

1070 Dwyer Street The Town Hall Room 4126

916 841 3700

Reynaldo Ortiz, Chairperson

Timothy Carter, Vice-chairperson
Peter Rogosin, Secretary

Heidi Goldstein, Commissioner

Meeting Agenda

December 05, 2016 – 3:30 pm

1. Call to Order

Chairperson Ortiz

2. Bell Call & Establishment of Quorum

Secretary Rogosin

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 meet in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee.

6. Report from Closed Session

Chairperson Ortiz

b) Election of Personnel Commission Chairperson and Vice-chairperson

Pursuant to Merit Rule 20-100-2, the Personnel Commission will elect a Chairperson and Vice Chairperson to

serve for the 2017 calendar year.

c) Reports

- | | |
|------------------------------------|------------------------------|
| a) Union | Union Representatives |
| b) Commissioners Reports | Commissioners |
| c) Classified Personnel Supervisor | Secretary Rogosin |

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 03, 2016 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Approved, 3-0

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

- a) The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent rehiring of a classified employee.

6. Report from Closed Session

President Phillips commented that employees should be given the opportunity to be interviewed for a vacant position even if they previously interviewed for the same position and were not selected. Michelle Payton, Clerical Assistant III, commented that after the initial selection for Human Resources Technician was made, the job was re-posted but she did not receive a second interview. President Phillips asked the Commission to run an investigation into the qualifications of the eligibles. The

meet the minimum qualifications of the position and what process was followed regarding conducting

that are on the reemployment list and they are not being offered limited term positions. She commented that the

Berkeley Unified School District
Merit System

~~Eligible List for... Instructional Assistant, Ed. Skills, 151...~~

(Open)

Written Examination: October 4, 2016
~~Oral Examination: November 4, 2016~~

~~List Established by Personnel Commission December 5, 2016 to expire December 5, 2017~~

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Technician, Before and After School**
(Open)

Written Examination: **September 21, 2016**

Oral Examination: **November 3, 2016**

List Established by Personnel Commission: **December 5, 2016 to expire December 5, 2017**

Open

1 Taylor Totten*

3 Shakela Richardson**

4 Jill Hiestand-Haist

4 Valerie Nicole Mendez*

5 Nanna Hadikwa Mwaluko*

6 Miguel Barrera*

7 Jeanne Rehrig*

8 Tara Abhasakun*

8 Alexander Suttice

9 Lisa Jones

10 Antonio Drummond*

* ~~Eligibility to expire September 1, 2017~~

Berkeley Unified School District

Merit System

Eligibility List for : **Human Resources Technician**
(Open and Promotional)

Written Examination: **July 19, 2016**
Oral Examination: **August 5, 2016**

List Established by the Personnel Commission: December 5, 2016 to expire December 5, 2017

Promotional

- 1 Diana Bonilla
- 2 Michelle Payton*

Open

- 1 Paisley Dews

* *Eligibility to Expire January 7, 2017*

Merit System

Eligibility List for: _____ Custodian I

(Open)

Merit System _____

Oral Examination: **November 7, 2016**

List Established by Personnel Commission: **December 5, 2016 to expire December 5, 2017**

Open

- 1 Jarret Thomas*
- 2 Melvin McCowan
- 3 Barry Coleman
- 4 Reginald Blaylock
- 5 Richard Erhard
- 6 Darlene McRoy

* *Eligibility to expire February 4, 2017*

Berkeley Unified School District
Merit System

Eligibility List for: **Lead Maintenance Engineer**

(Promotional)

Written Examination: **October 11, 2016**
Oral Examination: **November 14, 2016**

Promotional
1 Mark Mcanally

Merit System

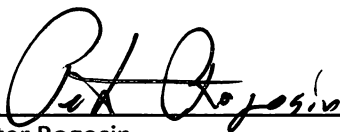
Eligibility List for : **Maintenance Supervisor
(Open)**

Written Examination: **October 8, 2016**

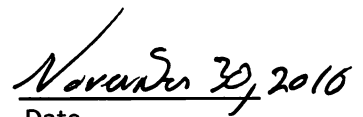
Oral Examination: **November 14, 2016**

List Established by Personnel Commission: **December 1, 2016 to expire December 1**

Open
1 Mark Koger



Peter Rogosin
Secretary, Personnel Commission



Date

Examinations Administered in the Month of November

117

<i>Classification</i>	<i>Written</i>	<i>Oral</i>	<i>Performance</i>
Instructional Assistant	16		
Instructional Technician Before & After School	6	2	
Instructional Assistant II Sped	13	5	
Instructional Assistant, Early Childhood Education	5	4	
Custodian I		7	
School Administrative Assistant, ECE			16
School Service Assistant	7		
Maintenance Supervisor	6	5	
Lead Maintenance Engineer	6	4	

Name- Employment Type- Classification- Location-



Personnel **Finance** **Operations** **Legal** **Other**
 Personnel **Finance** **Operations** **Legal** **Other**

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 Personnel **Finance** **Operations** **Legal** **Other**

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 Personnel **Finance** **Operations** **Legal** **Other**

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Personnel **Finance** **Operations** **Legal** **Other**
 Personnel **Finance** **Operations** **Legal** **Other**

**The Personnel Commission of the
Berkeley Unified School District**

**Human Resources
2020 Bonar Street 2nd 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 to inquire about the

Bank of America



ATTACHMENT A

BERKELEY UNIFIED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
2020 Bonar Street, Berkeley, CA 94702
Phone: (510) 644-6150 / Fax: (510) 644-6151

School Secretary III
1.0 FTE, B-TECH
December 10, 2014

**THIS POSTING IS TO ESTABLISH AN ELIGIBILITY LIST FROM WHICH LIMITED TERM AND
REGULAR ASSIGNMENTS MAY BE MADE.**

FINAL FILING DATE: January 16, 2015 at 4:30 PM

SAL ADVANCE 49: Full time salary: \$2,740 - \$4,500

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

KNOWLEDGE OF:

[REDACTED]

ATTACHMENT A

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

HEALTH AND CHARACTER INVESTIGATION

ATTACHMENT A



Erica Johnson <ericajohnson@berkeley.net>

Email: bcce@lmi.net

This e-mail and any attachments are confidential and are intended solely for the named addressee(s). If you are not a named addressee, you should not copy, alter, post, forward, distribute or disseminate the contents of the e-mail or attachments.

[Quoted text hidden]

2 attachments

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

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

- **Train, assign and coordinate the work of assigned school personnel; process absentee forms as directed**

- **Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar for the school and the principal; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed**
- **Participate in scheduling and coordinating various special events and other activities as assigned by the position**
- **Prepare personnel requisitions for position or staffing changes using the District systems and based on information provided by the budget manager; submit personnel**

- **Communicate with staff and outside agencies to exchange information and resolve issues as necessary.**

Monitor inventory levels of office and school supplies; order, receive and assure adequate inventory levels of

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, accounting, or finance.

SCHOOL ADMINISTRATIVE ASSISTANT II BUS/DP/INT

Dodson

PERMITS/UNIFORMS/SCHOOL BUSSES

ADMINISTRATIVE

- **Assist the Human Resources Department with facilitating site substitute coverage using the automated substitute employee management system; greet and assist substitute employees to ensure**

ATTACHMENT A

SCHOOL ADMINISTRATIVE ASSISTANT (I) BUSD/mz

- Perform other activities in support of the school and office including registering/transferring students,

SCHOOL ADMINISTRATIVE ASSISTANT III BUSDFinal

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification issued by an authorized agency preferred

WORKING CONDITIONS:

Date of Chairperson Review:

Place on agenda for meeting of

Date of Personnel Commission Meeting

Place on agenda as

Type of Item