

# Berkeley Unified School District

1835 Allston Way, Annex Conference Room

Berkeley, CA 94703

## Personnel Commission

Dan F. Lee, Chairperson

Ann Aoyagi, Vice-Chairperson

Timothy Carter, Commissioner

Randy Perez, Secretary

## Meeting Agenda

July 9, 2012 3:30pm

1. **Call to Order (In Board Council Chamber)** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
3. **Closed Session 3:30pm – 4:00pm (Meeting to open in Board Council Chamber)** Chairperson Lee
  - a) Appointment of a Hearing Officer
4. **Report from Closed Session** Chairperson Lee
5. **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 can be taken by the Commission.
6. **Approval & Adoption of Agenda** Chairperson Lee
7. **Consent Items** Chairperson Lee
  - Ratification of Eligibility Lists
  - a) Supervisor, Family Engagement & Equity p. 3
  - b) Instructional Technician p. 4
8. **Approval of Minutes** Chairperson Lee

Approve May 3, 2012 Meeting Minutes p. 5 - 9
9. **Conference Item**

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

  - a) Approve the following job descriptions p. 10 - 15:
    - i. Director, Berkeley Schools Excellence Program (BSEP) and Community Relations
    - ii. Program Specialist, Berkeley Schools Excellence Program (BSEP)
  - b) Approve salary placement of step 4 for the new Risk Management, Workers' Compensation, and Benefits Supervisor. p. 16
10. **Information Items**
  - a) Examinations administered in the month of June (no new hires were made in June) p. 17
11. **Reports**
  - a) Union Union Representatives
  - b) Commissioners Reports Commissioners
  - c) Personnel Director Secretary Perez
    - i. Classification and Compensation Study

**12. Public Comments (15 minute limit)**

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**13. Next Meeting**

Chairperson Lee

Follow up items for next Personnel Commission Meeting

**14. Adjournment**

Chairperson Lee