

# Berkeley Unified School District

2020 Bonar Street, The Tech Lab, Room 120  
Berkeley, CA 94702

Personnel Commission

Personnel Secretary

## Meeting Agenda

June 2, 2017 - 4:30 pm

Chairperson Carter

1. Call to Order

Secretary Rogosin

2. Roll Call & Establishment of Quorum

Public

3. Public Comments (15 minute limit)

5. Closed Session (2 matters)

a) Employee Discipline and Legal Matters - Government Code 54954.5

These items are presented for discussion and action and may be carried over from a previous meeting.

Public Works Committee

Agenda

1. Review and discuss the minutes of the meeting held on 11/11/11.

2. Public Works Committee

a. Review and discuss the minutes of the meeting held on 11/11/11.

b. Review and discuss the minutes of the meeting held on 11/11/11.

c. Review and discuss the minutes of the meeting held on 11/11/11.

d. Review and discuss the minutes of the meeting held on 11/11/11.

e. Review and discuss the minutes of the meeting held on 11/11/11.

f. Review and discuss the minutes of the meeting held on 11/11/11.

g. Review and discuss the minutes of the meeting held on 11/11/11.

h. Review and discuss the minutes of the meeting held on 11/11/11.

Human Resources and Government Code Section 54960

1. Review and discuss the minutes of the meeting held on 11/11/11.

2. Review and discuss the minutes of the meeting held on 11/11/11.

3. Review and discuss the minutes of the meeting held on 11/11/11.

Unified School District

Berkeley Uni

4075 Durant Street, The Tech Lab, Room 129

**Personnel Commission Meeting Minutes**

May 11, 2017 - 4:30 pm

**1. Call to Order**

was called to order at 4:31 pm

The meeting

**2. Call & Establishment of Quorum**

**2. Roll C**

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

minutes were approved and forwarded to the Personnel Commission for review and approval. Approved, 3-0

minutes) went into closed session at 5:17 pm.

**5. CLOSED SESSION (4 PM)**

**6. Report from Closed Session**

Personnel Commission report on the meeting held on May 11, 2017. Approved, 3-0

**7. Approval of Meeting Minutes**

for the following:

Approve the Personnel Commission Meeting Minutes

Approved, 3-0

- a) Maintenance Supervisor
- b) Grounds Gardener

c) School Bus Driver

d) Professional Services Agent

e) Delivery Driver

Multi-Service Assistant

Approved 3-C

**9. Conference Items**

These items are presented for discussion and action and may be carried over from a previous meeting.

Education Code

Approved: 3-0

f) Agenda Item Request – M. Ferguson

13 Reports

a) Union

# Berkeley Unified School District

Visual System

Eligibility List for

Attendance Technician

(Open and Promotional)

Written Examination:

May 17, 2017

Oral Examination:

May 26, 2017



expire June 1, 2018

Public Schools Secretary Personnel Commission June 2018

Promotional

- 1 Sandra Guzman
- 2 Avis Ige

Open

- 1 Teresa Gladney
- 1 Den Mark Marcelo
- 2 Nefertari Hawthorne
- 3 Misty Carlson
- 3 Orlanda Waters
- 4 Jazmin Purifoy
- 4 Tania Hernandez
- 5 Desiri Moret-Blvden



- 5 Aylene Alvarado
- 6 Lakisha Langston
- 7 Dawn Scuteri\*

\* Eligibility to expire March 1, 2018

Date

Commission

Peter Rogosin

Secretary, Personnel Commission

Date

Commission

Timothy Carter

Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Instructional Technician, Cooking

(Open)

Eligibility List for :

Written Examination

Open

- 1. Vika
- 2. Ann
- 3. John

Teacher  
Cromley  
a farais

Date

Note: Roguin

Secretary: Parscrrel

Timothy Carter

Date



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

Classification	Number of Candidates	Number of Successful Candidates	Number of Vacancies
Delivery Driver	2	2	
Nutrition Services Assistant	7	5	5
Director, Classified Personnel	5	5	
Attendance Technician	12	12	

**New Hires/New Assignments/Promotions Processed in the Month of May:**

Location/Dept.	Name	Employment Type	Classification
New York	Social Administration Assistant III	Regular	MA 3500
Franklin School	Instructional Assistant - SPED	Regular	MA 3500

Office of the Personnel Commission

646 Kaley Unified School District

(510) 644-6151

**PERSONNEL REQUEST FORM**

Personnel Commission; hand deliver it to the address above or scan and email to  
The Personnel Commission Office is open Monday through Friday from 8:30am to 4:30pm.

You may fax this form to (510) 644-6151 attention to Personnel Commission.

Name of Person Requesting Item for Agency: *[Handwritten Name]*

Description of Item: *[Handwritten Description]*



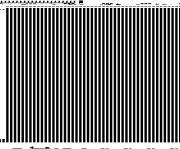
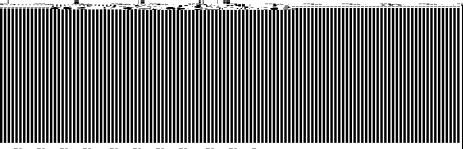
*[Large area of horizontal lines, possibly representing a table or a list of items that are mostly illegible due to scan quality.]*

For Personnel Commission Use Only:

Date of Chairperson Review: \_\_\_\_\_

Determination: *[Handwritten]* Date of Personnel Commission Meeting: *[Handwritten]*





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During the past 10 years, I have been a member of the

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Sincerely,  
Roderick Carraway



To: The Personnel Commission

From: Peter Bogosil, Interim Personnel Director

Date: June 2, 2017

SUBJECT: Establishment of New Class of Lead Accounts Payable Technician



BERKELEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	Lead Accounts Receivable Technician	REPORTS TO:	Assigned Supervisor
Grade:	Grade 4	City/County Worksite:	
Board:	Board	Commission:	

BASIC FUNCTION:

Accounting Under general supervision, as a working lead, performs the work of and leads a team of

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- As a working lead, will be responsible for day-to-day adjustments to work
- Resolves basic workplace issues and questions and may manage
- Reviews and prepares financial documentation and batch records against established procedures and methods to ensure proper authorization allocation to the proper fund and the District requirements
- Reconciles and documents discrepancies and/or inaccuracies on computer data base records
- Investigates and resolves discrepancies or other discrepancies
- Contacts vendors to clarify documentation and resolve discrepancies
- Audits and reconciles assigned accounts

Performance related to the contract.

ENCLOSURE AND ATTACHMENTS

ENCLOSURE AND ATTACHMENTS

KNOWLEDGE OF

