

Berkeley Unified School District
Personnel Commission Meeting Minutes

February 5, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:35pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments (15 minute limit)

No public comments.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Approval of Meeting Minutes

a) Meeting Minutes for January 15, 2015

Approved, 3-0

6. Consent Items

Ratification of Eligibility Lists

a) Director II, Facilities

b) Clerical Assistant III

c) Executive Assistant to the Superintendent

d) Instructional Assistant

Approved, 3-0

In response to Paula Phillips, BCCE President, Chairperson Aoyagi made the motion to pull the Personnel Coordinator eligibility list to review after the appeal hearing (item 8).

7. Discussion Item

a) Secretary Perez asked to table Discussion item 7a, because it will be discussed in the appeal hearing (item 8).

b) Secretary Perez commented that a new job description was used only once, and that was during recruitment of the Risk Manager position. The current and new job descriptions were used and communication to the public clearly stated that the new job description was a proposed job description.

8. Appeal Hearing – Protest of Item on an Exam

President Phillips commented that pursuant to Ed. Code 45274, appointments cannot be made prior to the review and appeal of a promotional examination. Secretary Perez responded that the recruitment was both open and promotional. President Phillips commented that she is protesting the Vlookup Excel portion of the Personnel Coordinator exam. Secretary Perez commented that the Personnel Coordinator has to develop exams that test candidates' Excel ability level. Commissioner Carter commented that there it would be necessary to review the exam in order to make a decision. Secretary Perez agreed to email the Personnel Coordinator exam to the Commissioners. Chairperson Aoyagi made a motion to add this item to the next agenda. Secretary Perez agreed to get a legal opinion on the matter prior to the next meeting.

9. Reports

a) Union

President Phillips commented that she had nothing to report.

b) Commissioners Reports

Vice Chairperson Ortiz commented that he went to the CSPCA conference, and found it very informative and brought together many different employees in the Merit system throughout the state. Commissioner Carter asked to add to the next meeting, an agenda item to discuss whether the Commission should be involved in the interview process for Personnel Commission staff.

c) Personnel Director

Secretary Perez commented that he also attended the CSPCA conference and was able to introduce Vice Chairperson Ortiz to Commissioners and Directors, and that there is a good network of people and resources. Secretary Perez, commented that he would like to resume updating the merit rules.

I. Classification and Compensation Study

The classification and Compensation was study approved by the Board on 1/28/15.

II. New Hires and Examinations administered in the month of January.

In response to President Phillips, Ann Aoyagi clarified that the Personnel Coordinator eligibility list has not yet been ratified, therefore Erin Arinez, Senior Personnel Assistant, is not technically hired as the Personnel Coordinator. Secretary Perez commented that he would like to get a legal opinion on the merit rule so that Ms.Arinez’s appointment is not delayed.

10. Public Comments (15 minute limit)

President Phillips asked who will participate in updating the Merit Rules. Secretary Perez said that the public will be included. Chairperson Aoyagi commented that it will be best to review the rules chapter by chapter.

11. Next Meeting

The next regular meeting will be March 5, 2015 at 4:30pm

12. Adjournment

Meeting adjourned at 5pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date