

Berkeley Unified School District
Personnel Commission Meeting Minutes

August 8th, 2019th– 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. Erin Arinez, Classified Personnel Supervisor, served as Secretary in Director Duwel's absence. Director Duwel observed the meeting via video.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Goldstein made a motion to approve the August 8th meeting agenda; Vice Chairperson Carter seconded the motion,
Approved, 3-0

5. Approval of Meeting Minutes

a) July 11th, 2019, Regular Meeting Minutes

Commissioner Goldstein made a motion to approve the July 11th meeting minutes; Vice Chairperson Carter seconded the motion,
Approved, 3-0

6. Consent Items

Ratification of Eligibility Lists

- a) Administrative Assistant I
- b) Compliance Officer and Title IX Coordinator
- c) Custodian I
- d) Facilities Operations Manager
- e) Instructional Specialist, Dance
- f) Maintenance Technician
- g) Payroll Specialist

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

7. Reports

a) Union Reports

None.

b) District Reports

None.

c) Commissioners Reports

Commissioner Goldstein wished Secretary Duwel a continued recovery. She noted that the first school board meeting of the school year will be held August 21st and that she may attend to request that the Board update their meeting minutes. She reported that she had recommended to the Superintendent that a training plan be developed for Classified staff but was unclear as to which District function would own the program.

Commissioner Goldstein suggested open and ongoing recruitment for the Behavioral Intervention Specialist (BIS) role to bolster the number of qualified candidates on the eligibility list and urged continued collaboration with the Special Ed. Department. She asked about the status of the rubric to be applied in those instances where employees are reclassified to the BIS position. Director Duwel stated that individuals who have requested a re-class must complete the necessary process to be approved for a re-class. Chairperson Ortiz suggested an offline conversation with Director Duwel to clarify the status of the rubric and process.

Commissioner Goldstein urged, for high-rank position recruitments that yield a single rank, that recruitments be immediately re-opened. Director Duwel responded that the determination to do so is a District decision. Commissioner Goldstein asked under what circumstances Director Duwel determines recruitment extension or re-open. Director Duwel said she would do so if the recruitment is not generating enough initial candidates.

d) Personnel Director

i. New Hires and Examinations administered in July 2019

Ms. Arinez discussed exam activity for the month of July.

8. Conference Items

a) Request for an Advanced Step Salary Placement- D. Lee

Director Duwel shared her recommendation for the step increase to Step 3, and commented that she did not support Ms. Lee's request for a step 5 placement. Chairperson Ortiz observed that the employee seemed to have a wealth of experience. Director Duwel noted that the level of relevant teaching experience is unclear. Commissioner Goldstein agreed with Director Duwel and said she believed the employee had 2-3 years of experience comparable to the VAPA Technician job description requirements.

Vice-Chairperson Carter made a motion to approve Ms. Lee's advanced step salary at Step 3; Commissioner Goldstein seconded the motion,
Approved 3-0

b) Request for an Advanced Step Salary Placement- L. Talps

Director Duwel discussed Ms. Talp's relevant experience and recommended a step 4 salary placement. Vice-Chairperson Carter asked for more detail as to why a step 4 placement was warranted for this employee. Director Duwel discussed the duties of the newly created District

Services Assistant position, and where Ms. Talps' prior experience would be valuable in fulfilling the more nuanced requirements of the role. Commissioner Goldstein agreed with Director Duwel's assessment. Vice-Chairperson Carter stated that a step 4 or 5 placement should be reserved for someone who has already committed to the District through work tenure and expressed concern that granting the advanced step placement at this level does a disservice to current employees. Commissioner Goldstein commented on the ways in which compensation acknowledgement of prior experience bolsters the retention of candidates with high-level skill sets. Director Duwel explained how Ms. Talps' skill set renders her an advanced practitioner for the position and how step increases are most often awarded based on time worked in a similar position. Chairperson Ortiz made a motion to approve Ms. Talp's advance step salary at Step 4; Commissioner Goldstein seconded the motion,

Approved 2-1

Aye- Chairperson Ortiz, Commissioner Goldstein

Nay- Vice-Chairperson Carter

9. Discussion Items

a) Information/Direction in the Matter of Management Recruitments

Director Duwel reported that the Local 21 contract allows for candidates to be automatically placed in a higher step at the time of hire when the candidate can show proof of higher pay at their previous employer. Secretary Duwel said she would like to extend this practice to hiring for unrepresented manager positions. Vice-Chairperson Carter stated that the hiring authority should not have the ability to both hire candidates in un-represented management positions and then authorize an advanced salary step without the Personnel Commission's review and approval. He said that doing so would be unfair to other employees who are obliged to request an advanced step placement through the Commission. Commissioner Goldstein noted that this practice would help the District attract high caliber candidates. Vice-Chairperson Carter stated that even the Superintendent should not be given the ability to circumvent the Personnel Commission's policies and procedures required of all others.

Director Duwel said she supported Commissioner Goldstein's comments; that the District may lose candidates as a result of a delay in making an advanced salary step offer. Vice-Chairperson Carter said that the Commission does not have a track record of holding up advance step placement requests. Director Duwel urged that selected management positions, with a higher level of impact and broad sphere of influence, should be considered for this practice. Vice-Chairperson Carter stated that the Commission exists as a check to ensure that employees are paid fairly and this authority should not be given to the District. Chairperson Ortiz reminded that where timing is an issue, a special Commission meeting may be called to expedite review of an advance step placement request. Commissioner Goldstein asked if the Commission has, or can, quantify how many candidates have been lost due to a delay in offering an advanced step placement at the time the offer of hire is made.

Chairperson Ortiz made a motion to bring this item to the next regular meeting;
Approved, 3-0

10. Closed Session (1 matter)

- a) Employee Discipline and Legal Matters - Government Code § 54954.
The Personnel Commission went into closed session at 5:43 pm.

11. Report from Closed Session

The Personnel Commission came out of closed session at 5:56 pm. Chairperson Ortiz advised there was no action to report.

12. Public Comments

None.

13. Next Meeting

The next regular meeting will be held on September 5th at 4:30 pm.

14. Adjournment

The meeting was adjourned at 5:56 pm.

Respectfully Submitted,



Erin Arinez
Classified Personnel Supervisor

8/30/19

Date

Approved,



Dr. Reynaldo Ortiz
Chairperson, Personnel Commission

Date