

**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

**REVISED- Meeting Agenda**

December 6<sup>th</sup>, 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) November 8<sup>th</sup>, Regular Meeting Minutes, p. 3 – 6
- 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) Clerical Assistant III, p. 7
  - b) Human Resources Technician, p. 8
- 7. 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 November, p. 9
- 8. Conference Items** **Chairperson Goldstein**  
These items are presented for discussion and action and may be carried over from a previous meeting.
  - a) Election of Personnel Commission Chairperson and Vice-Chairperson  
Pursuant to Merit Rule 20.100.2, the Personnel Commission will elect a Chairperson and Vice-Chairperson to serve for the 2019 calendar year.

Chairperson \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

Vice- Chairperson \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_
  - b) Establishment of New Classification – Student Admissions Program Manager, **Attachment A**
  - c) Request for Advance Step Placement – G. Arrellano, **Attachment C**
  - d) Request for Advance Step Placement – A. Herrera, **Attachment D**
  - e) Request to Extend Eligibility List – After School Program Specialist, **Attachment E**
  - f) Revise Human Resources Analyst (confidential) Classification and Salary Placement, **Attachment F**
  - g) Establishment of New Classification – School Campus Aide, **Attachment G**
- 10. Closed Session (3 matters)** **Chairperson Goldstein**
  - a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2018-D-02)
  - b) Joint-Appointed Personnel Commissioner- Discussion

**11. Report from Closed Session**

**Chairperson Goldstein**

**12. Public Comments (15-minute limit)**

**Public**

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**13. Next Meeting**

**Chairperson Goldstein**

Follow up items for next Personnel Commission Meeting.

**13. Adjournment**

**Chairperson Goldstein**