

October 2, 2023 4:00pm

1. Call to Order

The meeting was called to order at 4:00pm.

The meeting was called to order at 4:00pm.

2. Roll Call/Establishment of Quorum

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

3. Public Comments (5 min. limit)

4. Approval & Adoption of Agenda

Approved: 2-0

- a) Instructional Specialist, Dance
- b) Manager, Plant Operations

Ratification of Eligibility Lists - Approved as amended - 2-0

7. Information Item

a) Examinations administered in the month of September

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11/20/2014

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Open

1 Keturah Komblod

2 Jessica Sun\*

3 Jacob Zeidler

4 Lauren David\*

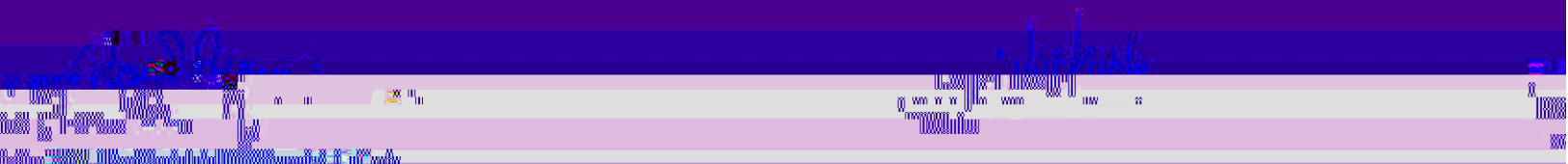
5 Emily Bernstein

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11/20/2014

11/20/2014





# Merit System

## Eligibility List

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# Berkeley Unified School District

Management System

Eligibility L

Post for : **Senior Personnel Assistant  
(Open)**

Established by Personnel Commission: November 6, 2017

List 15

Open:

1. Lona K...

2. Lona K...

2 Tami Frolich

3. ...





**Berkeley Unified School District**

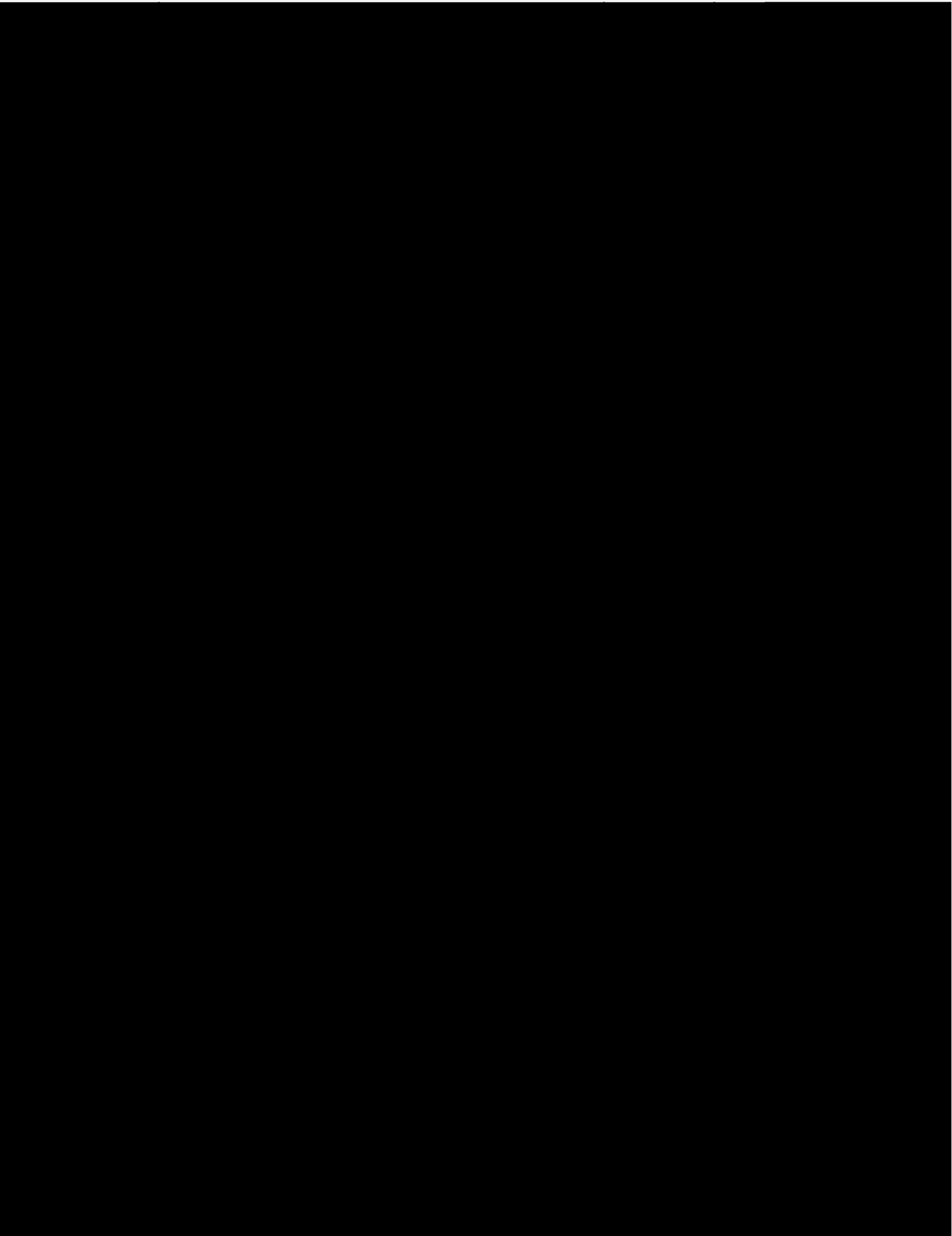
**TO:** Personnel Commission  
**FROM:** Randy Perez, Director, Classified Personnel  
**DATE:** November 3, 2014

**SUBJECT:**

**Background:**

**Recommendation:**

Attachment: Attachment 1: Secretary's Report





# Personnel Commission Meeting

Agenda for the Personnel Commission Meeting, held on **Monday, September 23, 2025**, at **5:00 PM** in the **Personnel Conference Room**, located at **1000 Lakeside Drive, Berkeley, CA 94702**.

The meeting is open to the public. For more information, please contact the Personnel Commission Secretary at **(415) 863-1234**.

Agenda items are listed below in chronological order. Items are subject to change without notice.

**5:00 PM - 5:15 PM: Meeting Opened and Roll Call**

**5:15 PM - 5:30 PM: Public Comment**

**5:30 PM - 5:45 PM: Approval of Agenda**

**5:45 PM - 6:00 PM: Approval of Minutes from the Previous Meeting**

**6:00 PM - 6:15 PM: Approval of Personnel Commission Report**

**6:15 PM - 6:30 PM: Approval of Personnel Commission Budget**

**6:30 PM - 6:45 PM: Approval of Personnel Commission Policies**

**6:45 PM - 7:00 PM: Approval of Personnel Commission Procedures**

**7:00 PM - 7:15 PM: Approval of Personnel Commission Bylaws**

**7:15 PM - 7:30 PM: Approval of Personnel Commission Resolutions**

**7:30 PM - 7:45 PM: Approval of Personnel Commission Recommendations**

**7:45 PM - 8:00 PM: Meeting Closed**

**8:00 PM - 8:15 PM: Meeting Adjourns**

**8:15 PM - 8:30 PM: Meeting Ends**

**8:30 PM - 8:45 PM: Meeting Concludes**

**8:45 PM - 9:00 PM: Meeting Dismisses**

**9:00 PM - 9:15 PM: Meeting Dismisses**

**9:15 PM - 9:30 PM: Meeting Dismisses**

**9:30 PM - 9:45 PM: Meeting Dismisses**

**9:45 PM - 10:00 PM: Meeting Dismisses**

**10:00 PM - 10:15 PM: Meeting Dismisses**



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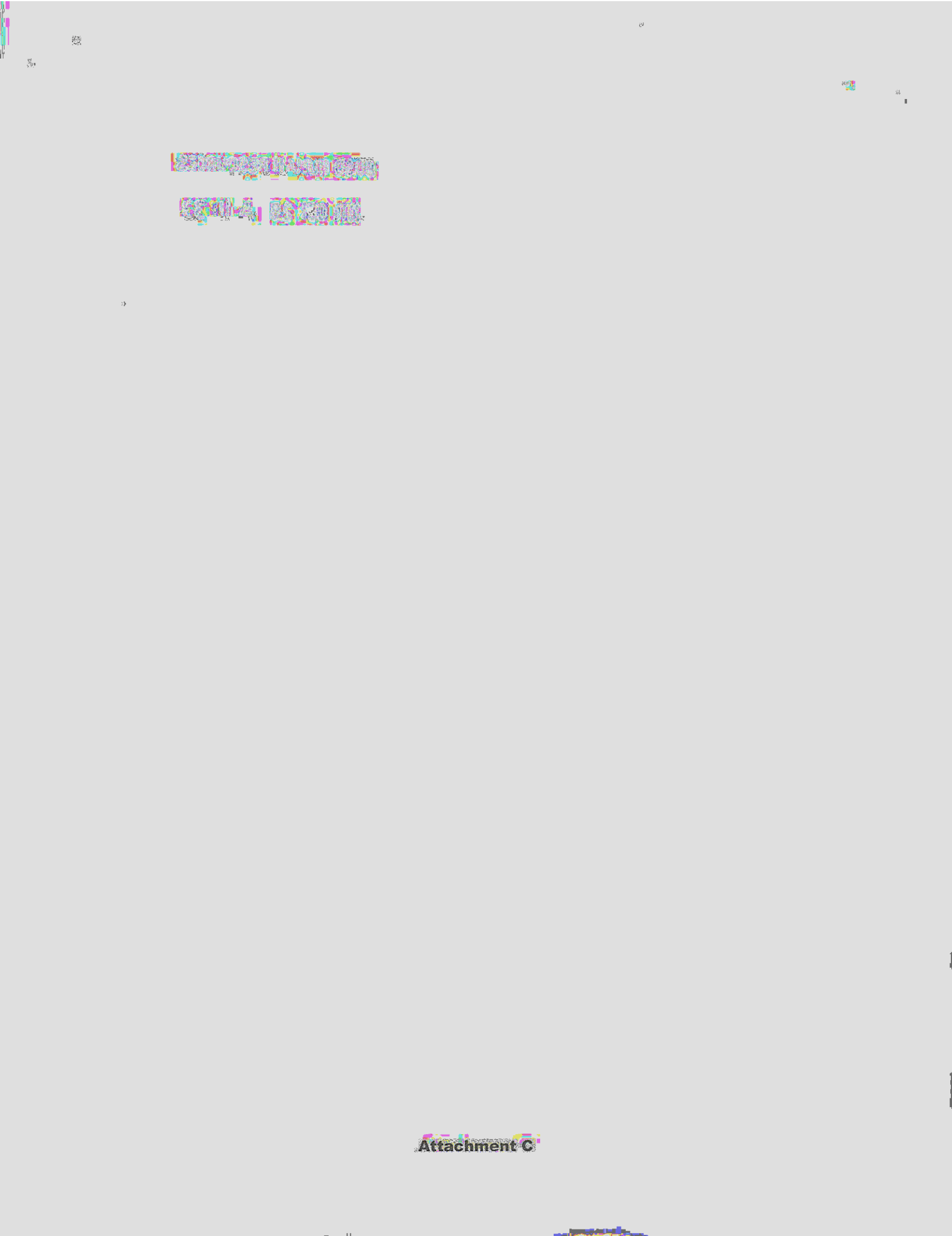
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Attachment C

30.200.5

Changes in Duties of Positions

Substantial changes in the duties of positions shall be promptly reported in writing by

the position holder to the supervisor and the personnel officer.

30-200-5

Workshop on the Classification of Positions (1964-1965)

A. An annual review is to be conducted to determine if the work of classification authorities is



depts.

1. Monitor - Risk Management customer service window, and other

depts. (action) and transfer to appropriate dept.

answer ne

my district GMS account

3. Monitor benefits GMS, benefits Berkeley net

Assist with the lobby front desk when needed

4

5. Train and monitor clerical substitutes & student workers

6. New hire orientation & assistance with new hire forms

7. Teacher orientations, Comp, District, etc.

8. Assemble materials for

9. Set up benefits module

10. Terminate all active medical, dental, vision

ive & retired employees

12. Benefits health fair for ac

13. Prepares spread sheets for all personnel registration for new hire forms & retirement

14. Order benefits materials VSP, Comp, Psycho, benefits

15. Set up RSA accounts, medical dependent care, transit passes, parking in life payroll

duction screen.

out deductions in payroll deductions screen for the above

16. Inp

17. Review

17. Des

te benefits module screens for reduced work load teachers, reduction in fee

18. Upda

19. enroll compa participants into OBA system for al. their benefits - contributions

20. Transfer to OBA

20. Partic transit & parking or

21. Set up retirement payroll deduction 0850 99999:00

22. Communicate with

23. Prepare health reinstatement

24. Reproduce all forms universal applications medical part

25. Explain benefits procedure to the other personnel, union representatives

26. Assist as needed with retiree's inquiries

27. EOC and Clear IS monthly screens

28. Clock and distribute department mail, faxes and direct UPS/Fed Ex packages

29. Update address changes for all health and dental carriers

31. Research employees concerns, whether dis...

32. Set up retroactive payments for back due promotions

33. Maintain and reproduce sign in sheets

34. Process paperwork for MetLife death claims

35. M screens

36. Use Qss to view the Ma, Pd, Pr, and use QCC to update f...

39. Set up Cobra notification for excess dependents and terminated employees and other qualifying events



**Civil and Mechanical**

Prepare and cut reports and other material

**Physical Requirements and Working Conditions**

Approved by Personnel Commission May 2004





### 1<sup>st</sup> - Eligibles:

Temporary need is beyond a working day, we determine what is the base wage.

the pre-approval

➤ If there is no eligibility list for that classification, we post to establish an eligibility list. We may

Director's provisions of taking into account factors within the year

with 10-20-2017 10:00 AM

### 2<sup>nd</sup> - Direct Exempt:

agency service provisions and final time appointment with the approval of

employment service provisions

### 3<sup>rd</sup> - Present Substitutes:

➤ If there is a need for work in a classification that requires a high level skill set or very

working days would be appointed by

### 4<sup>th</sup> - External Candidates:

➤ Sometimes there is a need for work in a classification that requires a high level skill set or very