

July 9, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 3:36pm, a quorum was established and the Commission went into closed session.

Report from Closed Session

The Commission returned from closed session at 4:12pm and Chairperson Lee reported that the Commission will appoint Deborah McHenry as the hearing officer to hear two upcoming appeal hearings.

Public Comment

No comments were made.

Approval & Adoption of Agenda

Chairperson Lee motioned to approve the agenda as proposed.

Approved: 3 – 0

Consent Items

Secretary introduced the Supervisor, Family Engagement & Equity and the Instructional Technician eligibility lists for ratification.

Paula Phillips, President, BCCE, commented that the Instructional Technician eligibility list should contain the names of the candidates from the prior list in order to establish the correct rankings of all candidates. The Commission requested that the names of the candidates from the prior list that are still eligible be merged with the new list according to their proper rank. The Commission also asked that the revised Instructional Technician eligibility list be brought back for ratification at the next Personnel Commission meeting.

Chairperson Lee motioned to ratify the Supervisor, Family Engagement & Equity eligibility list.

Approved: 3 – 0

Approval of Minutes

President Phillips commented that there were numerous grammar and spelling errors in the proposed minutes. She also expressed concern that the reporting was not accurate in many areas. President Phillips noted that the minutes omitted a request from Denise Diggs-Ray of BCCE to place an item on the agenda. Chairperson Lee stated that his comment about the usefulness Merit Academy was omitted from the minutes. Vice-Chair Aoyagi commented that she will review the minutes if provided enough time prior to the publishing of the agenda. Chairperson Lee suggested that the Commission not approve the minutes as they stand, and instead, that the minutes be reviewed, corrected and brought back to the next meeting for approval.

Conference Item

Approval of the Director, Berkeley Schools Excellence Program (BSEP) and Community Relations; and approval of the Program Specialist, Berkeley Schools Excellence Program (BSEP)

Chairperson Lee recused himself from voting on the position of Program Specialist, Berkeley Schools Excellence Program (BSEP)

Deputy Superintendent Javetta Cleveland stated that the BSEP office underwent a redesign and assumed the responsibilities of managing the Communications Office and the Family Engagement Office.

As a result, the manager position was upgraded to director level.

Vice-Chair Aoyagi reinforced the significance of the BSEP measure in supporting Berkeley schools and student instruction.

Vice-Chair Aoyagi motioned to approve the minimum qualifications and salary placement for the Director, BSEP & Community Relations position.

Approved: 3 – 0

Vice-Chair Aoyagi motioned to approve the minimum qualifications and salary placement for the Program Specialist, BSEP.

Approved: 2 – 0, 1 abstention

Approval of advanced salary placement to step 4 of the new Supervisor, Risk Management, Workers Comp and Benefits.

Director Perez explained that the Commission conducted two recruitment and testing cycles that spanned over 6 months and resulted in only two candidates on the eligibility list. Director Perez also stated that the difficulty in recruiting and hiring for this position justifies placement on step 4 of the appropriate salary schedule for the new employee in this position.

Chairperson Lee motioned to approve the advanced salary placement of the new Supervisor, Risk Management, Workers Comp and Benefits to step 4.

Approved: 3 – 0

Information Items

Secretary Perez presented the examinations conducted in the month of June. No new hires were processed in June.

Reports

There were no union or Commissioner comments made.

Secretary Perez commented that a draft of the Request for Proposal for the Compensation and Classification Study is complete and has been sent for review to Dr. Trish Landau, the consultant employed by the Commission to assist in the comp and class study.

Next Meeting

Revise the Instructional Technician eligibility list and resubmit at the next Personnel Commission meeting for ratification

Correct and revise the meeting minutes of June 7th and resubmit at the next Personnel Commission meeting for approval

Meeting was adjourned at 5:24pm.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Dan F. Lee
Chairperson, Personnel Commission

Date