

Personnel Commission Meeting Minutes

March 6, 2014 4:30PM

1. Call to Order

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

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice-Chairperson Aoyagi, and Commissioner Lee are present and a quorum was established.

3. Public Comments (15 minute limit)

No comments were made.

4. Closed Session

The Commission met in closed session to discuss the request for an appeal hearing for a classified employee. The Commission decided to hear the appeal and appoint a hearing officer to be decided at a later time.

5. Approval & Adoption of Agenda

Approved, 3-0

6. Approval of Minutes

February 5, 2014 minutes; Approved, 3-0

February 13, 2014 minutes; item 9b (Commissioners Reports), the following was corrected: "Vice-Chairperson Aoyagi commented in regard to Food Service Assistant Keith Summers's continued efforts..." Approved, 3-0

7. Consent Items

Ratification of Eligibility Lists

- a) Assessment Technician
- b) Maintenance Engineer
- c) Senior Records Clerk
- d) Vehicle and Equipment Mechanic

Paula Phillips, President, BCCCE requested that item 7b be pulled for discussion. President Phillips requests that Francis Torres, who was promoted to a Maintenance Engineer in 2013, be retroactively granted Step 3 to be in line with the newly hired Maintenance Engineers. Delia Ruiz, Assistant Superintendent, agreed with President Phillips that this position has been difficult to fill and that the District would consider placing previously promoted candidates at an advanced salary step and would be working with the union to address the matter.

Approved, 3-0

8. Conference Items

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

- a) Request to place two new hires in Vehicle and Equipment Mechanic classification on an advanced salary step placement.

Chairperson Carter motioned to have both new hires in the Vehicle and Equipment Mechanic classification placed at Step 4 of the salary schedule.

Approved: 3-0

- b) Request to place potential new hires in the Maintenance Engineer classification on an advanced salary step placement.

Chairperson Carter motioned to have new hires in the Maintenance Engineer classification placed at Step 3 of the salary schedule.

Approved: 3-0

9. Information Items

Examinations administered in the month of February, 2014

Classification-

Assessment Technician

Custodian I

Custodian II

General Maintenance Worker

Instructional Technician

Maintenance Engineer

Senior Records Clerk, Bilingual

Student Assignment Specialist

Vehicle and Equipment Mechanic

New Hires/New Assignments processed in the month of February, 2013

<u>Name</u>	<u>Type</u>	<u>Classification</u>	<u>Location</u>
Marqueax Wilson	New Hire	Secretary	King CDC
Jamila Kennedy	New Hire	Instructional Technician	Malcolm X
Daniel Chan	New Hire	Instructional Technician	Malcolm X
Reginald Lowe	New Hire	Food Service Satellite Operator	Rosa Parks

10. Reports

a) Union

President Phillips stated that BCCE members have been involuntary transferred by the District. President Phillips also stated that BCCE met with Ewing Consultants and was informed that both the compensation and classification studies have been completed, but BCCE has yet to be provided information on the compensation study.

b) Commissioners Reports

No commission reports were presented.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez stated that the appeals have been completed, except for School Safety Officer. Secretary Perez stated that he is working with the consultants on finalizing the timeline on the remainder of the study.

II. Update on NEOGOV

Secretary Perez commented that he has been in contact with Hayward Unified School District, another district that utilizes NEOGOV and that both he and Personnel Coordinator, Anthony Langford, have scheduled time to visit them and observe how they use NEOGOV.

11. Public Comments (15 minute limit)

President Phillips commented that she did not receive the agenda in a timely manner. President Phillips also stated that BCCE is concerned that the District has access to salary information that has not been shared with BCCE.

12. Next Meeting

The next regular meeting is April 17, 2014 at 4:30pm

13. Adjournment

Meeting adjourned at 5:51pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Timothy Carter
Personnel Commission Chairperson

Date