

**BERKELEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OF THE MERIT SYSTEM**

AGENDA

**Personnel Commission of the Merit System
Closed Session
1835 Allston Way– Open Session
Berkeley, CA 94703
(Annex Conf. Room)**

**Thursday, September 3, 2009
Meeting 3:30 p.m.
Meeting 4:00 p.m.**

**Personnel Commission Members
Dan Lee, Chairman
Shirley Van Bourg, Commissioner**

Open Session: 3:30 pm

Page No.

1. Call to Order and Roll Call

2. Move to Closed Session

a. Employee Discipline

3. Report from Closed Session

4. Move to Open Session

4:00 p.m.

5. New Commissioner Selection Announcement

Information

6. New Commissioner Appointment

Action

7. Secretary's Report

8. Approval/Ratification of Eligibility Lists

Action..1-7

a. Student Welfare & Attendance Specialist - (Re-employment)

b. Student Welfare & Attendance Specialist – (Open)

c. Instructional Assistant – Special Education (Open/Combined)

d. Instructional Technician – Cooking (Open/Combined)

e. Instructional Technician - EDP (Open/Combined)

f. Manager, School Linked-Programs (Open)

g. Interpreter for the Deaf (Open)

h. Supervisor, Risk Mgmt., Workers' Comp & Benefits (To be provided at Commission's Meeting)

**BERKELEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OF THE MERIT SYSTEM**

- | | |
|--|----------------------------|
| 9. Public Comments | |
| 10. Accelerated Step in Pay | Discussion/
Action..8-8 |
| 11. BCCE's Request for Employee Reclassification Appeals Hearing | Discussion/
Action..9-9 |
| 12. Meeting Management | Information..11-12 |
| 13. Removal of Race Question from the BUSD Application for
Commissioner | Discussion/
Action.. |
| 14. Salary Market Survey and Classification Study Update | Information |

ADJOURNMENT

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **STUDENT WELFARE & ATTENDANCE
SPECIALIST – (Re-employment)**

Written Examination: **August 11, 2009**

Performance Evaluation: **n/a**

Technical/General Fitness Oral: **August 25, 2009**

Lists established by Personnel Commission: **September 3, 2009** to expire **September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. David Luu	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **STUDENT WELFARE & ATTENDANCE
SPECIALIST – (Open)**

Written Examination: **August 11, 2009**

Performance Evaluation: **n/a**

Technical/General Fitness Oral: **August 25, 2009**

Lists established by Personnel Commission: **September 3, 2009 to expire September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Macintyre, Joy	_____	_____
2. Key-Newton, Chinela	_____	_____
3. Winston, Jennifer	_____	_____
4. Bentley, Nolita	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **INSTRUCTIONAL ASSISTANT, Special Ed
(Open/Combined)**
Written Examination: **na**
Performance Evaluation: **n/a**
Technical/General Fitness Oral: **August 26, 2009**

Lists established by Personnel Commission: **September 3, 2009 to expire September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Portley, Audrey (4/15/10)**	_____	_____
2. Bannerman, Harold	_____	_____
3. Monique Burt	_____	_____
4. Lewis, Cassandra (4/15/10)**	_____	_____
5. Ahmed, Julia	_____	_____
6. Savage, Laura (4/15/10)**	_____	_____
7. Jackson, Nancy	_____	_____
8. Chavis, Grace	_____	_____
9. Johnson, Mbugua (4/15/10)**	_____	_____
10. Jandra, Jana (10/2/09)*	_____	_____
11. Bowman, Rachelle	_____	_____
12. Sturges, Gabriel (4/15/10)**	_____	_____
12. Jamali, Yasamin (4/15/10)**	_____	_____
13. Levine, Sara	_____	_____
14. Brown, Marissa	_____	_____
15. Prescott, Azura (10/2/09)*	_____	_____

* Expires 10/2/09

**Expires 4/15/10

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **INSTRUCTIONAL TECHNICIAN – COOKING – (Open/Combined)**

Written Examination: **n/a**
Performance Evaluation: **n/a**
Technical/General Fitness Oral: **August 17, 2009**

Lists established by Personnel Commission: **September 3, 2009** to expire **September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Leucht, Emily (9/4/09)*	_____	_____
2. Goitia, Denise	_____	_____
3. Desierto, Patricia	_____	_____
4. Schwartz, Zia	_____	_____
5. Mena, Roselyn J. (9/4/09)*	_____	_____
6. Orth, Veronica (9/4/09)*	_____	_____

*Expires 9/4/09

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **INSTRUCTIONAL TECHNICIAN – After School Program - (Open/Combined)**

Written Examination: n/a
Performance Evaluation: n/a
Technical/General Fitness Oral: **August 17, 2009**

Lists established by Personnel Commission: **September 3, 2009** to expire **September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Patricia Mason	_____	_____
2. Payne, Gareth (4/16/10)*	_____	_____
2. Lakisha Bradley	_____	_____
4. Ronnie Williams	_____	_____
5. Yurida Ramos	_____	_____
6. Qazi Tarif (12/11/09)*	_____	_____
7. Christina Agoff	_____	_____
8. Danielle Adams	_____	_____
9. Steven Gonzalez	_____	_____
10. Sally Rademacher	_____	_____
11. Belinda Williams	_____	_____
12. Marian Dorsey	_____	_____

*expires

BERKELEY UNIFIED SCHOOL DISTRICT
MERIT SYSTEM

Eligibility List for: **MANAGER, SCHOOL-LINKED PROGRAMS – Open**

Written Examination: **July 29, 2009**
Performance Evaluation: **n/a**
Technical/General Fitness Oral: **August 18, 2009**

Lists established by Personnel Commission: **September 3, 2009 to expire September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Hernandez, Alma	_____	_____
2. Cohen, Sarah Rose	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **INTERPRETER FOR THE DEAF – (Open)**

Written Examination: **n/a**

Performance Evaluation: **n/a**

Technical/General Fitness Oral: **August 28, 2009**

Lists established by Personnel Commission: **September 3, 2009 to expire September 3, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Brewer, Sara	_____	_____
2. Lazarus, Neesa	_____	_____
3. Klatt, Carol Lee	_____	_____
4. Johnson, Jessica	_____	_____

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180
Phone: (510) 644-6150 Fax: (510) 644-6151 www.berkeley.k12.ca.us



William Huyett
Superintendent

TO: Personnel Commissioners
FROM: Francisco Martínez, Director Classified Personnel
DATE: September 3, 2009
SUBJECT: Accelerated Step in Pay

Background Information:

The Berkeley Unified School District has had a lot of difficulty in hiring and retaining Interpreters for the Deaf. Over the years, the District has contracted with an outside agency to provide sign language interpreters. Job announcements have been posted in Edjoin, Craigslist, and the District's work sites. After multiple job announcements and years of search, we have four qualified candidates who have met the requirements to be placed on an eligibility list.

The Special Education Department is asking the Personnel Commission to permit the District to hire these candidates at step 5. These persons would like to come and work for Berkeley Unified School District but can not afford to accept the job offer at step 1. When the District contracts with an outside agency to provide the mandated interpreting services, the District pays about \$100.00 an hour. Hiring these individuals at Step 5, the District will pay \$24.39 an hour. This action will allow the District to save scarce economic resources.

The Personnel Commission when granting accelerated steps has asked the following two questions: 1) Has the District had a difficult time recruiting quality qualified applicants? 2) Has the District had difficulty retaining employees? The record indicates that it has been very difficult recruiting and retaining qualified applicants for the Interpreter for the Deaf positions.

Personnel Commission Rule/Education Code:

Difficulty in recruiting and retaining Interpreters for the Deaf

Staff Recommendation:

Staff recommends the Personnel Commission grant an accelerated step (step 5) for Interpreters for the Deaf.



BERKELEY COUNCIL OF CLASSIFIED EMPLOYEES
AFT Local 6192, AFL-CIO

DATE: ~~June 29, 2009~~ July 28, 2009
TO: Personnel Commissioners
FROM: Paula Phillips, President

RE: Request for Appeals Hearing - Rafael Adames

On July 9, 2009, the Personnel Commissioners voted in opposition of Mr. Adames' request for reclassification from an Instructional Technician-Computer to an Assessment Technician. After the Commission's decision, the Classified Personnel Director failed to notify the affected employee in writing. Because the procedures were not followed, the Berkeley Council of Classified Employees Union is requesting that the Personnel Commission direct its staff to follow the procedures to notify the employee of his right to file an appeal as outlined in the Merit Rules.

cc: Rafael Adames

**PROPOSED AGENDA FORMAT
PERSONNEL COMMISSION OF THE MERIT SYSTEM
THURSDAY, SEPTEMBER 3, 2009, 4:00 P.M.**

AGENDA

1835 Allston Way
Berkeley, CA 94703
(Annex Conf. Room)

- | | | |
|---|----------------------------------|---------------------------------|
| 1. Call to Order | | INFORMATION |
|
 | | |
| 2. Commissioner Roll Call | | INFORMATION |
| Dan Lee, Chair | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| Shirley Van Bourg | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| New Commissioner | <input type="checkbox"/> present | <input type="checkbox"/> absent |
|
 | | |
| 3. Approve Agenda | | ACTION |
| <i>Moved:</i> | | |
| <i>Seconded:</i> | | |
| <i>Ayes:</i> | | |
| <i>Noes:</i> | | |
| <i>Abstentions:</i> | | |
|
 | | |
| 4. Public Comments | | INFORMATION |
| <i>Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them until they appear on the posted agenda. Comments will be limited to three [3] minutes per person, not to exceed a total of fifteen [15] minutes for this agenda item.)</i> | | |
| <i>Additional public comments may be made at the end of the meeting.</i> | | |
|
 | | |
| 5. Collective Bargaining Units' Comments | | INFORMATION |
| <i>Five (5) minutes per bargaining unit</i> | | |
|
 | | |
| 6. Commissioners' Comments | | INFORMATION |
|
 | | |
| 7. Secretary's Comments | | INFORMATION |

8. Approve the Minutes of the July13, 2009, Regular Personnel Commission Meeting. **ACTION (p12-14)**

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

9. Approve the Following Eligibility Lists: **ACTION**

- a. Student Welfare & Attendance Specialist - (Re-employment)
- b. Student Welfare & Attendance Specialist – (Open)
- c. Instructional Assistant – Special Education (Open/Combined)

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

10. Accelerated Step in Pay **ACTION**

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

11. Meeting Management **INFORMATION**

12. Public Comments **INFORMATION**

13. Adjournment

Moved:

Seconded:

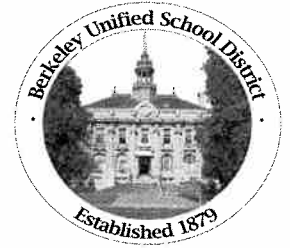
Ayes:

Noes:

Abstentions:

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William Huyett
Superintendent

2009 Personnel Commission Meeting Dates

Agenda Items Due	Date	Location
	January 15, 2009	Council Chambers
	February 5, 2009	Supt. Conf. Room
	March 5, 2009	Annex Conf. Room
	April 16, 2009	Annex Conf. Room
	May 14, 2009	Annex Conf. Room
	June 4, 2009	Annex Conf. Room
	July 9, 2009	Annex Conf. Room
	August 6, 2009	Annex Conf. Room
	September 3, 2009	Annex Conf. Room
September 22, 2009	October 1, 2009	Annex Conf. Room
October 27, 2009	November 5, 2009	Annex Conf. Room
December 1, 2009	December 10, 2009	Annex Conf. Room