

**Personnel Commission Meeting Minutes**

June 4, 2015 - 4:30 pm

**1. Call to Order**

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

**2. Roll Call & Establishment of Quorum**

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

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

Approved, 2-0.

**5. Meeting Minutes**

a) May 7, 2015

Commissioner Carter requested to add the question he asked under Item 10A: Ms. Rebecca Todd's request to use the Library Media Tech eligibility list for a lower class. He had asked that, if approved, would using this list potentially exclude some applicants who would qualify for the lower positions. The answer was "yes."

Approved, 2-0.

b) May 22, 2015

Approved, 2-0.

**6. Consent Items**

Ratification of Eligibility Lists

a) Instructional Assistant

b) Maintenance Technician

c) Buyer

d) Microcomputer Technician

e) Payroll Supervisor

Approved, 2-0.

**7. Reports**

a) Union

None.

b) Commissioners Reports

Commissioner Carter commented that he was on the LCAP committee, that funding for classified staff to become certificated was available, and that the program was currently being developed.

c) Personnel Director

i. New Hires and Examinations administered in the month of May.

Secretary Perez commented that the Merit Academy will soon begin, and that he will be sending more information in the future.

**8. Conference Item**

a) Request for Approval of Compliance Officer and Title IX Coordinator Job Description

Dr. Susan Craig, Director of Student Services, commented that the Compliance Officer and Title IX Coordinator job position should be a stand-alone position to fulfill the duties in the job description. Berkeley Unified must implement these duties because it is the law and because recently the Office for Civil Rights (OCR) recommended the establishment of such position. Dr. Craig said that it is necessary for the Title IX Coordinator and the Compliance Officer to be a classified management, unrepresented position. Delia Ruiz, Assistant Superintendent of Human Resources, commented that the job description was developed from discussions between School Board members, specific language from the OCR regarding what is required from Title IX Coordinators, and several other similar positions in other neighboring districts. The job description presented was tailored to meet the needs of the Berkeley Unified School District.

Approved, 2-0.

**9. Public Comments**

None

**10. Next Meeting**


Schedule Personnel Commission meeting to resume Merit Rules revision process, July 2nd at 4:30pm.

**11. Adjournment**

Meeting adjourned at 5:18pm.

Respectfully Submitted,

  
\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

  
\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date