

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

### **MINUTES**

of the Meeting of  
October 1, 2014

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of October 1, 2014 to order at 5:00 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

### **COMMISSIONERS PRESENT**

Ms. Marilyn Tortolano  
Ms. Diane Donovan  
Mr. Jim Franks

### **STAFF MEMBERS PRESENT**

Ms. Suzy Seymour  
Mr. Pat Collison  
Ms. Jenni Smith  
Ms. Maribel Cantoran

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the minutes of the September 3, 2014 Personnel Commission meeting. The motion passed 3-0.

### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. There were no comments made by the audience.

### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 09/16/14

### **APPROVAL OF CLASSIFICATION ACTIONS**

6.1 New Position – Intensive Behavioral Instruction Assistant (8 positions)

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the eight new positions for Intensive Behavioral Instruction Assistant, effective October 1, 2014. The motion passed 3-0.

6.2 New Position – Instructional Aide II – Special Education (7 positions)

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the seven new positions for Instructional Aide II – Special Education, effective October 01, 2014. The motion passed 3-0.

6.3 New Position – Clerical Specialist I – Office of Special Education/Student Services

It was moved by Commissioner Donovan, seconded by Commissioner Franks to classify the new position in the Office of Special Education/Student Services as a Clerical Specialist I (salary range 25), effective October 1, 2014. The motion passed 3-0.

6.4 Reclassification – Secretary II – Office of Special Education/Student Services (2 positions)

It was moved by Commissioner Donovan, seconded by Commissioner Franks to reclassify two Secretary II positions in the Office of Special Education/Student Services to a Secretary III, and that the incumbents be reclassified with the positions, effective October 1, 2014.

## **ORDERING OF EXAMINATIONS**

7.1 Breakfast Worker	Open
7.2 Elementary/Intermediate School Secretary	Open
7.3 Lead Intensive Behavioral Instruction Assistant	Open
7.4 Senior School Secretary	Open
7.5 Special Education Assistant	Open

Commissioner Donovan inquired as to whether staff was going to conduct a recruitment for Central Office Clerk II since a new position was created at the last meeting. Director Seymour stated that there already was a current eligibility list for Central Office Clerk II.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists. The motion passed 3-0.

## **RATIFICATION OF ELIGIBILITY LISTS**

8.1 Accounting Technician I	Open
8.2 Campus Safety Assistant	Open
8.3 Clerical Specialist I	Open
8.4 Custodian (Extension)	Open
8.5 Mechanical Repair Supervisor	Open

Chairperson Tortolano inquired as to the what Custodian (Extension) meant. Director Seymour stated that this is a current eligibility list which could still be utilized due to the many candidates still remaining on the list. Approval of the extension of this list would allow staff to continue hiring from it for an additional six months.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to ratify the eligibility lists as listed above. The motion passed 3-0.

## **ADMINISTRATION AND POLICY**

- 9.1 Personnel Commission Rule Revision – First Reading
- 4220.3 Classified Service, Examination for Positions in

Director Seymour stated that the rule revision would change the wording around the veterans points. Ms. Jenni Smith prepared the proposed revision and addressed the commission to inform them that currently the military service dates are listed in the Personnel Commission rule. With the current commission rules staff must consistently update the dates in order to have the most current information listed. For example, current dates list Iraqi Freedom ending in 2010, yet those who serve in current campaigns are not listed as eligible for veteran points. Staff proposes to remove the actual dates in the Personnel Commission rule and instead use the United States Office of Personnel Management as a guideline due to their diligence in maintaining all eligible military service dates for veteran preference points. Staff would also like to add the definitions of veteran and disabled veteran in the Personnel Commission rule. Disabled veterans receive ten additional points added to their final overall score and veterans receive five additional points.

Commissioner Tortolano sought confirmation from Ms. Smith that military applicants qualify for veterans points even if not currently serving due to ongoing military efforts and missions.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to accept the proposed revisions to Personnel Commission Rule 4220.3 as a first reading and set November 5, 2014 at 5:00 p.m. for the second reading, and adoption of the rule changes. The motion passed 3-0.

## 9.2 Director's Report

Director Seymour addressed the commission to update them on the upcoming merit system presentations.

The first merit system presentation will take place at the beginning of a Clay Roberts presentation on Monday, December 1, 2014. This presentation will be mostly for bus drivers since it's a day in which student transportation is not needed. For informational purposes, Director Seymour informed the commission that bus drivers work seven hours per day which includes time spent on a school campus to assist as needed.

Director Seymour stated that in order to capture as many employees as possible, part-time employees will most likely be getting extra duty pay in order to either come in to work an hour earlier or an hour later.

Audience member, Mrs. Franks, expressed her contentment of this much anticipated presentation. She believes it will be quite informative to all employees and clear up any misconceptions of the hiring process.

Director Seymour will be sending a copy of the upcoming Clay presentation dates to the personnel commissioners.

Director Seymour also informed the commission that a small retirement reception for Commissioner Donovan will be held prior to the next Personnel Commission meeting.

Director Seymour informed the commission that the employee recognition program has also been scheduled for Tuesday, December 2, 2014.

CSEA President, Jan Alls, informed the commission that no one has been recommended for CSEA member of the year.

Commissioner Franks requested that Ms. Alls also forward the CSEA newsletter to the Personnel Commission for their informational purposes. Director Seymour has been receiving the CSEA newsletter and will be forwarding all future copies to the personnel commissioners.

## **OTHER BUSINESS**

### 10.1 Commissioners

### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, November 5, 2014 at 5:00 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

## **ADJOURNMENT**

The meeting was adjourned at 5:26 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran