

Personnel Commission Meeting Minutes

October 5, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:34 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Ortiz made a motion to approve the agenda; Vice-Chairperson Goldstein seconded the motion, Approved, 3-0

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

- a) September 7, 2017, Regular Meeting Minutes

Commissioner Ortiz made a motion to approve the meeting minutes; Vice-Chairperson Goldstein seconded the motion,

Approved, 3-0

6. Consent Items

- I. Ratification of Eligibility Lists

- a) Cook
- b) Instructional Assistant II, SPED
- c) Instructional Tech- Before & After School
- d) School Administrative Assistant II
- e) Student Body Account Technician
- f) Vehicle & Equipment Mechanic

Chairperson Carter made a motion to approve eligibility lists a-f,

Approved, 3-0

- II. Personnel Commission Meeting Dates for January – June, 2018, *First Reading*,

Commissioner Ortiz made a motion to approve the meeting dates; Vice-Chairperson Goldstein seconded the motion,

Approved, 3-0

7. Conference Items

- a) Establishment of New Class of Lead Accounts Payable Technician

Secretary Duwel made a recommendation to approve minimum qualifications and salary range for the

proposed draft classification. She said the position was approved by the Board. Paula Phillips, BCCE President, asked if other Districts were studied to compare salary ranges. Secretary Duwel responded that that had not been done but that the salary range recommendation fell within the distribution of other lead position ranges within Berkeley Unified. President Phillips said that the Union and the District have not yet finalized negotiations, and requested that staff do an external study. Vice-Chairperson Goldstein said that she was concerned about potential gender pay equity issues because the recommended salary range assignment was well below the typical salary range separation applied to the lead role in other BUSD job families. President Phillips mentioned that the work done by the Accounting Technicians are currently audited by a Budget Analyst I who is paid at a range 59, and so a lead with the responsibility of auditing the work deserves a higher pay range. Secretary Duwel recommended tabling this item until the next month in order to research salary ranges in comparable Districts. Vice-Chairperson Goldstein asked how comparable Districts are determined. Secretary Duwel said that they would be Districts of a similar size, with a similar job description, and with a comparable job market dynamic.

Vice-Chairperson Goldstein made a motion was to bring this item to the next meeting; Commissioner Ortiz seconded the motion,

Approved, 3-0

b) Establishment of New Class of Restorative Justice Coordinator

Secretary Duwel commented that the proposed minimum qualifications and salary range are accurate based on a salary study she conducted from other cities and districts in neighboring areas. She said this position will fall under the umbrella of a structured program being put in place that will serve Berkeley High. President Phillips said that a consultant on contract for the past year has been performing some of the duties in this proposed class description and should no longer continue to do so.. She added that due to the complexity of the role, the salary range should not be less than the Student Welfare and Attendance Specialist at a range 50. Brent Daniels, Human Resources Director, agreed to look into the current contractor's duties and compare these to the Restorative Justice Coordinator class description and salary range, mindful that contractor compensation does not include benefit costs.

Vice Chairperson Goldstein commented that the class description is missing specific requirements for trauma informed skills and experience working with youth; and that she believed someone in this position would need a social work background to have adequate trauma informed capabilities. She predicted that it will be challenging to fill this position with the proposed salary range and asked Secretary Duwel to review the salary survey conducted by the prior Classified Director and, if necessary, conduct another salary survey. Chairperson Carter requested to see a similar class description from other Districts.

Commissioner Ortiz made a motion to bring this item to the next meeting; Vice-Chairperson Goldstein seconded the motion,

Approved, 3-0

8. Closed Session (1 matter)

Employee Discipline and Legal Matters - Government Code § 54954.5

The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearings of two classified employees.

9. Report from Closed Session

The Personnel Commission came out of closed session at 5:54 pm. Chairperson Carter commented that a Hearing Officer will be selected for the upcoming disciplinary hearings.

10. Reports

a) Union

President Phillips said Union has been working with Secretary Duwel and HR Director Daniels to ensure that limited term placements are made accordingly with the WRIT agreement and the merit rules. She said that Board Personnel reports are not accurate because provisional assignments are being listed as they're listed as limited term assignments. President Phillips handed out copies of the current vacancy report to the Commissioners and let them know that the Personnel Commission needs to come up with creative solutions to address vacancies especially in the after school program. She also commented that temporary employees are training new hires, but it should be the managers' responsibility to provide training. She informed the Commission that the District is considering new employee housing options and that staff has been asked to complete survey to see if there is a need for it.

b) District Reports

HR Director Daniels commented that this Monday (10/9) is the Classified Professional Day, which will encompass the District's 597 employees. He added that President Phillips has been helpful in planning programming for the day. He also thanked the Commission and Secretary Duwel for their support, and commented that the District is very pleased with the appointment of Classified Director Duwel.

c) Commissioners Reports

Chairperson Carter commented that this Dec 31st will be his last day as a Commissioner.

d) Personnel Director

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

Secretary Duwel commented that ongoing recruitment is underway for all vacancies. She thanked President Phillips and Director Daniels for their support and added that Personnel Commission staff are doing a great job.

11. Public Comments

HR Director Daniels commented that he appreciates Chairperson Carter, and that he will be missed.

12. Next Meeting

The next regular meeting will be held on November 2nd.

13. Adjournment

The meeting was adjourned at 6:20 pm.

Respectfully Submitted,

Patricia Duwel
Secretary, Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date