

Berkeley Unified School District

The Board Room, 1231 Addison Street
Berkeley, CA 94702

Personnel Commission

Timothy Davis, Chairperson

Heidi Goldstein, Vice-Chairperson
Charlie Castillo, Secretary

Isaiah Roter, Commissioner

Prior to the Commencement of the Personnel Commission Meeting, The New BCCE Appointed Commissioner, Timothy Carter, will be sworn in as Commissioner of Berkeley Unified School District Personnel Commission at 4:15pm, this 29th day of November, 2023

Meeting Agenda

November 29th, 2023 – 4:30 pm

1. **Call to Order** **Chairperson Zenor-Davis**
2. **Roll Call & Establishment of Quorum** **Secretary Castillo**
3. **Public Comments (15-minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
4. **Approval & Adoption of Agenda** **Chairperson Zenor-Davis**
5. **Closed Session** **Chairperson Zenor-Davis**
 - a) The Personnel Commission will meet in closed session to discuss a disciplinary appeal – California Government Code §54954.5
 - b) Performance Evaluation of the Executive Director, Classified Personnel – Government Code §54954.5 (e) The Personnel Commission will meet in a closed session to discuss the performance evaluation with the Executive Director, Classified Personnel
6. **Report from Closed Session** **Chairperson Zenor-Davis**
7. **Approval of Meeting Minutes** **Chairperson Zenor-Davis**

Approve the Personnel Commission Meeting Minutes for the following:

 - a) October 25th, 2023, Regular Meeting Minutes, p. 3-8
 - b) November 8th, 2023, Special Meeting Minutes, p. 9-12
8. **Reports**
 - a) Union **Union Representatives**
 - b) District Reports **District Representatives**
 - c) Commissioners Reports **Commissioners**
 - d) Personnel Director **Secretary Castillo**
New Hires and Examinations administered in the month of October 2023, p.13
 - e) Classification & Compensation Study **Secretary Castillo**
9. **Consent Items** **Chairperson Zenor-Davis**

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

a) Buyer, p.14	e) Instructional Assistant II, SPED, p.18
b) Executive Assistant I, p.15	f) Instructional Tech, BASP, p.19
c) General Maintenance Worker, p.16	g) Instructional Technology Technician, p.20
d) Instructional Assistant ECE, p.17	h) Student Admissions Specialist, p. 21
10. **Conference Item** **Chairperson Zenor-Davis**

These items are presented for discussion and action and may be carried over from a previous meeting.

 - a) 2022-2023 Personnel Commission Annual Report, **Attachment A**
11. **Election of Personnel Commission Chairperson and Vice Chairperson**

Pursuant to Merit Rule 20.100.2, the Personnel Commission will elect a Chairperson and Vice-Chairperson to service for the 2024 calendar year.

Chairperson _____	M _____	S _____	V _____
Vice- Chairperson _____	M _____	S _____	V _____

12. Discussion Item

These items are open for discussion and do not require action.

a) Classification & Compensation Study Phase 1 Recommendation

Chairperson Zenor-Davis
13. Public Comments (15-minute limit)

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

Public
14. Next Meeting

Follow up items for next Personnel Commission Meeting.

Chairperson Zenor-Davis
15. Adjournment

Chairperson Zenor-Davis

Berkeley Unified School District
Personnel Commission Meeting Minutes

October 25th, 2023 – 4:30pm

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #811 4287 6822. The meeting was called to order at 4:35 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Vice Chairperson asked to pull items 7a-f for discussion and moved to approve and adopt the agenda as amended; Commissioner Roter seconded the motion,
 Approved, 3-0

5. Approval of Meeting Minutes

a) September 27th, 2023

b) October 10th, 2023

With no changes to note, Vice-Chairperson Goldstein moved to approve item 5a-b; Commissioner Roter seconded the motion,
 Approved, 3-0

6. Reports

a) Unions

Mildred Scherr, BCCE Vice-President, thanked Personnel Commission staff for efforts made to ensure that the Phase 1 classifications included in the “revisit” had the opportunity to review the revised draft job descriptions. Charlie Castillo, Executive Director Classified Personnel, thanked Ms. Scherr for the acknowledgement.

b) District Reports

Samantha Tobias-Espinosa, Assistant Superintendent of Human Resources, said the District agrees with Ms. Scherr’s comments and feels things are coming together for the Classification & Compensation Study.

c) Commissioner Reports

Commissioner Roter said the October 10th special meeting on vacancies was extremely productive. He thanked Personnel Commission and Human Resources staff for their good

work in providing information for the meeting. He also acknowledged BCCE leadership for attending and participating in the extremely enlightening and valuable discussion. He said it is clear everyone is working towards a similar goal: to understand why and where the vacancies exist and to determine if there are any systemic improvements to be suggested. He noted the next meeting about vacancies will look deeper into the issue of subs and temporary employees.

Vice-Chairperson Goldstein thanked everyone who participated in the October 10th special meeting which she found to be very informative. She is looking forward to the Classification & Compensation Study meeting on November 8, 4:30PM in the Boardroom and she encourages the public to attend that meeting.

Chairperson Zenor-Davis said he thought the October 10th special meeting was exemplary, especially that all of the stakeholders were involved and that such a diversity of viewpoints were shared.

d) Personnel Executive Director

Secretary Castillo, reviewed the examination and personnel activity for September, noting a correction to the report: due to a resignation and a return to a former position, there is only 1 promotion (not 3) and 2 new hires. Secretary Castillo provided support at Berkeley High School on Rally Day and shadowed the School Security Officers. He said that the merit rules revision project continues and will be a priority to complete once the Classification & Compensation Study is over. The examination team is working to update exam procedures to tighten up security around the exam process. Secretary Castillo will give a supervisor training to Local 21 employees who supervise BCCE employees, as part of the District's professional development day.

Vice-Chairperson Goldstein noted that the number of Student Admissions Specialist written examinations given in September was extremely high. Secretary Castillo said that there had been a large number of applicants who met the minimum qualifications.

e) Classification & Compensation Study

Secretary Castillo gave an update on the Study, including participation data for the "revisit" of nine Phase 1 classifications, participation data for Phase 2, and status of Phase 3. He provided key dates for the completion of the project, including a November special meeting for Eric Hall & Associates (EH&A) to deliver Phase 2 recommendations; an anticipated vote on Phase 1 and Phase 2 recommendations at the November 29th Personnel Commission meeting; Phase 3 and Phase 4 recommendations will come to the December 13th Personnel Commission meeting.

Commissioner Roter said he understands there are contractual limitations and the study must operate within a specific timeline. However, he is pleased that the process allowed for the Phase 1 revisit and hopes that if at all possible, the schedule gives way so that all employees can be heard from. Secretary Castillo said that EH&A has already acknowledged that the Study will need to go beyond the December deadline.

7. Consent Items

Items 7a-f were pulled for discussion.

- | | |
|--|---|
| a) Family Engagement & Equity Specialist | d) Nutrition Services Satellite Operator, I |
| b) Instructional Assistant | e) Maintenance Engineer |
| c) Nutrition Services Assistant | f) School Campus Aide |

In light of the October 10th special meeting on vacancies, Vice-Chairperson Goldstein suggested it would be worthwhile to be more deliberate in understanding each list. She noted that the *Family Engagement & Equity Specialist* list had a long interval between written and oral exams. Secretary Castillo said the delay between written and oral examinations was due to the fact it had been difficult to secure a panel for the oral exam. Vice-Chairperson Goldstein asked for clarification on the difference between open and promotional and the policy for the number of ranks to include on list. Erin Arinez, Classified Personnel Supervisor, said there was a recruitment for the bilingual requirement of the position along with an existing list; the lists were merged and re-ranked. Commissioner Roter noted the eligibility of the first 5 ranks eligibility expire in the coming week and asked what happens if the hiring manager does not get around to hire before the eligibility of those candidates expires. Ms. Arinez confirmed that unless a request to extend an eligibility list is received and approved by the Personnel Commission, those candidates are no longer eligible after the date noted on the list. Commissioner Roter asked if the hiring manager is aware of this constraint. Ms. Arinez confirmed that the candidates are on a list and eligible for a year; if the hiring manager intended to hire them, they had a year to do so.

Vice Chairperson Goldstein noted that the *Instructional Assistant* list (7b) also had an enormous number of ranks, some of which are also bilingual. She asked if the same circumstances apply as with list 7a. Secretary Castillo confirmed this to be true. Vice-Chairperson Goldstein noted that list 7a records a written and oral examination but that list 7b records a training & experience examination followed by a written examination. Ms. Arinez said that in order to streamline the exam process for some of the open and ongoing recruitments (IA SPED, IT BASP, School Campus Aide) the team implemented training and experience examinations in lieu of the oral examination. Vice-Chairperson Goldstein asked if there was data to understand the impact of eliminating the oral exam for these open and ongoing recruitments.

Secretary Castillo said that the ability to expedite list creation by streamlining the process has been beneficial. Ms. Arinez said they had not any negative feedback from hiring managers regarding the quality of the candidates and reminded the Commissioners that the hiring managers still interview the candidates which provides the opportunity for a 1:1 interaction. Vice-Chairperson Goldstein would like to explore how this streamlined process effects competitiveness and retention and will be curious to look at the data for tenure since this may be a beneficial practice for other recruitments. Commissioner Roter asked how the training/experience examination differs from the screening for minimum qualifications and how the training/experience examination is graded. Secretary Castillo said it is a combined process. Commissioner Roter said he may need to dig deeper into that process for better understanding of how training and experience is evaluated.

Vice-Chairperson Goldstein said she was relieved to see three ranks on list 7c, *Nutrition Services Satellite Operator I* but asked for clarification on the dates for the examinations for list 7d, *Nutrition Services Assistant*. Ms. Arinez confirmed the dates are incorrect. Vice-Chairperson Goldstein asked if there is no written exam for these two recruitments. Ms. Arinez explained that instead of a written exam, there is a performance exam held at the central kitchen. Vice-Chairperson Goldstein asked how one prepares for one of these exams. Ms. Arinez explained a candidate needs a food handler card and relevant experience to be qualified for the exam. Vice-Chairperson Goldstein asked if BUSD had considered a program to support an individual in getting the food handler card. Secretary Castillo said he would suggest it to Ms. Tobias-Espinosa and said a course is available at the Berkeley Adult School or via a 6-hour online course. Commissioner Roter mentioned the idea of a provisional hire for a candidate to obtain a required credential within a specified amount of time, if education code permits. Chairperson Zenor-Davis suggested these positions may interesting to those in a culinary arts program. Secretary Castillo said these are first level positions so it may not be a good fit. Ms. Scherr gave some information about culinary curriculum at the Berkeley Adult School and said she would encourage this kind of collaboration. Secretary Castillo mentioned that information about how to get the food handlers card is included on the recruitment listing.

Vice-Chairperson Goldstein asked for more information about why there is only one rank for list 7e, *Maintenance Engineer*. Secretary Castillo said that there were very few applicants. Vice Chairperson Goldstein said BUSD is competing against the trades; in recruiting strategies, the Personnel Commission should assess the value proposition for a maintenance engineer to work at school district. She said she will be looking closely at this classification in Phase 2 of the Study.

Vice-Chairperson Goldstein asked why there are so many ranks on list 7f, *School Campus Aide*. Ms. Arinez said that this classification consistently has 15-20 vacancies so a new recruitment was launched to provide a fresh pool of candidates and encourage principals to hire. Vice-Chairperson clarified that because there are so many vacancies the list shows the rank of all who passed the exams. Ms. Arinez explained that his recruitment is always “open” and that there are no promotional because of the nature of the classification. Commissioner Roter had theoretical questions about the “churning” of this classification and suggested it would be beneficial to track this particular list over time to see determine its velocity. Vice-Chairperson Goldstein said this is another classification that would benefit from a value-proposition discussion for recruitment efforts.

Commissioner Roter moved to ratify lists 7a-f; Vice-Chairperson Goldstein seconded the motion,

Approved 3-0

8. Conference Item

a) Step Advance Request – J. Kaneshiro

Secretary Castillo said that technology jobs are difficult to recruit for because it is a challenge for a school district to compete with a tech company; recruiting for *Data Integrity Specialist* is no exception. He said that Jennifer Kaneshiro brings over 10 years of IT experience in California charter schools and is prepared to think on her feet. He strongly recommends Ms. Kaneshiro be placed at step 4 based on recruitment and retention needs for this position. Ms. Kaneshiro said she is excited to bring her years of experience to BUSD and has already hit the ground running. Commissioner Roter said he believes Ms. Kaneshiro’s background in computer science and CALPADS will be beneficial to this critically important position for the District; he supports the step advance request. Ms. Scherr said that Ms. Kaneshiro has excellent customer service skills and BCCE completely supports the Step 4 request.

Vice-Chairperson Goldstein made a motion to approve Ms. Kaneshiro’s step advance request at step 4; Commissioner Roter seconded the motion,

Approved, 3-0

9. Discussion Items

a) Update on Union-appointed Commissioner

Secretary Castillo explained that BCCE is not renewing Chairperson Zenor-Davis’ term beyond December 1, 2023. Secretary Castillo sent a letter to BCCE to explain the process; BCCE informed Secretary Castillo that they are looking at potential candidates. Commissioner Roter said he supports and respects BCCE’s absolute right to appoint the Commissioner of their choosing. He said that Mr. Zenor-Davis is diligent, respectful, fair and compassionate and he has been a tremendous Commissioner and Chairperson. Vice-Chairperson Goldstein agreed with Commissioner Roter. She is concerned that process-wise, there will be a vacancy and asked that Chairperson Zenor-Davis consider staying on temporarily as is possible in the education code

and merit rules. Chairperson Zenor-Davis thanked BCCE for the opportunity; he will consider staying on should the need arise as he would like to ensure there is no stall in the work being done.

10. Closed Session

The Personnel Commission went into closed session at 6:02PM for the following items:

- a) Performance Evaluation of the Executive Director, Classified Personnel – Government Code §54954.5 (e)
- b) Discussion of potential litigation: California Government Code §54954.5

11. Report from Closed Session

The Personnel Commission reconvened at 7:27PM. Chairperson Zenor-Davis reported that the Commissioners continued discussion regarding the Executive Director, Classified Personnel's performance evaluation and next steps. The Commissioners also received information regarding potential litigation.

12. Public Comments

Mark Ramia, Instructional Assistant (IA) at Berkeley High School (BHS), commented on a public Google chat from case managers and administrators that contained false statements, allegations and disparaging comments about BHS IA's; the confusion around IA schedules and the number of supervisors attached to each IA; the prolonged inaccuracy of BUSD complaint forms and the District's excuses for not following guidelines for responding to complaints.

Ms. Scherr, on behalf of BCCE, thanked Chairperson Zenor-Davis for his service.

13. Next Meeting

A special meeting of the Personnel Commission will convene on November 8 at 4:30 in the Boardroom. The next regular meeting of the Personnel Commission will be held on November 29 at 4:30PM in the Boardroom.

14. Adjournment

The meeting was adjourned at 7:34 pm.

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 8th, 2023 – 4:30 pm

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #811 4287 6822. The meeting was called to order at 4:30 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Yazid Kahil, BCCE Grievance Chair and BUSD V&E Mechanic, spoke of his and other members' frustration with the draft revised job descriptions as it seems that most of what was shared with the consultants was not included. He is concerned that the job descriptions will be finalized without a chance for employees to provide feedback. Secretary Castillo clarified that nothing about the Classification & Compensation Study will be finalized without Union and District negotiations.

Mildred Scherr, BCCE Vice-President, said that public comment is the opportunity for the public to bring their concerns to the Personnel Commission's attention. She said that BCCE leadership had received an overwhelming number of calls regarding the Classification & Compensation Study Phase 2 report and that they need time to discuss.

Frank Hernandez, BCCE Interim Secretary and BUSD Maintenance Engineer, agreed with Mr. Kahil's comments and said he did not respond to the draft revised job description because he does not believe that employees are being listened to.

4. Approval & Adoption of Agenda

Commissioner Roter made a motion to approve the meeting agenda; Vice-Chairperson Goldstein seconded the motion,
 Approved, 3-0.

5. Discussion Item

a.) Classification & Compensation Study Phase 2 Review

Rick Labib-Wood of Eric Hall & Associates (EH&A) presented a review of Phase 2 of the Classification & Compensation Study, including an overview of the process, timeline, scope of the project as well as participation data. Mr. Labib-Wood also gave an update on Phase 3 and Phase 4 of the Study.

Commissioner Roter asked for clarification as to whether or not the Personnel Commission, as part of the Study, is recommending changes to a classification's duties and responsibilities to the Board of Education, since that is normally under the Board's purview. Secretary Castillo confirmed the Personnel Commission's role is to review EH&A's recommendations and ask questions so that ultimately, a recommendation can be made to the Board of Education. He added that while the final approval does not lie within the Personnel Commission's purview, they can help guide the process. Commissioner Roter reiterated his understanding of the Personnel Commission's role is to ask questions, gather information, and provide conclusions in the form of a recommendation to the Board of Education. Secretary Castillo confirmed.

Commissioner Roter asked for clarification on the sequence of the meet and confer between the Unions and the District. Secretary Castillo and Assistant Superintendent Tobias-Espinosa confirmed that nothing will be taken to the Board without meet and confer of Unions and the District. They explained the desired approach will be to work with the Unions to identify the classifications that are "slam dunks" (those with very minor changes, that have been very recently written, or fairly static) and to have a more targeted number of classifications that will require more time to come reach an agreement before going to the Board. Ms. Tobias-Espinosa said that a lot depends on the compensation data still to come in Phase 4.

Commissioner Roter asked for clarification on wording in the *Family Engagement & Equity Specialist* summary section. Mr. Labib-Wood said that new information had come to the agency's attention but there was not sufficient time to review prior to releasing the Phase 2 report. EH&A consultants will be following up with the Office of Family Engagement and Equity for further discussion on the job description.

Commissioner Roter identified two typographical errors in the summary presentations of *Computer Technician I* and *Computer Technician II* classifications. Mr. Labib-Wood acknowledged the error and promised to properly update the draft report.

Vice-Chairperson Goldstein asked if BUSD's Phase 2 Job Content Questionnaire (JCQ) participation of 44% is on par with what EH&A sees in other school districts. Mr. Labib-Wood explained the range of participation for the JCQ is anywhere between 30 and 80%.

Vice-Chairperson Goldstein asked for clarification on the difference between the JCQ and the input form. Mr. Labib-Wood explained that the JCQ is the first touchpoint for employees to give feedback on the job description while the input form is the opportunity to provide feedback on the draft revised job description. Vice-Chairperson Goldstein reiterated her understanding of the employee participation sequence as being the JCQ, interview and finally the input form to provide feedback on the draft revised job description. Mr. Labib-Wood confirmed. Vice-Chairperson Goldstein said that the supervisor review of the JCQ is an

opportunity to flush out when the employee and supervisor has a disconnect on what the duties are. She said she is concerned about the 23 classifications that did not have a response to the draft revised job description and she will hold the Steering Committee responsible for resolving the gap and formulating a plan to catch up.

Chairperson Zenor-Davis said he believes there has been an opportunity in the process for everyone to go back and forth with input; he noted that it is not very helpful to speak up after the fact with process; timely response and participation is critical or else the Study is all for naught. Chairperson Zenor-Davis reiterated the importance of utilizing this process to the fullest is crucial so that the results work for the benefit of all classified staff.

Ms. Scherr reminded the Commissioners that the Steering Committee had just received the Phase 2 report the previous day. She acknowledged that the Steering Committee had received the draft revised job descriptions much earlier but everyone on the committee has their normal work to do as well. She said the Union needs more time and more information before they can proceed. She said that employees who did the input form and provided feedback, did not receive any follow-up from the consultants. Furthermore, if an employee disagreed with supervisor input, there was not a process for that concern to be discussed. She reiterated that the process is moving too fast and suggested that the Union should ask the Associate Superintendent of Business Services to extend EH&A's contract.

Vice-Chairperson Goldstein reminded the Commission that these recommendations are preliminary and that peer compensation information is still pending. She said the task at hand is to get as much input as possible from the 3 phases and charge the Steering Committee with gap management. She asked what happens when an employee provides additional input after reviewing the draft revised job description. Mr. Labib-Wood said that if a suggested change was significant, it would need to be verified with the supervisor but it seems that his team should take another look since so many are not feeling very confident about the process. Vice-Chairperson Goldstein said that would be useful.

Chairperson Zenor-Davis asked how EH&A connects with employees who provide additional input after reviewing the draft revised job description. Mr. Labib-Wood said that normally, the consultants acknowledge the feedback and determine if further discussion is required but that it seems that has not been a consistent practice for Phase 2.

Commissioner Roter said that he believes it will be helpful to view the track-change versions of the revised job descriptions to have a clearer picture. He said that the Commission may need to have a philosophical discussion about how much detail goes into a job description, as he feels some of the disagreements (where employees feel their comments may not have been included) are possibly because their comments may not actually be part of a job description.

He said that employees who choose to not participate because they do not like or trust the process should instead be voicing their concerns or else the Study is all for naught.

Chairperson Zenor-Davis said that this is a process that is constantly attempting to improve upon itself. The Commission must continue to identify areas of the process that need more work so that the project can be as inclusive as possible for the classified employees. He said it is imperative that everyone who participates knows their concerns have been heard .

Secretary Castillo said he has a clear direction based on this conversation and it will be communicated with the Steering Committee.

Commissioner Roter said that he, personally, would not make a recommendation to adopt any classification unless he had heard all viewpoints. He believes there is still a lot of time for input to be shared.

6. Closed Session

The Personnel Commission went into closed session at 5:49PM to discuss potential litigation.

7. Report from Closed Session

The Personnel Commission reconvened at 6:24PM. Chairperson Zenor-Davis reported that the commissioners had received an update on potential litigation and discussed next steps.

8. Public Comments

None.

9. Next Meeting

The next regular Personnel Commission meeting will be held on November 29th, 2023, at 4:30 pm in the Board room.

10. Adjournment

The meeting was adjourned at 6:26 pm.

Examinations Administered in the Month of October 2023:

<u>Classification</u>	<u>Training & Experience</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
General Maintenance Worker		35	11	
School Campus Aide	32	12		
Executive Assistant I		25		
Instructional Assistant	25	10		
Student Admissions Specialist		21		
Instructional Assistant - Early Childhood Education	35	21		
Buyer		22		
Custodian II		17		

New Hires/New Assignments/Promotions Processed in the Month of October 2023:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Butler, Niko	New Hire	Instructional Specialist- Cooking	Cooking & Gardening
Garcia Cardenas, Hatziry	New Hire	Nutrition Services Assistant	King Central Kitchen
Hernandez, Jenefer	New Hire	School Administrative Assistant II	Arts Magnet
Hernandez, Jesus	Promotion	Instructional Assistant- Bilingual	Rosa Parks
Kaneshiro, Jennifer	New Hire	Data Integrity Specialist	Technology
Landry, Melina	Promotion	Family Engagement & Equity Specialist	OFFEE
Martinez, Grace	New Hire	Instructional Assistant II, SPED	Oxford
Medhkour, Samah	New Hire	Instructional Assistant	Arts Magnet
Pilla, Edilma	New Assignment	School Campus Aide	Sylvia Mendez
Ramos, Nicole	New Hire	Nutrition Services Assistant	King Central Kitchen
Robinson, Ray	New Hire	Nutrition Services Satellite Operator I	BTA
Siler, Katrina	New Hire	Instructional Tech- BASP	Willard
Suttice, Oliver	New Assignment	Instructional Assistant, ECE	Malcolm X
Une, Preeda	New Hire	School Bus Driver	Transportation
Valencia, Ron	New Hire	School Campus Aide	John Muir

Berkeley Unified School District
Merit System

Eligibility List for : **Buyer**
 (Open)

Written Examination: **October 26, 2023**
Performance Examination: **November 2, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Open

- 1 Joshua Fletcher
- 2 Santiago Nocito
- 2 Jonathan Powell
- 3 Michelle Broughton
- 4 Javier Delgado

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Executive Assistant I
(Open and Promotional)**

Written Examination: **October 20, 2023**

Oral Examination: **November 7, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Promotional

- 1 Monica LaTour
- 2 Sony Bhopal

Open

- 1 Shin-Shin Ho
- 2 Rae Peres

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **General Maintenance Worker
(Open and Promotional)**

Written Examination: **October 4, 2023**
Oral Examination: **October 18, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Promotional

- 1 Nicholas Furuzawa
- 2 Tenzin Gurung

Open

- 1 John Olson
- 2 Bruce Chappell
- 3 Steven Almeida
- 3 Jason Beebout
- 4 Adrian Santiago
- 5 Alexis Garcia-Hernandez

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant - Early Childhood Education
(Open)**

Training & Experience Examination: **October 12, 2023**

Written Examination: **October 20, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Open

- 1 Vanessa Lechuga
- 2 Denise Solorzano
- 2 Karen Houyin Xu
- 3 Karen Hernandez
- 4 Aleah Williams
- 5 Alan Segura

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Assistant II_Special Education
(Open)**

Training & Experience Assessment: **October 31, 2023**
Written Examination: **November 7, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Open

- 1 Susan Chakib
- 2 Melissa Stepien
- 3 Kathleen Vu
- 4 Rowena Vitug
- 5 Bernice Wivagg

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician - Before & After School Program
(Open)**

Training & Experience Examination: **October 26, 2023**

Oral Examination: **November 3, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Open

- 1 Monica Rodas
- 2 Cristina Lira Bazan
- 3 Tilomai Seiuli-Phelps
- 4 Sajeda Morshed
- 5 Jermaine Robertson
- 6 Maria Tule

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technology Technician
(Open)**

Training & Experience Examination: **October 20, 2023**

Oral Examination: **November 1, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Open

- 1 Zion Lee
- 1 Scott Spinner
- 2 Theresa Nguyen**
- 3 Khalil Means
- 4 Steven Rivera
- 5 Mark Bold*

** Eligibility to expire August 29, 2024*

*** Eligibility to expire, May 3, 2024*

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Student Admissions Specialist
(Open)**

Written Examination: **September 20, 2023**

Technical Examination: **October 12, 2023**

List Established by Personnel Commission: **November 29, 2023 to expire November 28, 2024**

Open

- 1 KaTrina Clay
- 2 Cinthia Hernandez
- 3 Vanessa Lechuga
- 3 Lark Sealine
- 3 Jenefer Hernandez
- 4 Elisita Castanon-Hill
- 5 Tiffany Neal
- 5 Shavonna Campbell

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Personnel Commission

The Berkeley Unified School District Personnel Commission, established in 1943, is one of the oldest established personnel commissions in northern California. It is authorized by the Education Code and our Merit System rules and regulations. A “merit system” of employment is like a civil service system. It only applies to the District’s classified employees (those employees who are not required to maintain a teaching credential). The purpose of the merit system is to ensure that classified employees are selected, promoted and retained on the basis of merit and fitness without favoritism or bias.

The Personnel Commission is an independent body composed of three members and is an entity separate from the BUSD Human Resource Office. One commissioner is selected by the governing board, one commissioner is selected by the largest classified employee collective bargaining unit, and one commissioner is selected by the other two commissioners. Commissioners are appointed for a staggered three-year term. The term of one commissioner expires each year.

PERSONNEL COMMISSION TRANSACTION	07/01/20 to 06/30/21	07/01/21 to 06/30/22	07/01/22 to 06/30/23
Promotional Appointments	26	18	27
New-Hire Appointments	43	90	94
Separation from Service	49	77	64
Layoffs	1	0	5 (partial)
Rehires	1	2	2
RECRUITMENT/SELECTION ACTIVITY	07/01/20 to 06/30/21	07/01/21 to 06/30/22	07/01/22 to 06/30/23
Number of Recruitments	74	85	108
Applications Received	1331	1367	1581
Written Examinations	774	881	966
Training & Experience Assessments	n/a	497	464
Oral Examinations	278	191	251
Performance Examinations	22	132	42
Eligibility Lists Established	45	86	88

Personnel Commission

Timothy Zenor-Davis, Chairperson



Timothy Zenor-Davis has been a Berkeley resident for 25 years. His two children are BUSD students. He was appointed to the Personnel Commission by B.C.C.E. in 2021. Tim has served on the 2020 Vision Design Team (2014-2017), was a member of B.O.C.A. (Berkeley Organizing Congregations for Action, 2010-2014), and facilitated anti-teen violence workshops at Berkeley Technical High School. In his professional work, Tim is a Program Coordinator for Roots Community Health Center. Term expires in 2023.

Heidi Goldstein, Vice-Chairperson



Heidi Goldstein has lived in Berkeley since 1991. Her two children are BUSD alumni. She was appointed to the Personnel Commission by State Superintendent Torlakson in February 2016. She has served as a board member of the Berkeley HS Development Group (2014-2018) and is a member of the BUSD Sexual Harassment Advisory Committee (SHAC). She is currently the board chair of Stop Sexual Assault in Schools and an adult advisor to the nationally recognized student-led grassroots organization BHS Stop Harassing. Term expires 2024.

Isaiah Roter, Commissioner



Isaiah Roter has lived in Berkeley since attending UC Berkeley in 1969. He is a retired labor attorney and has served on the BUSD Audit Committee since its founding in 2005. He volunteers in a seventh-grade humanities class at King Middle School, where he helps with distance learning. Isaiah’s son is a proud graduate of Berkeley High School, Class of 2004. Isaiah also served on the City of Berkeley’s Personnel Board for 16 years. He was appointed to the BUSD Personnel Commission by the School Board in October 2020. Term expires in 2025.

Personnel Commission

2022 – 2023 Annual Report

Berkeley Unified School District



Executive Director of Classified Personnel and Secretary to the Personnel Commission - Charlie Castillo was raised in Miami, FL and lives in San Francisco with his wife and three daughters. Mr. Castillo brings over 23 years of public service as a Human Resources professional. Charlie has served as the Human Resources Director for both the City of Petaluma and the Fine Arts Museums of San Francisco. He has also worked at the General Services Agency, San Francisco Airport Commission as well as with the San Francisco Unified School District. Charlie has been a Board member (2012-2015) of the San Francisco Conservation Corps, served as Program Chair (2012-2016) for CALPELRA and was also a Board member for IPMA San Francisco Bay Area Chapter. Charlie is currently serving on the Board for CODESP (2023-2025).

WHAT IS THE MERIT SYSTEM?

Personnel Commissions are a part of a system of personnel administration termed the "merit system." Legal guidelines for the merit system in California school districts are outlined in Education Code Sections 45240 to 45320 and 88000 to 88180 and are based upon the following general principles:

Employment and promotion on the basis of merit as shown by competitive examination: Employees for positions in the classified service are to be chosen by impartial selection methods to ensure that merit is the prime factor in employment. In addition, the Personnel Commission shall establish recruitment methods that will reach all segments of eligible applicants within an appropriate geographical area.

Career service: Employees are encouraged to remain with and to promote within a given agency; thus, the School District has the benefit of retaining the services of qualified persons it has selected and trained. Like pay for like service: Positions in the public service are carefully delineated according to type and level so that all employees performing similar tasks at the same level of difficulty and responsibility are compensated equally.

Impartial hearing of appeals from disciplinary actions: An employee may appeal a disciplinary action (such as a suspension, demotion, or dismissal), and is entitled to request a hearing by the Personnel Commission to ensure that due process and fair play have been observed.

Prohibition against discrimination: No person can be denied a job or promotion because of affiliations, race, color, national origin, ancestry, age, religious beliefs, marital status, sex, sexual preference, sexual harassment, disability, medical condition, employee organization membership or non-membership, legal activities, political beliefs or acts as provided in the California Education Code.

As we begin the new calendar year of 2024, I am hopeful that this year will be one of growth and positive change for the District and our classified staff. This year, we began a transformation of our processes, our way of working, and, perhaps most importantly, how we all listen to one another. We have an excellent opportunity for reflection, and our current projects support positive changes for our classified employees moving forward. We started the classification and compensation study; we continued work on the Merit Rules revision project; we kicked off our new recruitment and social media plan.

The Steering Committee of the classification and compensation study is composed of 13 different classified employees from every sector of our workforce. The process has proven to be enlightening for all involved, and it challenges all of us to look at and discuss how to better serve our District. Classified employees - both non-supervisory and supervisory - had the opportunity to give feedback and engage in the process. Most importantly, it gave me valuable insight and appreciation for all the work our classified employees do for the District. This yearlong Study will conclude with the outside recommendations from our friends at Eric Hall & Associates, providing accurate and up-to-date job descriptions and comparative compensation data that will guide our journey towards positive changes for Classified employees and the District.

The merit rules revision project steadily continues, with a final revision to come in the Summer or Fall. I have worked directly with the support of Commissioner Roter, who dedicates one afternoon a week, every week, rain or shine. This, too, will involve the participation of our classified employees, and we all look forward to that.

We had positive increases in our promotional appointments, new hire appointments, and our number of recruitments. We had significant increases in our applications and all of our exams. This is the third year of continued success, strengthening our merit system for all in the District. I am proud of our team and commission and their work.

I want to thank the Commissioners, the District, and the HR team for their unconditional support and assistance in my third year. A thank you to Erin, Brian, Olga, and Sarah for being such a great group of people to work with. Their honesty, intelligence, perspective, and dedication motivate me to come to work every day as their team leader. Lastly, we say goodbye to Chairperson Zenor-Davis, who has served our classified employees in his role on the commission with patience, poise, and grace. We will miss him. We look forward to welcoming Timothy Carter back to our commission this coming year! I am incredibly excited about 23/24; I am proud to serve you in my capacity as Executive Director and Secretary to the Personnel Commission!

Charlie Castillo
Executive Director, Classified Personnel