

Berkeley Unified School District

1835 Allston Way, Annex Conference Room
Berkeley, CA 94703

Personnel Commission

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

Randy Perez, Secretary

Meeting Agenda

June 7, 2012 3:00pm

1. **Call to Order** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
3. **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.
4. **Closed Session 3:00pm – 4:00pm (Meeting to open in Education Services Conference Room)** Chairperson Lee
 - a) Schedule appeal hearing for classified employee
 - b) Performance evaluation, Director, Classified Personnel
5. **Report from Closed Session** Chairperson Lee
6. **Approval & Adoption of Agenda** Chairperson Lee
7. **Swearing in of Commissioner Nominated by BCCE p. 3**
8. **Consent Items** Chairperson Lee
 - Ratification of Eligibility Lists
 - a) Custodian I p. 4
 - b) Custodian II p. 5
 - c) Risk Management, Workers Compensation & Benefits Supervisor p. 6
9. **Approval of Minutes** Chairperson Lee

Approve May 3, 2012 Meeting Minutes p. 7-9
Approve May 29, 2012 Meeting Minutes p. 10
10. **Conference Item**

This item is presented for discussion and action, and may have been reviewed at a previous meeting.

 - a) BCCE is requesting on behalf of employee Jose Hernandez a reclassification of his position from Grounds Gardener to Grounds Gardener Leadworker.

11. Information Items

New Employees Since May, 2012:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Salvador Ruiz	Grounds Gardener	May 8, 2012
Michael Younger	School Safety Officer	May 8, 2012
Delafonte Prince	Grounds Gardener	May 18, 2012
Aaron Wright	Custodian II	May 22, 2012

Examinations Administered:

Position

Custodian I

Custodian II

Examinations Administered (continued):

Administrative Assistant

Supervisor, Risk Management & Workers Compensation

Senior Records Clerk Bilingual

12. Reports

- a) Union Union Representatives
- b) Commissioners Reports Commissioners
- c) Personnel Director Secretary Perez
 - i. Classification and Compensation Study

13. Public Comments

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14. Next Meeting

Chairperson Lee

Follow up items for next Personnel Commission Meeting

15. Adjournment

Chairperson Lee