

Berkeley Unified School District
Personnel Commission Meeting Minutes

February 3rd, 2022 – 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 4:32 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Roter made a motion to approve the meeting agenda; Vice-Chairperson Davis seconded the motion,

Approved, 3-0

5. Approval of Meeting Minutes

a) January 14th, 2022, Regular Meeting Minutes

Chairperson Goldstein asked that the minutes reflect Commissioner Roter's absence as excused in advance of the meeting per his request.

Vice-Chairperson Davis made a motion to approve the January meeting minutes as amended; Chairperson Goldstein seconded the motion,

Approved, 3-0

6. Reports

a) Union

Frank Hernandez, BCCE President, inquired about the School Safety Officer eligibility list, which he understood to be in circulation to hiring managers but was not included in the meeting agenda packet. Secretary Castillo apologized for the oversight and explained that it had been mistakenly omitted and that he would immediately share it with BCCE and take steps to have it included in the packet for the next meeting.

b) District Reports

Glendaly Gascot-Rios, Human Resources Director, reported that Human Resources has been working closely with their newly hired Human Resources Specialist and that HR has been focusing on transitioning to electronic systems for many forms and processes. She also noted that staff is training on the new School Administration system, Escape, which has a planned go live date of July 1st.

c) Commissioners Reports

Commissioner Roter advised that progress is being made revising the merit rules and welcomed any comments from the District and the union in the upcoming "workshop" special meetings to be held in the next couple of months. He explained the goal of this work is to update the rules and not make substantive changes unless reflected in a collective bargaining agreement or education code.

Vice-Chairperson Davis expressed his desire for the classification and compensation study to be conducted soon to avoid erroneously penalizing those employees whose work outside of their classification is not yet codified in another position description.

Chairperson Goldstein expressed concerns about the outer year budget projections and assumptions with respect to inclusion of anticipated recommendations that would arise from a district-wide compensation and classification study.

d) Personnel Director

i. New Hires and Examinations administered in the month of January 2022.

Secretary Castillo reviewed examination and personnel activity for January. He reported that eleven new hires were processed and also noted that this was the third consecutive month that an Instructional Assistant II, SPED list had been generated. Secretary Castillo advised that he was currently working on a reclassification request and that he had sent the first draft RFP for the Compensation and Classification study to district representatives for their comments.

Secretary Castillo said he was looking forward to the merit rules revisions project workshops and thanked Commissioner Roter for spending many hours working with him on the first segment of proposed changes.

Secretary Castillo reported that he sent an email to all managers to let them know that the performance evaluation period was underway and has shared with all administrators a roster listing their staff to be evaluated.

He commented that he and staff would be attending the CSPCA conference in early March.

Secretary Castillo mentioned he has had several conversations with Principals regarding adherence to the merit rules for school site staff transfers and selections. He plans to attend the principals meeting on February 9th with HR leadership to address their concerns and answer questions.

Secretary Castillo suggested that the school safety officer (SSO) eligibility list be brought to the special meeting on February 16th. Commissioner Roter agreed that and asked that the PC staff send the list in advance to BCCE Leadership.

Vice Chairperson Davis made a motion to add the SSO list to the February 16th special meeting; Commissioner Roter seconded the motion.

Approved, 3-0.

7. Consent Items

Ratification of Eligibility Lists

a) Instructional Assistant II, SPED

Chairperson Goldstein said she was very impressed with the average testing interval of 7-days.

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

8. Discussion Items

a) Request for a Reclassification- T. Wilson

Secretary Castillo advised that Ms. Wilson brought this request to him in October 2021, asking for a reclassification from Administrative Assistant I to Administrative Assistant III. He observed that leadership in the Title IX and Compliance office has experienced very high turnover during Ms. Wilson's tenure and that due to this dynamic it was clear that Ms. Wilson was put in situations where she had to exercise independence and make critical decisions. However, he found that the Administrative Assistant II classification accurately captured the components of the job she was performing, and that a position at that level would provide appropriate support to the function.

Secretary Castillo said Ms. Wilson provided him with many examples of the range of work she was performing which was corroborated in interviews with Title IX office staff. Chairperson Goldstein commented that she was familiar with the office's operations and history and that she appreciated Ms. Wilson, who has been working with the department for several years. Chairperson Goldstein noted that when there is no supervision, an employee will do what is needed, including work-out-of-class, and asked if this was considered. Ms. Wilson said she did not feel that the Administrative Assistant II classification reflected all her duties. She said she still conducts interviews, intake phone calls and is the first point of contact for walk-ins. She said her role is complex and requires knowledge of laws, board policies, Title IX laws, and compliance. She asserted these are beyond the knowledge requirements of an administrative assistant (AAll) role and does not believe that other AAlls have to understand rules and policies to the same degree. She said that if she were to leave this position, the replacement staffer would need extensive knowledge of these laws and policies.

Chairperson Goldstein asked if Secretary Castillo had assessed whether another existing class is more relevant to this job and requested he undertake a work-out-of-class review to determine if additional compensation is owed to Ms. Wilson. Secretary Castillo said he reviewed positions outside of the job family and did not see that there was a gradual accretion of duties to merit a reclassification beyond AAll.

Chairperson Goldstein made a motion to accept Secretary Castillo's recommendation to reclass Ms. Wilson as an Administrative Assistant II at step 3 and for the Commission to undertake an analysis of the degree to which Ms. Wilson may have been working out of class; Commissioner Roter seconded the motion,

Approved, 3-0

9. Public Comments

None.

10. Next Meeting

The next regular Personnel Commission meeting will be held on March 3rd at 4:30 pm. In addition, a special workgroup meeting was set for February 16th, 2022, at 10:00 am to discuss revisions to selected sections of the merit rules. Chairperson Goldstein noted that Board meetings would continue to be held on Zoom so that the Personnel Commission will follow the same format until further notice.

11. Adjournment

The meeting was adjourned at 6:21 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

2/28/2022

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

03/03/2022

Date