

8. Consent Items

Ratification of Eligibility Lists

- a) Custodian I p. 10
- b) Custodian II p. 11
- c) School Service Assistant p. 12
- d) Executive Assistant to the Superintendent p. 13
- e) School Bus Driver p. 14
- f) Food Service Satellite Operator p. 15

- g) Program Coordinator p. 16
- h) Library Media Tech, Elementary p. 17
- i) Transportation Manager p. 18

Approved, 3-0

9. Reports

- a) Union

President Phillips, BCCE stated that the merit rule 60.100.2(F) says that the appointing power should

probationary period. Secretary Perez stated that the District is the "appointing power." President Phillips, BCCE, reiterated the need to give such notice, since the District has not done this.

President Phillips, BCCE, stated that Secretary Perez has been carrying out duties for the District as a Skelly hearing officer, and that it does not fall in his job description.

11. Public Comments (15 minute limit)

None.

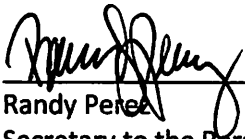
12. Next Meeting

Chairperson Aoyagi requested to set the date for the Special Meeting for May 22nd, 2015 at 4pm, for the budget hearing and for three appeal hearings related to applications.

13. Adjournment

Meeting adjourned at 6:22pm.

Respectfully Submitted,



Randy Perea
Secretary to the Personnel Commission

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

5/29/2015

Date

Date

Personnel Commission Special Meeting Minutes

May 22, 2015 - 4:15 pm

1. Call to Order

The meeting was called to order at 4:15pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Approved, 3-0

5. Public Hearing

Secretary Perez commented that a list of expenditures, and next year's proposed budget was being provided, and that the only substantive addition to the budget is for the additional \$2500 for pre-employment physicals. It

Assistant.

The proposed budget was approved as amended: 3-0

Berkeley Unified School District
Merit System

Eligibility List for

(Open)


Written Examination: **April 23, 2015**
Oral Examination: **May 19, 2015**

List Established by Personnel Commission: **June 4, 2015 to expire June 4, 2016**

Open

1 Reyna	Aceves
2 Michael	Sung
3 Kim	Syer*
4 Deirdre	Sproul
4 Luz	Anguiano-Reyes* (Bilingual Qualified)
5 Colin	Murphy*
6 Bettiana	Murphy*
6 Woodrow	McWhorter*
7 Antonio	Drummond*

** Eligibility to expire 2/5/16*



Randy Perez
Secretary, Personnel Commission

5/29/15

Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Maintenance Technician
(Open)**

Performance Examination:

April 14, 2015

Oral Examination:

May 6, 2015

List Established by Personnel Commission: **June 4, 2015 to expire June 4, 2016**

Open

1 Joel

Salvador

2 Mike

Ledsinger

** Eligibility to expire July 3, 2015*



Randy Perez
Secretary, Personnel Commission

5/11/2015

Date

Eligibility List for :

Buyer
(Promotional and Open)

Written Examination:

April 22, 2015

Oral Examination:

May 12, 2015

List Established by the Personnel Commission: **June 4, 2015 to expire June 4, 2016**

Promotional

- 1 Foroozan Toofan
- 2 Elizabeth Haro

Open

- 1 Minnie Hoang

Merit System

Eligibility List for ;

Microcomputer Technician

(Open)

Written Examination:

April 15, 2015

Oral Examination:

May 11, 2015

List Established by the Personnel Commission: June 4, 2015 to expire June 4, 2016

Open

1 Joseph

Guitron

2 Kevin

Tucker


Randy Perez

5/11/2015
Date

Merit System

Eligibility List for :

**Payroll Supervisor
(Open)**

Written Examination:

May 14, 2015

Oral Examination:

May 29, 2015

Open

- 1 Julia**
- 2 Nicole**

**Locatelli*
Caldwell**

Examinations Administered in the Month of May:

Instructional Technician
Library Media Technician, Elementary
Instructional Assistant, ECE
Maintenance Technician
Microcomputer Technician
Instructional Specialist, Garden
Food Service Assistant
Recall Supervisor

Buyer
Instructional Assistant

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

Name- *Employment Type-* *Classification-* *Location-*



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Compliance Officer and Title IX Coordinator	REPORTS TO:	Superintendent
DEPARTMENT/SCHOOL:	Superintendent's Office	CLASSIFICATION:	Classified Management, Non-Represented
FAIR LABOR STANDARDS ACT	Exempt	WORK YEAR - HOURS:	12 months (Calendar Year)

- As a neutral party, investigate complaints; notify and interview complainants, respondents, and witnesses; obtain and review relevant documents; mediate, as appropriate; and issue factual findings and recommendations, as necessary
- Design guidelines for staff to ensure that staff communicate and observe consistent and appropriate confidentiality protections for incident reporters and complainants
- Develop investigation plans for each Title IX and UCP complaint and conduct investigations

- Review and ensure all District policies, procedures, protocols and practices are in compliance with Title IX and UCP regulations
- Train and provide direction and leadership to staff to serve as investigators, as appropriate

Train and provide technical support and leadership to students and staff

- Coordinate training and technical assistance on school policies related to discrimination on the basis of ethnic group identification, religion, age, sex, color, and/or physical or mental disability

Provide technical expertise and support for the drafting and revision of policies and

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of Title IX, Uniform Complaint Procedures, American with Disabilities Act, Rehabilitation Act of 1973 (specifically Section 504 compliance), and effective complaint resolution
- Ability to interpret and articulate relevant state and federal laws and regulations and District policies and regulations
- Ability to manage multiple on going and complex caseload of complaints and assist

- Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies
- Ability to guide, advise and support the training and learning process with respect to Title IX and UCP compliance and complaint resolution
- Excellent mediation skills, analytical skills, problem-solving skills and organizational skills with attention to detail
- Ability to deal with confidential and sensitive information
- Ability to build relationships and collaborative partnerships across the District and state

and federal agencies

Demonstrated commitment to diversity and inclusivity and ability to work with a wide