

Berkeley Unified School District

1720 Oregon Street, Conference Room
Berkeley, CA 94702

Personnel Commission

Ann Aoyagi, Chairperson

Timothy Carter, Vice-Chairperson

Dan F. Lee, Commissioner

Randy Perez, Secretary

Special Meeting Agenda

October 30, 2013 5:15pm

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. **Public Hearing: Classification Study Appeals**

A public hearing will be conducted to hear appeals by employees regarding the results of the classification study. Employees will be given (5) five minutes to present their appeals, the consultant who performed the study will be given 5 minutes to explain the results and the Personnel Commission will have the opportunity to ask questions. The following is a list of the employees who requested hearings, their current classifications and their hearing times:

<i>Employee:</i>	<i>Present Classification:</i>	<i>Address the Commission:</i>
1. George Duncan	General Maintenance Worker	5:20pm – 5:25pm
2. Pamela Goo	Supervisor, Risk Management, Workers Compensation & Benefits	5:35pm – 5:40pm
3. LaTanja Chambers	Administrative Assistant	5:50pm – 5:55pm
4. Geraldine Morgan	Administrative Coordinator	6:05pm – 6:10pm
5. David Kirwin	Lead Tradesworker	6:20pm – 6:25pm
6. Mildred Scherr	Clerical Specialist	6:35pm – 6:40pm
6. **Information Item**

This item is presented for information only and does not require action at this time.

 - a. List of Job Classes by Family (Attachment A)
7. **Public Comments (15 minute limit)** Public

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8. **Next Meeting** Chairperson Aoyagi

Follow up items for next Personnel Commission Meeting
9. **Adjournment** Chairperson Aoyagi

**BERKELEY UNIFIED SCHOOL DISTRICT
LIST OF CLASSES-BY FAMILY
2013**

CLERICAL/SECRETARIAL	ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE ASSISTANT II ADMINISTRATIVE ASSISTANT III CLERICAL ASSISTANT I CLERICAL ASSISTANT II CLERICAL ASSISTANT III EXECUTIVE ASSISTANT I - CONFIDENTIAL EXECUTIVE ASSISTANT II - CONFIDENTIAL EXECUTIVE ASSISTANT III-BOARD CONFIDENTIAL EXECUTIVE ASSISTANT III-SUPERINTENDENT CONFIDENTIAL SCHOOL ADMINISTRATIVE ASSISTANT I SCHOOL ADMINISTRATIVE ASSISTANT II SCHOOL ADMINISTRATIVE ASSISTANT III STUDENT RECORDS ASSISTANT
COMMUNITY/PUBLIC RELATIONS	BSEP PROGRAM SPECIALIST HOME/SCHOOL LIAISON PUBLIC INFORMATION OFFICER VOLUNTEER SPECIALIST
FISCAL SERVICES	ACCOUNTING TECHNICIAN BUDGET ANALYST I BUDGET ANALYST II PAYROLL SPECIALIST PAYROLL SUPERVISOR STUDENT BODY ACCOUNT TECHNICIAN
GROUNDS	GROUNDS GARDENER IRRIGATION TECHNICIAN LEAD GROUNDS GARDENER
HUMAN RESOURCES	HUMAN RESOURCES ANALYST - CONFIDENTIAL HUMAN RESOURCES TECHNICIAN HUMAN RESOURCES SPECIALIST - CONFIDENTIAL CLASSIFIED PERSONNEL SUPERVISOR
INFORMATION TECHNOLOGY	BUSINESS SYSTEMS ANALYST COMPUTER TECHNICIAN I COMPUTER TECHNICIAN II DATA INTEGRITY SPECIALIST NETWORK ENGINEER STUDENT SYSTEMS SPECIALIST TELECOMMUNICATIONS/ELECTRONICS SPECIALIST
INSTRUCTION	AFTER SCHOOL PROGRAM SPECIALIST AFTER SCHOOL PROGRAM SUPERVISOR INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT I-SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT II-SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT-EARLY CHILDHOOD EDUCATION INSTRUCTIONAL ASSISTANT-VISUALLY IMPAIRED INSTRUCTIONAL SPECIALIST INSTRUCTIONAL TECHNICIAN-BEFORE & AFTER SCHOOL PROGRAM INSTRUCTIONAL TECHNICIAN

**BERKELEY UNIFIED SCHOOL DISTRICT
LIST OF CLASSES-BY FAMILY
2013**

LIBRARY/MEDIA	LIBRARY MEDIA SPECIALIST-ELEMENTARY LIBRARY MEDIA SPECIALIST-SECONDARY MEDIA TECHNOLOGY TECHNICIAN
MAINTENANCE & OPERATIONS	CUSTODIAN I CUSTODIAN II FACILITIES ANALYST FACILITIES MAINTENANCE MANAGER GENERAL MAINTENANCE WORKER HIGH SCHOOL PLANT OPERATIONS SUPERVISOR LEAD MAINTENANCE ENGINEER LOCKSMITH MAINTENANCE ENGINEER MAINTENANCE SUPERVISOR MAINTENANCE TECHNICIAN
MANAGEMENT	DIRECTOR-BSEP & COMMUNITY RELATIONS DIRECTOR-CLASSIFIED PERSONNEL DIRECTOR-FACILITIES, MAINTENANCE & OPERATIONS DIRECTOR-NUTRITION SERVICES DIRECTOR-TECHNOLOGY
NUTRITION SERVICES	COOK DINING ROOM SUPERVISOR EXECUTIVE CHEF NUTRITION EDUCATION PROGRAM SPECIALIST NUTRITION EDUCATION PROGRAM SUPERVISOR NUTRITION SERVICES ASSISTANT NUTRITION SERVICES SATELLITE OPERATOR I NUTRITION SERVICES SATELLITE OPERATOR II SNACK BAR OPERATOR SOUS CHEF-PRODUCTION KITCHEN SOUS CHEF-PURCHASING
PURCHASING	BUYER MAIL DELIVERY DRIVER PURCHASING SUPERVISOR
RISK MANAGEMENT & BENEFITS	RISK MANAGEMENT SUPERVISOR WORKERS COMPENSATION SPECIALIST EMPLOYEE BENEFITS TECHNICIAN
SECURITY	FACILITIES OPERATIONS MANAGER FACILITIES SECURITY PATROL SCHOOL CAMPUS MONITOR SCHOOL SAFETY OFFICER
STUDENT SERVICES	ADMISSIONS SUPERVISOR ATTENDANCE TECHNICIAN CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COLLEGE & CAREER ADVISOR EDUCATIONAL OCCUPATIONAL THERAPIST EVALUATION & ASSESSMENT ANALYST FAMILY ENGAGEMENT & EQUITY SPECIALIST FAMILY ENGAGEMENT & EQUITY SUPERVISOR

**BERKELEY UNIFIED SCHOOL DISTRICT
LIST OF CLASSES-BY FAMILY
2013**

INTERPRETATION/TRANSLATION SPECIALIST
INTERPRETER FOR THE DEAF
REGISTRAR
STUDENT ADMISSIONS SPECIALIST
STUDENT ASSESSMENT SPECIALIST
STUDENT EMPLOYMENT SPECIALIST
STUDENT WELFARE & ATTENDANCE SPECIALIST
WORKABILITY PROGRAM SPECIALIST

TRANSPORTATION

SCHOOL BUS DRIVER
TRANSPORTATION DISPATCHER
TRANSPORTATION MANAGER
TRANSPORTATION OPERATIONS SUPERVISOR
TRANSPORTATION SCHEDULER/ROUTER
VEHICLE & EQUIPMENT MECHANIC
VEHICLE & EQUIPMENT SUPERVISOR

WAREHOUSE

DELIVERY DRIVER
STOREKEEPER