

approves it. Erin Arinez, Classified Personnel Supervisor, commented that the position was approved at the August, 23rd Board meeting. Brent Daniels, Human Resources Director, said that this position has not yet been negotiated with the Union. Secretary Duwel recommended tabling the item until the next meeting so the District and the Union can meet.

Commissioner Ortiz made a motion to table the item; Vice-Chairperson Goldstein seconded the motion, Approved, 3-0

b) Revision to Class Description for BSEP Program Specialist

Natasha Beery, Director of Berkeley of BSEP & Community Relations, commented that she wanted to update the class description because of more recent changes to the BSEP measure. She said that she met with President Phillips and they agreed to the changes.

Commissioner Ortiz made a motion to approve the revision to the BSEP Program Specialist class description; Chairperson Carter seconded the motion, Approved, 3-0

c) Report on Classification Study Implementation- E. Johnson

Secretary Rogosin recommended going back to when Ms. Johnson encumbered the School Secretary III position and give her the options that all employees receive when their position is abolished. He said that if she elects for a voluntary demotion, she can be placed on the 63-month re-hire list so that when there is a vacancy she would have rights to the vacancy. He also identified merit rule 60.800.1 (C) in further support of placement on a re-employment list because Johnson was involuntarily demoted from the School Administrative Assistant III class (the reclassified School Secretary III position) to her current School Administrative Assistant II role. HR Director Daniels brought copies of the Tentative Agreement between the District and BCCE to implement the Classification and Compensation study, and commented that Ms. Johnson retained her same rate of pay when she was placed in the School Administrative Assistant II position.

The Personnel Commission went into recess at 5:18 pm.

The Personnel Commission came out of recess at 5:26 pm.

HR Director Daniels commented that it would be inappropriate for the Commission to ask the District to give Ms. Johnson a layoff notice because no layoffs occurred from the

Commissioner Carter made a motion to table this Item, subject to review after Ms. Johnson puts forward her request to be interviewed for the open School Administrative Assistant III position at BAS, pursuant to Merit rule 50.200.5; Vice Chairperson Goldstein seconded the motion,
Approved, 3-0

- d) Request for Advanced Step Placement – Educational Occupational Therapist
Mr. Rogosin said that the candidate requesting the advanced step placement person is extremely qualified, the District requested the advanced step placement, and that recruitment for this class has been difficult.
Commissioner Ortiz made a motion to approve the advanced step placement for the Educational Occupational Therapist; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

- e) Agenda Item Request- J. Greco
Mr. Rogosin commented this does not appear to be a Commission issue. Secretary Duwel said she would contact this employee because he did not attend the meeting. Chairperson Carter expressed a preference to remove the item, subject to a new request for review.

- f) Agenda Item Request- M. Ferguson
Mr. Rogosin noted that the employee was not present and asked that the item be tabled until she can be in attendance. Mr. Rogosin said he had not had a chance to do another desk audit with Ms. Ferguson because she is currently on leave. Chairperson Carter stated that this item would be tabled.

This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item at this time.

- a) Personnel Commission Meeting Dates for January – June 2018
Secretary Duwel commented that certain meeting dates must be changed in January, February, and April to not interfere with BUSD Holidays and the CSPCA conference.

The Personnel Commission went into closed session at 7:15 pm.

The Personnel Commission came out of closed session at 7:35 pm. Commissioner Carter reported that the Commissioners had requested a refreshed list of hearing officers for upcoming appeals. He also noted that some information

