

Berkeley Unified School District
Personnel Commission Meeting Minutes

March 3, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Approved, 3-0

5. Swearing in of Joint-Appointed Commissioner

Beatriz Leyva Cutler, Director/Clerk of the Board of Education, swore in Heidi Goldstein as the joint-appointed Personnel Commissioner of the Berkeley Unified School District.

6. Approval of Meeting Minutes

The following Personnel Commission Meeting Minutes were presented for approval:

- a) February 4, 2016 Special Meeting Minutes
Approved, 3-0
- b) February 4, 2016 Regular Meeting Minutes
Approved, 3-0
- c) February 11, 2016 Special Meeting Minutes
Approved, 3-0

7. Consent Items

Ratification of Eligibility Lists

- a) Budget Analyst II, Confidential
- b) Administrative Assistant
- c) Afterschool Program Supervisor
- d) Food Service Assistant
- e) Parent Liaison
- f) Instructional Technician

Paula Phillips, BCCE President, requested to pull the Instructional Technician eligibility list. She commented that there are too many substitute employees in limited term and provisional assignments and that they have been working at different sites for long periods of time but are not on the eligibility lists. Secretary Perez responded that recruitment for this position is open and ongoing, but that because of the low FTE, this classification historically has been a challenge for recruitment. He commented that substitutes have been given notice through various forms of communication and encouraged to apply, but that the majority do not apply or show up for testing. Chairperson Ortiz asked if there is a limit to how many days a substitute can be in an assignment, Secretary Perez responded that the limit is 90 days, unless there is open and ongoing recruitment for the position, for which it is 126 days and it can be extended with notification to the Union. President Phillips commented that screening substitute applications should be in the Personnel Commission's purview. Secretary Perez stated that the HR Analyst screens substitute applications. He also

stated that classified subs are on-call employees and are not part of the classified service. Commissioner Carter said that he learned at the CSPCA conference that the matter varies by District.

Secretary Perez requested to amend the Administrative Assistant and the Instructional Technician eligibility lists to correct an error on the lists.

Approved as amended, 3-0

8. Conference Items

a) Approve Advanced Salary Placement for Compliance Officer and Title IX Coordinator Candidate

Commissioner Carter asked if the position was posted at step 5. Delia Ruiz, Assistant Superintendent, commented that the posting has to show the salary range and cannot be posted at step 5, unless the position is hard to fill. President Phillips commented that an advanced step placement could be requested and posted in the recruitment. Commissioner Goldstein said there are many reasons why positions are difficult to recruit for and that there are different remedies that can help to fill the positions.

A motion was made to approve the advanced salary at step 5.

Approved, 3-0

b) Approve Advanced Salary Placement for Budget Analyst II, Confidential Candidate

Secretary Perez stated that this position is critical for the District because it is the only Budget Analyst II, Confidential in the District and handles position control. He also stated that the candidate has experience in both accounting and financial analysis, which is rare. Pauline Follansbee, Director of Fiscal Services, commented that the work managed by this position effects several departments and handles all of the salary and benefit calculations, which accounts for eighty percent of the budget. Commissioner Goldstein asked if coming in at the top step would affect retention of the employee. Assistant Superintendent Ruiz commented that the Board typically matches non-represented classifications with the union's salary increases. She said that other districts that are not under the merit system have flexibility to place employees at a higher step for recruitment purposes.

A motion was made to approve the advanced salary at step 5.

Approved, 3-0

c) Noon Supervisor Classification

Commissioner Carter requested to bring this discussion to the next meeting.

d) Agenda Item Request from BCCE

President Phillips requested that the Commission approve Michelle Payton's transfer from Clerical Assistant III to Clerical Specialist. President Phillips explained that Ms. Payton was a former Clerical Specialist and took a demotion. Ms. Payton commented that she resigned a portion of her FTE for a three-year period due to Social Security limitations, but is not able to regain her previous FTE because of budget constraints. Assistant Superintendent Ruiz commented that Human resources could never guarantee an employee that they would return to the same FTE after he/she resigns. Commissioner Ortiz commented that this would be discussed in further detail in the next meeting.

9. Reports

a) Union

President Phillips said that she and other BCCE officers attended the CSPCA conference, and she was impressed by the new technology being used and was glad to see the Commission staff using it. She is concerned that when recruitment processes are changed, employees do not know ahead of time. President Phillips commented that other Districts are using electronic applications and it seems to be a better way of tracking applications. She commented that she attended a workshop during the conference that made it clear that the Union and District

cannot establish minimum qualifications once the Commission has set them, and so the Union will not bring forth any more changes to job descriptions during negotiations in regards to the classification study. President Phillips also commented that during negotiations, the Personnel Director should not caucus with any parties and should remain a neutral party. President Phillips also commented that she was approached by George Cole, the CSPCA President, to help pass legislation that would allow the Union and the District to give input in the evaluation of a Classified Director.

b) Commissioners Reports

Commissioner Carter commented that the CSPCA conference was very informative. Chairperson Ortiz said the conference provided great material during the presentations.

c) Personnel Director

- I. New Hires and Examinations administered in the month of February
- II. Overview of Annual CSPCA Conference

Secretary Perez said that the conference was well attended by Berkeley's Personnel Commission and Union.

10. Public Comments

President Phillips wanted to congratulate Commissioner Goldstein on her new appointment.

11. Next Meeting

The next scheduled special meeting will be held on March 17, 2016 at 10:00 am. The next regular meeting will be held on April 7, 2016 at 4:30 pm.

12. Adjournment

Meeting adjourned at 6:46 pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission



Date

Approved,

Reynaldo Ortiz
Chairperson, Personnel Commission

Date