

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

November 17, 2014 5:00PM

1. Call to Order

The meeting was called to order at 5:00pm.

2. Roll Call & Establishment of Quorum

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

3. Approval and Adoption of Agenda

Approved: 3-0

4. Public Comments (15 minute limit)

Paula Phillips, BCCE President, commented that BCCE does not feel the Commission has addressed issues about the differences in salary raises between classified managers and classified rank and file. She also commented that there are discrepancies in salary data and job descriptions that the consultant, Ewing Consulting, used. She requested the Commission not make the study an action item but a discussion item.

Francisco Martinez, Admission's Manager, commented that on behalf of Local 21 and Bernadette Cormier, Transportation Manager, he wanted to point out that the School Bus Driver job duties carry more responsibility than the Delivery Driver job duties and therefore, should be paid at a higher range than the study recommends.

5. Conference Items

A. The Personnel Commission held a discussion on the District-wide Compensation and Classification Study.

Commissioner Lee commented that he is concerned that if positions are pulled out and treated differently, this could result in a morale issue within the District, and so he is prepared to accept the study as is and move forward.

Vice Chairperson-Aoyagi requested pulling the following positions for further discussion: School Bus Driver and Admissions Manager.

Chairperson Carter commented that he would like to see the School Bus Driver keep the same relationship to the Delivery Driver that it has right now. Secretary Perez stated that presently the School Bus Driver is two ranges above the Deliver Driver. Chairperson Carter stated the same two range separation should exist with the new classes.

The Commission took action to approve the classification and compensation study by making motions to approve classes by occupational group. The occupational groups and respective votes are as follows:

All Classes in the Classified Non-Represented Administrators Group

Approved: 3-0

All Classes in the Classified Management Group

Approved: 3-0 – With the exception of the Admissions' Manager to be discussed further

All Classes in the Clerical/Secretarial Group

Approved: 3-0

All Classes in the Community/Public Relations Group

Approved: 3-0

All Classes in the Fiscal Services Group

Approved: 3-0

All Classes in the Maintenance Grounds Group

Approved: 3-0

All Classes in the Human Resources Group

Approved: 3-0

All Classes in the Instructional Technician Group

Approved: 3-0

All Classes in the Instruction Group

Approved: 3-0 with the exception of the Interpreter for the Deaf position to be discussed further

All Classes in the Library Media Group

Approved: 3-0

All Classes in the Maintenance & Operations Group

Approved: 3-0 – with the exception of the Telecommunications Specialist to be discussed further

All Classes in the Nutrition Services Group

Approved: 2-0

Commissioner Lee abstained from voting

All Classes in the Purchasing Group

Approved: 3-0

All Classes in the Risk Management Group

Approved: 3-0

All Classes in the Security Group

Approved: 3-0

All Classes in the Student Services Group

Approved: 3-0

All Classes in the Transportation Group
No motion taken; to be discussed at the next meeting

All Classes in the Warehouse Group
Approved 3-0

6. Public Comments (15 minute limit)

Paula Phillips, President BCCE, commented that the commission has fallen short in its responsibilities to serve its classified employees and so BCCE will reconsider whether the Commission should continue to exist or not.

7. Next Meeting

The next special meeting will be on November 18, 2014 at 4:30pm.

8. Adjournment

Meeting adjourned at 6:29pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission
Approved,

Date

Ann Aoyagi
Personnel Commissioner

Date