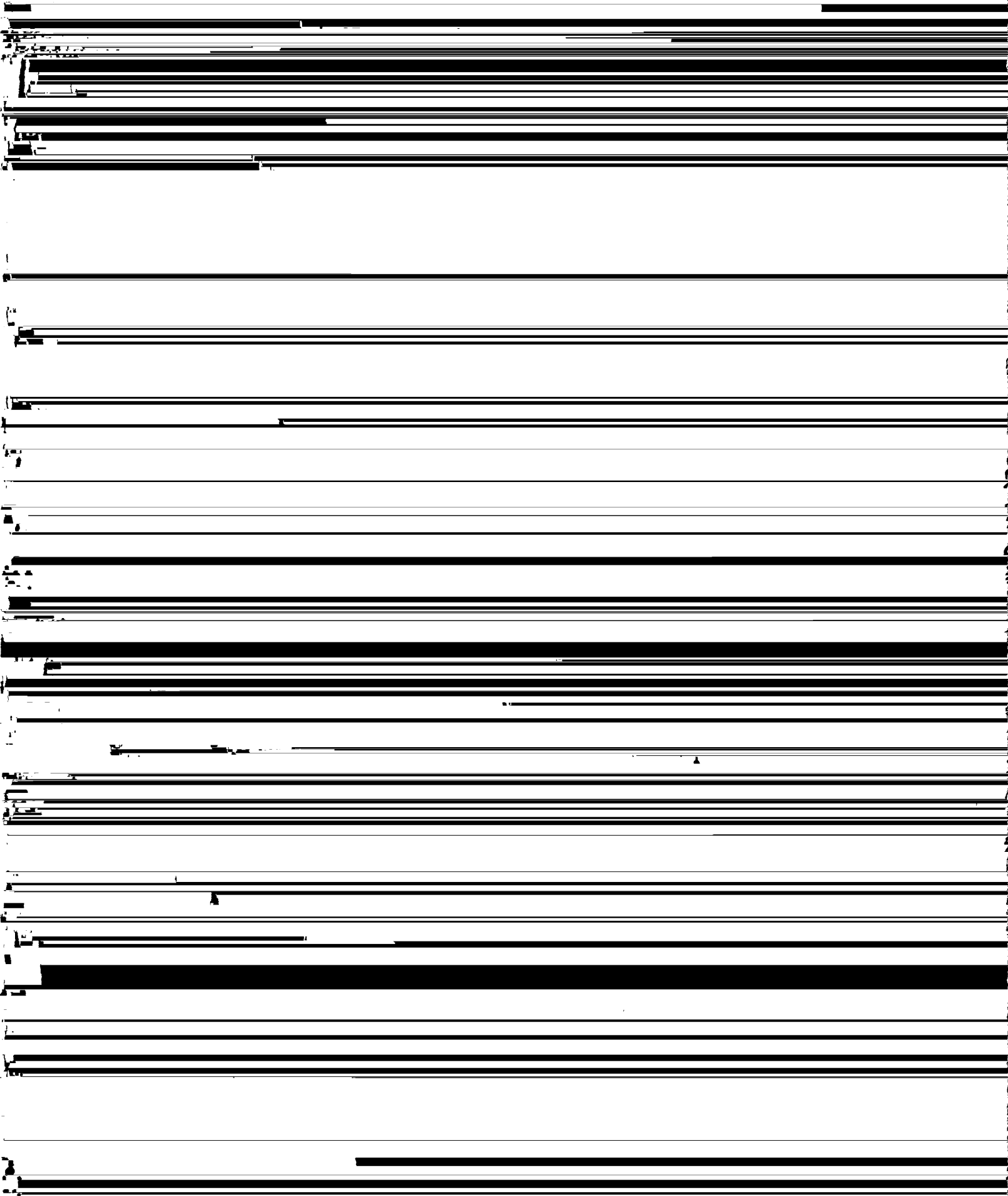
Sub Desk

7:30 - 8:45 daily

4 hours

- Arrive check Access

- Remain in desk area until



- Train, assign and coordinate the work of assigned school personnel; prepare absentee forms as directed; review work for accuracy, completeness and compliance with established guidelines and procedures.

- Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar for the school and the principal; receive facilities.

- Operate a variety of office equipment including a calculator, copier, laminator, fax machine, computer and assigned software; operate a two-way radio as assigned.

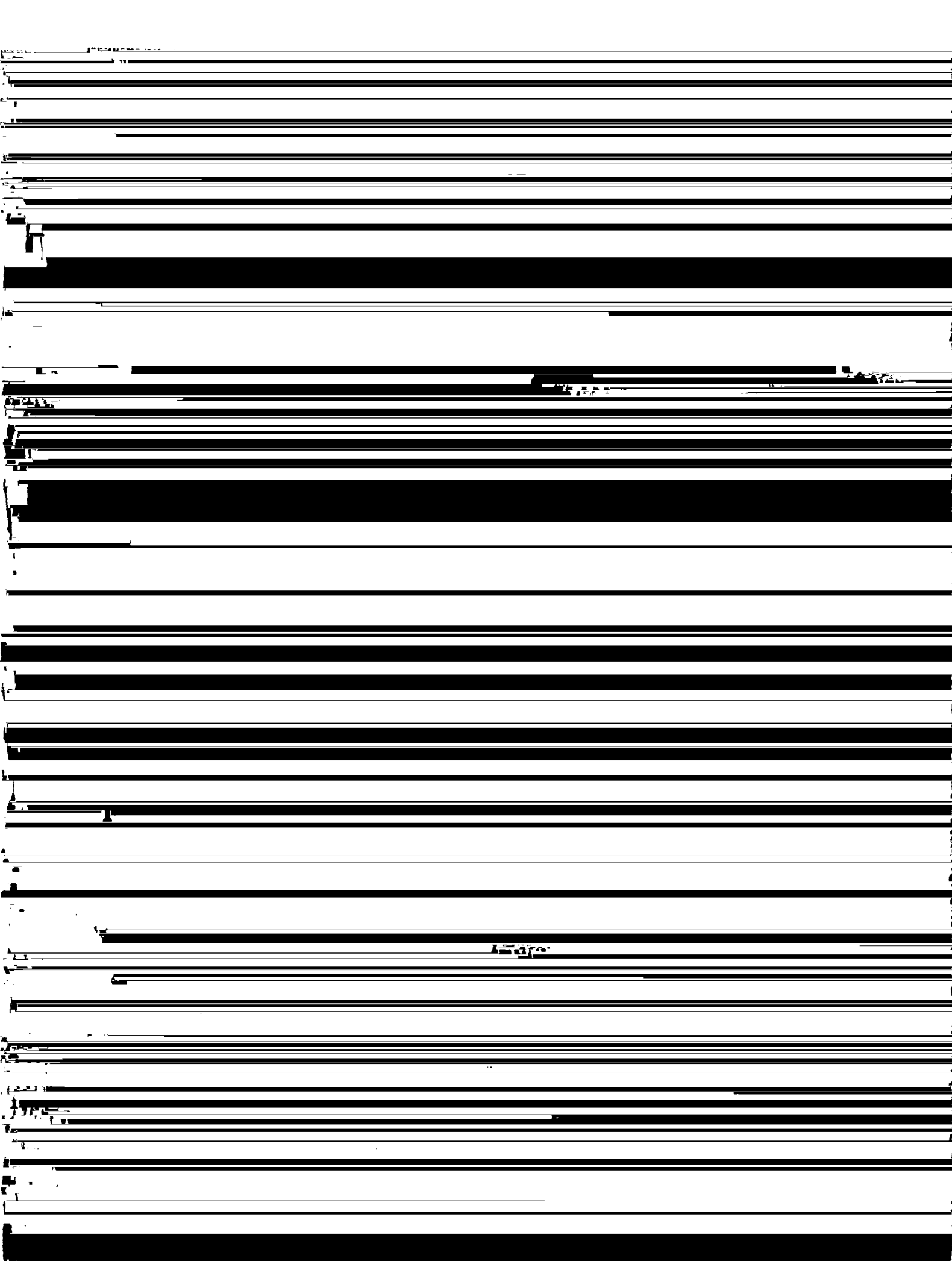
• Communicate with staff and outside agencies and the public as assigned.

• Monitor inventory levels of office and school supplies; order supplies and maintain inventory records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to ...

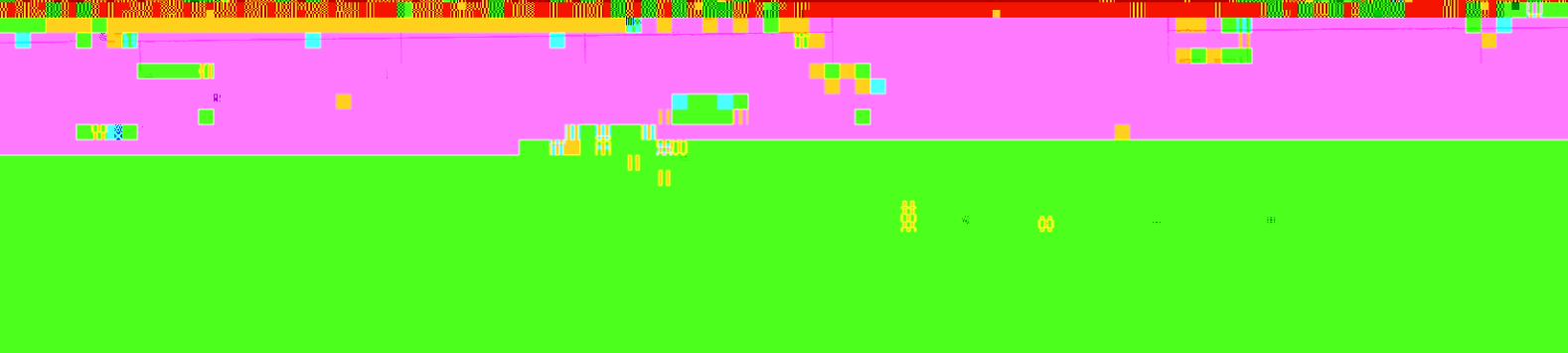
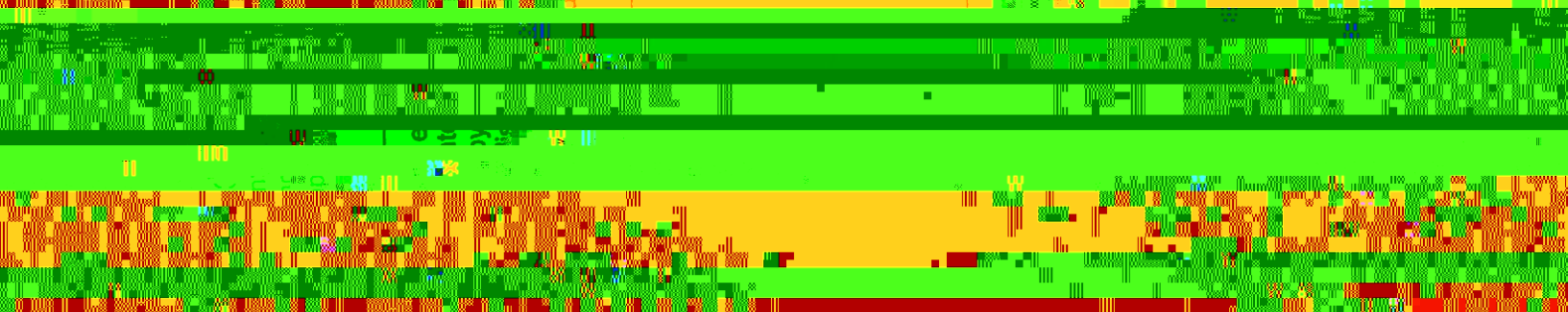
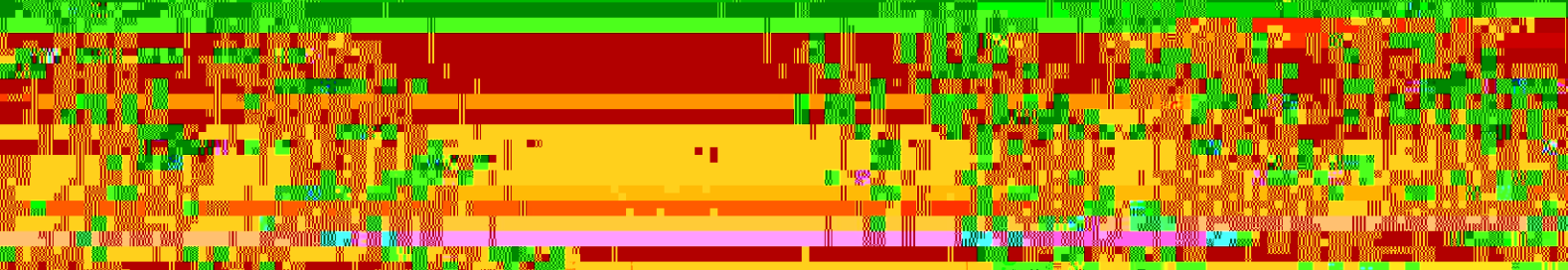
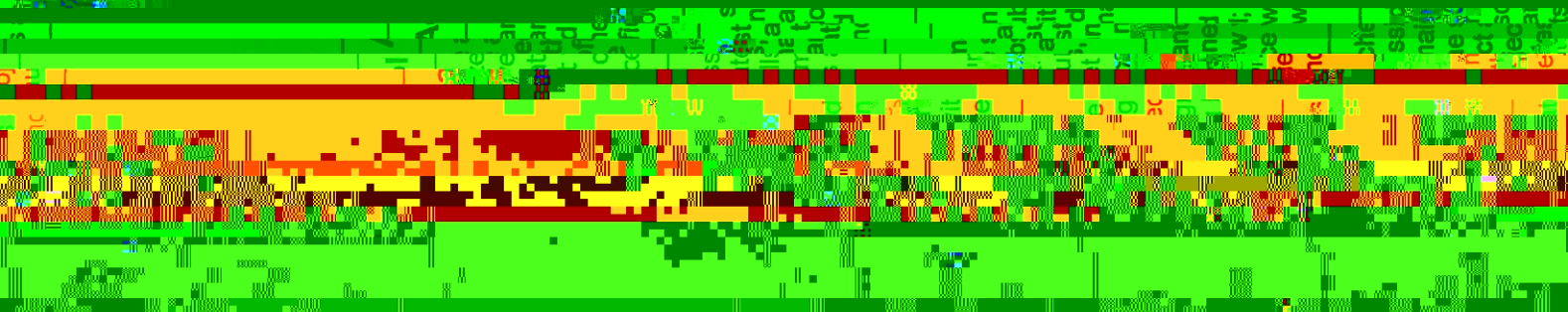
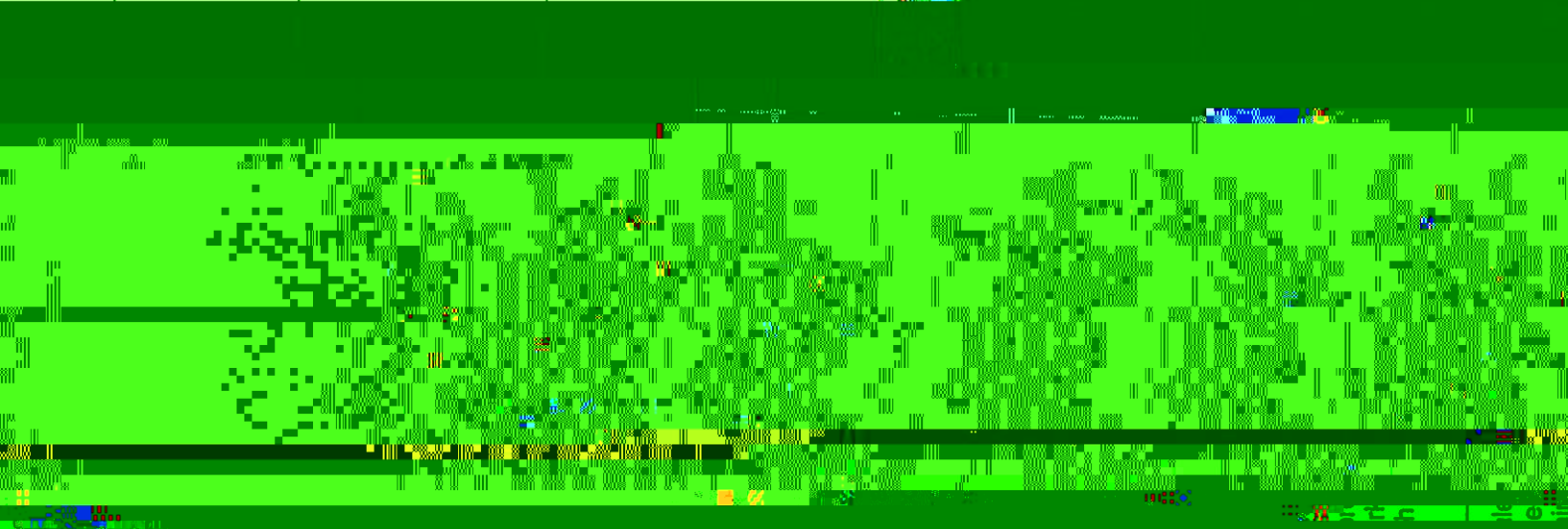
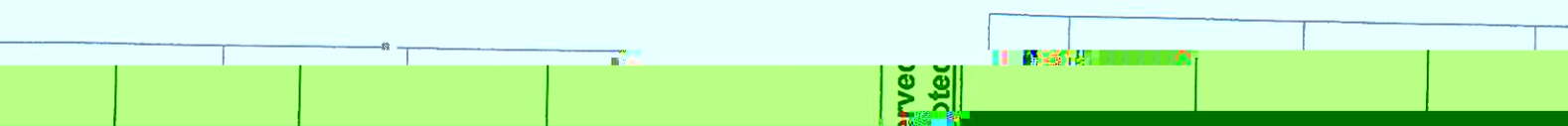
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EDUCATION AND EXPERIENCE:

Any combination equivalent to _____

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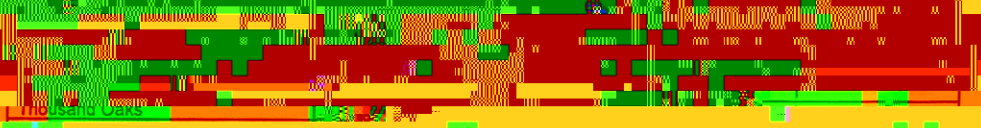
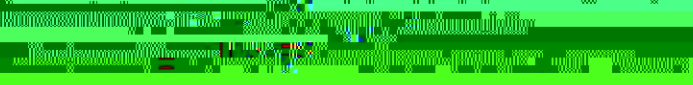
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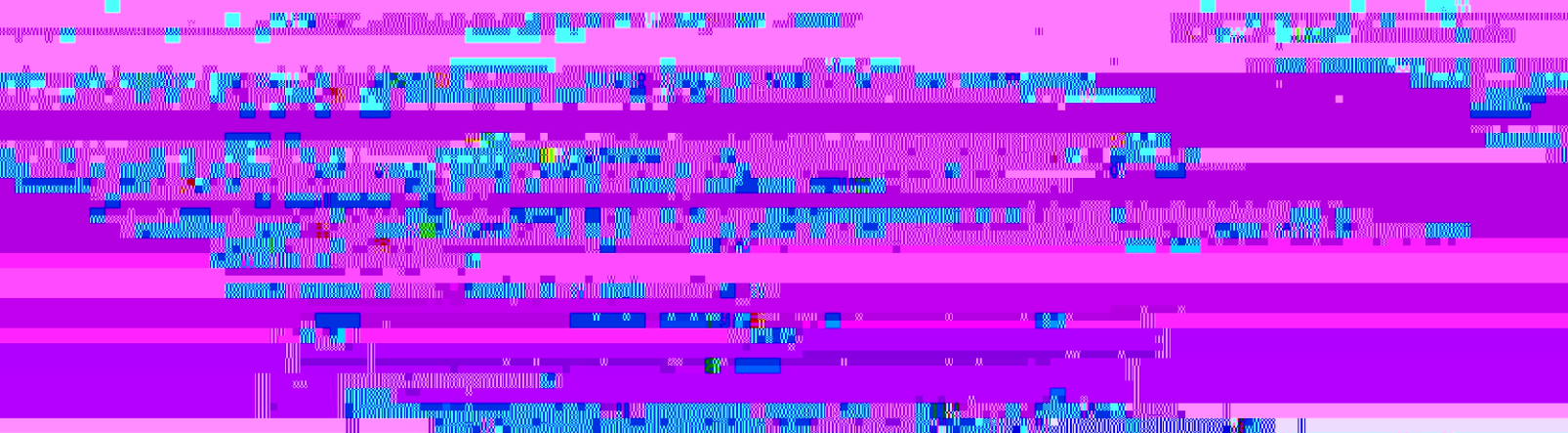
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Supporting
TONIA

Dear Parents:

As you know, the school district is currently reviewing the school diet program. We are seeking input from parents, students, and staff to ensure the program is fair, equitable, and meets the needs of all students.

We have held several meetings with parents and staff to discuss the current program and the proposed changes. We have also conducted a survey to gather feedback from parents and students.

The proposed changes include: (1) providing a daily lunch for all students; (2) providing a daily breakfast for all students; and (3) providing a daily snack for all students.

We believe these changes will provide all students with a healthy and nutritious meal and help to reduce the stigma associated with the current program.

We are currently reviewing the feedback we have received and will be making final decisions on the proposed changes in the next few weeks.

We appreciate your input and feedback. If you have any questions or concerns, please contact the school diet committee at [phone number] or [email address].

Sincerely,
Patricia Davis, School Diet Committee Chair

Thank you for your input and feedback. We will be making final decisions on the proposed changes in the next few weeks.

We appreciate your input and feedback. If you have any questions or concerns, please contact the school diet committee at [phone number] or [email address].

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indicated he would contact the Commission at [REDACTED]

[REDACTED]

10. Public Comments

Mansour Id-deen, NAACP Berkeley Chapter President, asked for information about the 20-month notice list but

Commissioner Castro stated that he did not have that information.


11. Next Meeting

The next regular meeting was scheduled for September 1, 2016 at 4:30pm.

12. Adjournment

The meeting was adjourned at 6:31pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission



Date

Approved,

because the commission approved Ms. Ferguson's former position as a bilingual clerk position, she could

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XXXXXXXXXX

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XXXXXXXXXX

IX. FUTURE CONCERNS

XXXXXXXXXX

XXXXXXXXXX

X. CONCLUSION

XXXXXXXXXX

Berkeley Unified School District

2020 07/26

Berkeley, CA 94702

Personnel Commission

Principal's Office

Christina

Personnel Commission

Personnel Commission

Personnel Commission

Personnel Commission

Dear Mr. [REDACTED]:

Dear Mr. [REDACTED]:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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CERTIFIED AND ELECTRONIC MAIL

March 30, 2016

**2020 Bonar Street
Berkeley, CA 94704**