

Berkeley Unified School District

1720 Oregon Street, Conference Room

Berkeley, CA 94702

Personnel Commission

Ann Aoyagi, Chairperson

Timothy Carter, Vice Chairperson

Dan F. Lee, Commissioner

Randy Perez, Secretary

Special Meeting Agenda

October 30, 2013 5:15pm

1. Call to Order Chairperson Aoyagi
2. Roll Call & Establishment of Quorum Secretary Perez
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 Aoyagi
5. Public Hearing: Classification Study Appeals
 A public hearing will be conducted to hear appeals by employees regarding the results of the classification study. Employees will be given (5) five minutes to present their appeals, the consultant who performed the study will be given 5 minutes to explain the results and the Personnel Commission will have the opportunity to ask questions. The following is a list of the employees who requested hearings, their current classification and their hearing times:

Employee:	Present Classification:	Address the Commission:
1. George Duncan	General Maintenance Worker	5:20pm – 5:25pm
2. Pamela Goo	Supervisor, Risk Management, Work Compensation & Benefits	5:35pm – 5:40pm
3. LaTanja Chambers	Administrative Assistant	5:50pm – 5:55pm
6. Attachment: Classes by Family
7. 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
8. Next Meeting Chairperson Aoyagi
 Follow up items for next Personnel Commission Meeting
9. Adjournment Chairperson Aoyagi

**BERKELEY UNIFIED SCHOOL DISTRICT
LIST OF CLASSES-BY FAMILY
2013**

CLERICAL/SECRETARIAL

ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
CLERICAL ASSISTANT I
CLERICAL ASSISTANT II
CLERICAL ASSISTANT III
EXECUTIVE ASSISTANT I - CONFIDENTIAL
EXECUTIVE ASSISTANT II - CONFIDENTIAL
EXECUTIVE ASSISTANT III-BOARD CONFIDENTIAL
EXECUTIVE ASSISTANT III-SUPERINTENDENT CONFIDENTIAL
SCHOOL ADMINISTRATIVE ASSISTANT I
SCHOOL ADMINISTRATIVE ASSISTANT II
SCHOOL ADMINISTRATIVE ASSISTANT III
STUDENT RECORDS ASSISTANT

COMMUNITY/PUBLIC RELATIONS

BSEP PROGRAM SPECIALIST
HOME/SCHOOL LIAISON
PUBLIC INFORMATION OFFICER
VOLUNTEER SPECIALIST

FISCAL SERVICES

ACCOUNTING TECHNICIAN
BUDGET ANALYST I
BUDGET ANALYST II
PAYROLL SPECIALIST
PAYROLL SUPERVISOR
STUDENT BODY ACCOUNT TECHNICIAN

PAY

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HUMAN RESOURCES TECHNICIAN
HUMAN RESOURCES SPECIALIST - CONFIDENTIAL

CLASSIFIED PERSONNEL SUPERVISOR

INFORMATION TECHNOLOGY

BUSINESS SYSTEMS ANALYST
COMPUTER TECHNICIAN I
COMPUTER TECHNICIAN II
DATA INTEGRITY SPECIALIST
NETWORK ENGINEER
STUDENT SYSTEMS SPECIALIST
TELECOMMUNICATIONS/ELECTRONICS SPECIALIST

INSTRUCTION

AFTER SCHOOL PROGRAM SPECIALIST
AFTER SCHOOL PROGRAM SUPERVISOR
INSTRUCTIONAL ASSISTANT
INSTRUCTIONAL ASSISTANT I-SPECIAL EDUCATION
INSTRUCTIONAL ASSISTANT II-SPECIAL EDUCATION
INSTRUCTIONAL ASSISTANT-EARLY CHILDHOOD EDUCATION
INSTRUCTIONAL ASSISTANT-VISUALLY IMPAIRED
INSTRUCTIONAL SPECIALIST
INSTRUCTIONAL TECHNICIAN-BEFORE & AFTER SCHOOL PROGRAM
INSTRUCTIONAL TECHNICIAN

**BERKELEY UNIFIED SCHOOL DISTRICT
LIST OF CLASSES-BY FAMILY
2013**

LIBRARY/MEDIA	LIBRARY MEDIA SPECIALIST-ELEMENTARY LIBRARY MEDIA SPECIALIST-SECONDARY MEDIA TECHNOLOGY TECHNICIAN
MAINTENANCE & OPERATIONS	CUSTODIAN I CUSTODIAN II FACILITIES ANALYST FACILITIES MAINTENANCE MANAGER GENERAL MAINTENANCE WORKER HIGH SCHOOL PLANT OPERATIONS SUPERVISOR LEAD MAINTENANCE ENGINEER LOCKSMITH MAINTENANCE ENGINEER MAINTENANCE SUPERVISOR MAINTENANCE TECHNICIAN
MANAGEMENT	DIRECTOR-BSEP & COMMUNITY RELATIONS DIRECTOR-CLASSIFIED PERSONNEL DIRECTOR-FACILITIES, MAINTENANCE & OPERATIONS DIRECTOR-NUTRITION SERVICES DIRECTOR-TECHNOLOGY
NUTRITION SERVICES	COOK DINING ROOM SUPERVISOR EXECUTIVE CHEF NUTRITION EDUCATION PROGRAM SPECIALIST NUTRITION EDUCATION PROGRAM SUPERVISOR NUTRITION SERVICES ASSISTANT NUTRITION SERVICES SATELLITE OPERATOR I NUTRITION SERVICES SATELLITE OPERATOR II SNACK BAR OPERATOR SOUS CHEF-PRODUCTION KITCHEN SOUS CHEF-PURCHASING
PURCHASING	BUYER MAIL DELIVERY DRIVER PURCHASING SUPERVISOR
RISK MANAGEMENT & BENEFITS	RISK MANAGEMENT SUPERVISOR WORKERS COMPENSATION SPECIALIST EMPLOYEE BENEFITS TECHNICIAN
SECURITY	FACILITIES OPERATIONS MANAGER FACILITIES SECURITY PATROL SCHOOL CAMPUS MONITOR SCHOOL SAFETY OFFICER
STUDENT SERVICES	ADMISSIONS SUPERVISOR ATTENDANCE TECHNICIAN CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COLLEGE & CAREER ADVISOR EDUCATIONAL OCCUPATIONAL THERAPIST EVALUATION & ASSESSMENT ANALYST FAMILY ENGAGEMENT & EQUITY SPECIALIST FAMILY ENGAGEMENT & EQUITY SUPERVISOR

**BERKELEY UNIFIED SCHOOL DISTRICT
LIST OF CLASSES-BY FAMILY
2013**

INTERPRETATION/TRANSLATION SPECIALIST
INTERPRETER FOR THE DEAF
REGISTRAR
STUDENT ADMISSIONS SPECIALIST
STUDENT ASSESSMENT SPECIALIST
STUDENT EMPLOYMENT SPECIALIST
STUDENT WELFARE & ATTENDANCE SPECIALIST
WORKABILITY PROGRAM SPECIALIST

TRANSPORTATION

SCHOOL BUS DRIVER
TRANSPORTATION DISPATCHER
TRANSPORTATION MANAGER
TRANSPORTATION OPERATIONS SUPERVISOR
TRANSPORTATION SCHEDULER/ROUTER
VEHICLE & EQUIPMENT MECHANIC
VEHICLE & EQUIPMENT SUPERVISOR

WAREHOUSE

DELIVERY DRIVER
STOREKEEPER