

Berkeley Unified School District
2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission

Ann Aoyagi, Chairperson

Reynaldo Ortiz, Vice-Chairperson

Timothy Carter, Commissioner

Randy Perez, Secretary

Special Meeting Agenda

July 21, 2015 - 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. **Conference Item** **Chairperson Aoyagi**
This item is presented for discussion and action, and may have been reviewed at a previous meeting.
 - a. **Agenda Item Request: Advanced Salary Placement – Attachment A**
6. **Discussion Item** **Chairperson Aoyagi**
This item is open for discussion and does not require action
 - a. ***Working session: Revision of Personnel Commission Merit Rules and Regulations.***
No final action on the Merit Rules will take place until after a public hearing is held to provide the public an opportunity for input. Copies of the Personnel Commission Merit Rules will be provided at the meeting.
7. **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.
8. **Adjournment** **Chairperson Aoyagi**

Personnel Commission of the Berkeley Unified School District



Human Resources, 2020 Bonar Street, 2nd Floor, Berkeley, CA 94702

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or scan and email to randyperez@berkeley.net. The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: Pauline Follansbee *P.F.*
Telephone Number: (510) 644-8915 Email Address: paulinefollansbee@berkeley.net

Description of Item:

I would like to request of the Personnel Commission an advanced salary placement for a candidate on the Budget Analyst eligibility list who we would like to hire.

Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: Place on agenda for meeting of July 21, 2015
Date of Personnel Commission Meeting

Place on agenda as Conference Item
Type of Item

Do not place on agenda

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: July 17, 2015
SUBJECT: Request for Advanced Salary Placement for Budget Analyst Candidate

Background:

Merit Rule 70.100.1 - Initial Placement, states that all new hires in the classified service shall be placed on step one of the respective salary schedule except for classes that have proven difficulty in recruitment at that step. An advanced salary placement may be made with the approval of the Board of Education and the Personnel Commission.

Recently, we recruited and tested for Budget Analyst and established an open eligibility list with only one rank. The District opted to interview the candidate on the list, Shamina Choudhury, and selected her. Ms. Choudhury holds a master's degree in accounting and has over nine years of experience in fiscal auditing, budgeting and accounting. Based on her education, experience and her ability to pass both parts of the Budget Analyst examination, she has proven to be a highly qualified candidate for the position.

Over the past four years, we have seen a difficulty in recruitment for the Budget Analyst classification. The Personnel Commission Office conducted a recruitment back in 2011, and the resulting eligibility list yielded only two ranks. This time around, we have only one rank. We received thirty-six applications and from that pool, eighteen applicants were screened in to participate in the first exam. Eight passed the first exam and were invited to participate in the second exam. Of those that participated in the second exam, only one person passed: Shamina Choudhury. Furthermore, the recent compensation study showed that the Budget Analyst position is six ranges below the median market for that class. As a result, the ability to recruit a broader net of qualified candidates is limited.

Based on Ms. Choudhury's qualifications and our difficulty in recruiting and establishing a complete eligibility list with three ranks, I recommend placing Ms. Choudhury on step three of the respective salary schedule for the Budget Analyst class.

Recommendation:

Approve Ms. Choudhury's salary step placement at step three of the schedule for Budget Analyst.