

Personnel Commission

Tuesday, March 25, 2014

Berkeley Unified School District

Personnel Commission

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

Classification Study Committee

Kristen Collins, Principal, BAM
Steve Collins, Plant Operations Manager, Local 21 Representative
Tracie De Angelis, Administrative Coordinator, Human Resources
Marie Ferguson, Secretary, Le-Conte Elementary, BCCE Representative
Lew Jones, Director, Facilities
Rodney Lewis, Custodian II, OSS Representative
Paula Phillips, President, BCCE
Randy Perez, Director, Classified Personnel, Human Resources

Study Timeline

February-July 2013
Preliminary Job Descriptions
October 2013—March 2014
Classification Appeals and Review
March—May 2014
Compensation Study

From the onset of the Classification and Compensation Study, our main goal was to align job descriptions with the current roles and responsibilities of our classified employees and to ensure equitable pay for the work defined.

Conclusion of the Classification Study:

We began the classification study in February of 2013, and have been working on this aspect for a little over a year. Approximately fifteen employees appealed their proposed classifications to the Personnel Commission. On March 4, 2014, the Personnel Commission met to determine the outcome of the Classification Appeal Hearings.

Staff effort and contribution to the classification study has been outstanding. I want to thank our staff for the time, effort and feedback provided. In the end, we will have approximately 120 job classifications for the classified service.

The Compensation Study

With the Classification Study almost completed, the consultant has been gathering data for the next phase, the Compensation Study. The process involves internal alignment of related positions, using a “bench-mark” position to establish relationships within each occupational area, and an external market analysis of comparable positions in other districts. For specific details on how the bench-marking and market analysis are being conducted, please see our updated website at <http://www.berkeleyschools.net/departments/human-resources/classification-study-2013/>

Finalizing the Study

Once the Compensation Study is complete, the Personnel Commission and the Board of Education each have a role and responsibility for implementation. The Personnel Commission receives the report, and may approve, modify or reject the recommended job families, the salary ranges associated with each position and the relationships among classifications. Once approved, the Commission will send the report to the Board of Education. The Board approves the essential duties and compensation. We anticipate that the Personnel Commission and the Board of Education will receive the final report by May 2014. After approved, the District’s designees will negotiate bargainable aspects with the respective unions.

Information on the Webpage

On the Compensation and Classification Study webpage, you can find further details on the market study and bench-marking process, as well as review the timeline for the remainder of the study. Once approved, all job descriptions will be available on our website. The hyperlink address to the website is: <http://www.berkeleyschools.net/departments/human-resources/classification-study-2013/>

Thank you again for all your hard work and dedication to this project. Our success is a reflection of all that you’ve done and will signify an effort of which we should be proud.

Randy Perez
Director, Classified Personnel