

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 6, 2014 4:30PM

1. Call to Order

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

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)

Joel Swink, Communications Technician, commented that he has assumed responsibilities of a Security Engineer and duties previously carried out by a private contractor, which has resulted in considerable savings for the district. As an action of the Comp & Class Study, Joel Swink requested that the Commission approve his compensation to be equal to that of a Maintenance Engineer. Gregory Williams, Plant Operations Manager, commented that as Joel Swink's supervisor, he is in full support of his request.

Stephen Collins, Plant Operations Manager, commented that he supports the Board's recommendations in regards to the classification study, but is concerned with potential morale issues that may arise with new employees hired in classifications that have salary ranges that will be lowered. He commented that the consultant, Ewing Consulting, did not adequately define the difference between supervisor and manager.

Francisco Martinez, Student Assignment Manager, commented that classification study should have the Admissions Managers' salary range equal that of a Facilities Maintenance and Operations Manager. Stephen Collins, commented that the bilingual stipend that the district provides is very low and based on an old policy from 1972. He indicated that Local 21 would like a 5% differential pay offered to bilingual employees.

Mildred Scherr, Clerical Specialist, commented that the comp and class consultant was unable to provide appropriate job classes for Adult School employees because the consultant failed to research Adult Schools. Ms. Scherr commented that she is performing duties of four different classifications that are at higher ranges; she is requesting an Administrative Coordinator or Administrative Assistant III classification.

Paula Phillips, BCCE President, commented that the Commission, not the District, should recommend salary ranges for the classification study. Ms. Phillips commented that the difference in salaries between new hires and current employees will cause a recruitment problem. She commented that data consultant used from comparative districts was outdated and that the Commission should review their data closely.

4. Approval & Adoption of Agenda

Approved 3-0

5. Approval of Meeting Minutes

- a. Meeting minutes for November 6, 2014

Approved 2-0

6. Consent Items

Ratification of Eligibility Lists

- a. Grounds Gardener
- b. Clerical Assistant III
- c. Instructional Specialist, Garden
- d. Instructional Technician
- e. Food Service Satellite Operator
- f. Senior Personnel Assistant

Approved, 3-0

7. Conference Items

- a) Request for Voluntary Demotion

Secretary Perez presented information on behalf of Melina Landry, requesting to be voluntarily demoted to be an Instructional Assistant, Special Ed Attendant, a position for which she applied, tested and is on the eligibility list. Her voluntary demotion is in accordance with Merit Rule 60.200.2

Approved 3-0

8) Discussion Items

- a) Recommendations from the Board of Education relative to the classification and compensation study.

The Commission discussed the recommendations made by the Board regarding the classification and compensation study. The Commission agreed to hold a special meeting to discuss the Classification and Compensation Study.

- b) Request to review examination questions and results.

Lolita Coleman, Administrative Assistant, commented that she was not able to view her test results when she took the Worker's Comp Specialist exam. Timothy Carter, requested that Secretary Perez ask the Executive Director of CODESP to specify in writing if it is in violation of the agreement to share the examination questions and incorrect answers with the test taker.

- c) Working out of classification.

Lolita Coleman, Administrative Assistant, commented that she has been doing duties for the Workers Compensation Specialist and Benefits Supervisor positions, and therefore is requesting a 5% differential pay moving forward and retroactively. Ms. Coleman commented that extra duties have been assigned to her by the Deputy Superintendent.

9) Information Item

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

10) Reports

- a) Union

President Phillips commented that she had nothing to report.

b) Commissioners Reports

Commissioners have nothing to report.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that special meetings need to be set up to discuss the Classification and Compensation study.

II. Update on Neogov

Secretary Perez commented that Neogov is fully operational. Paula Phillips, inquired about the status of online requisitions. Secretary Perez responded that a larger separate project will be required to implement online requisitions.

11) Public Comments (15 minute limit)

President Phillips, BCCE President, said that the certification process for the Transportation Dispatcher was carried out incorrectly because the open list candidate was the first to interview on the date set for final interviews, even though three promotional candidates were on the current list. Secretary Perez responded that only two candidates were initially sent to the hiring authorities because the other promotional candidates declined interviews. On the date of the interviews, the employees who initially declined interviews said they wanted to interview, and so they were allowed to do so.

12) Next Meeting

The next special meetings will be on November 17, 2014 at 5:00pm, and November 18, 2014 at 4:30pm.

13) Adjournment

Meeting adjourned at 7:06pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Personnel Commissioner

Date