

# Personnel Commission Meeting Minutes

April 17, 2014 5:00PM

## 1. Call to Order

The meeting was called to order at 5:02pm.

## 2. Roll Call & Establishment of Quorum

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

## 3. Public Comments (15 minute limit)

Bernadette Cormier, Transportation Manager, commented that she was upset about the recommendation of lowering of the salary range regarding the School Bus Driver classification. Cormier recommended that the School Bus Driver salary range be modified to 44, and have the other Transportation positions adjusted accordingly.

Tim Mull, Transportation Field Supervisor/Driver Trainer, also commented that the Berkeley School Bus Drivers are very dedicated and more involved with students and family than any other district.

Joel Goldstein, School Bus Driver, commented that in the event of a natural disaster, the School Bus Drivers are first responders and would be required to transport students, staff and the general public as needed.

Marsha Montgomery, School Safety Officer, commented that the recommended salary range reduction for School Safety Officer is inappropriate based on the job duties that are indicated in the new job description.

Francisco Martinez, Student Assignment Manager, expressed concern that the consultant did not capture many of the critical duties that the Student Assignment Manager classification performs. Mr. Martinez also commented that many of the ranges for supervisors and managers are not consistent with their responsibilities and duties and they need to be corrected.

Carol Niehus, School Sr position, commented that she believes she should be reclassified to a higher classification.

Bernadette Cormier, on behalf of Local 21, pointed out to the Personnel Commission that many bilingual classifications have been created as a result of the classification study. Local 21 is requesting that the Personnel Commission update the bilingual differential rule, and Local 21 recommends that the rule is updated as follows: a 3% differential for speaking in an additional language and a 5% differential for reading, writing and speaking in an additional language.

Denise Diggs-Ray, Administrative Secretary, commented that recently hired employees have been brought in at a higher rate of pay. Ms. Diggs-Ray believes that the current compensation study will only create more situations where the Personnel Commission will need to approve higher pay rates, and she would like the Personnel Commission to reconsider the salary ranges.

## 4. Approval & Adoption of Agenda

Approved as amended, 3

#### 4a – Union Report

President Phillips commented that the compensation study proposes a significant number of salary increases for managers. President Phillips suggested that this is due to management having access to the compensation study information well before the Personnel Commission. President Phillips also stated her belief that the District's

Secretary Perez provided updated eligibility list for both Administrative Coordinator (a) and Program Assistant (c).

Approved as amended 3-0

## 7. Conference Items

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

- a) Request for an eligibility list consisting of female candidates for School Safety Officer

In response to President Phillips request to hire a female candidate for School Safety Officer at Berkeley High School, Secretary Perez presented the top three female ranks from the current School Safety Officer eligibility list to be forwarded to the administrator at Berkeley High School for interviews.

Approved, 30

- b) Request to extend the School Safety Officer eligibility list

Secretary Perez presented information, including three requests from current candidates, to have the eligibility list for School Safety Officer extended an additional year.

Approved, 30

- c) Request for Voluntary Demotion for a permanent employee

Secretary Perez presented information on behalf of Ms. Adams requesting a voluntary demotion to Instructional Assistant Early Childhood Education; a classification that she held previously.

Approved, 30

- d) Moved to 4b

- e) Request for an Appeal from Employment Examination Rejection

The Commission chose May 1, 2014; the next regularly scheduled meeting, as the hearing date.

Approved, 30

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8. Old Business

- a) Approval of recommended School Safety Officer job description

Yea- ViceChairperson Aoyagi, Chairperson Lee  
Nay- Chairperson Carter  
Approved, 21

- b) Approval of recommended Budget Analyst Confidential job description

Approved, 30

9. Information Items

Examinations administered in the month of Mar, 2014

Classification

Administrative Coordinator

Custodian II

General Maintenance Worker

Grounds Gardener

InstructionalAssistant

Instructional Assistant, Early Childhood Education

Instructional Technician

School Assignment Specialist

School Campus Monitor

School Service Assistant

Sous Chef

New Hires/New Assignments processed in the month of Feb, 2013 Instructmi

<u>Name</u>	<u>Type</u>	<u>Classification</u>	<u>Location</u>
Curtis Sanderford	New Hire		

II. Update onNEOGOV

Secretary Perez commented that he and Personnel Coordinator, Anthony Langford, Hayward Unified School District and saw how they have implemented NEOGOV.

11. Public Comments (15 minute limit)  
No public comments.

12. Next Meeting  
The next regular meeting is May 1, 2014 at 4:30pm

13. Adjournment  
Meeting adjourned at 2:4pm

Respectfully Submitted,

\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Timothy Carter  
Personnel Commission Chairperson

\_\_\_\_\_  
Date