

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

Personnel Commission

Heidi Goldstein, Chairperson

Dr. Reynaldo Ortiz, Vice-Chairperson
Patricia Duwel, Secretary

Tim Carter, Commissioner

Meeting Agenda

July 12th, 2018 – 4:30 pm

1. **Call to Order** Chairperson Goldstein
2. **Roll Call & Establishment of Quorum** Secretary Duwel
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 Goldstein
5. **Approval of Meeting Minutes** Chairperson Goldstein
Approve the Personnel Commission Meeting Minutes for the following:
 - a) May 3, 2018, Regular Meeting Minutes, p. 2-7
 - b) June 7, 2018, Regular Meeting Minutes, p. 8-11
6. **Consent Items** Chairperson Goldstein
It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.
Ratification of Eligibility Lists
 - a) Administrative Assistant I, p. 12
 - b) Custodian I, p. 13
 - c) Employee Benefits Specialist, p. 14
 - d) Executive Director of Facilities, Maintenance and Operations, p. 15
 - e) Grounds Gardener, p. 16
 - f) Human Resources Technician, p. 17
7. **Conference Items** Chairperson Goldstein
These items are presented for discussion and action and may be carried over from a previous meeting.
 - a) Advanced Step Placement Request- V. Sessions, **Attachment A**
 - b) Personnel Commission Agenda Revision- Reports
8. **Closed Session (2 matters)** Chairperson Goldstein
 - a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2017-D-02)(2018-D-01)
9. **Report from Closed Session** Chairperson Goldstein
10. **Reports**
 - a) Union Union Representatives
 - b) District Reports District Representatives
 - c) Commissioners Reports Commissioners
 - d) Personnel Director Secretary Duwel
 - i. New Hires and Examinations administered in the month of June, p. 18
11. **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.
12. **Next Meeting** Chairperson Goldstein
Follow up items for next Personnel Commission Meeting.
13. **Adjournment** Chairperson Goldstein

Agendas and minutes of Personnel Commission meeting are available at the District's website, 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.

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

Personnel Commission Meeting Minutes

May 3, 2018 – 4:30 pm

1. Call to Order

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

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Chairperson Goldstein advised the public that speaker cards were available for those who wanted to address the Commission during the public FY19 budget hearing.

Peggy Scott, BUSD Sexual Harassment Advisory Committee member, commented that she organized the first PTSA forum on harassment and bullying, and was in favor of professional development for classified staff. She said she would like harassment, bullying, and diversity training offered to staff because they are the front line support for many of the students and are influential to them, and it would be helpful if staff were trained in techniques to help students to stop negative behavior. She also said diversity training would be beneficial.

Margaret Roos-Collins, (former) head of the Safety Committee at BHS, commented that she was in favor of a budget item used to train classified staff. She said that disaster preparedness training would be helpful. She asserted that training would help create a culture of greater accountability and that many assume the staff at BUSD are receiving this training.

Leslie Lippard, a BUSD parent, said that this year her daughter was constantly harassed and bullied because of her perceived gender identity. She said that training is needed for staff because they deal with so many different children with different needs.

Rebecca Levenson, a parent of four students or BUSD alumni, and a member of the Sexual Harassment Advisory Committee, commented that she is well aware of the many climate problems in the District and the difficulty in retaining classified staff. She said that if the District expects to create a climate change, then it can't leave staff without a skill set to manage some of the painful things that they see. She added that if the District is interested in restorative justice and stopping harassment, it can't leave classified staff behind without the training they need.

4. Approval & Adoption of Agenda

Vice-Chairperson Ortiz made a motion to approve the agenda; Chairperson Goldstein seconded the motion, Approved, 2-0

5. Approval of Meeting Minutes

April 10, 2018, Regular Meeting Minutes

Vice-Chairperson Ortiz made a motion to approve the minutes; Chairperson Goldstein seconded the motion, Approved 2-0

6. Consent Items

Ratification of Eligibility Lists

- a) Assistant Superintendent of Business Services
- b) Custodian II
- c) Payroll Specialist
- d) Nutrition Services Assistant

Chairperson Goldstein pointed out the short intervals between the exams.

Chairperson Goldstein made a motion to approve the lists; Vice-Chairperson Ortiz seconded the motion,
Approved, 2-0

7. Conference Items

- a) Agenda Item Request- Advanced Step Request, K. O' Guinn

Secretary Duwel reported the District had selected Mr. O'Guinn, who will remain at his current job until the end of the school year, for the African American Success Project Manager role. She advised that he accepted the job offer and has requested advanced step placement. Secretary Duwel recommended a fourth step placement based on Mr. O'Guinn's depth of experience in working with disenfranchised youth and other youth that need support.

Paula Phillips, BCCE President, commented that the Union opposes this advanced step placement because she believes the position was not a difficult recruitment. She noted that the District approved \$125,000 LCAP dollars total compensation for this position, but if the salary is increased to \$105,000 with added statutory benefits, the District may need to come up with additional funds; meanwhile, her union members are being laid off and not given raises.

Chairperson Goldstein remarked that Patricia Saddler, Director of Special Projects, had proposed at a recent school board meeting that BUSD hire a second African American Success Project Manager using unspent funds allocated for this position in the current fiscal year, and asked if this was going to be the case. Pauline Follansbee, Interim Assistant Superintendent of Business Services, agreed that while this was brought up at the board meeting, it was unclear whether Ms. Saddler was requesting an additional recruitment.

Chairperson Goldstein asked if there would be an adverse fiscal impact in granting the advanced step placement. Secretary Duwel responded that she couldn't speak to the budget impact, but noted that Associate Superintendent Scuderi supported the proposed step placement. Chairperson Goldstein observed that a candidate's level of experience and depth in a role are criteria considered in granting a step placement.

Vice-Chairperson Ortiz made a motion to accept the advanced step placement request; Chairperson Goldstein seconded the motion,
Approved, 2-0

8. Public Hearing: Education Code § 45253 – Personnel Commission Budget, 2018- 2019

Chairperson Goldstein called the public hearing to order at 5:00 pm. Chairperson Goldstein noted that the first reading of the proposed draft budget [Commission Meeting on April 10, 2018] did not include funding for staff training and that she requested the addition of \$25,000 to the budget after it was clear that the District FY'19 semi-final budget did not allocate resources for Classified Staff Professional Development. She said that another vehicle was needed to provide training for classified staff, and that the proposed funding level was intended to establish

pilot programs to address pain points for high turnover positions such as the Para-educator job classes. Chairperson Goldstein cited data from the personnel reports that have been approved at the school board meetings since the start of the academic year. She reported that just over 47% of all staffing changes for that period involved these particular job classes. She observed that such repeated transactions are costly and that the public perception of Para-educator performance is not good. Chairperson Goldstein explained that the proposed allocation is meant to bring stakeholders together to develop training or programs to reduce turnover, bolster retention and improve performance in key areas. She also noted that other merit districts include a training allocation in the Personnel Commission budget and that the total budget for the BUSD Personnel Commission, as a percentage of overall operating costs, is lower than the average for merit districts in California, according to research conducted by the California School Personnel Commission Association (CSPCA). Vice-Chairperson Ortiz asked Secretary Duwel if the amount of money for the training allocation is an appropriate amount to request. Secretary Duwel responded that it depends on the training.

Interim Assistant Superintendent Follansbee voiced agreement with the need for additional classified staff training, and observed that for FY'19 the District had to make \$1.8 million in program or staffing cuts from the general fund. She added that the Personnel Commission budget is sourced from the general fund, and the District was juggling competing funding demands including: salary increases, PERS and STRS contributions, and management of Special Education costs. Ms. Follansbee reported that all departments had been instructed to cut 6% from their FY'19 budgets. She noted that the Professional Development (PD) budget is sourced from restricted funds and that PD funding for FY'19 was considered by the school board in January. However, she added that she would explore the possibility of including training resources in a future budget year.

Donna Storey, Secretary of the Academic Choice Advisory Council, commented that she was in favor of the proposed allocation for training funds. She observed that sometimes funds are not spent well, and that the existing sexual harassment training hasn't changed behavior and should be upgraded and improved. Ms. Storey commented that the community must be responsible stewards of resources and believes this will be a modest investment and will pay off year after year.

President Phillips commented that she was thankful to those who came out to speak in support of classified training. She said that during her tenure as the BCCE President, she has noticed that professional development falls by the wayside when there is a change in the Classified Director or Certificated PD Coordinator positions. She observed that mandated reporter training is offered because the state requires it, and that the Union supports more targeted training, in addition to the two existing scheduled professional development days, to help staff better perform their jobs. She also noted that the Union supports specialized training targeted to the Instructional Assistant, SPED, and the Instructional Tech- Before and After School roles. President Phillips observed that for enrichment activities the District relies on Contractors paid through PTA donations, but that the Instructional Tech positions should receive training to facilitate delivery of such programs. She also noted that the district lagged in compliance to recently passed legislation requiring professional development for classified staff.

Rebecca Levenson, BUSD parent and policy consultant to Futures Without Violence said that funding for classified staff training, including quality assessment, presented an opportunity to shift away from compliance to meaningful support. She suggested pilot training for classified staff that invested in them in the same way that some professional development programs have invested in teachers. She commented that the ongoing implementation of Green Dot [up stander support] training should be offered to classified staff in addition to teachers and administrators. Ms. Levenson advocated for measuring the impact of professional development investments to

understand what works. She said that a trauma-informed framework would be an incredibly beneficial overlay to the sexual harassment training currently offered, and that such training should include all staff that work with students.

Peggy Scott, BUSD Sexual Harassment Advisory Committee member clarified that currently BUSD provides sexual harassment training only to supervisors. She urged the District to consider providing such training, and other professional development opportunities, to any staff who supervise students.

Leslie Lippard, BUSD parent, commented that she works with a company that had to make significant cuts, and encouraged the District to make the system sustainable for the people that are working for our children.

Ms. Follansbee sought clarification as to how the requested training funds would be utilized and emphasized the need to maximize the current training resources. She expressed concern over support for an augmented training budget at the same time that School Safety Officer layoffs are being considered.

Mara Kolesas, President of Berkeley PTA Council, commented that she supports the budget item for training classified personnel who support students and observed that such funding would elevate the quality of the training given to staff, and that through such investment, the employee will acquire skills to become better at their job. Chairperson Goldstein explained that she allowed Ms. Kolesas to speak at the end of the hearing without a speaker card because it wasn't clear that speaker cards would be used during the hearing because and everyone present had an opportunity to speak.

The public hearing was closed at 5:43 pm.

Vice-Chairperson Ortiz asked if the District would also need to approve the Personnel Commission budget, Secretary Duwel responded that if the District contests the budget, the county will hold a hearing to determine its disposition. Secretary Duwel asserted that the funds for training can only be used to train commission staff, not all classified staff, and that it would be problematic if the funds were used to train others.

Chairperson Goldstein advised that she had consulted with George Cole, Executive Director of CSPCA, on this matter and learned that in some merit districts the Commission holds a more robust training portfolio and provides training to classified staff; and, while the practice is not common, it is not without precedent. Chairperson Goldstein asked if the BUSD Commission had previously held a training portfolio. President Phillips replied it happened once before. Vice-Chairperson Ortiz noted that the Commission has been working to separate District and Commission operations and this step would be muddying the waters. Chairperson Goldstein said that with the recent change in Commission staffing much of the "muddiness" in the distribution of HR and Commission tasks has been resolved. She added that the need for targeted training is urgent. In response to Vice-Chairperson Ortiz's comment that the proposal lacked substance, Chairperson Goldstein replied that the level of specificity matched to the recently approved general fund budget item for \$100,000 in student training resources.

Vice-Chairperson Ortiz said that the Commission could be delving into an area outside of its purview, and agreed with Director Duwel's recommendation to develop a plan to include training resources in the following year's budget proposal. He noted that the Commission should be good stewards and consider that the District is grappling with budget shortfalls. He suggested sending a letter to the District to request that funds be reserved on behalf of the Personnel Commission and that they look at the current budget to see if training funds can be incorporated into next year's budget. Chairperson Goldstein expressed concern that such an approach would introduce excessive delay. Vice-Chairperson Ortiz asked Secretary Duwel for her thoughts on possible communications about this with the District. Secretary Duwel observed that the dialogue had been opened, but budget changes at this point could cause contention between the District and the Commission. Chairperson Goldstein noted that because the commissioners did not agree on this matter, it should be brought to the next meeting.

Chairperson Goldstein made a motion to move this item to a special meeting; Vice-Chairperson Ortiz seconded the motion,

Approved, 2-0

9. Closed Session (2 matters)

- a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2017-D-02)

The Personnel Commission went into closed session at 6:03 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 6:20 pm. Chairperson Goldstein reported that Secretary Duwel will receive an eight-month performance evaluation during the June meeting Closed Session, and will provide alternate performance evaluation formats to the Commissioners beforehand. She also reported that the Commission discussed two pending appeals and gave direction to Secretary Duwel.

11. Reports

- a) Union

President Phillips commented that the Union is bargaining for a successor agreement because the contract ends on June 30th. She identified outstanding issues including lack of agreement regarding work calendars, and the authorization of a 1% bonus. She expressed concern that the District is becoming increasingly top heavy by allowing Supervisors and managers to start at advanced steps, but that is not the case for the BCCE union members. She noted that the district is holding but not utilizing funds that should be used for classified staff raises. President Phillips commented that there are two layoff resolutions, however, she believes the Classified Director and the District are misapplying the contract rules in these cases.

- b) District Reports

Brent Daniels, HR Director, commented that the District continues to meet with the Union to discuss each party's contract concerns and that the parties will continue to work together to come to solutions. He added that there were three management level positions that were being laid off. He identified a common theme of working together in the interest of the students.

- c) Commissioners Reports

Chairperson Goldstein thanked everyone for the dialogue on the proposed addition of training resources to the budget. She also thanked Personnel Commission staff for planning the upcoming Classified Recognition event. She advised that she would be holding office hours on Wednesday, May 16th at Highwire Café from 8am-9am.

- d) Personnel Director

- i. New Hires and Examinations administered in the month of April.
Secretary Duwel reviewed testing activity that occurred in the month of April.

12. Public Comments

None.

13. Next Meeting

A special meeting was tentatively scheduled for May, 16th at 4:30 pm. The next regular meeting to be held on June 7th at 4:30 pm.

14. Adjournment

The meeting was adjourned at 6:32 pm.

Respectfully Submitted,

Patricia L. Duwel

Patricia Duwel
Secretary, Personnel Commission

Approved,

Heidi Goldstein
Chairperson, Personnel Commission

7/9/18

Date

Date

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

Personnel Commission Meeting Minutes

June 7, 2018 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:31 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Paula Phillips, BCCE President, commented on an item scheduled for the closed session, regarding the suspension of a BCCE member. She requested that the Personnel Commission amend that original determination to reflect a suspension counted in calendar days, for consistency with the general application of suspension periods under the Educational Code.

4. Approval & Adoption of Agenda

Commissioner Carter made a motion to approve the agenda; Chairperson Goldstein seconded the motion, Approved, 2-0

5. Approval of Meeting Minutes

May 3, 2018, Regular Meeting Minutes

President Phillips pointed out a typo in Item 11a. Commissioner Carter said that because he was absent for the May 3rd meeting, he should not approve the minutes. Chairperson Goldstein agreed and noted that the amended minutes would be brought forward to the regular meeting in July.

Commissioner Carter made a motion to bring the minutes as amended to the July meeting; Chairperson Goldstein seconded the motion,

Approved 2-0

6. Consent Items

Ratification of Eligibility Lists

a) Educational Occupational Therapist

Chairperson Goldstein made a motion to approve the Educational Occupational Therapist list; Commissioner Carter seconded the motion, Approved, 2-0

d) Nutrition Services Assistant

President Phillips requested the Nutrition Services Assistant list be pulled for discussion. Chairperson Goldstein said the list would be added as Conference Item 7b.

7. Conference Items

a) Personnel Commission Budget for the Fiscal Year 2018-2019

Secretary Duwel commented that she stood by her previous recommendation to move the budget forward excluding the training funds because they would be added at a later date. Chairperson Goldstein informed Commissioner Carter of the robust discussion around the budget and professional development training at the May 3rd Commission meeting. She advised that she met with Pauline Follansbee, Assistant Superintendent of Business Services, in late May and that Ms. Follansbee had identified resources from a restricted fund that would be released to the Personnel Commission on July 9th to support the proposed training. Chairperson Goldstein recommended reverting to the draft budget presented during the hearing at the April Commission meeting for approval. Secretary Duwel recommended amending the revised budget to show funds removed from the designated line item. Commissioner Carter asked if the Personnel Commission had jurisdiction over the agreed upon training funds once the budget is approved and if there would be an MOU for this agreement. Secretary Duwel replied that budget items are fenced, and she was unclear as to the process for transferring the restricted funds for Commission use. Chairperson Goldstein noted that she was prepared to proceed on the basis of Assistant Superintendent Follansbee's verbal commitment that the funds would be released, with details of the transfer to be determined in July. Commissioner Carter made a motion to approve the budget as amended; Chairperson Goldstein seconded the motion,
Approved, 2-0

b) Nutrition Services Assistant List

President Phillips said a current employee included in the open list for this position should be placed on the promotional list. Secretary Duwel responded that, consistent with Educational Code, candidates on promotional lists must be employees in a lower rank than the open position, and in this instance the salary range for the open position is no higher than the salary range for the internal candidate's current role. Chairperson Goldstein made a motion to ratify the list; Commissioner Carter seconded the motion,
Approved, 2-0

8. Closed Session (2 matters)

- a) Employee Discipline and Legal Matters - Government Code § 54954.5
(2017-D-01) (2017-D-02) (2018-D-01)
- b) Performance Evaluation of the Director, Classified Personnel
The Personnel Commission went into closed session at 4:51 pm.

9. Report from Closed Session

The Personnel Commission came out of closed session at 5:48 pm. Chairperson Goldstein reported that an 8-month performance assessment was delivered to the Classified Director. She also advised the for matter 2017-D-02 the Commission would abey scheduling a hearing pending further response from the appellant. She also said that in the matter of Appeal 2017-D-01, a technical correction was warranted, so the Commission will adjust the decision accordingly and include a few other lesser technical corrections.

10. Reports

a) Union

President Phillips commented that the Union is excited that Secretary Duwel is at BUSD and it has been a pleasure working with her and that she deserves a positive evaluation. She advised that Secretary Duwel and HR Director, Brent Daniels were able to work out a solution with BCCE regarding summer recess maintenance and operations assignments. President Phillips said that they are still working with the District on the 20 workday rule and that a letter was provided to the District outlining the Union's position on the matter. She requested moving the reports segment of the meeting to follow the first public comment segment in the agenda. She advised that the June 7th meeting was the last she will attend as the BCCE President because her term concludes on June 30th. She added that she is pleased to end on a high note with Secretary Duwel, Chairperson Goldstein, and Commissioner Carter. She also said HR Director Daniels had been a pleasure to work with as well.

b) District Reports

Brent Daniels, HR Director, commented that Secretary Duwel has been great to work with and has brought a lot of guidance and teamwork to resolve several issues. He said it had been a pleasure to work with President Phillips and that she has always advocated for classified employees with the interest of employees and students in mind. He acknowledged the need for closure on the 20-day rule. He also noted that President Phillips played a key role in the grant process and in championing the Pathways Program. Commissioner Carter commented that he had learned a lot from President Phillips and she will be missed.

c) Commissioners Reports

Chairperson Goldstein acknowledged the efforts of Ms. Jana Jandra put forward for staff appreciation week and that Ms. Jandra did a great job of organizing events at Berkeley High. She also thanked Commission staff for their work in planning and executing on the classified recognition and retirement reception events. She reiterated her personal support for a resolution, made at the May 23rd school board meeting, in support of working people in the Janus v. ACSME case, and in recognition of the important role that public employee unions play. She thanked President Phillips for her commitment and participation on behalf of BCCE staff. She advised that her office hours would be Wednesday June 20th at 8 am at Highwire cafe.

d) Personnel Director

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

Secretary Duwel reviewed testing activity that occurred in the month of June. President Phillips asked why the Executive Director of Facilities eligibility list wasn't included in the meeting agenda. Secretary Duwel replied there were not three ranks, but she planned to bring it back to the next meeting. Secretary Duwel said it had been a pleasure working with President Phillips. She noted her agreement with the recommendation to move the reports segment and suggested it be placed ahead of the Conference Items. Commissioner Carter requested the recommendation be included in the agenda when all three commissioners are present.

11. Public Comments

None.

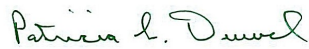
12. Next Meeting

The next regular meeting to be held on July 12th at 4:30 pm.

13. Adjournment

The meeting was adjourned at 6:23 pm.

Respectfully Submitted,



Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

Approved,

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Administrative Assistant I**
 (Open and Promotional)

Written Examination: **May 22, 2018**

Oral Examination: **June 6, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

Promotional

1 Marian Willis

Open

1 Dawn Scuteri

2 Stephnie du Pont-Pensa*

3 Tanesha Fellows*

4 Michael Hammonds

5 Sokvannary Damlong*

6 Charlette Richardson*

7 Tanisha Wilson

7 Tamar Wilerford*

8 MyNesha Edwards

9 Ana Tudose

10 Patience Lytle-Frazier

** Eligibility to expire August 10, 2018*

Patricia L. Duwel

Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Custodian I**
 (Open)

Written Examination: **June 5, 2018**

Oral Examination: **June 29, 2018**

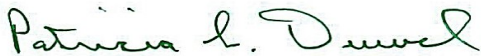
List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

Open

- 1 Anthony Orosco*
- 2 Hector Hernandez*
- 3 Daniel Andrade Aguila*
- 3 Don Jones
- 3 Adam Nardine
- 4 Harold Dean Douglas**
- 5 Willie Harris*
- 5 Mario Esquivel**
- 5 Kevin Beck
- 5 Roger Diaz
- 6 Dionte Tatmon*
- 7 Robert Hunter*
- 8 William Gray*
- 9 Kittara Hunter
- 10 Thomas Nunn*
- 11 Walter Kirby*
- 12 Pascual Buendia*
- 13 Denise Etheridge*
- 14 Cesar Perez*

** Eligibility to expire February 5, 2019*

*** Eligibility to expire September 6, 2018*



Patricia Duwel
Secretary, Personnel Commission

7 / 9 / 18
Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Employee Benefits Specialist**
(Open)

Written Examination: **June 14, 2018**

Oral Examination: **July 2, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

Open
1 Brenda Johnson

Patricia L. Duwel

Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Grounds Gardener**
 (Open and Promotional)

Written Examination: **June 20, 2018**

Oral Examination: **June 20, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

Promotional

- 1 Jeremiah Mitchell
- 2 Luis Reyna*
- 3 Lori Adams

Open

- 1 Pascual Buendia
- 2 Michael Mellion*
- 2 Patrick Campbell
- 3 Max Anderson

* *Eligibility to expire November 1, 2018*

Patricia L. Duwel

Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Human Resources Technician**
 (Open and Promotional)

Written Examination: **June 27, 2018**

Oral Examination: **July 2, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

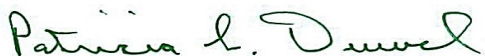
Promotional

- 1 Monique Jordan -Araujo
- 2 Courtney King

Open

- 1 Elizabeth Pizarro*
- 2 Gurisman Kaur*
- 2 Andrew Stewart*
- 3 Renita Underwood-Hackett
- 4 Alexandria Williams*

*** Eligibility to expire November 1, 2018**



Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Examinations Administered in the Month of June:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Nutrition Services Assistant	2		1
Administrative Assistant I	15	10	
Custodian I	10	5	
School Safety Officer	5		
Instructional Assistant II, SPED	20		
Educational Occupational Therapist	5		
Grounds Gardener		5	5
Instructional Technician, BASP	6		
Human Resources Technician	6	5	

New Hires/New Assignments/Promotions Processed in the Month of June:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Margaret Ludwig	Promotion	Instructional Assistant II, SPED	Cragmont
Nabilah Alwasim	New-Hire	Instructional Assistant, ECE	King, CDC
Nicholas Tyler	New-Hire	Instructional Assistant, ECE	King, CDC
Sandra Inouye	Promotion	Budget Analyst II, Confidential	Business Services
Wendy Welsh	New-Hire	Instructional Tech- Before & After School	Thousand Oaks

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
July 12, 2018

AGENDA ITEM

**SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT AS PAYROLL SPECIALIST IN THE
 CASE OF VICTORIA SESSIONS**

BACKGROUND INFORMATION

Clerical Assistant III Victoria Sessions was selected for a Limited Term assignment Working Out of Class as a Payroll Specialist in spring 2017. She worked as a Payroll Specialist until January 2018. She was again selected to fill in as the Payroll Specialist, Limited Term while the recruitment and testing cycle took place. Ms. Sessions placed in the top three ranks and was selected to fill the permanent position starting on July 1, 2018. Individuals who are selected who have more experience, education or who are selected after a hard to fill recruitment may request advanced step.

DIRECTOR'S RECOMMENDATION

I do recommend advanced step placement for Ms. Sessions placing her at Step 2 on the salary schedule. Had the position of Payroll Specialist become vacant in the spring of 2017; who(m) ever may have been selected to fill the position at that time, would have stepped to Step 2 by now.

DISPOSITION BY THE COMMISSION

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

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 Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Victoria Session (Date) 6/30/18

Telephone Number: 510-644-6067 Email Address: victoriassession@berkeley.net

Place on agenda as: Discussion Item (This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)
 Conference Item (This item is presented for discussion and action and may be carried over from a previous meeting)

Description of Item:
Request for increase in step placement on
classified salary schedule.

Background Information:
(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)
* see letter (attached)

For Personnel Commission Use Only:
Date of Chairperson Review: _____
Determination: Place on agenda for meeting of _____ Date of Personnel Commission Meeting
 Place on agenda as _____ Type of Item
 Do not place on agenda

Victoria Session
3119 South Hampton Ct #42
Richmond, CA 94806
Email: victoriasession@berkeley.net
Phone: (510) 506-1965

To Whom It May Concern:

This letter is regarding a request for an increase in step placement on the Classified Salary Schedule, at step 2. I would also like to take this time to request that my start date be made retro effective to April 1, 2018.

The Payroll Specialist position re-opened in March, and the process for eligibility began April 11, 2018. On April 30, 2018 I was notified by the personnel commission that I was ranked #2 on the eligibility list. My interview was scheduled on June 1, 2018. This was a little over a month after I was notified of my position on the list. My second interview took place on June 19, 2018. I am requesting a hire date retro effective to April 1, 2018. I have been acting in this position a little over a year now, and would like my seniority and probationary period in this position to begin within the current fiscal (school) year.

Early in my assignment, an eligibility list was established. After the list was established, and a person selected to fill the position, I was asked to train them. The first candidate did not work out, so I ended up training 2 employees in the payroll position. Once training was completed, I returned to my normal position in Business Services. When the second candidate also did not work out, I was asked to come back to the payroll department until a new list could be established. With some uncertainty surrounding the Payroll Specialist position, I have continued to be a flexible and reliable resource.

The normal classified probation period is 6 months; I have been the acting Payroll Specialist in this district for twice that length of time. During this time, I have been paid the differential rate for Payroll Specialist at step 1 accordingly. Usually in a salaried position step placement would increase at the beginning of the next fiscal year, or January 1st depending on an employee's hire date. In my current position, I am due to receive a step increase on July 1, 2018. With my probation period effective immediately in this new position, I will not receive a step increase until the following year. I understand that my appointment thus far has not been salaried. However, during my long stint in this department I have retained a plethora of information, processed several payroll cycles, trained other employees in the position, and ultimately proven myself responsible, reliable, and fully capable of performing all duties that this position entails.

Thank You for your consideration,

Victoria Session