

Berkeley Unified School District

1231 Addison Street, The Board Room
Berkeley, CA 94703

Personnel Commission

Ann Aoyagi, Chairperson Reynaldo Ortiz, Vice-Chairperson Timothy Carter, Commissioner
Randy Perez, Secretary

Meeting Agenda

February 5, 2014 - 4:30 pm

- 1. Call to Order** **Chairperson Aoyagi**
- 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 Aoyagi**
- 5. Approval of Meeting Minutes**
 - a) Meeting Minutes for January 15, 2015 p. 3 - 4
- 6. Consent Items** **Chairperson Aoyagi**

Ratification of Eligibility Lists

 - a) Director II, Facilities p. 5
 - b) Clerical Assistant III p. 6
 - c) Executive Assistant to the Superintendent p. 7
 - d) Instructional Assistant p. 8
 - e) Personnel Coordinator, Personnel Commission p. 9
- 7. Discussion Item** **Chairperson Aoyagi**

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

 - a) The Personnel Commission will hold a discussion on the process used in developing examinations.
 - b) Posting of new job descriptions – BCCE alleged that the Commission staff is using the new job descriptions prior to the Classification and Compensation study being approved.
- 8. Appeal Hearing – Protest of Item on an Exam**
 - a) The Personnel Commission will hear an appeal from an employee that is protesting an item on a written examination for the position of Personnel Coordinator, Personnel Commission.
- 9. Reports**
 - a) Union **Union Representatives**
 - b) Commissioners Reports **Commissioners**
 - c) Personnel Director **Secretary Perez**
 - I. Classification and Compensation Study
 - II. New Hires and Examinations administered in the month of January p. 10

10. Public Comments (15 minute limit)

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11. Next Meeting

Chairperson Aoyagi

Follow up items for next Personnel Commission Meeting

12. Adjournment

Chairperson Aoyagi