

# Personnel Commission Meeting Minutes

June 12, 2014 4:30PM

## **1. Call to Order**

The meeting was called to order at 4:32pm.

## **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)**

No public comments were presented.

## **4. Approval & Adoption of Agenda**

Approved, 3-0

## **5. Approval of Meeting Minutes**

a) The Commission approved the meeting minutes for the following meeting dates:

i. April 17, 2014

Commissioner Lee commented that in section 8 (Old Business), his title was incorrectly listed as "Chairperson", when it should be listed as "Commissioner".

ii. May 1, 2014

iii. May 8, 2014

Approved as amended, 3-0

## **6. Consent Items**

Ratification of Eligibility Lists

- a) Administrative Assistant
- b) Budget Analyst
- c) Library Media Technician, Secondary
- d) Transportation Dispatcher

Paula Phillips, President, BCCE, requested Consent Item A and D be pulled for discussion. Carol Niehus, School Secretary I, commented that she was never notified of her final results for the Administrative Assistant recruitment. Paula Phillips commented that in the past all candidates would be tested at one time, but exams that are given now are done in multiple sessions at different times and that this testing method causes favoritism. In response from Chairperson Carter, Secretary Perez stated he would review the process. Anthony Langford, Personnel Coordinator, commented that the exam for Administrative Assistant was done in multiple sessions due to the volume of candidates and having a limited availability of computer workstations that the candidates could use. Secretary Perez commented that the date for the written exam was listed incorrectly and the correct date was April 2, 2014.

Paula Phillips requested that expiration date of the candidates from the previous Transportation Dispatcher eligibility list be extended with the new eligibility list.

Chairperson Carter motioned to extend the previous candidates on the Transportation Dispatcher eligibility list for an additional year.

Approved, 3-0

Ratification of Eligibility Lists 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) Minimum Pass Score for Examinations and Awarding of Seniority Points

Commissioner Lee presented information to the Commission regarding modifying the minimum score to pass exams to 80%, compared to the current passing threshold of 70%. Secretary Perez commented that rather than raise the passing score, that many of the tests have been reviewed and updated to more correctly reflect the skills, knowledge and abilities that are being tested.

- b) Request to extend the provisional appointment of an employee in the Transportation Department. Secretary Perez presented information to the Commission regarding the provisional assignment for the Transportation Department. Secretary Perez stated that the position is critical to the day-to-day activities for the District and requested an extension for the provisional employee who is currently in the position. Johnny Billups, School Bus Driver, commented that the provisional employee does not have the minimum qualifications required for the position and that only someone who holds all of the required licensing and meets the minimum qualifications should be allowed to sit in that position. Secretary Perez referenced Merit Rule 50.300.1 (D) to state that insofar as possible, provisional employees are required to meet the minimum qualifications of the class for which they are working. Vice-Chairperson Aoyagi motioned to extend the provisional assignment to June 13, 2014.

Approved, 3-0

- c) Admittance to the Examination Process

The Commission held a discussion on the admission of candidates to the examination process. Chairperson Carter motioned to only allow candidates who meet all of the minimum qualifications to participate in any testing.

Aye: Chairperson Carter, Vice-Chairperson Aoyagi

Nay: -

Abstain: Commissioner Lee

Approved, 2-0

## 8. Information Items

Examinations administered in the month of May, 2014

Classification-

Administrative Assistant

Instructional Technician (Bilingual, Spanish)

Library Media Technician, Secondary

Maintenance Technician

Manager, Plant Operations

Program Assistant

School Service Assistant

Transportation Dispatcher

New Hires/New Assignments processed in the month of May, 2014

<u>Name</u>	<u>Type</u>	<u>Classification</u>	<u>Location</u>
David Reed	New Hire	Library Media Tech, Middle	Central Library
Jorge Ochoa	New Hire	Grounds Gardener	Maintenance
Mirko Micanovic	New Hire	School Service Assistant	BAM
Susan Jardin	New Hire	School Service Assistant	Cragmont
Kenneth Hunter	New Hire	School Campus Monitor	Washington
Lois Jones	Additional Assignment	School Service Assistant	Washington
Nessa Lazarus	Additional Assignment	Instructional Assistant, ECE	John Muir

## 9. Reports

- a) Union Report

Paula Phillips commented that an employee who has been hired as a School Safety Officer at Berkeley High School, effective August 25, 2014, has been working provisionally as a School Safety Officer at King Middle School. Paula Phillips stated that in a meeting with Assistant Superintendent Delia Ruiz and Secretary Perez, that the BCCE was misinformed of the employees hire date of June 2, 2014. BCCE requested that this employee be retroactively hired effective June 2, 2014 and granted seniority and benefits to that effective date.

b) Commissioners Reports

Commissioner Lee commented that in the future, once the current classification and compensation study is completed, he would be interested in an internal evaluation of classifications to compensation. Commissioner Lee remarked that difficulty of the job, educational requirements, possible risks, and gender biases of certain positions should all be evaluated internally to the employees' compensation.

Chairperson Carter commented that he has been visiting school sites and meeting classified personnel to get a better understanding of their job duties and work environment. Chairperson Carter stated that he observed a large variance in the skill and education level of the Instructional Assistants.

c) Personnel Director

I. Classification and Compensation Study

No additional information was presented.

II. Update on NEOGOV

Secretary Perez commented that implementation of NEOGOV is still ongoing.

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

Mark Griffin, School Safety Officer, commented that he was screened out of testing due to a computer error, and that the Commission should review the hiring practices to make sure they are fair for everyone.

Carol Niehus, School Secretary I, commented that many of the merit rules are not being followed.

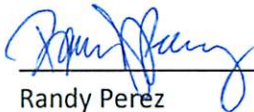
**11. Next Meeting**

The next regular meeting will on July 3, 2014 at 4:30pm.

**12. Adjournment**

Meeting adjourned at 6:37pm

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission

Approved,

\_\_\_\_\_  
Timothy Carter

Personnel Commission Chairperson



\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for :

**Maintenance Technician  
(Promotional & Open)**

Written Examination:

**April 25, 2014**

Oral Fitness:

**June 2, 2014**

List Ratified by Personnel Commission:

**July 3, 2014 to expire July 3, 2015**

**Promotional:**

1 George Duncan

**Open:**

1 Alden Lofton

1 Joseph Colton

2 Aaron Bates



Randy Perez

Secretary, Personnel Commission

6/30/2014

Certification Date

Timothy Carter

Chairperson, Personnel Commission

Ratification Date

# Berkeley Unified School District

## Merit System

Eligibility List for :                    **Specialist, Data Integrity  
(Open)**

Oral Examination:                    **June 13, 2014**

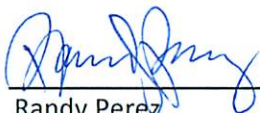
Performance Examination:        **June 24, 2014**

List Established by Personnel Commission: **July 3, 2014 to expire July 3, 2015**

Open

Alan

Wu



Randy Perez

Secretary, Personnel Commission

6/30/2014

Certification Date

Timothy Carter

Chairperson, Personnel Commission

Ratification Date

**Examinations Administered in the Month of June:**

Classification-

Clerical Assistant II, Bilingual  
Custodian I  
Instructional Assistant, Special Education  
Maintenance Engineer  
Maintenance Technician  
Manager, Plant Operations  
Program Assistant  
Supervisor, Risk Management, Workers Comp & Benefits  
Site Coordinator, Family Engagement  
Specialist, Data Integrity  
Workers Comp Specialist

**New Hires/New Assignments Processed in the Month of June:**

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location-</u>
Haiqing Chen	Promotion	Library Media Tech, Secondary	Berkeley High School
Sandra Inouye	New Hire	Budget Analyst	Business Services
Sara Garcia	New Hire	School Safety Officer	Berkeley High School
Delia Lopez-Caloca	New Hire	Instructional Assistant, ECE	Hopkins
Susan Casillas	New Hire	Senior Records Clerk, Bilingual	Martin Luther King, Middle