

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 6, 2014 4:30PM

1. Call to Order

The meeting was called to order at 4:30pm.

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice-Chairperson Aoyagi, and Commissioner Lee were present and a quorum was established.

3. Public Comments (15 minute limit)

Joel Swink, Communications Technician, commented that he has assumed responsibilities of a Security Engineer and duties previously carried out by a private contractor, which has resulted in considerable savings

for the district. As an action of the Comp & Class Study, Joel Swink requested that the Commission approve his compensation to be equal to that of a Maintenance Engineer. Gregory Williams, Plant Operations Manager, commented that as Joel Swink's supervisor, he is in full support of his request.

6. Consent Items

Ratification of Eligibility Lists

- a. Grounds Gardener
- b. Clerical Assistant III
- c. Instructional Specialist Garden

- d. Instructional Technician
- e. Food Service Satellite Operator

- f. Senior Personnel Assistant

Approved, 3-0

7. Conference Items

- a) Request for Voluntary Demotion

Secretary Perez presented information on behalf of Melina Landry, requesting to be voluntarily demoted to be an Instructional Assistant, Special Ed Attendant, a position for which she applied, tested and is on the eligibility list. Her voluntary demotion is in accordance with Merit Rule 60.200.2

Approved 3-0

8) Discussion Items

- a) Recommendations from the Board of Education relative to the classification and compensation study.

b) Commissioners Reports

Commissioners have nothing to report.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that special meetings need to be set up to discuss the Classification and Compensation study.

II. Update on Neogov

Secretary Perez commented that Neogov is fully operational. Paula Phillips, inquired about the status of online requisitions. Secretary Perez responded that a larger separate project will be required to implement online requisitions.

11) Public Comments (15 minute limit)

President Phillips, BCCE President, said that the certification process for the Transportation Dispatcher was carried out incorrectly because the open list candidate was the first to interview on the date set for final interviews, even though three promotional candidates were on the current list. Secretary Perez responded that

only two candidates were initially sent to the hiring authorities because the other promotional candidates declined interviews. On the date of the interviews, the employees who initially declined interviews said they wanted to interview, and so they were allowed to do so.

12) Next Meeting

The next special meetings will be on November 17, 2014 at 5:00pm, and November 18, 2014 at 4:30pm.

13) Adjournment

Meeting adjourned at 7:06pm

All Classes in the Classified Management Group

Approved: 3-0 – With the exception of the Admissions' Manager to be discussed further

All Classes in the Clerical/Secretarial Group

Approved: 3-0

All Classes in the Community/Public Relations Group

Approved: 3-0

All Classes in the Fiscal Services Group

Approved: 3-0

All Classes in the Maintenance Grounds Group

Approved: 3-0

All Classes in the Human Resources Group

Approved: 3-0

All Classes in the Instructional Technician Group

Approved: 3-0

All Classes in the Instruction Group

Approved: 3-0 with the exception of the Interpreter for the Deaf position to be discussed further

All Classes in the Library Media Group

Approved: 3-0

All Classes in the Maintenance & Operations Group

Approved: 3-0 with the exception of the Telecommunications Specialist to be discussed further

All Classes in the Transportation Group
No motion taken; to be discussed at the next meeting

All Classes in the Warehouse Group
Approved 3-0

6. Public Comments (15 minute limit)

Paula Phillips, President BCCE, commented that the commission has fallen short in its responsibilities to serve its classified employees and so BCCE will reconsider whether the Commission should continue to exist or not

7. Next Meeting

The next special meeting will be on November 18, 2014 at 4:30pm.

8. Adjournment

Meeting adjourned at 6:29pm

Respectfully Submitted,



Paula Phillips



Date

Berkeley Unified School District
Personnel Commission Special Meeting Minutes
November 18, 2014 4:30PM

1. Call to Order

The meeting was called to order at 4:30pm

Interpreter for the Deaf

Chairperson Carter motioned to approve the Interpreter for the Deaf at range 53

Approved: 2 – 1

Chairperson Carter and Vice Chairperson Aoyagi voted for Commission on Equal Employment Opportunity

Telecommunications Specialist:

Vice-Chairperson Aoyagi motioned to approved the Telecommunications Specialist at range 56

Approved: 3 – 0

Berkeley Unified School District

Merit System

(Open & Promotional)

Performance Examination:

October 31, 2014

Oral Examination:

October 31, 2014

Promotional

Berkeley Unified School District

Merit System

Eligibility List for :

**Instructional Assistant, Special Education, Attendant
(Open)**

Written Examination:

October 17, 2014

List Established by Personnel Commission: January 15, 2015 to expire January 15, 2016

Open

1 Valerie	Wagner
2 Risa	Pedzewick
3 Andrea	Devenuto
3 Joy	Sledge
5 Deborah	Shipley
5 Michele	Walker*
6 Isaiah	Lopez**
6 Johnny	Shoemaker*
7 Reatha	Weaver*
8 Pamela	Morgan

* Eligibility expires August 7, 2015

Berkeley Unified School District

Merit System

Eligibility List for :

Purchasing Agent

Written Examination:

November 6, 2014

Oral Examination:

November 21, 2014

List Established by Personnel Commission: January 15, 2015 to expire January 15, 2016

Berkeley Unified School District
Merit System

Eligibility List for : **Workers Compensation Specialist**
(Open)

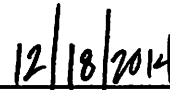
Written Examination: **September 3, 2014**
Oral Examination: **December 17, 2014**

List Established by Personnel Commission: **January 15, 2015 to expire January 15, 2016**

Open
1 Betty Torrian-Lee



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Commissioner

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Food Service Assistant
(Open)**

Performance Examination:

December 17, 2014

~~List Established by Personnel Commission: January 15, 2015 to expire January 15, 2016~~

Open


1 David	Berry*
2 Milagro	Andrade
3 Qianmin	Lee*
4 Ashleigh	Hester**
5 Xitlalic	Hernandez

* Eligibility expires February 13, 2015

** Eligibility expires September 4, 2015


Randy Perez

Secretary, Personnel Commission



Date

2015 Personnel Commission Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2015

The location for the meetings will tentatively be The Tech Job Room 130, 2020 Power Street

- January 15, 2015
- February 5, 2015
- March 5, 2015
- April 9, 2015
- May 7, 2015
- June 4, 2015
- July 2, 2015

Examinations Administered in the Month of November & December:

Classification-

Custodian I
Workers Compensation Specialist
Instructional Assistant, Special Ed, Attendant
Executive Assistant to the Superintendent
Purchasing Agent
Security Engineer
Instructional Assistant, ECE
Instructional Technician
Food Service Assistant
Personnel Coordinator, Personnel Commission
Maintenance Engineer
Clerical Assistant III
Payroll Supervisor

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

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location-</u>
Nagat Alwasim	New Hire	Instructional Technician	LeConte
Deidre Diggs	New Hire	Food Service Satellite Operator	B-Tech
Chawn Jackson	New Hire	Transportation Dispatcher	Transportation
James Small	New Hire	Instructional Technician	Emerson
Angela Sutton	New Hire	School Safety Officer	Adult School