

**Berkeley Unified School District**  
2020 Bonar Street, The Tech Lab, Room 126  
Berkeley, CA 94702

**Personnel Commission**

**Reynaldo Ortiz, Chairperson**

**Timothy Carter, Vice-chairperson**

**Heidi Goldstein, Commissioner**

**Erin Arinez, Classified Personnel Supervisor**

**Meeting Agenda**

November 03, 2016 – 4:30 pm

**1. Call to Order**

**Chairperson Ortiz**

**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 Ortiz**

**5. Closed Session (1 matter) Government Code § 54954.5**

**a) Employee Discipline**

The Personnel Commission will discuss an employee's request for an appeal hearing.

**6. Report from Closed Session**

**Chairperson Ortiz**

**7. Approval of Meeting Minutes**

**Chairperson Ortiz**

Approve the Personnel Commission Meeting Minutes for the following:

- a) September 7, 2016 p. 3
- b) September 19, 2016 p. 4
- c) September 29, 2016 p. 5-6
- d) October 13, 2016 p. 7-9

**8. Consent Items**

**Chairperson Ortiz**

Ratification of Eligibility Lists

- a) Executive Assistant II, Confidential p. 10
- b) Student Records Assistant - Bilingual p. 11

**11. Reports**

a) Union

**Union Representatives**

b) Commissioners Reports

**Commissioners**

c) Classified Personnel Supervisor

**Erin Arinez**

i. New Hires and Examinations administered in the month of October p. 16

This is an opportunity for the public to comment on Departmental 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.

# Berkeley Unified School District

## Board of Trustees

Meeting Agenda - 11/17/2020

### 1. Call to Order

Typical agenda item for 5-10 minutes.

### 2. Roll Call & Board Member's Report

Standard agenda item for 5-10 minutes. Board members report on their activities since the last meeting.

### 3. Approval of Minutes

Standard agenda item for 5-10 minutes. Board members approve the minutes from the previous meeting.

Standard agenda item for 5-10 minutes. Board members discuss and approve the agenda for the next meeting.

Standard agenda item for 5-10 minutes. Board members discuss and approve the agenda for the next meeting.

### 4. Public Comment

### 5. Agenda Item

### 6. Agenda Item

Standard agenda item for 5-10 minutes.

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### 7. Public Comment

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Standard agenda item for 5-10 minutes.

### 8. Agenda Item

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**Berkeley Unified School District**  
**Personnel Commission Special Meeting Minutes**

September 29, 2016 – 10:00 a.m.

**1. Call to Order**

The meeting was called to order at 10:01 a.m.

**2. Roll Call & Establishment of Quorum**

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

**3. Public Comment**

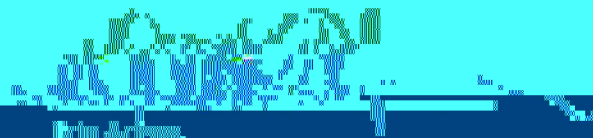
None

**4. Approval & Adoption of Agenda**

Approved, 3-0

**5. Personnel Matter**

WELCOME TO LINCOLN UNIVERSITY



Dr. [Name]



Dr. [Name]

www.lincolncollege.edu

Approved

Lincoln University

Lincoln University

ADMISSION

October 13, 2016 – 5:00 pm

**1. Call to Order**

The meeting was called to order at 5:06pm

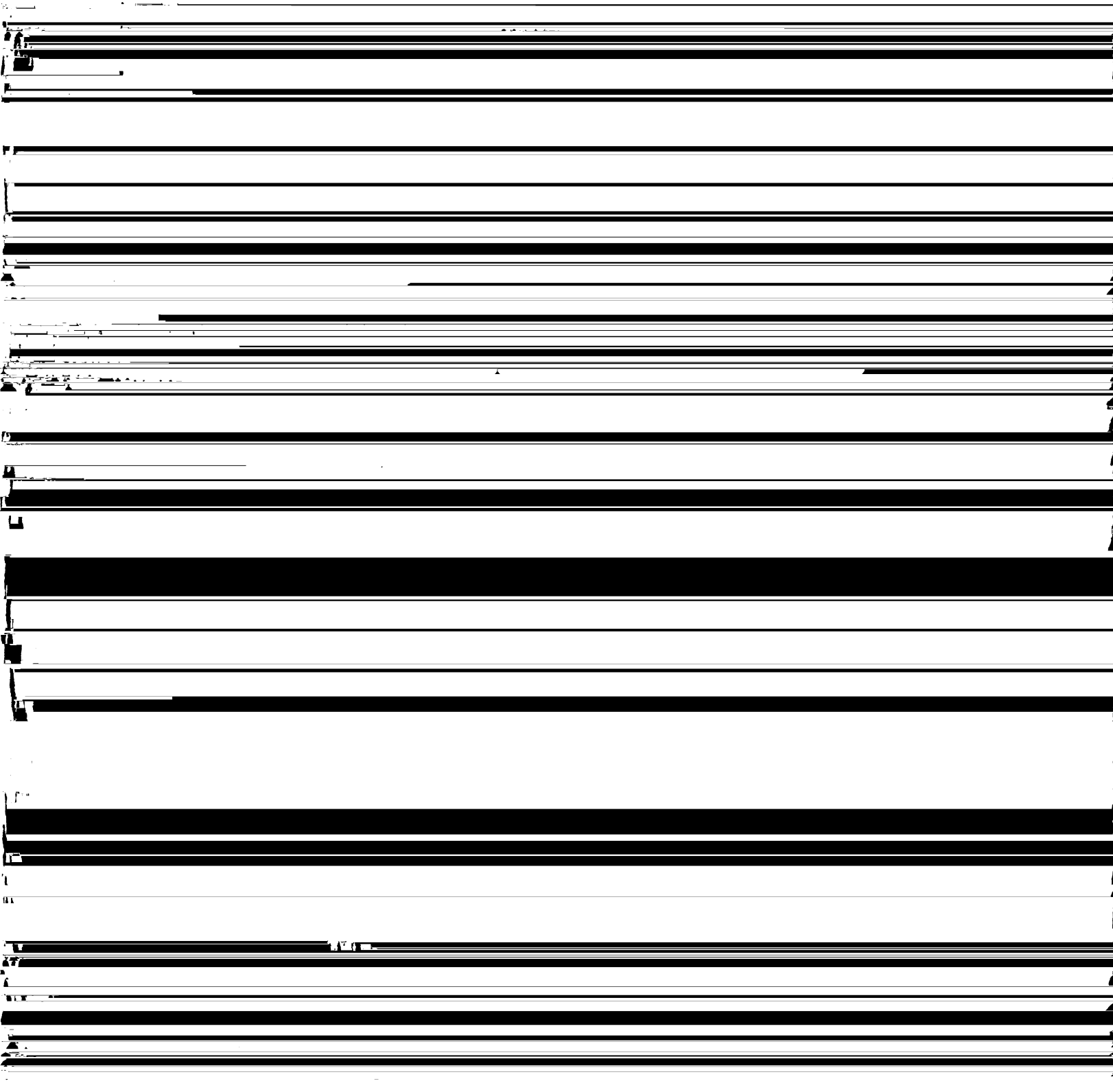
**2. Roll Call & Establishment of Quorum**

Chairperson Ortiz, Vice Chair Beron Carter, and Commissioner Goldstein were present and a quorum was established

Vice-Chairperson Carter made a motion to approve items C and D,  
Approved 3-0

Vice-Chairperson Carter made a motion to approve items A and B,  
Approved, 3-0  
Item E to be brought to the next meeting

**7. Discussion Items**







Confidential

Eligibility List for :

Executive Assistant II - Confidential

(Promotional and Open)

September 12, 2016

Written Examination:

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# Perseus Unified System District Menu System

Open  
(Open)

Written By  
Copyright © 2000

- Home
- Accounting
- Inventory
- Customer Relationship
- Business Intelligence
- Human Resources
- Marketing
- Supply Chain
- Project Management
- Customer Service
- Business Process
- Business Development
- Business Analytics
- Business Performance
- Business Strategy
- Business Operations
- Business Planning
- Business Review
- Business Forecasting
- Business Risk Management
- Business Compliance
- Business Security
- Business Continuity
- Business Resilience
- Business Innovation
- Business Transformation
- Business Growth
- Business Expansion
- Business Diversification
- Business Consolidation
- Business Restructuring
- Business Liquidation
- Business Bankruptcy
- Business Reorganization
- Business Merger
- Business Acquisition
- Business Sale
- Business Exit
- Business Succession
- Business Estate Planning
- Business Tax Planning
- Business Insurance
- Business Legal
- Business Dispute Resolution
- Business Arbitration
- Business Mediation
- Business Litigation
- Business Bankruptcy
- Business Reorganization
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Perseus Unified System District  
Menu System

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Personnel Committee

Meeting Date: 11/11/2024

Meeting Time: 10:00 AM

Meeting Location: Board Room  
Meeting ID: 11112024

Meeting Link: [https://www.berkeleyunified.org/](#)

Agenda Item:  
1. Personnel Committee  
2. Personnel Committee

Agenda

Personnel Committee

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Personnel Committee

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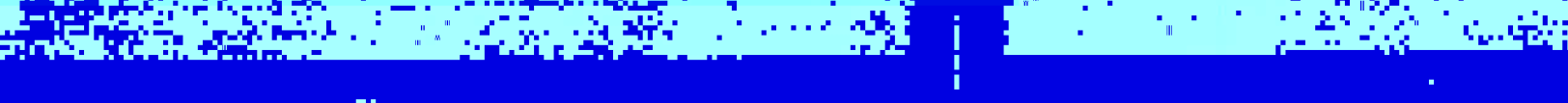
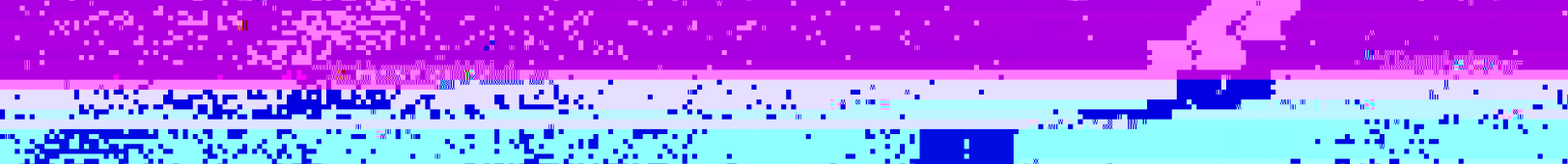
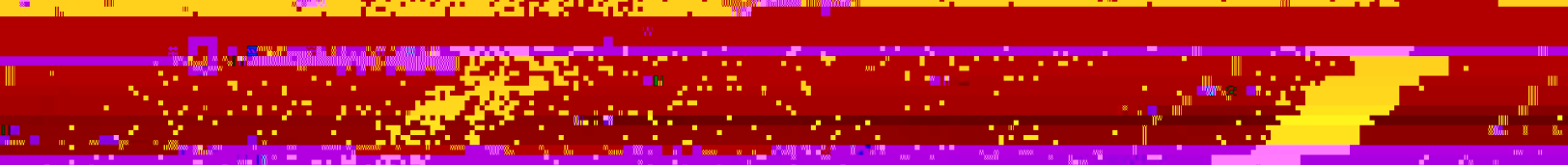
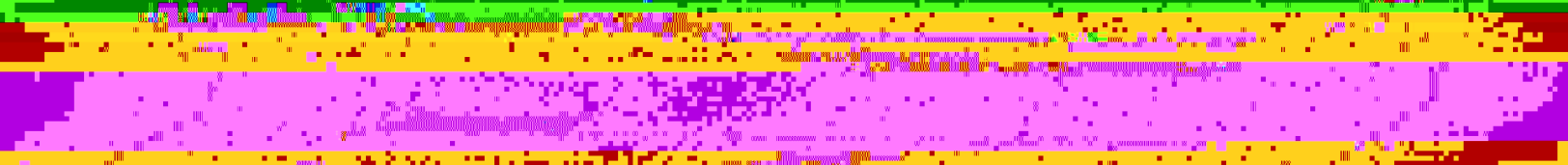
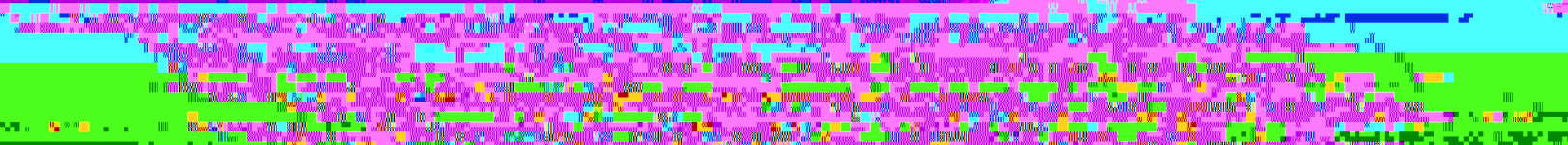
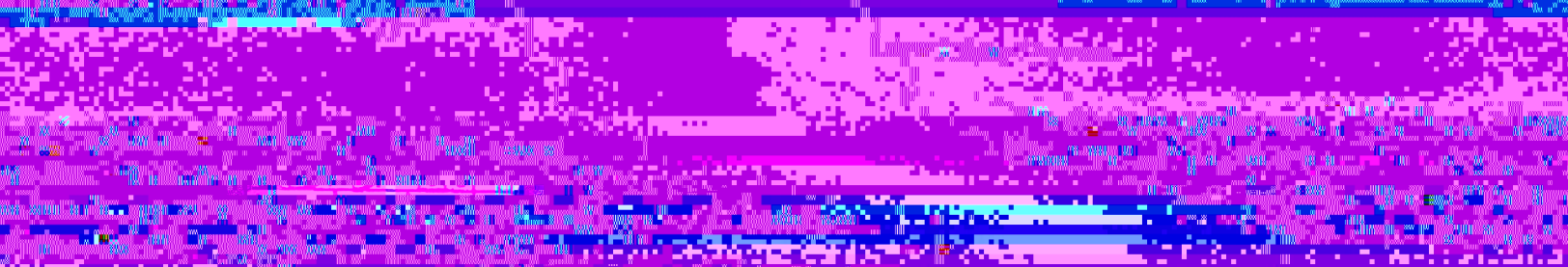
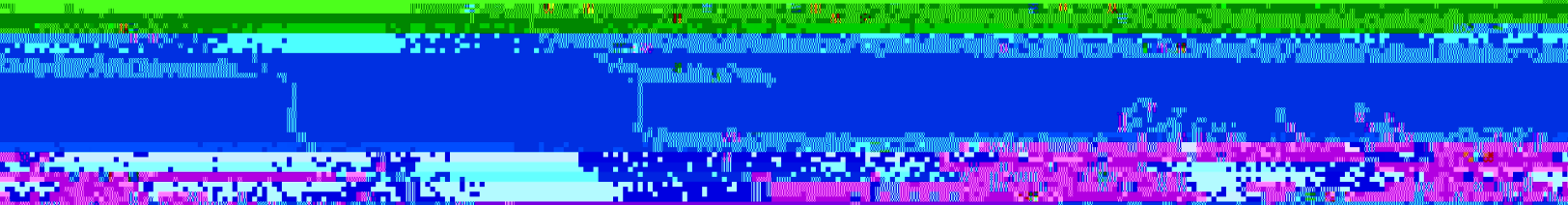
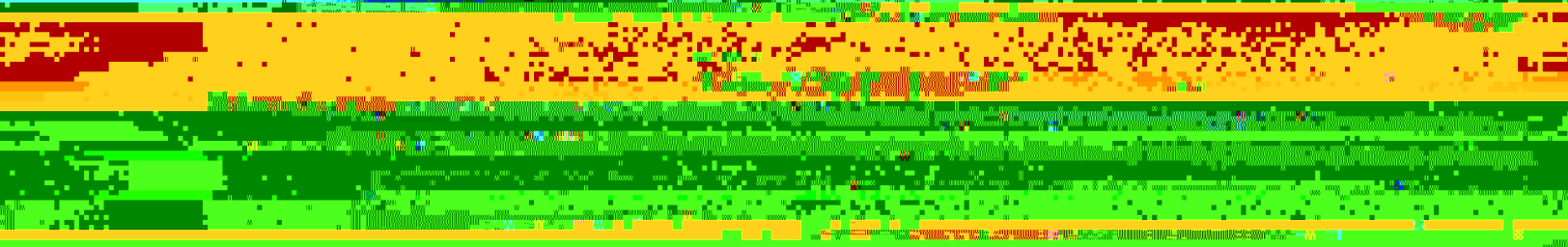
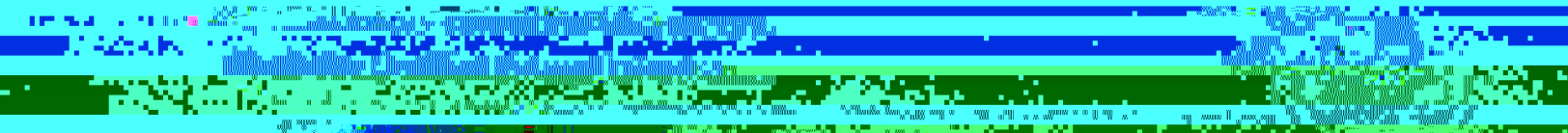
*[Signature]*  
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Name

Date

Reynaldo Ortiz  
Chairperson, Personnel Committee







The Personnel Commission of the  
Berkeley Unified School District  
Human Resources

2020 Bonar Street 2<sup>nd</sup> floor  
Berkeley, CA 94702

My name is Erica L. Johnson, I currently work at Berkeley Technology Academy. our school serves

students ages 16 and above. It is classified under BUSD as the alternative high school.

The reason for speaking with the personnel commission is based upon the report by 16 students

done by Ewing Consultant Services and its findings for

~~Submittal Book~~

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Erica Johnson <ericajohnson@berkeley.net>

**Secretary III**

4 messages

**Randy Perez** <randyperez@berkeley.net>

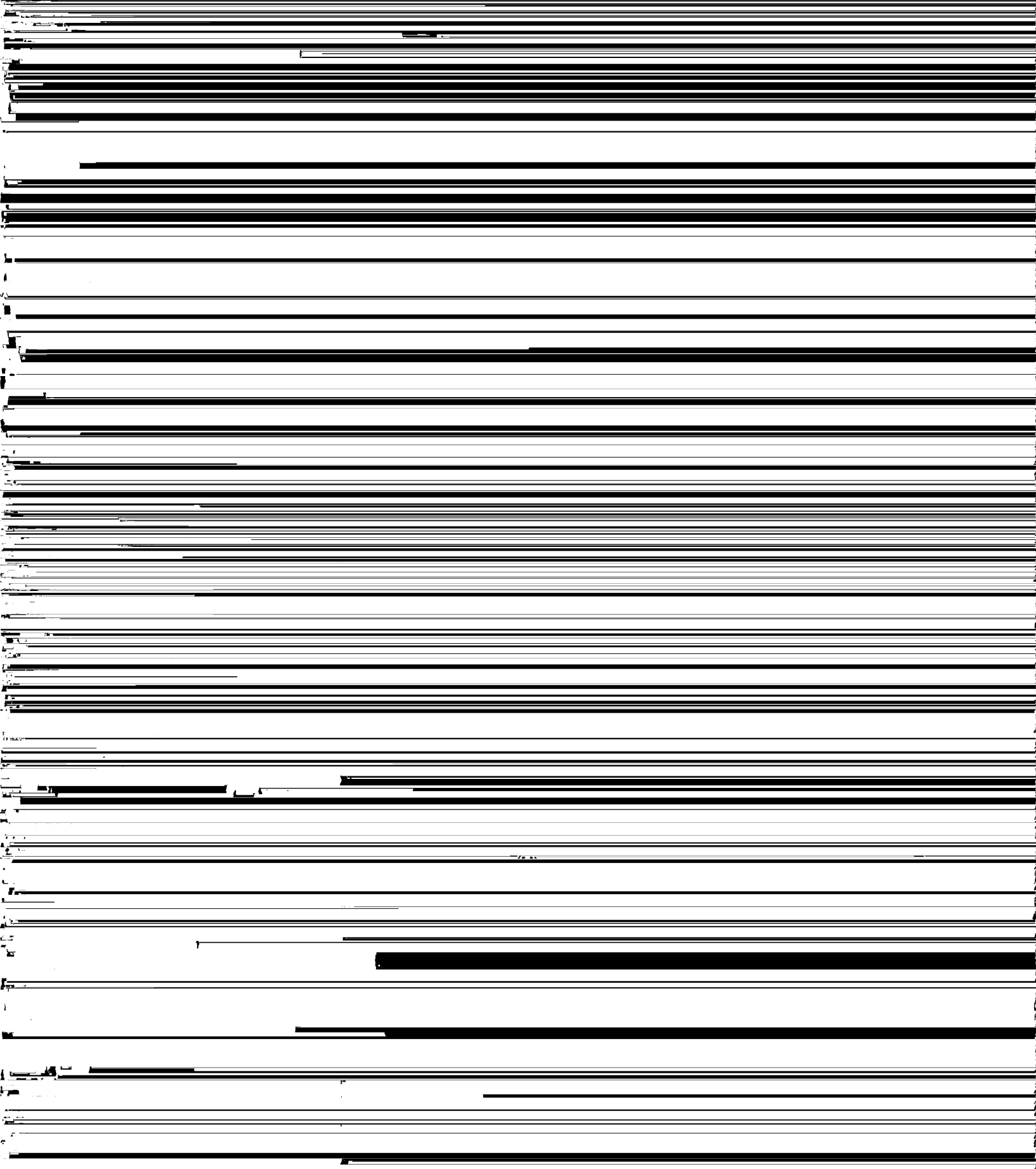
Mon, Oct 24, 2011 at 12:08 PM

Hi Erica,

# Berkeley

ATTACHMENT A

BERKELEY UNIFIED SCHOOL DISTRICT



**BERKELEY UNIFIED SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES**

**KNOWLEDGE OF**

**Principals of office management; modern office practices and procedures; principles of business letter and report writing; correct English usage, spelling and composition.**

BERKELEY UNIFIED SCHOOL DISTRICT

**HEALTH AND CHARACTER INVESTIGATION:** Candidates selected for appointment may be required to pass a medical examination given by a Commission-designated physician to determine physical fitness. District

**Berkeley.net**  
BERKELEY LIBRARY TALKS

Erica Johnson <ericajohnson@berkeley.net>



Email: bcce@lmi.net

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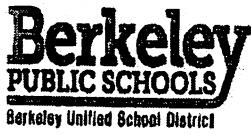
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**2 attachments**

 **School Administrative Assistant III BUSD Final.docx**

 **School Administrative Assistant III BUSD Final.docx**  
63K



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

**TITLE:** School Administrator - Elementary

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- Train, assign and coordinate the work of assigned school personnel.

Monitor inventory levels of office and school supplies; order, receive and assure adequate inventory levels of office and school supplies; process purchase requisitions for

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or related field and five years of increasingly responsible secretarial and clerical

**LICENSES AND OTHER REQUIREMENTS:**

Multiple choice

**Berkeley**

**BERKELEY UNIFIED SCHOOL DISTRICT**

**CLASSIFICATION AND**

Berkeley Unified School District

TITLE:

1 Assist the Human Resources Department of the

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- Perform other activities in support of the school and office including



**EDUCATION AND EXPERIENCE:**

[REDACTED]

Financial Commission of the

2004 Martin Luther King, Jr. Day, Memphis, Tennessee

[The following section of the document is almost entirely obscured by heavy black redaction marks, rendering the text illegible.]

Financial Commission of the  
2004 Martin Luther King, Jr. Day, Memphis, Tennessee

MEMORANDUM TO THE FINANCIAL COMMISSION OF THE  
2004 MARTIN LUTHER KING, JR. DAY, MEMPHIS, TENNESSEE

For Personnel Commission Use Only:

**Attachment B**

Date of Chairperson Review:

Determination: Place on agenda for meeting of

2011-12-13 - Review Meeting

Place on agenda as

Type of Item

Do not place on agenda