

Personnel Commission Meeting Minutes

September 12, 2013 4:30pm

Amended and Revised: October 28, 2013

1. Call to Order

The meeting was called to order at 4:30pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments (15 minute limit)

Keith Summers, a BCCE member stated that he was denied a position that he should have been granted.

4. Approval & Adoption of Agenda

Per the request of Secretary Perez, Item 7 (Old Business) was switched with Item 6 (Conference Items). The agenda was adopted and approved.

Approved: 2-0

5. Approval of Minutes

Chairperson Aoyagi requested that the title of the minutes be corrected from "Meeting Agenda" to "PC Meeting Minutes".

Approved: 2-0

6. Conference Items

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

Deputy Superintendent Ruiz presented information supporting the need for the Clerical Assistant II (Bilingual Spanish) position at Emerson Elementary. In response to questions asked by Paula Phillips, President, BCCE, Secretary Perez stated that this position would be a FTE position and would require knowledge of both written and verbal Spanish communication.

Approved: 2-0

b) Approve recruitment for Instructional Technician (Bilingual, Spanish required) for Longfellow Middle School.

Manuel Enriquez, Program Supervisor, LEARNS program, presented information supporting the need for the Instructional Technician (Bilingual, Spanish) position at Longfellow Middle School. In response to a question asked by President Phillips, Secretary Perez stated that this position would require knowledge of both written and verbal Spanish communication.

Approved: 2-0

c) Approve recruitment for Instructional Assistant, Early Childhood Education (Bilingual, Spanish required) for Hopkins Child Development Center

Maria Carriedo, Principal, King Child Development Center, presented information supporting the need for the Instructional Assistant, Early Childhood Education (Bilingual, Spanish) for Hopkins Child Development Center. In response to a question asked by President Phillips, Secretary Perez stated that this position would require knowledge of both written and verbal Spanish communication.

Approved: 2-0

- d) Approve the request for reclassification of a BCCE unit member to a classification not previously held.

The commission voted to demote in lieu of layoff Ms. Janet Deblasi to the classification of Instructional Assistant.

Approved: 2-0

- e) Approved limited term assignment for a retired Berkeley Unified School District employee.

Alexander Hunt, Principal, Malcolm X Elementary presented information supporting the continued need for the limited term assignment. Principal Hunt commented that a BUSD retiree has been in this limited term assignment for many years and he would like to continue to have the retiree in this assignment due to their expertise and dedication to the District. President Phillips stated that since 2008, no other employee has been given the opportunity to perform this assignment. Secretary Perez commented that previous recruitment efforts to fill this position with existing employees were unsuccessful due to the limited work hours (3-4 hours per week) available. President Phillips requested to know the number of applicants that applied for this position when it was posted. President Phillips also stated that the district is in violation of the writ by continuing to employ the retiree in any capacity.

The Commission decided to continue discussion on this item during the next meeting.

7. Old Business

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 union members

The commission discussed the provisional and limited term opportunities for BCCE unit members.

8. Consent Items

Ratification of Eligibility List

- a) Site Coordinator, Family Engagement (Bilingual, Spanish Required)

President Phillips commented that Janet Hurtado was listed as a promotional candidate, but she had separated from the District. Secretary Perez stated that Ms. Hurtado resigned in good standing and if the District wanted to reinstate her into a future vacancy, she would not be required to be on an eligibility list. The motion was accordingly amended.

Approved as amended: 2-0

- b) Senior Food Service Assistant
- c) Payroll Specialist
- d) Secretary
- e) Maintenance Engineer

President Phillips commented that Francisco Torres should be listed as a Promotional candidate, not Open as indicated. Anthony Langford, Personnel Coordinator, stated that the title was listed incorrectly and would be updated to reflect Mr. Torres as a Promotional candidate.

Approved as amended: 2-0

- f) School Bus Driver
- g) Library Media Technician, Middle
- h) Food Service Satellite Operator

Keith Summers, a BCCE member claimed that he was denied an opportunity to fill the limited-term Food Service Satellite Operator position during the 2012-2013 school year, as well as being denied the recent permanent position that he feels he was most qualified for.

Approved: 2-0

9. Information Items

Examinations Administered in the Month of September:

Secretary
Maintenance Engineer
Sous Chef
School Bus Driver
Site Coordinator, Family Engagement
Payroll Specialist
Library Media Technician, Middle
Vehicle and Equipment Mechanic
Senior Food Service Assistant
Instructional Assistant, Early Childhood Education
Program Assistant
Instructional Assistant

New Hires Processed in the month of September:

Marchtrends Baker, IA Special Ed, Attendant
Gina Buttler, IA Special Ed, Attendant
Ronesha Coleman, IA Special Ed, Attendant
Cassandra Freeman, IA Special Ed, Attendant
Sandra Guzman, Instructional Technician
Brian Harris, School Safety Officer
Ciaundria Hilliard, Instructional Technician
Keiko Okazaki, IA Special Ed, Attendant
Alvin Tuason, Custodian I
Bethany Woods, IA Special Ed, Attendant
Caridad Cruz, Secretary
Francisco Torres, Maintenance Engineer

10. Reports

- a) Union

President Phillips commented that there were concerns regarding the classified Vacancy and Transfer positions that were posted during the summer recess and that many of the employees were on vacation and not at the sites to receive notification. Secretary Perez responded that physical copies of the Vacancy and Transfer notifications were mailed to the home address of all classified employees.

President Phillips commented that the BCCE is concerned that its members are still being passed over for promotional and limited term opportunities, and she requested that such opportunities are posted. President Phillips also stated that the BCCE is concerned that physical fitness tests are not being given to candidates, where a certain physical requirement is required to perform the job (i.e. lifting).

President Phillips commented that the BCCE is also concerned that members are being assigned duties that are out of classification.

b) Commissioners Reports

Chairperson Aoyagi reported that on August 2nd, notification was received that the 2013-2014 Personnel Commission budget was accepted and approved.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez stated that classification portion of the study has been completed by the consultant and that the next step is to hear the employee’s appeals. After the appeals hearings, the consultant will begin work on the compensation portion of the study. Secretary Perez stated that the completion of the study is projected to be November, 2013.

II. Update on NEOGOV Online Recruitment System

Secretary Perez reported that due to the work on the classification and compensation study as well as HR staffing issues, work on NEOGOV has been delayed. Implementation is estimated to be November, 2013. In response to President Phillips, Secretary Perez stated that the contract with NEOGOV is not based on a specific timeline for implementation, but is an annual service contract.

11. Public Comments (15 minute limit)

President Phillips commented that the BCCE is concerned about the layoffs for the cooking and gardening staff, and that the District has created non-standardized FTE positions for those employees who will be re-employed come October 1st. Secretary Perez stated that the positions were created to maximize the available funds, rather than to a standard FTE position so that the employees would get paid as much as possible.

12. Next Meeting

October 3, 2013 at 4:30pm

13. Adjournment

Meeting adjourned at 7:52pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Personnel Commission Chairperson

Date