

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Annex Conference Room
Berkeley, CA 94710

Personnel Commission

Dan F. Lee, Chairperson Ann Aoyagi, Vice-Chairperson

Randy Perez, Secretary

Meeting Agenda

April 12, 2012 3:30pm

1. **Call to Order** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
3. **Closed Session 3:30pm – 4:00pm** Chairperson Lee
 - a) Conference to discuss request for appeal hearing
4. **Report from Closed Session** Chairperson Lee
5. **Approval & Adoption of Agenda** Chairperson Lee
6. **Consent Items** Chairperson Lee

Ratification of Eligibility List

 - a) Workers Compensation Specialist p. 3
 - b) School Safety Officer p. 4
 - c) Grounds Gardener p. 5
 - d) Secretary p. 6
 - e) Risk Management, Workers Compensation & Benefits Supervisor p. 7
 - f) Instructional Assistant p. 8
7. **Approval of Minutes** Chairperson Lee

Approve March 1, 2012 Meeting Minutes p. 9-10
8. **Discussion Item**

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

 - a) Classified Staff Appreciation Event
 - b) Personnel Commission budget for fiscal year 2012-2013 p. 11
9. **Conference Item**

These items are presented for discussion and action, and may have been reviewed at a previous meeting.

 - a) Approve the following job descriptions:
 - i. Supervisor, Family Engagement & Equity p. 12-13
 - ii. Site Coordinator, Family Engagement p. 14-15
 - b) Approve one FTE to be bilingual, Spanish required, in the Site Coordinator, Family Engagement classification.
 - c) Approve step 5 salary placement retroactive to February 1, 2012, for Darleen Glaim, Interpreter for the Deaf.
10. **Reports**
 - a) Union Union Representatives
 - Public Comments 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 can be taken by the Commission.
 - b) Commissioners Reports Commissioners

c) Personnel Director

Secretary Perez

i. Classification and Compensation Study

11. Next Meeting

Chairperson Lee

Follow up items for next Personnel Commission Meeting

12. Adjournment

Chairperson Lee