

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

September 4, 2014 4:30 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 Meeting Minutes** **Chairperson Carter**
 - a) Approve Meeting Minutes for the following meeting dates:
 - i. July 3, 2014 p. 3 - 5
- 6. Consent Items**
 Ratification of Eligibility Lists
 - a) Lead Tradesworker p. 6
 - b) Custodian I p. 7
 - c) Maintenance Engineer (Carpentry & Painting) p. 8
 - d) Vehicle & Equipment Mechanic p. 9
 - e) Instructional Assistant, Special Education, Attendant p. 10
 - f) Extended Day Program Coordinator p. 11
 - g) Clerical Assistant II (Bilingual Spanish) p. 12
 - h) Site Coordinator, Family Engagement p. 13
 - i) Instructional Specialist, Garden p. 14
 - j) Specialist, Data Integrity p. 15
 - k) Food Service Assistant p. 16
 - l) Food Service Satellite Operator p. 17
 - m) Program Assistant p. 18
 - n) Instructional Technician p. 19
- 7. Conference Items** **Chairperson Carter**
 These items are presented for discussion and action, and may have been reviewed at a previous meeting.
 - a) Request to extend the eligibility list for Custodian I with current expiration date of August 1, 2014 p. 20
 - b) Agenda Item Request: Rejection from Participation in Examination Process p. 21
 - c) Agenda Item Request: Removal of Provisional Appointment in Transportation Dispatcher Classification Attachment A
 - b) Discussion and selection of a hearing officer to conduct an appeal hearing regarding a disciplinary matter. Attachment B & C

(Personnel Commission Meeting Agenda – continued)

8. Discussion Items

Chairperson Carter

These items are presented for discussion only. No action can be taken at this time.

- a) Agenda Item Request: Request to be Re-hired as a Special Ed Instructional Assistant p. 22
- b) Agenda Item Request: Request to be Added to the Eligibility List for Administrative Coordinator p. 24

9. Information Item

Secretary Perez

- a) Examinations administered in the month of July & August p. 24
- b) New Hires/New Assignments processed in the month of July & August p. 24

10. Reports

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

Union Representatives

Commissioners

Secretary Perez

11. Public Comments (15 minute limit)

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12. Next Meeting

Follow up items for next Personnel Commission Meeting

13. Adjournment