

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

AGENDA

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

**Thursday, April 16, 2009
Meeting 4:00 pm**

Personnel Commission Members

Margaret Rowland, Chairwoman

Dan Lee, Commissioner

Shirley Van Bourg, Commissioner

Open Session: 4:00 pm

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Call to Order and Roll Call

1. Secretary's Report

2. Approval/Ratification of Eligibility Lists

Action.. 1-3

- a. Satellite Food Service Operator – (Open), Extend Eligibility List
- b. Food Service Assistant (To be provided at Commission's meeting)
- c. Senior Budget Analyst (To be provided at Commission's meeting)
- d. Instructional Technician (Open/Combined)
- e. Instructional Assistant- Special Education (Open/Combined)

3. Approval Minutes

Action.. 4-7

- a. March 5, 2009

4. Public Comments

5. Vacancy Transfer Notification Format

**Discussion/
Action.. 8-10**

6. 2009-10 Proposed Personnel Commission Budget

Discussion.. 11-12

7. Classification of Student System Specialist

**Discussion/
Action.. 13-30**

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| 8. Test Results for Written and Oral Examinations Place on Agenda by BCCE | Discussion/ Action.. |
| 9. Exam Notification Place on Agenda by BCCE | Discussion/ Action.. |
| 10. Vacancy List Place on Agenda by BCCE | Discussion/ Action.. |
| 11. Payroll Audit 70.400.2 Place on Agenda by BCCE | Discussion/ Action.. |
| 12. Job Announcements During Recess Periods Place on Agenda by BCCE | Discussion/ Action.. |
| 13. Salary Market Survey and Classification Study Update | Information |

ADJOURNMENT