

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
July 2, 2014

CALL TO ORDER

Commissioner Tortolano called the meeting of July 2, 2014 to order at 5:00 p.m. Commissioner Diane Donovan 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
Ms. Joli Armitage
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 June 4, 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, reiterated CSEA's position on the length of working out of class assignments. She spoke about the recent posting for a Lead Groundskeeper-Gardener. Ms. Alls stated she knew of twelve internal employees who wanted to apply for the Lead Groundskeeper-Gardener position. Ms. Alls expressed her gratitude to Director Seymour for her efforts in ultimately posting this position as a promotional recruitment instead of an open recruitment.

Ms. Alls spoke of the current recruitment for Mechanical Repair Supervisor being opened to the public. She asserted this is adding to the low morale of the maintenance department. Employees believe there is no clear path to promotion. Ms. Alls stated that internal staff is experienced in current district policies and practices, whereas outside candidates are not. Current employees have the confidence, know the job, get the education and have still been overlooked. She believes supervisors need training in leadership skills, work ethics, etc. Employees should be told what kind of skills and qualities are looked for in a supervisor.

Glen Wantz, a district plumber, expressed his concerns over supervisory positions being opened to the public as opposed to making them promotional. In the past, supervisory positions were first posted as promotional and then opened to the public only if there was not enough internal interest. He requested that the personnel commission and staff re-visit current posting practices. In addition, Mr. Wantz stated that oftentimes current employees have to train newly hired employees.

Director Seymour stated that personnel staff is aware of the low morale in the maintenance and operations department. Staff is also aware that supervisors need to be trained on mentoring and communication methods when addressing employees. Staff is currently working on setting up both internal and external training opportunities for current employees, beginning with supervisors. Communication between the hiring authority and personnel staff is crucial in determining whether an internal or external recruitment will produce the best and most qualified workforce.

Chairperson Tortolano asked which staff would be assigned to initiate the communication between supervisors and employees desiring to promote.

Ms. Alls stated that all employees should be held accountable. CSEA's desire is for all employees to have the opportunity to promote. Supervisors are not doing their jobs on preparing employees for promotions. Employees' current perception is of staff not having faith in their capabilities. Fairness needs to be extended to our current internal candidates especially when not many supervisory opportunities occur often. Employees are obtaining higher level education and developing the skills required for supervisory positions and are still overlooked.

Commissioner Tortolano stated there is the possibility that current employees may not be qualified. External candidates might have stronger skill sets and it is possible to get outstanding strong external candidates. The hiring authority has the opportunity to make a judgment call based on their knowledge of their department's current needs and work environment.

Director Seymour gave an example of an instance where it was necessary to open a recruitment to the public. The network analyst recruitment had eight district employees apply, four were screened in and only two made it onto the eligibility list. Thus, only two internal candidates passed all the parts of the process. Once an individual goes through all the parts of the hiring process, the eligibility list could be rather small or non-existent. Another example presented was that of secretarial positions. While current employees may have the people and interpersonal skills, they may lack the computer skills and broader educational background. While external candidates may have the education and technical skills, they might lack the social and interpersonal skills.

Mr. Bill Sneddon, a district electrician, stated he has been attending college and developing his work skills in order to promote. However, when he asked his former director as to why an outsider gets hired over an internal candidate he obtained a response in which the external candidate with the title will get the position instead of the internal candidate despite the experience with the district.

Commissioner Donovan inquired as to whether the former director of the maintenance department was initially an external candidate himself.

Director Seymour replied that the former director for the maintenance department was an external candidate who started in the food services department and was then promoted to the director position in maintenance.

Mr. Jay Willemse, a district plumber, expressed his concerns over the individual who was recently hired as a structural repair supervisor. The employee formerly in that position worked out of class in that position for eighteen months. The recruitment was opened to the public and the top three ranks consisted of external candidates. Mr. Willemse inquired as to how a person's skills and abilities can be determined in a twenty minute oral exam. His perception is that there is a substantial amount of frustration among employees.

Supervisory Unit President, Vic Chumley, inquired as to why recruitments are no longer getting initially tested with a multiple choice exam. He believes that the technical knowledge a candidate possesses is able to be assessed with a multiple choice exam.

Personnel Analyst, Jenni Smith, responded to the audience in regards to multiple choice testing. Ms. Smith initially reviews the recruitment to determine testing methods. She spoke of the Plant Supervisor I recruitment as an example. In the past, the Plant Supervisor I position was initially tested with multiple choice questions. However, for a promotional recruitment it would be redundant to ask multiple choice questions on subject matters that have been well established by the candidates current position. The Plant Supervisor I recruitment had twelve internal candidates that applied. A multiple choice test would be unable to test supervisory skills. However, an oral exam would pose questions on the leadership skills of the candidate. Multiple choice exams are not always the best test of knowledge, but are preferred for larger recruitments. Scientifically, multiple choice exams are not as valid as oral exams. Ms. Smith welcomes employees to ask questions regarding testing procedures at any time.

Ms. Alls inquired as to the oral rating panels. She suggested that the same individuals interview all the candidates as opposed to having more than one panel for the same position.

Director Seymour stated that when there is a large number of candidates it becomes necessary to have more than one panel. Otherwise, a multiple-choice exam cutoff might be placed in the high nineties instead of perhaps making the cutoff in the mid eighties, for example, whereas the overall strongest candidate might be the one who scored in the eighties. It is also difficult to have only one panel as the panel members would have to serve many days in a row. When multiple panels are planned, Ms. Smith and Associate Personnel Analyst Henderson talk to all panels at the same time before they break into groups for the oral rating exams, which standardizes and calibrates the panels as much as possible.

Mrs. Lori Sneddon, a district administrative Secretary, suggested perhaps splitting up the questions and having candidates go from panel to panel in order for all panels to evaluate all candidates.

Ms. Smith added that having candidates go from panel to panel would not give the panel members a complete evaluation of the candidates. It would also be a challenge to get an overall rating of candidates' competencies.

Commissioner Tortolano believes staff can improve communication in regards to testing procedures. She deems it important for internal candidates to have a solid opportunity to advance. It is also necessary for current employees to understand how the merit system works. While many suggestions for improved communication can be explored, it is a tough balance to satisfy all parties involved. Commissioner Tortolano is pleased to know that internal candidates get additional points during the examination process. Internal candidates face the difficult situation of not only competing against co-workers, but also external candidates.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 06/17/14

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Description Revision – Lead Intensive Behavioral Instruction Assistant

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the revised classification description for Lead Intensive Behavioral Instruction Assistant, effective July 02, 2014. The motion passed 3-0.

6.2 New Position – Clerical Specialist I – Department of K-12 Educational Services

It was moved by Commissioner Franks, seconded by Commissioner Donovan to classify the new position in the Department of K-12 Educational Services as a Clerical Specialist I (salary range 25), effective July 02, 2014. The motion passed 3-0.

6.3 New Position and Classification – Assistant Director of Transportation

It was moved by Commissioner Franks, seconded by Commissioner Donovan to classify the new position of Assistant Director of Transportation (new classification) and approve the proposed classification description, effective July 02, 2014. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to allocate the classification to salary range 84 of the management salary schedule.

6.4 Reclassification – Clerical Specialist II – Department of Maintenance, Operations & Transportation

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve that the Clerical Specialist II (salary range 27) position in the Department of Maintenance, Operations & Transportation be reclassified to a Clerical Specialist I (salary range 25), effective July 02, 2014. The motion passed 3-0.

ORDERING OF EXAMINATIONS

7.1 Accounting Technician I	Open
7.2 Clerical Specialist I	Open
7.3 Grounds Equipment Operator I	Promotional
7.4 Lead Groundskeeper-Gardener	Promotional
7.5 Mechanical Repair Supervisor	Open

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 Intensive Behavioral Instruction Assistant	Open
8.2 Network Analyst	Open
8.3 Plant Supervisor I	Promotional
8.4 Technology Assistant	Open

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 Proposed 2014-15 Personnel Commission Budget – Public Hearing, Second Reading and Adoption

It was moved by Commissioner Donovan, seconded by Commissioner Franks to adopt 2014-2015 proposed budget as presented. The motion passed 3-0.

9.2 Personnel Commission Rule Revisions – Second Reading and Adoption (4220.3 and 4225.1)

It was moved by Commissioner Franks, seconded by Commissioner Donovan to adopt the proposed revision to the personnel commission rules 4220.3 and 4225.1, effective July 02, 2014. The motion passed 3-0.

9.3 Director's Report

Director Seymour addressed the commission to inform them staff would be working on updating the classification study schedule. This schedule allows staff to systematically look at every class description and conduct a salary survey (both internal and external) to see if the district's salary schedules are competitive and aligned. For next month, staff will try to bring an updated schedule for the Personnel Commission.

Director Seymour does not want the testing process to be a mystery and welcomes follow-up discussions with employees. The testing process will be a part of the merit system roadshow. For immediate questions employees are welcome to contact Director Seymour or Ms. Smith at any time.

Commission Tortolano would like the merit system roadshow to progress and develop in a timely manner in order to better inform employees. Director Seymour will be presenting a draft of the proposed merit system roadshow to the personnel commission in the coming months.

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, September 3, 2014 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:58 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran