

Personnel Commission Meeting Minutes

January 15, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:38pm

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, and Vice-Chairperson Ortiz were present and a quorum was established.

3. Public Comments (15 minute limit)

No public comment was made.

4. Approval & Adoption of Agenda

Approved 2-0

5. Approval of Meeting Minutes

a) Meeting Minutes for November 6, 2014 p. 3 – 5

Chairperson Aoyagi requested that on the November 6, 2014 Meeting Minutes, the following should be changed: Page 4, Discussion Item a) should read "the Commission agreed to hold special meetings to discuss and act on the Classification and Compensation Study."

Approved, 2-0

b) Meeting Minutes for November 17, 2014 p. 6 – 8

Chairperson Aoyagi requested that on the November 17, 2014 Meeting Minutes the following should be changed: Page 6, Conference Items should reflect "Vice Chairperson-Aoyagi requested pulling the following positions for further discussion: School Bus Driver, Admissions Manager, Telecommunications Specialist, and Transportation Dispatcher."

Approved as amended, 2-0

c) Meeting Minutes for November 18, 2014 p. 9 – 10

Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

a) Custodian I p. 11

b) Instructional Assistant, Special Education - Attendant p. 12

c) Purchasing Agent p. 13

d) Workers Compensation Specialist p. 14

e) Food Service Assistant p. 15

Approved, 2-0

7. Nomination and Appointment of Personnel Commission Chairperson and Vice-Chairperson

A motion was made to nominate Ann Aoyagi as Chairperson of the Personnel Commission for the 2015 calendar year.

Approved, 2-0

A motion was made to nominate Dr. Reynaldo Ortiz as Vice-Chairperson of the Personnel Commission for the 2015 calendar year.

Approved, 2-0

8. Action Item – Approval of Personnel Commission Meeting Dates for 2015 p. 16

Approved, 2-0

9. Reports

a) Union

Paula Phillips, BCCE President commented that applicants should be allowed to appeal their test results. Ms. Phillips commented that she has received reports that the test questions are not valid. She requested that the Personnel Commission look into the examinations. She also commented that new job descriptions are being used to recruit, and because they have not been approved, it is illegal to use the new proposed job descriptions. She would like to bring it to the Personnel Commission as a discussion item. Secretary Perez responded that this only occurred for the Risk Management Supervisor position because of the critical nature of the position. The salary for the Risk Management Supervisor will increase significantly as a result of the compensation study.

b) Commissioners Reports

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that the Classification and Compensation Study will be going to Board on January 28, 2015 for approval.

II. New Hires and Examinations administered in the month of November & December

10. Public Comments (15 minute limit)

Paula Phillips, BCCE President, commented that she wanted to challenge the validity of the Excel portion of the Personnel Coordinator exam that she recently took. Ms. Phillips commented that she would like to appeal the test question to the Personnel Commission.

Cariol Niehus, School Secretary I, commented that the School Secretary exam she took most recently was different than the one she took in the past because it was on a computer in a newer Word version, and that she was unable to contest her score because she received them during summer break.

11. Next Meeting

February 5, 2015 at 4:30pm

12. Adjournment

Meeting adjourned at 5:05pm

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

2/2/2015

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

DirectorII, Facilities
(Open)

General Fitness Oral Examination:

January 14, 2015

Oral Technical Examination:

January 16, 2015

List Established by Personnel Commission: February 5, 2015 to expire February 5, 2016

Open

1 Timothy White

2 Charles Roberts



Randy Perez

Secretary, Personnel Commission

1/16/2015

Date

Ann Aoyagi

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Clerical Assistant III
(Open)**

Written Examination: **December 12, 2014**

Oral Examination: **January 21, 2015**

List Established by Personnel Commission: **February 5, 2015 to expire February 5, 2016**

Open

- 1 Diana Bonilla
- 2 Mary Jacobs *
- 3 Mikaela Cavizo-Briggs*

** Eligibility to expire November 6, 2015*



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Executive Assistant to the Superintendent
(Open and Promotional)**

Written Examination:

January 8, 2015

Oral Examination:

January 20, 2015

List Established by Personnel Commission: **February 5, 2015 to expire February 5, 2016**

Promotional

1 Lyzanna Chairez

Open

- 1 Jeannie Buso
- 2 Chenee Williams*
- 3 Alythea Morrell
- 4 Sarah Fernandez*

** Eligibility to expire October 2, 2015*



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant
(Open)**

Written Examination: **October 23, 2014**

Oral Examination: **January 13, 2015**

List Established by Personnel Commission: **February 5, 2015 to expire February 5, 2016**

Open

1 Kamesha	Fofana*
2 Anne	Reid (Internal)
3 Kim	Syer
4 Luz	Anguiano-Reyes
5 Colin	Murphy
6 Bettiana	Murphy
6 Woodrow	McWhorter
6 Florida	Robinett*
7 Gazel	Valdez (Internal)
7 Harold	Bannerman*
8 Antonio	Drummond

** Eligibility to expire 4/17/15*



Randy Perez

Secretary, Personnel Commission



Date

Ann Aoyagi

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Personnel Coordinator, Personnel Commission
(Promotional)**

Written Performance Examination: **November 21, 2014**

Oral Examination: **December 18, 2014**

List Established by Personnel Commission: **February 5, 2015 to expire February 5, 2016**

Promotional

- 1 Erin Arinez
- 2 Janet Lopez
- 3 Paula Phillips



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Examinations Administered in the Month of January:

Classification-

Clerical Assistant III
Executive Administrative Assistant to the Superintendent
Personnel Coordinator
Instructional Assistant
Instructional Assistant, Bilingual
Facilities Director II
School Bus Driver
Instructional Assistant, ECE

New Hires/New Assignments Processed in the Month of January:

Name-

Employment Type-

Classification-

Location-

Valerie Waggoner	New Hire	IA Special Ed, Attendant	Oxford
Stevann Jones	New Hire	Instructional Technician	Emerson
Ann Reid	New Hire	School Service Assistant	Thousand Oaks
Joy Sledge	New Hire	IA Special Ed, Attendant	Oxford
Erin Arinez	Promotional	Personnel Coordinator	Human Resources
Tom Bollinger	New Hire	Purchasing Agent	Business Services
Jhony Condor	New Hire	Custodian I	King Middle
Robin Eismann	New Hire	Security Engineer	Maintenance
Omar Iddeen	New Hire	Custodian I	Willard
Luis Ruiz	New Hire	Grounds Gardener	Maintenance
Gustavo Alfaro	New Hire	Custodian I	Washington
Betty Torrian-Lee	New Hire	Workers Comp Specialist	Business Services