

Berkeley Unified School District
Personnel Commission Meeting Minutes

October 2, 2014 4:30PM

1. Call to Order

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

2. Roll Call & Establishment of Quorum

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

3. Public Comments (15 minute limit)

Paula Phillips, President, BCCE, commented that the audio recording from the previous meeting was inadvertently erased and that the Personnel Commission body is having difficulty ensuring that recordings are made available to the public after the meetings.

4. Approval & Adoption of Agenda

- a) Secretary Perez commented that he reached out to meeting attendees to solicit what should be recorded in the meeting minutes and will work with Vice-Chairperson Aoyagi to complete them.

Approved: 2-0

5. Consent Items

Ratification of Eligibility Lists

- a) Instructional Specialist, Dance
- b) Manager, Plant Operations
- c) Risk Management, Benefits and Workers Compensation Supervisor
- d) Executive Assistant to the Superintendent
- e) Transportation Dispatcher

Secretary Perez provided updated eligibility lists for the Instructional Specialist, Dance (a) and Manager, Plant Operations (b).

Ratification of Eligibility Lists - Approved as amended: 2-0

6. Discussion Items

- a) Agenda Item Request: - Procedures for filling a limited term assignment.

Lolita Coleman, Administrative Assistant, submitted copies of her resume and discussed her previous work experience. Lolita Coleman commented that in the past she has stepped in to cover duties for the Worker's Compensation Specialist, and therefore should have been asked to fill the vacancy. Instead substitutes were allowed to receive on the job training for the Worker's Compensation Specialist position. Lolita Coleman believes she is not able to pass the Worker's Comp Specialist exam because she is not receiving proper training. Secretary Perez commented that there is a process for filling limited term and provisional assignments, and employees are welcome to apply for postings that announce limited term assignments when they are open. He then explained the process for which limited term assignments are made. Denise Diggs-Ray, Administrative Secretary, commented that she did not know what the process was for filling a limited term assignment and asked how employees are made aware of the process. Secretary Perez said he would document the process and send it via email to the management team and all classified staff.

Lolita Coleman commented that Merit rules and procedures are not being followed in regards to viewing an exam that was not passed. Secretary Perez responded that the District contracts with a testing service called CODESP, and CODESP stipulates that all users adhere to an agreement which prohibits candidates, or any other unauthorized person to view the exam before or after the exam is administered.

Chairperson Carter requested that Secretary Perez send a copy of the CODESP contract to the Commission and to discuss in the next meeting.

7. Information Item

- a) Examinations administered in the month of September
- b) New Hires/New Assignments processed in the month of September

8. Reports

- a) Union
President Phillips commented that she had nothing to report.

- b) Commissioners Reports

Chairperson commented that because the previous meeting minutes were erased, he encouraged attendees to send suggestions for points that should be included in the meeting minutes.

- c) Personnel Director

- I. Classification and Compensation Study

Secretary Perez commented that for the next Board of Education meeting on October 23, 2014, the Board will receive suggestions regarding the Classification and Compensation study and that those suggestions will be forwarded to the Personnel Commission.

- II. Update on Neogov

Secretary Perez commented that Neogov is up and running and that set-up is ongoing.

9. Public Comments (15 minute limit)

Kris Schoepf, Bus Driver, commented that she was on the Transportation Dispatcher promotional list but was told that because she was a bus driver, she could not be a Transportation Dispatcher. In response, Bernadette Cormier, Transportation Manager communicated that this message was never given to Ms. Schoepf. At the time Ms. Schoepf made it to the list, she was the only viable candidate on the list and Ms. Cormier requested a complete list in accordance with the Merit Rules.

Lolita Coleman commented that she has been working out of classification for four years and requested a 5% differential pay.

Denise Diggs requested that the Personnel Commission revise and distribute the Classification and Compensation Study timeline.

Tim Mull, Driver Trainer, commented that he agreed with Denise Diggs.

10. Next Meeting

The next regular meeting will on November 6, 2014 at 4:30pm.

11. Adjournment

Meeting adjourned at 5:44pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission
Approved,

Date

Timothy Carter
Personnel Commission Chairperson

Date