Berkeley Unified School District <u>Personnel Commission Meeting Minutes</u> January 05, 2017 4:30 pm

1. Call t

II. Ratification of ⊟igibility Lists

- a) Instructional Assistant
- b) School Administrative Assistant, ECE
- c) Accounting Technician
- d) Maintenance Supervisor (brought back from December meeting)
 Commissioner Ortiz made a motion to approve the eligibility lists. Vice-Chairperson Goldstein seconded the motion.

Approved, 3-0

9. Discussion Items

a) Agenda Item Request: Erica Johnson

Secretary Rogosin dassification description references work is performed at an alternative school .

Ms. Johnson requested an amendment to her classification description so that Berkeley Technology Academy can receive a School Administrative Assistant III position like Berkeley High School. Vice-Chairperson Goldstein commented that it is desirable to review the School Administrative Assistant II class description based on the Chairperson Carter requested this be added to the next meeting agenda as a classification study.

- b) Informative Report
- c) Special Report on Limited Term Assignments

Secretary Rogosin said a request came from the Commission and the Union to provide information about limited term assignments. Secretary Rogosin indicated that Personnel Commission staff are reviewing assignment end dates and that the process of extending limited term assignments is being looked at to ensure that they are extended in conformance with the Education Code.

10. Conference Items

a) Approval of Personnel Commission Meeting Dates for 2017

Vice-Chairperson Goldstein made a motion to approve meeting dates for calendar year 2017, Commissioner Ortiz seconded the motion.

Approved, 3-0

b) Recruitment of Director, Classified Personnel

The Commission will contact CSPCA to begin recruitment for the Classified Personnel Director.