

**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**

November 7, 2013 4:00pm

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. **Closed Session – Personnel Matters, Government Code § 54957**  
The Personnel Commission will go into closed session to discuss the performance evaluation of the Director, Classified Personnel.
6. **Report from Closed Session 4:45 pm** **Chairperson Aoyagi**
7. **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 and the Personnel Commission will have an opportunity to ask questions. The following is a list of the employees who requested hearings, their current classifications and their hearing times:

<b><i>Employee:</i></b>	<b><i>Present Classification:</i></b>	<b><i>Address the Commission:</i></b>
1. Timothy Mull	Driver Trainer/Field Supervisor	4:45pm – 4:50pm
2. Annette Johnson-Banks	Transportation Router	5:00pm – 5:05pm
8. **Approval of Minutes** **Chairperson Aoyagi**
  - a) Approve September 12, 2013 Meeting Minutes tabled from the previous Personnel Commission Meeting p. 3-6
  - b) Approve October 3, 2013 Meeting Minutes p. 7 - 10
9. **Conference Items** **Chairperson Aoyagi**

These items are presented for discussion and action, and may have been reviewed at a previous meeting.

  - a) Approval of Advanced Salary Placement of Candidate on Vehicle & Equipment Mechanic eligibility List p. 11
  - b) Approve the request for reclassification of a BCCE unit member to a classification not previously held p. 12
  - c) Approve Limited Term School Service Assistant (bilingual Spanish) at Longfellow Middle School p. 13
  - d) Determine hearing date for employees that did not submit a PIQ
10. **Consent Items** **Chairperson Aoyagi**

Ratification of Eligibility Lists

  - a) Instructional Specialist, Dance p. 14

**11. Information Items**

**Secretary Perez**

- a) Examinations administered in the month of October p. 15
- b) New Hires/New Assignments processed in the month of October p. 15

**12. Reports**

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

**Union Representatives  
Commissioners  
Secretary Perez**

**13. Public Comments (15 minute limit)**

**Public**

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**14. Next Meeting**

**Chairperson Aoyagi**

Follow up items for next Personnel Commission Meeting

**15. Adjournment**

**Chairperson Aoyagi**