

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

AGENDA

Thursday, October 1, 2009

Personnel Commission of the Merit System

Meeting 3:30 p.m.

Closed Session

Meeting 4:00 p.m.

1835 Allston Way– Open Session

Berkeley, CA 94703

(Annex Conf. Room)

Personnel Commission Members

Dan Lee, Chairman

Degui Montrice Goodman, Commissioner

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. Secretary's Report

6. Approval/Ratification of Eligibility Lists

Action..1-5

a. Supervisor, Risk Mgmt., Workers' Comp & Benefits (open)

b. Administrative Assistant (Open/Combined)

c. Instructional Specialist – Garden (Open)

d. Clerical Assistant III (Open)

e. Instructional Media Technician (Open/Combined)

f. Instructional Technician- EDP (To be Provided at Commission's Meeting)

g. Instructional Assistant – Special Education (To be Provided at Commission Meeting)

7. Approval of Minutes (To be Provided at Commission Meeting)

8. Public Comments

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

- | | |
|--|----------------------------|
| 9. Salary Market Survey and Classification Study Update
(Report Under Separate Cover) | Discussion/
Action..6-6 |
| 10. Substitutes in Open Positions | Discussion/
Action.. |
| 11. Meeting Management | Information..7-8 |

ADJOURNMENT

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **Risk Management, Workers Compensation and Benefits Supervisor – (Open)**

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

Lists established by Personnel Commission: **October 1, 2009 to expire October 1, 2010**

	Date Certified To Position	Effective Date of Appointment
1. Somsen, Hugh	_____	_____
2. Johnson, Jerry	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **Administrative Assistant – (Open-Combined)**

Written Examination: **September 15, 2009**

Performance Evaluation: **n/a**

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

Lists established by Personnel Commission: **October 1, 2009 to expire October 1, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Jana Jandra	_____	_____
2. Kurt Pham	_____	_____
3. Sarah Jane Davis*	_____	_____

*Expires 12-11-09

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **INSTRUCTIONAL SPECIALIST – GARDEN (Open/Combined)**

Written Examination: **September 9, 2009**

Performance Evaluation: **n/a**

Technical/General Fitness Oral: **September 14, 2009**

Lists established by Personnel Commission: **October 1, 2009 to expire October 1, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Hall, Denis	_____	_____
2. Kirkpatrick, Erin	_____	_____
3. Goldberg, Vanya*	_____	_____
4. Kelley, Ember*	_____	_____
5. Morris, Karin	_____	_____
6. Rowe, Collette*	_____	_____
7. Adams, Michael*	_____	_____
8. Sbrogna, Kristen	_____	_____

*(expires 8/13/10)

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for: **CLERICAL ASSISTANT III – (Open)**

Written Examination: **September 9, 2009**

Performance Evaluation: **n/a**

Technical/General Fitness Oral: **September 22, 2009**

Lists established by Personnel Commission: **October 1, 2009 to expire October 1, 2010**

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Harrison, Eyanna	_____	_____
2. Franzen, Ellen	_____	_____

BERKELEY UNIFIED SCHOOL DISTRICT

MERIT SYSTEM

Eligibility List for:

**INSTRUCTIONAL MEDIA TECHNICIAN
(open/combined)**

Written Examination:

August 27, 2009

Performance Evaluation:

n/a

Technical/General Fitness Oral:

September 17, 2009

Lists established by Personnel Commission:

October 1, 2009 to expire October 1, 2010

	<u>Date Certified To Position</u>	<u>Effective Date of Appointment</u>
1. Hubbard, Chaz	_____	_____
2. Banta, Ryer*	_____	_____

* Expires March 5, 2010

Berkeley Unified School District

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William Huyett
Superintendent

TO: Personnel Commissioners
FROM: Francisco Martínez, Director Classified Personnel
DATE: October 1, 2009
SUBJECT: Total Compensation Study Report

Background Information:

Koff and Associates has completed the Total Compensation Study for all of the District's Classified Classifications. Koff and Associates did not write the job descriptions. Koff and Associates was hired to conduct a salary market study. The compensation findings and implementation recommendations are attached in a separate report.

Recommendation

Receive and accept the Total Compensation Study Report so that classified employees can be notified.

**PROPOSED AGENDA FORMAT
PERSONNEL COMMISSION OF THE MERIT SYSTEM
THURSDAY, OCTOBER 1, 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
Degui Montrice Goodman	<input type="checkbox"/> present	<input type="checkbox"/> absent

3. Approve Agenda

ACTION

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

4. Approval of Minutes

ACTION

a. Personnel Commission Meeting of September 3, 2009

5. Reports

INFORMATION

a. Collective Bargaining Units' Comments

b. Secretary's Comments

1. Current Recruitment Report

2. Positions Filled and Pending Report

3. Other Items

c. Commissioners' Comments

6. Public Comments Regarding Agenda Items

INFORMATION

7. Approve the Following Eligibility Lists:

ACTION

- a. Supervisor, Risk Mgmt., Workers' Comp & Benefits (open)
- b. Administrative Assistant (Open/Combined)
- c. Instructional Specialist – Garden (Open)

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

8. Sample Agenda Item

ACTION

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

9. Sample Agenda Item

ACTION

Moved:

Seconded:

Ayes:

Noes:

Abstentions:

10. Public Comments Regarding Non-Agenda Items

INFORMATION

11. Date and Time of Next Personnel Commission Meeting

INFORMATION

12. Adjournment

Moved:

Seconded:

Ayes:

Noes:

Abstentions: