

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

### **MINUTES**

of the Meeting of  
June 4, 2014

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of June 4, 2014 to order at 5:00 p.m. Commissioner Jim 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 May 7, 2014 Personnel Commission meeting. The motion passed 3-0.

### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. CSEA President Jan Alls spoke about how the decision is made to post recruitments as open or promotional. Ms. Alls strongly advocated for promoting from within the district and training current employees in order to qualify for higher level positions. Ms. Alls also brought up concerns about the length of time an employee should be allowed to work out of class. Chair Tortolano inquired if there were any policies regarding working out of class. Director Seymour said the only rule is that an employee must be compensated at the higher rate of pay for the position if they are working out class. Director Seymour addressed Ms. Alls' concern about employees who work out of class for a prolonged period of time by offering to devise a system to track the working out of class personnel. Director Seymour stated that some recruitments require an extended amount of time to conduct and certain employees are willing and able to cover open positions until permanently filled. Chair Tortolano inquired as to the criteria used to determine whether recruitments are opened to the public or made promotional. Director Seymour stated this is a joint decision between the hiring authorities and personnel staff considering factors such as the number of vacancies, and the anticipated number of interested and qualified applicants. Director Seymour stated the superintendent fully supports additional in-house and outside training for current employees, as well as internal coaching by administrators.

### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 05/20/14
- Classified Personnel Report – 06/03/14

### **APPROVAL OF CLASSIFICATION ACTIONS**

6.1 New Position – Central Office Clerk II

This is the creation of a new position for the Facilities Department. This will be a full time position.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to classify the new position listed as Central Office Clerk II, effective June 04, 2014. The motion passed 3-0.

## 6.2 New Classification – Manager of Facilities

This is a follow-up to the actions that were taken at the May 7, 2014 personnel commission meeting. The intent is to create a separate classification for the manager working in the Facilities Department. The incumbent is currently classified as a Manager, Facilities, Maintenance and Operations. The incumbent will retain his seniority.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the new classification of Manager of Facilities (salary range 77) and the corresponding classification description, effective June 04, 2014. The motion passed 3-0.

## 6.3 Reclassification – Manager, Facilities Maintenance & Operations

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the Manager, Facilities, Maintenance & Operations (salary range 77) position in the Facilities Department to be reclassified to Manager of Facilities (salary range 77) and that the incumbent be reclassified with the position, effective June 04, 2014. The motion passed 3-0.

## 6.4 New Positions – Manager of Facilities

The department will add two positions in order to eliminate two contractors and bring the positions in-house which will save the school district approximately \$100,000.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the two new positions listed above as Manager of Facilities, effective June 04, 2014. The motion passed 3-0.

## 6.5 Classification Description Revision – Translator-Interpreter – Bilingual

The Translator-Interpreter classification was reviewed in preparation of an upcoming vacancy. Under the Essential Duties section more specific duty statements were created. Additionally, translation experience is being required. Staff also suggests the requirement of school district experience.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the revised classification description for Translator-Interpreter – Bilingual, effective June 04, 2014. The motion passed 3-0.

## **ORDERING OF EXAMINATIONS**

7.1 Accounting Technician II	Promotional
7.2 Lead Technology Assistant	Open
7.3 Manager, Maintenance and Operations	Open

It was moved by Commissioner Franks, seconded by Commissioner Donovan 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 Assistant Buyer	Open
8.2 Athletic Equipment Attendant - Female	Open
8.3 Instructional Aide II – Special Education	Open
8.4 Lead Food Service Worker	Open
8.5 School Testing Assistant	Open
8.6 Structural Repair Supervisor	Open

Commissioner Donovan inquired as to why the eligibility lists become effective before the personnel commission has a chance to approve the list. Director Seymour stated the process of the personnel commission ratifying the eligibility lists has been in place for many years in order to allow the district to continue in the hiring process and not be held up until the next Personnel Commission meeting.

Commissioner Franks brought up the testing appeal process. Director Seymour stated that all candidates are given five business days to submit an appeal.

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

## **ADMINISTRATION AND POLICY**

### **9.1 Appeal of Application Screening – Network Analyst**

An employee, Andy Dang, is appealing to the Personnel Commission for a review of the staff's decision to screen his application out of the process for not having the required three years of experience. It is implied that when referring to work history experience requirements, it should be equivalent to full-time work. The employee claimed that if he had known that his part-time work history at the district wouldn't be sufficient, he would have added previous outside experience. Director Seymour stated that generally the personnel office does not allow amendments or additions to applications once the filing period has closed.

Mr. Dang addressed the personnel commission and requested that documentation, which was added to an application he previously submitted, be added to his current application. Mr. Dang explained that the bulletin was not clear to him and his prior work history would qualify him to continue in the testing process for Network Analyst.

It was moved by Commissioner Donovan, seconded by Commissioner Franks to grant the applicant's request to allow the addition of prior experience to his application in order to show that he meets the minimum requirements to continue in the application process for Network Analyst. The motion passed 3-0.

### **9.2 Personnel Commission Rule Revisions – First Reading (4220.3 and 4225.1)**

Director Seymour stated the current personnel commission rules preclude employees who are on probation from being considered for a promotional opportunity. Staff is recommending that the language be deleted that would thereby allow them to be considered for promotional opportunities.

Commissioner Franks expressed concerns over the deletion of the probationary language, due to concerns that employees may be "fast tracked".

Commissioners accepted the proposed revisions to Personnel Commission Rules 4220.3 and 4225.0 as a first reading and consideration.

### **9.3 Proposed 2014-15 Personnel Commission Budget – Second Reading and Adoption**

It was moved by Commissioner Donovan, seconded by Commissioner Franks, to postpone the public hearing, second reading and adoption of the proposed 2014-15 Personnel Commission Budget until the July 2, 2014 Personnel Commission meeting, so that the public hearing can be properly placed on the agenda.

### **9.4 Director's Report**

Director Seymour addressed the commission in regards to Mr. Frank Dominic's request at the May 7, 2014 personnel commission meeting to study his current job duties and possible salary increase. Director Seymour stated that Ms. Jenni Smith would soon be having a meeting with Mr. Dominic to further evaluate and address his job concerns and possible remedies would be examined.

Director Seymour informed the commissioners of the staff's goal of implementing a plan to educate employees on the merit system and the role of the Personnel Commission.

## **OTHER BUSINESS**

### 10.1 Commissioners

Commissioner Franks attended the PCASC mini-conference with Director Collison and Ms. Smith. Mr. Tony DeMarco, attorney for various California school districts, was one of the presenters.

### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, July 2, 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 6:15 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran