

Personnel Commission Meeting Minutes

April 17, 2014 5:00PM

1. Call to Order

The meeting was called to order at 5:02pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments (15 minute limit)

Bernadette Cormier, Transportation Manager, commented that she was upset about the recommendation of lowering of the salary range regarding the School Bus Driver classification. Ms. Cormier recommended that the School Bus Driver salary range be modified to 44, and have the other Transportation positions adjusted accordingly.

Tim Mull, Transportation Field Supervisor/Driver Trainer, also commented that the Berkeley School Bus Drivers are very dedicated and more involved with students and family than any other district.

Joel Goldstein, School Bus Driver, commented that in the event of a natural disaster, the School Bus Driver are first responders and would be required to transport students, staff and the general public as needed.

Marsha Montgomery, School Safety Officer, commented that the recommended salary range reduction for School Safety Officer is inappropriate based on the job duties that are indicated in the new job description.

Francisco Martinez, Student Assignment Manager, expressed concern that the consultant did not capture many of the critical duties that the Student Assignment Manager classification performs. Mr. Martinez also commented that many of the ranges for supervisors and managers are not consistent with their responsibilities and duties and they need to be corrected.

Carol Niehus, School Secretary I, commented that the current School Secretary positions are vastly different at each location, and that they should not be merged into a single classification.

Mildred Scherr, Clerical Specialist, commented that she disagrees with her proposed reclassification to School Administrative Assistant I. Ms. Scherr stated that the work she does, including budgetary, salary and other financial tasks, makes her position unique and she believes she should be reclassified to a higher classification.

Bernadette Cormier, on behalf of Local 21, pointed out to the Personnel Commission that many bilingual classifications have been created as a result of the classification study. Local 21 is requesting that the Personnel Commission update the bilingual differential rule, and Local 21 recommends that the rule is updated as follows: a 3% differential for speaking in an additional language and a 5% differential for reading, writing and speaking in an additional language.

Denise Diggs-Ray, Administrative Secretary, commented that recently- hired employees have been brought in at a higher rate of pay. Ms. Diggs-Ray believes that the current compensation study will only create more situations where the Personnel Commission will need to approve higher pay rates, and she would like the Personnel Commission to reconsider the salary ranges.

4. Approval & Adoption of Agenda

In response to Paula Phillips, President, BCCE, Vice-Chairperson Aoyagi motioned to move Union Reports (item 9a) to just after the approval and adoption of the agenda. Secretary Perez requested that Conference Items 7d and 7f be moved to a position just after the Union Reports.

Approved as amended, 3-0

4a – Union Report

President Phillips commented that the compensation study proposes a significant number of salary increases for managers. President Phillips suggested that this is due to management having access to the compensation study information well before the Personnel Commission. President Phillips also stated her belief that the District’s cabinet members met with the consultant and requested that some of the comparative districts be removed from the study.

President Phillips commented that BCCE is still in negotiations with the District. She requested that the Personnel Commission ask the district to remove involuntary transfer provisions from negotiations. President Phillips also commented there has been difficulty in recruiting, due to the current compensation levels, and that the current compensation study would only intensify this issue.

President Phillips commented that the Personnel Commission meetings have started at various times and locations and it is disruptive to classified employees who are asked to attend the meetings. President Phillips requested the Personnel Commission stick to a set time and place for all future meetings; the first Thursday of each month at 4:30pm.

4b – Conference Item – 7d

Request to fill vacant Instructional Media Technician with Library Media Technician, Middle eligibility list.

Becca Todd, District Library Coordinator, commented that many of the job duties for Instructional Media Technician classification are obsolete, and that recruiting for this classification would not be suitable for the vacancy. She also commented that as a result of the current classification study, Instructional Media Technician is being reclassified as Library Media Technician.

Approved, 3-0

4c – Conference Item – 7f

Request for bilingual – Spanish Instructional Technician at Thousand Oaks.

Michelle Miguelez, interim Extended Day Program Coordinator, presented information regarding the request for a bilingual – Spanish Instructional Technician, to support the needs of the students and parents at Thousand Oaks.

Approved, 3-0

5. Approval of Minutes

- a) Approve Meeting Minutes for the following meeting dates:
 - March 4, 2014
 - March 6, 2014

Approved, 3-0

6. Consent Items

Ratification of Eligibility Lists

- a) Administrative Coordinator
- b) Custodian I
- c) Program Assistant
- d) School Campus Monitor
- e) Supervisor, Sous Chef
- f) Instructional Assistant
- g) Student Assignment Specialist

Secretary Perez provided updated eligibility list for both Administrative Coordinator (a) and Program Assistant (c).

Approved as amended, 3-0

7. Conference Items

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

In response to President Phillips' request to hire a female candidate for School Safety Officer at Berkeley High School, Secretary Perez presented the top three female ranks from the current School Safety Officer eligibility list to be forwarded to the administrator at Berkeley High School for interviews.

Approved, 3-0

- b) Request to extend the School Safety Officer eligibility list

Secretary Perez presented information, including three requests from current candidates, to have the eligibility list for School Safety Officer extended an additional year.

Approved, 3-0

- c) Request for Voluntary Demotion for a permanent employee

Secretary Perez presented information on behalf of Ms. Adams-Carmichael requesting a voluntary demotion to Instructional Assistant – Early Childhood Education; a classification that she held previously.

Approved, 3-0

- d) Moved to 4b

- e) Request for an Appeal from Employment Examination Rejection

The Commission chose May 1, 2014; the next regularly scheduled meeting, as the hearing date.

Approved, 3-0

- f) Moved to 4c

- g) Compensation Report – Salary Range Recommendation

The Commission chose to continue discussion on the salary range recommendations during the next regularly scheduled meeting, May 1, 2014.

Approved, 3-0

- h) Request to adopt a new Merit Rule in response to the District-wide Classification and Compensation Study.

Per the request of Chairperson Carter, Secretary Perez will have legal counsel review the suggested Merit Rule change to see if it conflicts with California Education Code (§ 45285 (a)). He will report back at the next Commission meeting

Approved, 3-0

8. Old Business

- a) Approval of recommended School Safety Officer job description

Yea – Vice-Chairperson Aoyagi, Chairperson Lee
Nay – Chairperson Carter
Approved, 2-1

- b) Approval of recommended Budget Analyst II – Confidential job description

Approved, 3-0

9. Information Items

Examinations administered in the month of March, 2014

Classification-

Administrative Coordinator

Custodian II

General Maintenance Worker

Grounds Gardener

Instructional Assistant

Instructional Assistant, Early Childhood Education

Instructional Technician

School Assignment Specialist

School Campus Monitor

School Service Assistant

Sous Chef

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

<u>Name</u>	<u>Type</u>	<u>Classification</u>	<u>Location</u>
Curtis Sanderford	New Hire	Instructional Assistant, Special Education – Attendant	King Middle
Emmanuel Ruiz	New Hire	V & E Mechanic	Transportation
Giovanni Radavero	New Hire	V & E Mechanic	Transportation
Alexander Schmaus	New Hire	Instructional Assistant, Special Education – Attendant	BHS
Shedrick Chambers	New Hire	Custodian I	BHS
Ric Keeley	New Hire	Supervisor, Sous Chef	Nutrition Services
Anthony Bradford	Promotional	Maintenance Engineer	Maintenance Evaluation & Assessments
Juliet Bonczkowski	Promotional	Assessment Technician	

10. Reports

- a) Union Reports – Moved to 4a

- b) Commissioners Reports

Commissioner Lee requested that at the next meeting the Commission discuss the impact of raising the current exam passing threshold from 70% to 80%.

- c) Personnel Director

- I. Classification and Compensation Study

Secretary Perez had no additional information regarding the Classification and Compensation Study at this time.

II. Update on NEOGOV

Secretary Perez commented that he and Personnel Coordinator, Anthony Langford, visited Hayward Unified School District and saw how they have implemented NEOGOV.

11. Public Comments (15 minute limit)

No public comments.

12. Next Meeting

The next regular meeting is May 1, 2014 at 4:30pm

13. Adjournment

Meeting adjourned at 8:24pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Timothy Carter
Personnel Commission Chairperson

Date