

Berkeley Unified School District
1314 7th Street, Transportation Conference Room
Berkeley, CA 94710

Personnel Commission

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

Special Meeting Agenda

October 24, 2013 1:00pm

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. **Conference Items**
These items are presented for discussion and action.
 - a. Approval of Advanced Salary Placement of Candidate on Vehicle & Equipment Mechanic Eligibility List p. 2
 - b. Approval to Recruit for Interpreter for the Deaf at an Advanced Salary Step p. 3
6. **Public Comments (15 minute limit)** Public
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7. **Next Meeting** Chairperson Aoyagi
Follow up items for next Personnel Commission Meeting
8. **Adjournment** Chairperson Aoyagi

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: October 22, 2013
SUBJECT: Approve Advanced Salary Placement for Candidate on V & E Mechanic Eligibility List

Background:

The Human Resources Department began recruitment for the Vehicle and Equipment Mechanic position on March 25, 2013 and concluded recruitment on October 3, 2013. Within that approximate 7 month span, only 5 applicants were deemed to meet the minimum qualifications of the position and were invited to participate in the first exam. After the testing process was completed, only 2 candidates made it to the eligibility list. Pursuant to Merit Rule 70.100.1, where recruitment efforts have demonstrated difficulty in recruiting qualified candidates, the Personnel Commission may approve an advanced salary step placement of a new hire employee. The Transportation Department currently has two vacancies, and there is a critical need to fill both as soon as possible. One of the candidates on the eligibility list, Jorge Velasco, is a candidate the Transportation Department interviewed and selected for one of the vacancies. However, Mr. Velasco currently works for Mount Diablo Unified School District and is earning a salary comparable to step 3 of our current salary schedule. We would like to offer placement on step 4 to provide an incentive to Mr. Velasco to join the Berkeley Unified School District Transportation Department.

Recommendation:

Approve the salary placement for Jorge Velasco at step 4 of the respective salary schedule and range.

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: October 22, 2013
SUBJECT: Approve Recruitment of Interpreter for the Deaf at an Advanced Salary Step

Background:

The Personnel Commission Office has conducted an open on ongoing recruitment for Interpreter for the Deaf classification since early 2012. We have used our customary recruitment site, Edjoin.org, as well as various external sites such as Craigslist and employment boards at neighboring community colleges. To date, we have not had any success in acquiring an adequate pool of candidates to test. Our Personnel Coordinator, Anthony Langford, surveyed independent contractors on the external market performing Interpreter for Deaf services and found that there was a significant difference in rate of pay between those performing these types of duties as independent contractors and the rate of pay we offer. We adjusted our recruitment approach to highlight our fringe benefits in which those serving as independent contractors would not normally have available as part of their compensation, but this approach only netted a few qualified candidates and ultimately did not provide us with new hires in this class. We would like to request permission of the Personnel Commission to recruit at step 5 of the appropriate salary schedule for Interpreter for the Deaf. We have been in discussion with the Special Education Department and they are in support of this requested action.

Recommendation:

Approve recruitment at step 5 of the respective salary schedule for Interpreter for the Deaf.