

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

October 13th, 2020 – 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting #819 0612 6098 and was called to order at 4:35 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Lona Kelly, Senior Human Resources Technician and Malika Upshur, Human Resources Analyst, spoke in support of the request for reclassification of the Classified Personnel Supervisor position. Shauna Rabinowitz, Student Body Account Technician, said that her current position, a part-time position, should be a full-time position because of the workload. She said that in the past the position was full time. She also noted as an equity issue the difference in the process for Certificated versus Classified staff professional development which, for Classified staff, requires additional documentation and advance approval by Human Resources. She said that she has tried, unsuccessfully, to bring this to BCCE leadership's attention and that, due to this arrangement, she was denied credit for a class she attended over the summer.

4. Approval & Adoption of Agenda

Vice-Chairperson Goldstein made a motion to approve the meeting agenda; Chairperson Carter seconded the motion,

Approved, 2-0

5. Conference Items

a) Request for Reclassification- E. Arinez

Secretary Sanders said that she conducted a study and desk audit for the Classified Personnel Supervisor position and compared it to other Supervisors in the District to inform her final recommendation. She also spoke with several previous BUSD Classified Directors to discuss the duties and history of the position to understand the ways in which it had evolved over the years. She noted Ms. Arinez not only works closely with the Personnel Commission but also supports Human Resources team members and other departments. Additionally, over the past 18 months, Ms. Arinez has worked outside of her regular duties as the lead to implement various new or upgraded technical and electronic systems, including Neogov paperless onboarding, and continues to train and support staff through subsequent phases of its integration. She reported that Ms. Arinez also conducts many job analysis studies and works closely with Subject Matter Experts to develop exams and rubrics for testing and interviewing. Secretary Sanders said she reviewed similar positions in other merit districts to determine the minimum qualifications and has utilized this information to update the job classification and salary. Vice-Chairperson Goldstein thanked Secretary Sanders for the thoroughness with which she conducted the research in support of the reclassification request.

Vice-Chairperson Goldstein made a motion to approve the reclassification for Ms. Arinez; Chairperson Carter seconded the motion;
Approved, 2-0

b) Establishment of New Classification- Career Advisor

Secretary Sanders reported that the Board approved the duties for this classification at the previous board meeting [October 7, 2020]. She said that she reviewed comparable positions in the District to develop her recommendation. Vice-Chairperson Goldstein asked about differences between this new role and the existing College Advisor position. Secretary Sanders responded that the latter is a certificated position.

Chairperson Carter made a motion to approve the new Career Advisor classification, Vice-Chairperson Carter seconded the motion,
Approved, 2-0

c) 2019 - 2020 Annual Report, *First Reading*

Secretary Sanders presented the 2019-2020 annual report draft.

Chairperson Carter made a motion to approve the first draft of the annual report; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

6. Closed Session (1 matter)

a) Legal Matters - Government Code § 54954.

The Personnel Commission went into closed session at 5:05 pm.

7. Report from Closed Session

The Personnel Commission came out of closed session at 5:43 pm. Chairperson Carter reported that no actions had been taken.

8. Public Comments

None.

9. Next Meeting

The next regular Personnel Commission meeting will be held on November 5th at 4:30 pm via Zoom, and a Special meeting was scheduled for October 16th at 4:30 pm via Zoom as well.

10. Adjournment

The meeting was adjourned at 5:46 pm.

Respectfully Submitted,

Kimberle Sanders
Secretary, Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

*Approved at the Personnel Commission meeting held on
11/05/2020 via Zoom*
