

**BERKELEY UNIFIED SCHOOL DISTRICT**  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94704  
**PERSONNEL COMMISSION**

Roy Doolan                      Dan Lee

**REGULAR MEETING AGENDA**

April 7, 2011

4:00 p.m. Annex Conference Room

**I. CALL TO ORDER**

1. Welcome and Explanation of Format
2. Establishment of Quorum
3. Agenda-Deletions or Change of Sequence

**II. SWEARING IN OF NEW COMMISSIONER**

**III. CLOSED SESSION**

INFO/ACTION

1. Personnel Matters

**IV. REPORT FROM CLOSED SESSION**

**V. REPORTS AND COMMENTS**

INFO

1. Chairperson's Report
  - 1.1 Report on school visits, conferences or meetings attended, scheduled meetings, and public communications.
2. Commission Members' Reports or Comments
  - 2.1 Report on school visits, conferences or meetings attended, scheduled meetings, and public communications.

**VI. PUBLIC BUSINESS**

INFO/ACTION

1. Consent Agenda
  - 1.1 Minutes of the February 24, 2011 meeting.  
Recommendation: It is recommended that the minutes for the meeting of February 24, 2011 be approved as submitted. (p3-5)
  - 1.2 Classified Employment Actions
    - A. Eligibility Lists Established (p6-10)  
Recommendation: It is recommended that the classified employment actions be approved as submitted.

**VII. NEW BUSINESS**

INFO/ACTION

1. Revision of Job Description-Custodial Services Supervisor (P11-14)  
On 9 January 2008 the Board took action to approve the revision of the job description for the classification of Custodial Services Supervisor Range 64.  
Recommendation: Approve with recommendation to delete specific site.

2. Request for Advanced Salary Placement

The Director is requesting advanced placement of step 3 on the salary schedule for the classification of Senior Budget Analyst due to a difficult recruitment, limited eligibility list (1 Rank) and candidates experience.

Recommendation: Approve as requested

3. Request Waiver of PC Sections 30.200.6, 50.100.6, 70.100.1 (P15)

The Director is requesting a waiver of the requirements to bring the approval of working out of class assignments, removal from an eligibility list and initial salary placement to the Personnel Commission prior to taking action. This is a day-to-day function of the Director.

Recommendation: Approve waiver until the 6/30/11 or the completion of revisions to the PC R & R.

4. Delete PC R & R 60.300.2 (p16)

The Director is requesting that the Personnel Commission delete rule 60.300.2, i.e. benefits (sick leave, vacation, etc.) for limited term employees (not regular probationary/permanent) effective June 30, 2011 as it places an undue and unnecessary financial burden on the District that is not legally required.

Recommendation: Approve

**VIII. OLD BUSINESS**

**INFO/ACTION**

1. 2011-12 Personnel Commission Budget (p17-20)

Preliminary discussion of the 2011-12 budget.

Recommendation: Make recommendation to draft budget and establish hearing date.

2. Employee Recognition Event

Discussion of classified employee recognition event Thursday, June 9, 2011.

**IX. PUBLIC COMMUNICATIONS**

**INFO**

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

**X. INFORMATION AND FUTURE MEETINGS**

**INFO**

1. Future Meetings

1.1 The next regular Personnel Commission meeting will be in May 5, 2011, in the Annex Conference Room.

**XI. ADJOURNMENT**