

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

Personnel Commission
Reynaldo Ortiz, Chairperson Timothy Carter, Vice-chairperson Heidi Goldstein, Commissioner
Randy Perez, Secretary

Meeting Agenda
July 15, 2016 - 4:30 pm

1. **Call to Order** **Chairperson Ortiz**
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 Ortiz**
5. **Approval of Meeting Minutes** **Chairperson Ortiz**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) June 7, 2016 p. 3 – 4
6. **Consent Items** **Chairperson Ortiz**
Ratification of Eligibility Lists
 - a) Public Information Officer p. 5
 - b) Instructional Assistant Special Ed, Attendant p. 6
 - c) Extended Day Program Coordinator p. 7
 - d) Grounds Gardener Leadworker p. 8
 - e) Sous Chef Production Kitchen p. 9
 - f) School Services Assistant p. 10
 - g) Senior Budget Analyst p. 11
 - h) School Bus Driver p. 12
7. **Discussion Items**
These items are presented for discussion only. No action will be taken on these items at this time.
 - a) Agenda Item Request: Marie Ferguson – **Attachment A**
 - b) Agenda Item Request: Marco Akil – **Attachment B**
8. **Conference Items** **Chairperson Ortiz**
This item is presented for discussion and action.
 - a) New Job Classification: Health and Wellness Program Coordinator – The District is requesting that the Personnel Commission approve the minimum qualifications, skills, abilities and knowledge base for a new classified job description represented by the Local 21 bargaining unit. p. 13
 - b) Approval of all New Job Classifications with Changes to Education and Experience p. 14
(Copies of job descriptions will be provided at the meeting)
9. **Reports**
 - a) Union **Union Representatives**
 - b) Commissioners Reports **Commissioners**

July 15, 2016 Personnel Commission Meeting Agenda (continued)

c) Personnel Director

Secretary Perez

i. New Hires and Examinations administered in the month of June p. 15

10. Public Comments (15 minute limit)

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11. Next Meeting

Chairperson Ortiz

Follow up items for next Personnel Commission Meeting

12. Adjournment

Chairperson Ortiz