

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

July 15th, 2021– 2:30 pm

1. Call to Order

The meeting was conducted via Zoom call #852 7339 2873 and was called to order at 2:30 pm.

2. Roll Call & Establishment of Quorum

Chairperson Goldstein, Vice-Chairperson Roter, and Commissioner Davis were present, and a quorum was established.

3. Public Comments

Interim Executive Director Philip Gordillo thanked BUSD staff he has had the pleasure of working with since January 2021. In addition, he congratulated the Personnel Commission for their selection of Mr. Charles Castillo as the new Executive Director, Classified Personnel. He expressed his confidence in Mr. Castillo as a leader for the commission and said he would continue to make himself available as a resource on an as-needed basis.

Natasha Beery, Director of BSEP and Communications, thanked Mr. Gordillo for his work and welcomed Mr. Castillo.

4. Approval & Adoption of Agenda

Vice-Chairperson Roter made a motion to approve the July 15th, 2021 meeting agenda; Commissioner Davis seconded the motion,
Approved, 3-0

5. Conference Items

a) Approval of New Classification- Senior Communications Officer

Secretary Castillo advised that this and the other new classification on the commission agenda were a priority for the Superintendent and the board. He summarized the role in the class description and the rationale backing the salary grade recommendation. Mr. Gordillo commented that the salary was evaluated with peer roles in neighboring Districts and was internally aligned with positions within BUSD. He thanked Ms. Beery and Samantha Tobias-Espinosa, Assistant Superintendent of HR, for their help developing these class descriptions.

Ms. Beery explained that this position was established because the demands for public communications had grown well beyond the duties of the current Public Information Officer position. The focus of this new position would include duties as a strategic advisor and spokesperson for the Superintendent.

Vice-Chairperson Roter asked about the incumbent in the PIO position; Mr. Gordillo replied that the commission staff would begin recruitment once the new position was established and that the current PIO would be eligible to apply for the promotional opportunity. Vice-Chairperson Roter suggested revising the minimum qualifications to expand the recruitment to those who have worked outside of the public sector. Ms. Beery agreed with this suggestion and said that applicants often come from a journalism or non-profit background.

Chairperson Goldstein asked why the driver’s license requirement was necessary, given the numerous rideshare and public transportation options. Secretary Castillo committed to undertaking further discussion with Human Resources about the appropriateness of this requirement.

Chairperson Goldstein made a motion to approve the Senior Communications Officer classification, inclusive of the discussed revisions to the minimum qualifications to include either public or private sector experience; Vice-Chairperson Roter seconded the motion,
Approved, 3-0

b) Approval of New Classification- Communications Specialist

Ms. Beery shared that previous practice had been to use contractors to work on communications projects. With the reorganization of the communications department it was determined that additional support for the Sr. Communications Officer was a necessary element to streamline the work. Mr. Gordillo reported that a peer analysis of other districts was performed to determine the salary for the role. Chairperson Goldstein asked about the driver’s license requirement and whether the incumbent would need to travel for work. Ms. Beery confirmed that travel would be necessary on occasion.

Vice-Chairperson Roter made a motion to approve the Communications Specialist classification; Commissioner Davis seconded the motion,
Approved 3-0

6. Public Comments

Mr. Gordillo said he would be visiting Berkeley in early August and would reach out to staff and Commissioners with further details. Chairperson Goldstein congratulated Secretary Castillo for completing his first personnel commission meeting as Executive Director.

7. Next Meeting

The next regular Personnel Commission Meeting will be held on August 5th, 2021.

8. Adjournment

The meeting was adjourned at 3:31 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

8/30/2021

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

9/02/2021

Date