

**Berkeley Unified School District**  
**Personnel Commission Meeting Minutes**

May 2<sup>nd</sup>, 2019 – 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:30 pm

**2. Roll Call & Establishment of Quorum**

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

**3. Public Comments**

Sandra Maldonado, Student Welfare and Attendance Technician at Berkeley Technology Academy, expressed concern regarding duties assigned to her that she does not believe are in her classification and advised she plans to request a desk audit.

Samantha Ortega requested extension of her eligibility on the Nutrition Services Assistant eligibility list because she is currently on a leave of absence and will not be able to complete her probationary period.

**4. Approval & Adoption of Agenda**

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

**5. Approval of Meeting Minutes**

a) April 11<sup>th</sup>, 2019, Regular Meeting Minutes

Vice-Chairperson Carter made a motion to approve the April meeting minutes; Commissioner Goldstein seconded the motion,  
Approved, 3-0

**6. Consent Items**

Ratification of Eligibility Lists

a) Library Media Specialist

Commissioner Goldstein made a motion to approve the eligibility list; Vice-Chairperson Carter seconded the motion,  
Approved, 3-0

**7. Reports**

a) Union Reports

None.

b) District Reports

Brent Daniels, Human Resources Director, said that Human Resources continues to meet with BCCE Leadership regularly and they are continuing conversations on how to improve relationships

between the District and the Union. He reported that the District and BCCE are collaborating to fill Behavioral Intervention Specialist vacancies by identifying current Instructional Assistant II, SPED's who may be eligible for a re-classification.

c) Commissioners Reports

Commissioner Goldstein wished BUSD Board President, Judy Appel continued speedy recovery. She said she is looking forward to the Classified Employee Recognition event on 5/9/19.

Commissioner Goldstein also expressed her hope to have discussion later in the meeting regarding utilization of the learning and training grant funds recently received from the state for staff development.

Chairperson Ortiz said he was looking forward to the Classified Employee Recognition event as well.

d) Personnel Director

i. New Hires and Examinations administered in April 2019

Secretary Duwel shared exam activity for the month of April and responded to Commissioner Goldstein's questions about several new hire/assignment entries that also appeared in the March exam activity report. She reminded the public of the Classified Recognition event.

## 8. Conference Items

a) Request for New Classification - Senior Employee Benefits Specialist

Kimberle Sanders, Risk Manager, advised that there are currently two Employee Benefits Specialists in the Benefits/Risk Management department, with one employee working out of class, largely through review of department-wide work products. She said it was necessary to establish a lead position to support the manner in which work is performed in the department.

Vice-Chairperson Carter asked if the employee in the upgraded role would be replaced. Ms. Sanders replied that the employee in the current position meets the skill and knowledge requirements to work in the reclassified role. Commissioner Goldstein inquired about the relevance of the Driver's License requirement in the classification description. Ms. Sanders replied that this is not a key requirement of the role, however the employee may occasionally need to travel. Commissioner Goldstein recommended removing the license requirement. Chairperson Ortiz agreed and said the employee could use public transportation or other ride-hailing services if travel is required.

Vice-Chairperson Carter made a motion to approve the Senior Employee Benefits Specialist classification; Commissioner Goldstein seconded the motion,  
Approved, 3-0

b) Request for Re-Classification - B. Stuckey

Secretary Duwel said that Ms. Stuckey has been performing lead duties in her current role for ten years. Commissioner Goldstein asked about the status of the second Employee Benefits Specialist position, Ms. Sanders confirmed that it is currently vacant.

Commissioner Goldstein made a motion to approve the re-classification for Ms. Stuckey; Vice-Chairperson Carter seconded the motion,  
Approved, 3-0

c) Request to Extend Eligibility List - Human Resources Technician

Vice-Chairperson Carter made a motion to approve the HR Technician eligibility list; Commissioner Goldstein seconded the motion,  
Approved, 3-0

d) Request for New Classification - Grounds Supervisor

Stephen Collins, BUSD Maintenance Manager, explained that the new Grounds Supervisor position is part of a departmental reorganization. He noted that funding for the new position would come from a position vacated by an expected retirement. Commissioner Goldstein asked about the alternative if the retirement did not occur, Mr. Collins replied that a job could ultimately be laid off, but that he was confident that the retired role would be redeployed.

Commissioner Goldstein questioned whether the Grounds Supervisor position was as complex as the Maintenance Supervisor position to which it was peer-leveled. Mr. Collins elaborated on the required expertise of the role and observed that, like a maintenance supervisor, the grounds gardener's supervisor must be a master of their trade.

Commissioner Goldstein asked if minimum qualifications should be more specific. Secretary Duwel replied that the knowledge, skills, and abilities listed in the class description are part of the minimum qualifications. She also said that there's no specific journeyman track in grounds, as is the case in maintenance. Mr. Collins noted a journeyman tenure requires four years of experience, and the Grounds Supervisor classification requires eight years.

Denise Diggs, Administrative Assistant II at Student Services, asked if the Grounds Supervisor will be performing field work and expressed a concern that, with a pending layoff, there may be additional workload for others in the Grounds Gardener role. Mr. Collins said his expectation was that this position brings efficiencies in the driving, coordinating and purchasing of equipment, and the role will generally not be on site performing gardener work. Roderick Carraway, Maintenance Engineer, said the job description lists some of the job duties that a gardener would have and expressed concerned that a gardener could be laid off to create the new position. Mr. Collins replied that he expects the re-organized gardening crews to be able to cover the work requirement but, if there's a gap, the Grounds Supervisor will determine how to get the job done. Mr. Carraway said that members could be paid overtime to do that work.

Vice-Chairperson Carter asked Mr. Collins if this will become a workload issue if and when a gardener is laid off. Mr. Collins replied he did not think it would be an issue because the Grounds Supervisor role is designed to absorb much of the driving and coordinating tasks that gardeners are currently doing.

Vice-Chairperson Carter made a motion to approve the Grounds Supervisor position; Commissioner Goldstein seconded the motion,  
Approved, 3-0

e) Personnel Commission Budget for 2019-2020- 1<sup>st</sup> DRAFT, *Second Reading*

f) Personnel Commission Budget for 2019-2020- 2<sup>nd</sup> DRAFT, *First Reading*

Commissioner Goldstein requested two budget drafts be considered. She advised that the second budget draft included funds for support of Behavioral Intervention Specialist recruitment, as well as a placeholder amount to support requirements arising from the Classified Personnel Director MOU,

pending finalization, that may divert time or resources from commission staff. She also requested additional funds in the training line item to enable the Commission to support work related to skills building and professional development program overlay through the grant that the District received from the state for classified staff training.

Commissioner Goldstein advised that Special Ed. Director, Dr. Jan Hamilton, had previously identified the need for fifty (50) new Behavioral Intervention Specialist (BIS) positions in the next school year. Based on current recruitment and testing results, Commissioner Goldstein has observed a shortfall to that goal and has suggested additional funds to support recruitment. HR Director Daniels said that HR has not received Personnel Requisitions to request any new positions in SPED nor has Dr. Hamilton advised him of the need to establish fifty BIS positions. He said there are Instructional Assistant II, SPEDs that have been identified as re-classification candidates because they were well-versed with the BIS job duties and are utilizing the necessary skills and have received formal training. Commissioner Goldstein asked about the staffing plan for SPED next year. HR Director Daniels suggested that Dr. Hamilton share this update herself.

Vice-Chairperson Carter asked how many contractors are being used by the SPED department. Secretary Duwel said she could ask Dr. Hamilton for this information. Chairperson Ortiz asked if this is a function of the Personnel Commission instead of the District. Secretary Duwel said in a merit district; the Personnel Commission should handle recruitment matters. Commissioner Goldstein said she would like some clarity on SPED requirements while there's time to get the budget approved. Chairperson Ortiz noted that the Commission might be putting themselves in jeopardy by proposing the revised budget and having it not get approved by the District. He said that professional development is not a commission role. Commissioner Goldstein disagreed and asserted that improved communication is needed for clarity on the specific hiring targets so that the Commission can resource accordingly to recruit, retain or promote current employees into these roles.

Vice-Chairperson Carter requested another reading of the two proposed budgets. Commissioner Goldstein requested that Secretary Duwel edit the 2<sup>nd</sup> budget after discussing requirements with SPED and bring the revised budget to the next meeting.

Chairperson Ortiz made a motion to bring the two draft budgets to the next meeting; Vice-Chairperson Carter seconded the motion,  
Approved, 3-0.

## **9. Closed Session (1 matter)**

- a) Employee Discipline and Legal Matters - Government Code § 54954.  
The Commission went into closed session at 5:56 pm.

## **10. Report from Closed Session**

The Commission came out of closed session at 6:31 pm. Chairperson Ortiz reported that no action was taken.

## **11. Public Comments**

None

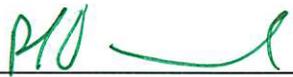
**12. Next Meeting**

The next regular meeting will be held on June 6<sup>th</sup> at 4:30 pm.

**13. Adjournment**

The meeting was adjourned at 6:32 pm.

Respectfully Submitted,



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Patricia Duwel  
Secretary, Personnel Commission

Date 6/3/2019

Approved,



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Dr. Reynaldo Ortiz  
Chairperson, Personnel Commission

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Date