

Berkeley Unified School District

2020 Bonar St, Room 126

Berkeley, CA 94703

Personnel Commission

Ann Aoyagi, Chairperson

Timothy Carter, Vice-Chairperson

Dan F. Lee, Commissioner

Randy Perez, Secretary

Meeting Agenda

March 11, 2013 4:30pm

- 1. Call to Order** **Chairperson Aoyagi**
- 2. Roll Call & Establishment of Quorum** **Secretary Perez**
- 3. 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.
- 4. Approval & Adoption of Agenda** **Chairperson Aoyagi**
- 5. Approval of Minutes** **Chairperson Aoyagi**

Approve minutes for February 11, 2013 Personnel Commission Meeting p. 3 – 5 and minutes for February 20, 2013 Special Meeting. p. 6
- 6. Consent Items** **Chairperson Aoyagi**

Ratification of Eligibility Lists

 - a) Food Service Satellite Operator p. 7
 - b) Instructional Technician p. 8
 - c) Personnel Coordinator, Personnel Commission p. 9
 - d) Program Specialist, BSEP p. 10
 - e) Personnel Specialist, Credentials (Confidential) p. 11
- 7. Conference Items** **Chairperson Aoyagi**

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

 - a) Administrative Review of job duties of employee Jonathan Staples (Attachment A)
- 8. Discussion Items**
- 9. Information Items** **Secretary Perez**
 - a) Examinations administered in the month of February p. 12
 - b) New hires processed in the month of February p. 12
- 10. Reports**
 - a) Union **Union Representatives**
 - b) Commissioners Reports **Commissioners**
 - c) Personnel Director **Secretary Perez**
 - i. Classification and Compensation Study – March 6th Orientation Sessions
- 11. Public Comments (15 minute limit)** **Public**

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12. Next Meeting

Follow up items for next Personnel Commission Meeting

Chairperson Aoyagi

13. Adjournment

Chairperson Aoyagi