

Berkeley Unified School District

2020 Bonar Street, Technology Lab, Room 126
Berkeley, CA 94702

Personnel Commission

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

Meeting Agenda

September 12, 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 August 1, 2013 Meeting Minutes p. 3-4
- 6. Conference Items** **Chairperson Aoyagi**
These items are presented for discussion and action, and may have been reviewed at a previous meeting.
 - a) Approve recruitment for Clerical Assistant II (Bilingual, Spanish required) for Emerson Elementary p. 5
 - b) Approve recruitment for Instructional Technician (Bilingual, Spanish required) for Longfellow Middle p. 5
 - c) Approve recruitment for Instructional Assistant, Early Childhood Education (Bilingual, Spanish required) for Hopkins Child Development Center p. 5
 - d) Approve the request for reclassification of a BCCE unit member to a classification not previously held p. 6
 - e) Approve limited term assignment for a retired Berkeley Unified School District employee p. 7
- 7. Old Business** **Vice-Chairperson Carter**
These items are presented for discussion and action, and may have been reviewed at a previous meeting.
 - a) Provisional and limited term opportunities for BCCE unit members
- 8. Consent Items** **Chairperson Aoyagi**
Ratification of Eligibility Lists
 - a) Site Coordinator, Family Engagement (Bilingual, Spanish required) p. 8
 - b) Senior Food Service Assistant p. 9
 - c) Payroll Specialist p. 10
 - d) Secretary p. 11
 - e) Maintenance Engineer p. 12
 - f) School Bus Driver p. 13
 - g) Library Media Technician, Middle p. 14
 - h) Food Service Satellite Operator p. 15
- 9. Information Items** **Secretary Perez**
 - a) Examinations administered in the month of August p. 16
 - b) New Hires/New Assignments processed in the month of August p. 16

10. Reports

- a) Union **Union Representatives**
- b) Commissioners Reports **Commissioners**
- c) Personnel Director **Secretary Perez**
 - I. Classification and Compensation Study
 - II. Update on Neogov

11. Public Comments (15 minute limit)

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12. Next Meeting

Chairperson Aoyagi

Follow up items for next Personnel Commission Meeting

13. Adjournment

Chairperson Aoyagi