

Berkeley Unified School District

2070 Geneva Street, The Tech Lab, Room 126

Berkeley, CA 94702

Personnel Commission Meeting Minutes

1. Call to Order

The meeting was called to order at 4:30pm

2. Roll Call & Establishment of Quorum

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. Meeting Minutes

a) May 7, 2015

Commissioner Carter requested to add the question he asked under Item 10A: Ms. Rebecca Todd's request to use the Library Media Tech eligibility list for a lower class. He had asked that, if approved, would using this list potentially exclude some applicants who would qualify for the lower positions. The answer was "yes."

b) May 22, 2015

Approved 3-0

Berkeley Unified School District

Merit System

Eligibility List for :

Instructional Technician
(Open)

Written Performance Examination:

April 28, 2015

Oral Examination:

May 20, 2015

List Established by the Personnel Commission July 2, 2015 to expire July 2, 2016

Open

1 Andrew Toney

2 [REDACTED]

3 Mika Chrisentery

4 Danielle Ross**

5 Alisa Foster *

6 Yagoit Ahmed**

6 Anna Wirsig**

7 Rafaelle Lane***

8 Marco Akil

9 Trameka Godfrey

10 Christof Norris

Berkeley Unified School District
Merit System

Eligibility List for:

Instructional Assistant - Early Childhood Education

(Open)


Written Examination: **May 5, 2015**

Oral Examination: **June 5, 2015**

List Established by the Personnel Commission: **July 02, 2015 to expire July 02, 2016**

<u>Open</u>	
<u>Rank</u>	<u>Name*</u>
1	Randy
2	Carla Jones
3	Michelle Dotson*
3	Natalie Roden*
3	Duana Brown*
4	Marian Willis
5	Reyna Aceves
6	Sayuri Roque*

* Eligibility expires April 02, 2016



Randy Perez
Secretary, Personnel Commission

6/26/15

Date

Merit System

Eligibility List for : School Bus Driver
(Open)

Written Examination: June 4, 2015

Oral Examination: June 25, 2015

List Established by the Personnel Commission: July 2, 2015 to expire July 2, 2016

Open

- 1 Sergio Nunez*
- 2 Belete Worku**
- 3 Candice Joseph
- 4 Charles Nelson
- 5 Shaleana Maxwell*

* Eligibility to expire March 5, 2016

** Eligibility to expire May 7, 2016



Date

6/26/15

Date

Examinations Administered in the Month of June:

Classification-

School Safety Officer

Grounds Gardener

School Bus Driver

Grounds Gardener, Leadworker

Instructional Assistant, ECE

Budget Analyst

Maintenance Engineer

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

Name-

Employment Type-

Classification-

Location-

Erika Hernandez

New Hire

IA Special Ed, Attendant

BHS

Derrick Westover

New Hire

Clerical Assistant III

Special Ed

Mary Jacobs

New Hire

Clerical Assistant III

BHS

Reginald Johnston

New Hire

Maintenance Engineer

Maintenance

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or email it to

randyperez@berkeley.net The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel

TO: Berkeley Personnel Commission

FROM: Local 21, International Federation of Professional Engineers
DATE: July 2, 2015
SUBJECT: Rule 70.100.7.B, Language Differentials Rule

BACKGROUND INFORMATION

In 1972 (43 years ago), the Berkeley Personnel Commission adopted the language differential rule (70.100.7.B). Local 21 respectfully request that the personnel commission update this rule in a fair and equitable manner to the classified employees who must speak, read and write in another language besides English.

Rule 70.100.7.B reads as follows: *Regular, full-time employees using bilingual skills shall be paid a differential of \$15 per pay period if required to exercise the ability to translate to and from English by speaking, reading, and writing a foreign language or \$10 per pay period if required to converse in the foreign language.*

Presently, the Personnel Commission's Rule 70.100.7.A, shift differential, grants a five percent (5%) differential to employees who must work between 7:00 P.M. and 7:00 A.M. Employees who work out-of-class also received a five

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Donald Evans, Ed.D., Superintendent
FROM: Delia Ruiz, Assistant Superintendent for Human Resources
DATE: June 24, 2015
SUBJECT: Approval for Technology Services Supervisor Job Description

BACKGROUND INFORMATION

In the Budget Priorities document passed by the Board May 6, 2015, funding was allocated for a Technology Services Supervisor position to improve the ability of the Technology Department to improve support of technology, especially at school sites.

This item asks for approval of the Technology Services Supervisor job description created in consultation with Technology Director Jay Nitschke and Local 21.

POLICY CODE

Education Code sections 35020 and Board Policy 5145.7

FISCAL IMPACT

Funds for this position are included in the 2015-16 budget.

STAFF RECOMMENDATION

Approve request to create the Technology Supervisor job description.



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Technology Services Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Technology Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board		SALARY GRADE:	Schedule: 54 Range: 7A

BASIC FUNCTION:

Manage a group of technicians who support end-users primarily at school sites. Perform analytical, highly-complex tasks in support of the District's technology functions; provide leadership and direction to users and

oversee maintenance of various District systems hardware and software applications; assist in the creation of end-user computing policies, procedures and standards; ensure that technology services are delivered with excellent customer service

requirements; conduct staff meetings, observations and training; assure proper coverage for absent staff

- Supervise, provide professional development and evaluate the performance of assigned personnel
- Attend professional development workshops, training sessions, and professional association meetings

practices

Develop effective training presentations as directed

Train and evaluate the performance of assigned personnel

Research, analyze and recommend new system software and hardware

Make routine equipment adjustments and perform routine maintenance

Communicate effectively both orally and in writing

Maintain records and prepare reports

Prioritize and schedule work

Work cooperatively with others

Plan and organize work with minimal supervision

Operate a vehicle to conduct work

Any combination equivalent to: Bachelor's degree or equivalent college-level course-work in computer science, information technology or related field; five years of experience in the installation, maintenance and repair of computer and network systems, servers, peripherals and related equipment; experience in a school district preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of vehicle insurance

WORKING CONDITIONS:

ENVIRONMENT: