

# Personnel Commission

Thursday, June 20, 2013

Berkeley Unified School District

## Personnel Commission

**Ann Aoyagi**, *Chairperson*  
**Timothy Carter**, *Vice-Chairperson*  
**Dan F. Lee**, *Commissioner*  
**Randy Perez**, *Secretary*

## Classification Study Committee

**Lew Jones**, Director, Facilities

**Tracie De Angelis**, Administrative  
Coordinator, Human Resources

**Kristen Collins**, Principal, BAM

**Steve Collins**, Plant Operations  
Manager, Local 21

**Marie Ferguson**, Secretary, Le-  
Conte Elementary, BCCE Repre-  
sentative

**Paula Phillips**, President, BCCE

**Rodney Lewis**, Custodian II, OSS  
Representative

**Randy Perez**, Director, Classified  
Personnel, Human Resources

## Personnel Commission Appeal Hearings

Wednesday, July 24th, 2013

Wednesday, Aug 7th, 2013

### Preliminary Job Descriptions:

Thank you for all your collaborative efforts and participation in the Classification and Compensation Study. Over 70% of you responded to the position information questionnaires (PIQs), and the consultant interviewed over 200 classified employees during the month of May. This month job descriptions were distributed to 10- and 11-month employees who had submitted their PIQs. Those of you who are in a 10- or 11-month position and who received a job description were asked to carefully review the draft description. Please keep in mind that a job description is a broad definition of the classification you occupy. You may find that there are some duties that you perform that aren't included in the job description, and conversely, you may also find that there are some duties that you do not perform that are written into the description.

By July 10<sup>th</sup>, job descriptions will be distributed to all classified employees in 12-month positions who submitted a completed PIQ. To ensure a successful study, all employees receiving a job description packet by July 10<sup>th</sup> from Human Resources should review the letter and review the included draft job description from Ewing & Co., the consultant working on the study.

### Feedback and Appeals

Our objective is to address feedback we receive from you and respond accordingly. In reviewing your job description, should you have any concerns, questions or suggestions, we will include a feedback form for you to complete. We strongly encourage you to submit your feedback to the HR Office, and the deadline to do so is **June 21<sup>st</sup>** for 10- and 11-month employees and **July 19<sup>th</sup>** for 12-month employees. If there are concerns that cannot be resolved at the preliminary level, you may petition for the Personnel Commission to resolve the matter at a public hearing. The Personnel Commission will hold appeal hearings on July 24<sup>th</sup> and August 7<sup>th</sup>. Appeals are conducted only for the classification specification (or job description).

### The Compensation Study

Once the Classification Study is completed, the Compensation Study will begin. The Compensation Study starts with identifying positions to compare to the external market. The process involves selecting those positions within a job class that have the most commonality with positions in other districts. Another critical step in this process is identifying appropriate organizations, agencies and other districts for us to compare. Cabinet and the Classification Study Committee agreed to the following for comparisons: Alameda County Office of Education, San Lorenzo Unified School District, Pleasanton Unified School District, Alameda Unified School District, Livermore Valley Unified School District, Antioch Unified School District, New Haven Unified School District, Hayward Unified School District, Oakland Unified School District, San Ramon Unified School District, San Leandro Unified School District and Fremont Unified School District. Results of the compensation study will be used as part of the bargaining process between the district and classified unions. There is no appeal process for the compensation part of the study.

### Information on the Webpage

On the Compensation and Classification Study webpage, you can review the timeline for the remainder of the study. We have also uploaded all preliminary job descriptions for 10-11 month employees. We will update the website once we have the job descriptions for 12 month employees. The hyperlink address to the website is: <http://www.berkeleyschools.net/departments/human-resources/classification-study-2013/>

Thank you,

Randy Perez  
Director, Classified Personnel