

**Berkeley Unified School District**

2020-2021 School Year - Technology - 100

Berkeley, CA 94702

**Personnel Commission**

**Ann Anvasi, Chairperson**    **Timothy Carter, Vice Chairperson**    **Don F. Lee, Commissioner**

**Randy Perez, Secretary**

**Meeting Agenda**

November 7, 2013 4:00pm

1. **Call to Order**

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.*

**11. Information Items**

**Secretary Perez**

- a) Examinations administered in the month of October p. 15

**12. Reports**

- a) Union
- b) Commissioners Reports
- c) Personnel Director
  - I. Classification and Compensation Study
  - II. Update on Neogov

**Union Representatives  
Commissioners  
Secretary Perez**

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 30 minutes per subject. No other

# Personnel Commission Meeting Minutes

September 12, 2013 4:30pm

Amended and Revised: October 28, 2013

## 1. Call to Order

The meeting was called to order at 4:30pm.

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

## 3. Public Comments (15 minute limit)

Keith Summers, a BCCF member stated that he was denied a position that he should have been granted

Per the request of Secretary Perez, Item 7 (Old Business) was switched with Item 6 (Conference Items). The

agenda was adopted and approved

Approved: 2-0

d) ~~Approve the request for reclassification of a RCFE unit member to a classification not previously held~~

~~The commission voted to demote in lieu of payoff Ms Janet Deblasi to the classification of Instructional~~

Assistant.

Approved: 2-0

e) Approved limited term assignment for a retired Berkeley Unified School District employee.

Alexander Hunt, Principal, Malcolm X Elementary presented information supporting the continued need for the limited term assignment. Principal Hunt commented that a BUSD retiree has been in this limited term assignment for many years and he would like to continue to have the retiree in this assignment due to their

Approved as amended: 2-0

- f) School Bus Driver
- g) Library Media Technician, Middle
- h) Food Service Satellite Operator

Keith Summers, a BCCF member claimed that he was denied an opportunity to fill the limited-term Food

Service Satellite Operator position during the 2012-2013 school year, as well as being denied the recent permanent position that he feels he was most qualified for.

Approved: 2-0

**9. Information Items**

Examinations Administered in the Month of September:

- Secretary
- Maintenance Engineer
- Sous Chef
- School Bus Driver
- Site Coordinator, Family Engagement
- Payroll Specialist
- Library Media Technician, Middle
- Vehicle and Equipment Mechanic

- Senior Food Service Assistant
- Instructional Assistant, Early Childhood Education
- Program Assistant

New Hires Processed in the month of September:

President Phillips commented that the BCCB is concerned about the long-term opportunity cost of the program. He also noted that the program is being passed over for

removal from the job (writing).

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are out of classification.

at the time of the meeting.

The Board will review the program and make a decision on whether to continue it.

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# Personnel Commission Meeting Minutes

## 1. Call to Order

The meeting was called to order at 4:32pm.

## 2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were present and a quorum was established.

## 3. Public Comments (15 minute limit)

David Kirwin, BCCE member, commented that he has yet to receive any response from Ewing Consultants related to the classification study survey and his job description. Secretary Perez stated that he has recently received the related job description and will forward it to Mr. Kirwin for review. Secretary Perez also stated he would meet with Mr. Kirwin to discuss any further concerns he has.

Keith Summers, BCCE member, commented that he has still not received any response from the BCCE regarding his

application for Food Service Satellite Operator position at Thousand Oaks. Secretary Perez stated that the Nutrition Services administrator had selected someone from the eligibility list to hire in that position. Mr. Summers commented that he was not interviewed for the Thousand Oaks position. Paula Phillips,

## 6. Conference Items

These items are presented for discussion and action, and may have been reviewed at a previous meeting.

- a) Approve limited term assignment for a retired Berkeley Unified School District employee

Alexander Hunt, Principal, Malcolm X Elementary presented additional information supporting the need

for a limited term assignment for a former retired BCCE member. Many members of the public including

BCCE and BFT members, provided supporting testimony on behalf of the retiree and support of having her placed in the limited term assignment. President Phillips stated that if the Personnel Commission were to approve this item, it would be a violation of the writ of mandate between the BCCE and the District and requested the Commission to deny this request.

Approved: 3-0

- b) Rescheduling of Classification Appeal Hearings

President Phillips stated that not all BCCE members have received recent copies of their job classifications and expressed concern that the information that has been sent out to BCCE members is inaccurate,



**Examinations Administered in the Month of September:**

Instructional Assistant, Early Childhood Education  
Program Assistant  
Program Supervisor, CNN  
Vehicle & Equipment Mechanic  
Instructional Assistant, Special Education, Attendant  
Food Service Assistant

**New Hires Processed in the month of September:**

Robert Fleming, New Hire, Custodian I

Jamila McGrady, New Hire, School Safety Officer  
Laura Rivas, New Hire, Site Coordinator, Family Engagement (Bilingual)  
Krsytol Schoepf, New Hire, School Bus Driver  
Alvin Tuason, New Hire, Custodian I  
Tashi Dhondup, Promotion, Senior Food Service Assistant

**10. Reports**

a) Union

President Phillips commented that the New Hire Orientation held on October 2 was well received and

~~President Phillips commented that BCCF members are feeling disconnected in their workplaces~~

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**Berkeley Unified School District  
Personnel Commission**

**TO:** [REDACTED] Personnel Commission

**FROM:** Randy Perez, Director, Classified Personnel  
**DATE:** November 7, 2013  
**SUBJECT:** Approve Advanced Salary Placement for Candidate on V & E Mechanic Eligibility List

**Background:**

On October 24, 2013, the Personnel Commission approved the advanced salary placement of [REDACTED]

[REDACTED] Jorge Velasco, a candidate on the V & E Mechanic eligibility list. Since then, Mr. Velasco communicated [REDACTED]

**Berkeley Unified School District  
Personnel Commission**

**TO:** Personnel Commission  
**FROM:** Randy Perez, Director, Classified Personnel  
**DATE:** November 7, 2013  
**SUBJECT:** ~~Assign Employee Kerroimah Sanders to the Classification of Instructional Assistant~~

**Background Information**

Article 14.5.3 of the BCCE contract states: "Employees who wish voluntary demotions in lieu of layoff to classes not previously held, may be reclassified to vacant positions for which they qualify. The determination of eligibility for reclassification shall be made by the Personnel Commission."

As a consequence of the 2013 layoffs in the California Nutrition Network Program, Ms. Sanders'

**Berkeley Unified School District**

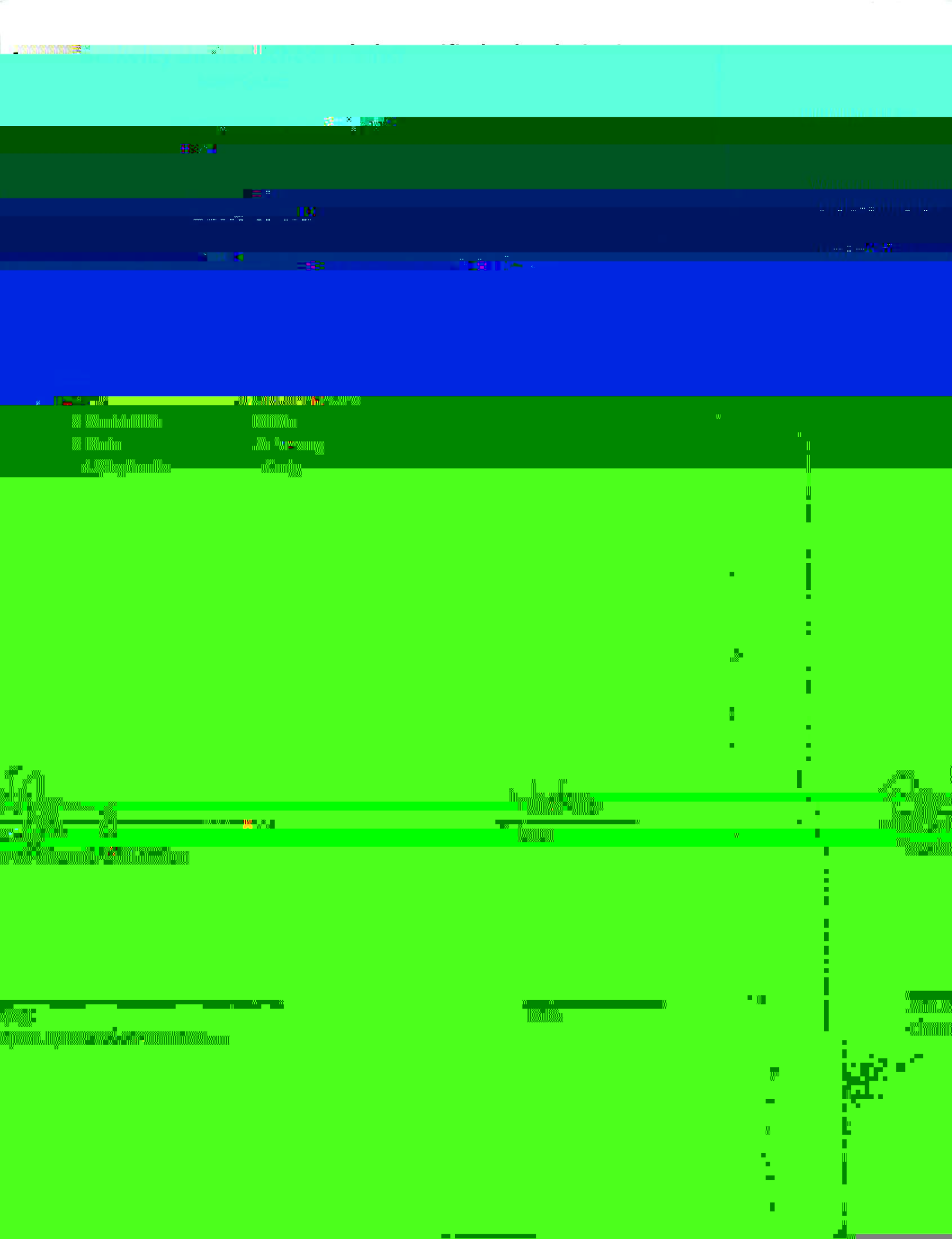
~~Personnel Commission~~

**TO:** Personnel Commission  
**FROM:** Randy Perez, Director, Classified Personnel  
**DATE:** November 7, 2013  
**SUBJECT:** District Need for a Limited Term School Service Assistant (bilingual Spanish) at Longfellow

**Background:**

At the Personnel Commission meeting of September 12, 2013, the Personnel Commission approved the

recruitment of a Spanish bilingual Clerical Assistant II, a Spanish bilingual Instructional Technician and a Spanish bilingual Instructional Assistant. ECE. For the same reasons these requests were made. The



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**Examinations Administered in the Month of October:**

Classification-

Manager, General Services (Theater)

Educational Occupational Therapist

Instructional Specialist, Dance

Food Service Assistant

Instructional Assistant

Instructional Technician

Clerical Assistant II

**New Hires/New Assignments Processed in the Month of October:**

Name-

Employment Type-

Classification-