

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

August 1, 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 the July 11, 2013 Personnel Commission Meeting (p. 3 - 5)
- 6. **Consent Items** **Chairperson Aoyagi**
 Ratification of Eligibility Lists
 - a) Workers Compensation Specialist (p. 6)
 - b) Custodian I (p. 7)
- 7. **Old Business** **Vice-Chairperson Carter**
 These items were presented at prior meetings and require further discussion and action.
 - a) Provisional and limited term opportunities for BCCE unit members.
- 8. **Information Items** **Secretary Perez**
 - a) Examinations administered in the month of July (p. 8)
 - b) New hires processed in the month of July (p. 8)
- 9. **Conference Items** **Chairperson Aoyagi**
 This item is presented for discussion and action, and may have been reviewed at a previous meeting.
 - a) Determine hearing date in September to hear classification study appeals
 - b) Further consideration of the agreement by and between the Berkeley Unified School District and the Personnel Commission of the Berkeley Unified School District
 - c) Approve the requests for reclassification of two BCCE unit members to a classification not previously held (p. 9 - 10)
- 10. **Reports**
 - a) Union **Union Representatives**
 - b) Commissioners Reports **Commissioners**
 - c) Personnel Director **Secretary Perez**
 - I. Classification and Compensation Study
 - II. Update on NEOGOV Online Recruitment System
- 11. **Public Comments (15 minute limit)** **Public**

(Personnel Commission Meeting Agenda continued – 8/1/13)

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.

12. Next Meeting

Chairperson Aoyagi

13. Adjournment

Chairperson Aoyagi

Personnel Commission Meeting Minutes

July 11, 2013 4:30pm

1. Call to Order

The meeting was called to order at 4:34pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were present and a quorum was established.

3. Closed Session – Beginning at 4:30pm

Public Employee Discipline; California Government Code § 54957 (2 matters)

Closed session began at 4:35pm

4. Report from Closed Session

Regular session resumed at 5:04pm

The Personnel Commission voted to have a hearing officer hear the appeal for one employee and to hold a hearing for another employee.

5. Public Comments (15 minute limit)

Paula Phillips, President, BCCE, commented that the union has concerns regarding the Memorandum of Understand (MOU) that the District and the Director of Classified employees agreed to at the last commission meeting. President Phillips stated that allowing the Classified Personnel Director to be involved in drafting contract language and disciplinary matters would prevent the Classified Personnel Director from being a neutral party. Vice-Chairperson Carter requested that President Phillips highlight specific differences and present them at the next Commission Meeting. Review of the MOU will be placed as a conference item for the August 1st Commission Meeting.

6. Approval & Adoption of Agenda

Approved: 3-0

7. Approval of Minutes

In response to a question from President Phillips, Secretary Perez stated that the Personnel Commission budget has been submitted to the County, but they have not yet approved it.

Approved: 3-0

8. Consent Items

Ratification of Eligibility List

- a) Library Media Technician, Elementary
- b) Food Service Assistant
- c) Transportation Dispatcher

President Phillips requested clarification on the performance examination panel for the Transportation Dispatcher. The Personnel Coordinator stated that the candidates were given multiple tasks related to the dispatcher role. During the examination, there were two panelists who independently scored the candidates performance, and an observer from the Human Resources department. Once the scores were completed, they were collected and entered by the Human Resources department.

Approved: 3-0

9. Old Business

The Commission reviewed the following old business items:

Provisional and limited-term opportunities for BCCE members.

Vice-Chairperson Carter requested that the Director of Classified Employees create a more defined, systematic method for allowing BCCE members to sit in provisional and limited-term promotional positions. President Phillips commented that the Personnel Commission is not ratifying limited-term positions, as per Merit Rule 60.300.1b. President Phillips also commented that, in previous years, limited-term positions were posted so that all members had the opportunity to apply for them. Chairperson Aoyagi asked that this item be placed on the next agenda for continued discussion and that Personnel Commissioners suggest possible solutions for creating the requested system.

10. Information Items

Examinations Administered in the Month of July:

Transportation Dispatcher

Food Service Assistant

Vehicle & Equipment Mechanic

Library Media Technician, Elementary

Maintenance Engineer, HVAC

Instructional Specialist, Art

Workers Compensation Specialist

New Hires/New Assignments Processed in the month of July:

Richard Andrea, Accounting Technician

Tonja Warren, Food Service Satellite Operator

Erendida Sanchez, Transportation Dispatcher

11. Reports

a) Union

President Phillips stated that the Classification Study is moving forward, but the small font size used in a recent newsletter was a concern. President Phillips requested that Director Perez use an appropriate font size in future communications to make it easier to read.

b) Commissioners Reports

No commissioner's reports were presented.

c) Personnel Director

i. Classification and Compensation Study

Secretary Perez stated that most of the 12-month job descriptions were received and distributed to the employees. Employees have until July 19th to return the feedback forms, except for those employees who received their job description later. The next classification committee meeting is scheduled for August 7. Secretary Perez commented that July 24 and August 7 have been preliminarily scheduled for Merit Commission appeals hearings. In response to President Phillips, Secretary Perez commented that an additional appeals hearing could be scheduled in September to better accommodate the 10- and 11-month employees.

ii. Update on NEOGOV Online Recruitment System

Secretary Perez commented that the implementation of NEOGOV is going according to schedule and that the Personnel Coordinator is working with NEOGOV in creating the database and completing the initial setup training.

12. Conference Items

The Personnel Commission will determine a hearing date in September for appeals related to the Classification and Compensation Study. This item was moved to the August 1, 2013 agenda as a conference item.

13. Public Comments (15 minute limit)

President Phillips stated that the union and the district are working together to hold informational meetings for the California Nutrition Network staff that was recently laid-off.

14. Next Meeting

August 1, 2013 at 4:30pm.

15. Adjournment

Meeting adjourned at 6:52pm.

Respectfully Submitted:



Randy Perez
Secretary, Personnel Commission

9/29/2013

Date

Approved:

Ann Aoyagi

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Workers Compensation Specialist
(Open)**

Written Examination: **May 14 and July 17, 2013**

Oral Examination: **July 17, 2013**

List Established by Personnel Commission: **August 1, 2013 to expire on August 1, 2014**

Open

1 Maia	Griffin
2 Regina	Lawson



Randy Perez
Secretary, Personnel Commission

7/29/13

Certification Date

Ann Aoyagi
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District
Merit System

Eligibility List for :	Custodian I (Open)
Written Examination:	July 16, 2013 and July 17, 2013
Performance Evaluation:	N/A
Written Examination (2nd):	July 26, 2013
List Established by Personnel Commission:	August 1, 2013 to expire August 1, 2014

Open:

- 1 Shedrick Chambers
- 2 Robert Fleming
- 3 Daena Satterwhite
- 4 Richard Mckinnie
- 4 Alvin Tuason
- 5 Michael Carlisle
- 6 Brebazons Simon



Randy Perez
Secretary, Personnel Commission



Certification Date

Ann Aoyagi
Chairperson, Personnel Commission

Ratification Date

Examinations Administered in the Month of July:

Classification-

Custodian I
Instructional Assistant, ECE
Instructional Specialist II, Art
Instructional Specialist, Dance
Instructional Technician
Maintenance Engineer, HVAC
Payroll Specialist
School Bus Driver
Site Coordinator, Family Engagement

New Hires/New Assignments Processed in the Month of July:

Name-

Hillary Ake
Tracy Maligalig

Classification-

Library Media Technician, Elementary
Instructional Assistant, Early Childhood Education

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: July 29, 2013
SUBJECT: Assign Employee David Siegel to the Classification of Instructional Technician

Background Information

Article 14.5.3 of the BCCE contract states: "Employees who wish voluntary demotions in lieu of layoff to classes not previously held, may be reclassified to vacant positions for which they qualify. The determination of eligibility for reclassification shall be made by the Personnel Commission."

As a consequence of the 2012-2013 layoffs, Mr. Siegel was bumped out of the Instructional Specialist (IS) position for which he has held since March 1, 2010. He has asked to be considered for reclassification to a vacancy in the Instructional Technician (IT) classification. Though Mr. Siegel has never held the IT position, he currently holds a position (IS) in the same job family but at a higher level than the IT classification. Hence, Mr. Siegel meets the minimum qualifications to be in the IT classification. Furthermore, we currently have several vacancies in the IT class.

Recommendation:

Approve assigning Mr. Siegel to the Instructional Technician classification effective 8/28/2013.

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: July 29, 2013
SUBJECT: Assign Employee Betty Ladzekpo to the Classification of Instructional Specialist (Dance)

Background Information

The Instructional Specialist classification is a broad class the District utilizes to meet instructional support in several curricular areas. Ms. Ladzekpo has held the Instructional Specialist II classification in the area of Dance since August 27, 2013. As a consequence of the 2012-2013 layoffs, Ms. Ladzekpo was laid off from the Instructional Specialist II (IS, II) position for which she held. Article 14.5.3 of the BCCE contract states: "Employees who wish voluntary demotions in lieu of layoff to classes not previously held, may be reclassified to vacant positions for which they qualify. The determination of eligibility for reclassification shall be made by the Personnel Commission."

Ms. Ladzekpo has asked to be considered for reclassification to a vacancy in the Instructional Specialist (Dance) classification. Though Ms. Ladzekpo has never held the IS position, she currently holds a position (IS, II) in the same class series but at a higher level than the IS classification. Hence, Mr. Ladzekpo meets the minimum qualifications to be in the IS classification. We currently have a vacancy for the IS (Dance) class at Malcolm X.

Recommendation:

Approve assigning Ms. Ladzekpo to the Instructional Specialist classification effective 8/28/2013.