

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING 10331 Stanford Avenue Garden Grove, CA

MINUTES

of the Meeting of
August 7, 2013

CALL TO ORDER

Commissioner Donovan called the meeting of August 7, 2013 to order at 5:00 p.m. Superintendent Mafi was welcomed by Commissioner Donovan and asked to lead the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

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

STAFF MEMBERS PRESENT

Ms. Suzy Seymour
Ms. Jenni Smith
Ms. Linda Williams

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and carried to approve the minutes of the July 3, 2013 Personnel Commission meeting.

AUDIENCE

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

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 07/16/13

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Description Revision – Building Maintenance Worker

Ms. Alls and Commissioner Franks expressed their concerns that future supervisors may misinterpret the intent of the wording, “*services school vehicles*” (3rd bullet under Essential Duties) and understand it to mean that Building Maintenance Workers are required to repair school vehicles. Ms. Alls also mentioned that high schools may not have the proper tools, or the budget to purchase tools, to make required repairs to school equipment. Commissioner Franks also inquired about the removal of the requirement for English proficiency” (6th bullet under the Abilities section).

Director Seymour stated that the Building Maintenance Workers have varying degrees of expertise in performing repairs in a variety of areas such as mechanical, electrical and plumbing. Director Seymour said the Building Maintenance Worker will be asked to look at vehicles or equipment before contacting Maintenance & Operations staff. If they don’t have the right tools or expertise to perform the repair, they may submit a work order so that qualified M & O trades people can make the repair.

Director Seymour offered a suggestion to amend the wording on the proposed classification revision, from “*services school vehicles*” to “*performs routine service and makes minor repairs on school vehicles*”. Director Seymour can also mention to Mr. Sanchez, Director of Maintenance & Operations, that some schools need additional custodial tools or equipment and funds may be available that weren’t available in the past.

Mr. Haw added that California law requires qualified technicians to annually perform thorough service and safety inspections on all district vehicles. Building Maintenance Workers, as well as all other employees who drive District vehicles, aren’t required to change the oil or make major repairs. He recommended

that applicable employees be given a reminder to monitor their District vehicle's oil and water levels, check the tire pressure and add water, oil and air as needed to avoid damage and more costly repairs.

Director Seymour stated that "English proficiency" is outdated language and is no longer used on most school district job descriptions. Ms. Smith cited the wording "*understand written and oral instructions*" in the job description, (2nd bullet under the Abilities section), and said this should suffice for the deleted verbiage.

It was moved by Commissioner Donovan, seconded by Commissioner Franks, and unanimously carried to approve the classification description revision of Building Maintenance Worker, with the amended changes suggested by Director Seymour, effective August 7, 2013.

6.2 New Position – Benefits Specialist

Director Seymour summarized the need to add a new Benefits Specialist. The insurance arena is becoming more complex with the gradual implementation of the Federal Affordable Care Act (new federal health care laws). The Insurance Department was authorized to add a new Benefits Specialist position to ease the increasing workload. The duties are the same as those assigned to the two current Benefits Specialists and the duties will be split among the three.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the classification of the new position of Benefits Specialist and allocate it to salary range 31 of the CSEA salary schedule, effective August 7, 2013.

ORDERING OF EXAMINATIONS

7.1	Associate Personnel Analyst	Open
7.2	Benefits Specialist	Promotional
7.3	Fiscal Services Coordinator	Promotional
7.4	Food Services Operation Manager	Open
7.5	Technology Assistant I	Open

Commissioner Donovan noted that, last month, when the classification description revision for Fiscal Services Coordinator was brought to the personnel commissioners for approval, it was emphasized that the classification should require a college degree; however, the requirement is not listed in the recruitment bulletin.

Director Seymour surmised that the language on the Fiscal Services Coordinator recruitment bulletin may have been inadvertently carried over from a previous recruitment bulletin instead of the classification description revision that was approved last month. The Fiscal Services Coordinator recruitment hasn't been opened yet. Director Seymour will have the job bulletin pulled for review and corrected as needed.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to approve the ordering of the examinations for 7.1, 7.2, 7.4 and 7.5 and the ratification of the resulting eligibility lists. Item 7.3 will be pulled for review.

RATIFICATION OF ELIGIBILITY LISTS

8.1	Administrative Secretary	Promotional
8.2	Assistant Director of Facilities	Open
8.3	Central/School Office Clerk II (Extension of list)	Promotional
8.4	Public Information Officer	Open
8.5	Secretary I	Open
8.6	Warehouse Supervisor	Open

Director Seymour mentioned that Superintendent Mafi had concluded her Public Information Officer interviews. There were many fine candidates coming from a variety of strong backgrounds and a job offer

may be pending. Director Seymour thanked Mr. Jim Tortolano and others who had volunteered their time to assist in the recruitment process as subject matter experts.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to ratify the eligibility lists as listed above.

ADMINISTRATION AND POLICY

9.1 Director's Report

Director Seymour reported that school will be back in session two days earlier this year, starting the day after Labor Day instead of the Thursday following Labor Day. Administrators will return on Friday, August 9th and school secretaries are due back on Wednesday, August 14th. Personnel staff is still very busy with testing and recruitments.

OTHER BUSINESS

10.1 Commissioners

The Commissioners had no business to report.

10.2 Next Personnel Commission Meeting

The next scheduled regular meeting of the Personnel Commission is Wednesday, September 4, 2013 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:27 p.m.

Accepted by: Diane Donovan, Chairperson

Minutes Recorded by: Linda Williams