

**Berkeley Unified School District**

2134 Martin Luther King Jr. Way  
Berkeley, CA 94704  
Personnel Commission

**Ann Aoyagi   Roy Doolan   Dan Lee**

**Meeting Minutes**

September 1, 2011, 4:00p.m.  
Annex Conference Room

- |  |                       |
|--|-----------------------|
| <b>1. Call To Order</b>  | Chairperson Lee       |
| <b>2. Roll Call &amp; Establishment of Quorum</b>  | Randy Perez           |
| <b>3. Approval &amp; Adoption of Agenda*</b>   | Chairperson Lee       |
| <b>4. Commissioners' Reports</b>   | Commissioners         |
| <b>5. Union Reports</b>  | Union Representatives |
| <b>6. Public Comments</b><br>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 can be taken by the Commission unless the matter is placed on a subsequent agenda. |                       |
| <b>7. Approval of August 9, 2011 Minutes*</b>  | Chairperson Lee       |
| <b>8. Ratification of Eligibility Lists*</b> <ul style="list-style-type: none"><li>• School Campus Monitor</li><li>• Advisor, College &amp; Career</li><li>• Site Coordinator, EDP</li></ul>   | Chairperson Lee       |
| <b>9. Old Business</b><br>Approve job description for Personnel Coordinator, Personnel Commission*   | Chairperson Lee       |
| <b>10. Personnel Director's Report</b><br>Classification & Compensation Study  | Randy Perez           |
| <b>11. Closed Session</b><br>Performance goals and evaluation of Classified Director   | Chairperson Lee       |
| <b>12. Report from Closed Session</b>  | Chairperson Lee       |
| <b>13. Next Meeting</b><br>October 6, 2011, 4:00pm, Annex Conference Room  | Chairperson Lee       |
| <b>14. Adjournment</b>   | Chairperson Lee       |

\*Action items requiring a vote

**Meeting Minutes**  
**Berkeley Unified School District**  
**Personnel Commission**  
**August 9, 2011**

**1. Call To Order**

The regular meeting of the Berkeley Unified School District Personnel Commission was held at the Annex Conference Room, 2134 Martin Luther King Jr. Way, Berkeley, CA on Tuesday, August 9, 2011. Present for the meeting was Chairperson Dan Lee and Commissioner Roy Doolan.

**2. Reports and Comments**

Chairperson Lee contacted George Cole, President of Merit Academy, to inquire on holding a Merit System Training Academy in Northern California.

**3. Public Comment**

BCCE President, Paula Phillips, voiced concern with: how Instructional Assistant eligibles were ranked, the lack of clarity on how promotional/internal employees get placed on the eligibility list, the negotiated new hire letter not being used, and vacancies not being posted.

**4. Public Business**

- The minutes for the meetings held on June 9, 2011 and July 5, 2011 were approved.
- The eligibility lists for the Coordinator of Volunteers, IS-Garden, Sous Chef, and Sr. Records Clerk were ratified.

**5. New Business**

- The proposed job description, Personnel Coordinator, Personnel Commission, was not approved. Chairperson Lee voted for approval and Commissioner Doolan abstained from voting on job description. Commissioners requested item to be discussed at next meeting.
- Request for Reclassification for Miguel Dwin: The Commission did not approve the request for reclassification.

**6. Old Business**

Classification & Compensation Study: Commissioners directed the study to resume and to map-out the project scope and timelines

**7. Closed Session**

Nothing reported from closed session

**8. Information & Future Meetings**

Next meeting of September 1, 2011 announced

**9. Adjournment**

Chairperson Lee adjourned meeting

**BERKELEY UNIFIED SCHOOL DISTRICT**

**MERIT SYSTEM**

Eligibility List for:

**School Campus Monitor (Open)**

Written Examination:

**August 24, 2011**

Performance Evaluation:

**N/A**


Second Written Exam:

**August 24, 2011**

List established by Personnel Commission:

**August 26, 2011 to expire August 26, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Albert L. Alves Jr.	_____	_____
1. Christopher Ewing	_____	_____
2. Wendy A. Whittaker	_____	_____
2. Stacy Shoals	_____	_____
3. Robert Castelhana	_____	_____
4. James Bragg	_____	_____
5. Tedd Paul	_____	_____
6. Kerry L. Bowser	_____	_____
7. Vincent Trahan	_____	_____

  
\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

8/26/2011  
Date


**BERKELEY UNIFIED SCHOOL DISTRICT**  
**MERIT SYSTEM**

Eligibility List for: **Advisor, College & Career (Open)**

Written Examination: **August 11, 2011**  
Performance Evaluation: **N/A**

List established by Personnel Commission: **August 25, 2011 to expire August 25, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Sweta Patel	_____	_____
2. Angela Price	_____	_____
2. Antoinette Cook	_____	_____
3. Lorena Caldera	_____	_____
4. Skyler Barton	_____	_____

  
\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

8/25/2011  
Date

**BERKELEY UNIFIED SCHOOL DISTRICT**

**MERIT SYSTEM**

Eligibility List for:

**Site Coordinator – EDP/B-TECH (Open)**

Written Examination:

**August 25, 2011**

Performance Evaluation:

**N/A**


Technical and General Fitness Oral Exam:

**August 25, 2011**

List established by Personnel Commission:

**August 26, 2011 to expire August 26, 2012**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Amy Pedrioli	_____	_____
2. Ward Stern	_____	_____
3. Molly Gowen	_____	_____
4. Antoinette Cooks	_____	_____
5. Terra Doby	_____	_____
6. Sharmila R. W. Wright	_____	_____
7. Krystal Cathcart	_____	_____

  
\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

8/26/2011  
Date

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**

**JOB TITLE:** Personnel Coordinator-Personnel Commission

**BASIC FUNCTION:**

Under the direction of the Director of Classified Personnel assist in the administration of various classified personnel services including recruitment, budget, administrative duties, and supervision of assigned staff as it relates to the merit system.

**ESSENTIAL DUTIES:**

Manager the recruitment of classified personnel including screening, assessing, interviewing, selecting and tracking qualified applicants' status throughout the process.

Prepare and post job advertisements in hard copy and through various online employment search venues and manage the recruitment website.

Assist with the development of a classified applicant tracking system and implement and manage the system.

Develop and administer required assessments including various computerized assessments.

Coordinate appointments for applicant assessments, serve on oral interview panels, and score assessments.

Represent the District at classified recruitment and personnel functions.

Maintain official records of Commission Meetings; assist in completion of directives by the Commission.

Compose correspondence on matters not requiring personal response by the Director.

Compile and prepare data for reports on classified personnel.

Prepare and maintain confidential classified personnel data for the District's negotiation and employer/employee relation activities.

Provide information to new classified employees relative to District rules and regulations, classified personnel policies, and classified contract provisions.

Assist Director in the implementation of classified personnel policies and periodic review of classified personnel rules and regulations; review and interpret laws, regulations and contract provisions for classified employees.

Assist in the revision, evaluation and implementation of operating procedures.

Assist Director in the preparation and management of Commission budget to ensure fiscal responsibility.

Order and maintain Commission supplies.

Assist Director in the preparation of documentations required by the Commission such as minutes, orders, reports, memoranda, records, documents, and statistical data.

Coordinate work assignments, supervise, and evaluate the performance and duties of assigned staff.

May act as Director in the Director's absence.

Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Training and Experience:**

Any combination of education, training and/or experience equivalent to: a bachelor's degree and three years of increasingly responsible experience including two years experience in human resources. Experience in a public school merit system district preferred.

### **Knowledge of:**

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope

Rules, regulations, policies and procedures related to workscope

Report writing and record-keeping systems and techniques

Telephone techniques, systems and etiquette

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

Principles and practices of supervision and evaluation

### **Ability to:**

Work independently and with sound judgment

Analyze situations accurately and adopt effective course of action

Maintain punctual and regular attendance

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing workscope

Prioritize responsibilities and complete work to meet internal and customer established timelines and deadlines

Communicate effectively in English orally and in writing

Communicate, understand, and follow both oral and written directions

Make mathematical calculations quickly and accurately

Perform keyboarding with accuracy and speed

Operate personal computer, related software and other office equipment

Maintain accurate and confidential records

Work cooperatively and communicate effectively using tact, patience, and courtesy to understand and respond to the diverse needs and expectations of customers

Demonstrate cultural competence with diverse groups

Supervise, coach, and evaluate assigned personnel

**Physical Effort/Work Environment:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance may be required

Other Requirements: Pass such clearances as tuberculosis, fingerprinting, and reference checks

Approved by Personnel Commission: \_\_\_\_\_

Local 21, Salary Range: 58