

# Berkeley Unified School District

The Board Room, 1231 Addison Street,  
Berkeley, CA 94702

## Personnel Commission

Timothy Carter, Chairperson

Heidi Goldstein, Vice-Chairperson

Dr. Reynaldo Ortiz, Commissioner

Peter Rogosin, Secretary

## Special Meeting Agenda

July 20, 2017 – 4:30 pm

1. Call to Order Chairperson Carter
2. Roll Call & Establishment of Quorum Secretary Rogosin
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 Carter
5. Conference Items Chairperson Carter  
These items are presented for discussion and action and may be carried over from a previous meeting.
  - a) Request for Advanced Salary Placement for Director, Classified Personnel, **Attachment A**
6. Closed Session (1 matter)
  - a) Receipt and Review of Hearing Officers Report - Government Code § 54954.5  
The Personnel Commission will meet in closed session to discuss a matter related to the appeal hearing of a classified employee (2016-1-AH).
7. Report from Closed Session Chairperson Carter
8. Public Comments (15-minute limit) Public  
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9. Next Meeting Chairperson Carter  
Follow up items for next Personnel Commission Meeting.
10. Adjournment Chairperson Carter

Agendas and minutes of Personnel Commission meeting are available at the District's website, [www.berkeleyschools.net](http://www.berkeleyschools.net). Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

To: The Personnel Commission

From: Peter Rogosin, Interim Personnel Director

Date: July 20, 2017

Subject: Request for Advanced Step Placement – Director, Classified Personnel

Recommendation: It is recommended that the Personnel Commission recognize the significant experience of Ms. Duwel by approving advanced step place at step four of the applicable salary range.

Ms. Duwel has requested approval for advanced step placement on Range 84 of the management salary schedule 52 based on her prior experience and training in the administration of a Merit System of Personnel Administration.

As the attached request for advanced step placement indicates, Ms. Duwel has approximately five years of experience with the Berkeley Unified School District as a (Certificated Staffing) Administrative Coordinator and ten years as the Director, Classified Human Resources with the Apple Valley Unified School District, a California School Merit District. She has significant experience the hard to recruit for areas of recruitment, position classification and employee relations in a unionized environment, as well as, significant experience with managing budgets, training programs and formal investigations.



Ms. Patricia L. DUWEL  
22716 Rancho Street  
Apple Valley, CA 92308  
Email: PLDUWEL@gmail.com  
Cell: (760) 963-0429

July 17, 2017

Re: Request for Advanced Step Placement

Commission Chairperson Carter;

I would like to take this opportunity to request Advanced Step Placement at Step 4 on the Classified Salary Schedule for the Director of Classified Personnel position. As my attached resume supports; I have 10.5 years as the managing Director for a mid-sized merit system school district here in California and I believe my experience supports this request.

If you would like additional information, you can telephone me at number listed above.

Thank you for your consideration in this matter and sincerely,

Patricia L. Duwel,  
Legal Assistant, DOJ/EOIR  
Retired Human Resources Director  
MACS(SW), USN-Retired