

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

AGENDA, Special Session
Personnel Commission of the Merit System
2134 Martin Luther King Jr. Way – Open Session
Berkeley, CA 94704
(Superintendent's Conference Room)

Thursday, December 11, 2008
Meeting 4:00 pm

Personnel Commission Members
Margaret Rowland, Chairwoman
Dan Lee, Commissioner
Shirley Van Bourg, Commissioner

Open Session: 4:00pm

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1. Call to Order and Roll Call

2. Public Comments

3. Approval Minutes

Action...1---16

- a. October 14, 2008
- b. November 6, 2008
- c. November 19, 2008

4. Secretary's Report

5. Approval/Ratification of Eligibility Lists

Action...17---23

- a. Administrative Assistant - (Promotional)
- b. Administrative Assistant – (Open)
- c. Program Coordinator – (Promotional)
- d. Program Coordinator – (Open/Combined)
- e. Administrative Secretary Without Shorthand - (Promotional)
- f. Administrative Secretary Without Shorthand – (Open)
- g. Administrative Secretary Without Shorthand Bilingual Preferred – (Open)
- h. Instructional Technician – After School (To be provided at Commission's meeting)
- i. Instructional Assistant – Special Education (To be provided at Commission's meeting)
- j. Instructional Assistant (To be provided at Commission's meeting)
- k. Workers' Compensation Specialist (To be provided at Commission's meeting)
- l. Senior Food Service Assistant (To be provided at Commission's meeting)

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- m. Health Educator (To be provided at Commission's meeting)
- n. Site Coordinator After School Program (To be provided at Commission's meeting)
- o. Health Education Assistant (To be provided at Commission's meeting)

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| 6. Reappointment of Shirley Van Bourg as a Personnel Commissioner | Information |
| 7. Election of Commission Chair and Vice-Chair | Action...24 |
| 8. Proposed Dates for the 2009 Personnel Commission Meetings | Action...25---27 |
| 9. Compensation of Merit Commission Employee | Action |
| 10. BCCE Professional Experts | Discussion...28---31 |
| 11. Data Concerning the Classification Study (from Previous Meeting) | Discussion/Action |
| 12. Salary Market Survey and Classification Study Update | Information |
| 13. Reclassify Those Employees With The Existing Job Title Of Administrative Assistant, As Recommended By RSG (Placed on Agenda By Denise Diggs-Ray) | Action...32 |
| 14. Classification Study: Create and Implement an Appeal Process (Placed on Agenda By Denise Diggs-Ray) | Action...32 |
| 15. Classification Study: Possible Classification Study Timeline (Placed on Agenda By Denise Diggs-Ray) | Action...32 |

ADJOURNMENT