

Berkeley Unified School District

2020 Bonar Street, Technology Lab, Room 126
Berkeley, CA 94702

Personnel Commission

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

Meeting Agenda

April 17, 2014 5:00 pm

1. Call to Order **Chairperson Carter**

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 Carter**

5. Approval of Minutes

- a) Approve Meeting Minutes for the following meeting dates:
 - i. March 4, 2014 p. 3 – 5
 - ii. February 13, 2014 p. 6 – 8

6. Consent Items

Ratification of Eligibility Lists

- a) Administrative Coordinator p. 9
- b) Custodian I p. 10
- c) Program Assistant p. 11
- d) School Campus Monitor p. 12
- e) Supervisor, Sous Chef p. 13
- f) Instructional Assistant p. 14
- g) Student Assignment Specialist p. 15

7. Conference Items **Chairperson Carter**

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

- a) Request for an eligibility list consisting of female candidates for School Safety Officer p. 16
- b) Request to extend the School Safety Officer eligibility list Attachment A
- c) Request for Voluntary Demotion for a permanent employee Attachment B
- d) Request to fill vacant Instructional Media Technician with Library Media Technician, Middle eligibility list Attachment C
- e) Request for an Appeal from Employment Examination Rejection Attachment D
- f) Request for Bilingual – Spanish Instructional Technician at Thousand Oaks Attachment E
- g) Compensation Report – Salary Range Recommendation Attachment F
Copies of the Salary Survey Detail will be presented at the Personnel Commission meeting.
- h) Request to adopt a new Merit Rule in response to the District-wide Classification and Compensation Study p. 17

(Personnel Commission, April 17, 2014 Meeting Agenda - Continued)

8. Old Business

These items are carried over from the previous Personnel Commission meeting. Action may be taken on any of these items.

- a) School Safety Officer job description p. 18
- b) Budget Analyst II – Confidential job description p. 18

9. Information Items

Secretary Perez

- a) Examinations administered in the month of February p. 19
- b) New Hires/New Assignments processed in the month of February p. 19

10. Reports

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

11. Public Comments (15 minute limit)

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12. Next Meeting

Follow up items for next Personnel Commission Meeting

13. Adjournment