

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

### **MINUTES**

of the Meeting of  
September 3, 2014

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of September 3, 2014 to order at 5:02 p.m. Director Seymour 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  
Mr. Pat Collison  
Ms. Jenni Smith  
Ms. Maribel Cantoran

### **APPROVAL OF MINUTES**

Commissioner Donovan stated that the minutes of the July 2, 2014 inadvertently stated that Commissioner Donovan Franks led the pledge of allegiance. The corrected minutes should indicate that pledge of allegiance was led by Commissioner Donovan.

Commissioner Donovan commended Ms. Cantoran on the preparation of the lengthy minutes of the July 02, 2014 meeting.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the corrected minutes of the July 2, 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 from the audience.

### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 07/22/14
- Classified Personnel Report – 08/19/14
- Classified Personnel Report – 09/02/14

### **APPROVAL OF CLASSIFICATION ACTIONS**

6.1 New Position – Breakfast Worker (Crosby)

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the classification of the new position of Breakfast Worker at Crosby, effective September 3, 2014. The motion passed 3-0.

6.2 New Position – Central Office Clerk II (Public Information Office)

It was moved by Commissioner Franks, seconded by Commissioner Donovan to classify the new position in the Public Information Office as a Central Office Clerk II (salary range 23), effective September 3, 2014. The motion passed 3-0.

### 6.3 New Position – Clerical Specialist I (Office of K-12 Educational Services)

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

#### **ORDERING OF EXAMINATIONS**

7.1 Assistant Director of Transportation	Open
7.2 Campus Safety Assistant	Open
7.3 Head Custodian I	Promotional
7.4 Manager of Facilities	Open
7.5 Network Technician	Promotional
7.6 Translator-Interpreter – Bilingual Spanish	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 Accounting Technician II	Promotional
8.2 Credentials Technician	Open
8.3 Delivery Truck Driver	Open
8.4 Grounds Equipment Operator I	Promotional
8.5 Instructional Aide II – Special Education	Open
8.6 Lead Groundskeeper-Gardener	Promotional
8.7 Lead Technology Assistant	Open
8.8 Manager, Maintenance & Operations	Open

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 Classification Study Schedule

Director Seymour stated this agenda item was for informational purposes and no action was needed. The classification study schedule consists of a list of different job series we have in the district. Staff studies each job series and updates job descriptions as necessary. Once the updates for a job series are complete, staff will perform a salary survey and will use other districts' salary schedules as a benchmark. The study has started and paused throughout the years. Staff hasn't worked on the study for quite a while and was last stopped at the fiscal series. Staff will start with school accounting technicians. The schedule presented to the commission shows the series that have been completed and those remaining to be completed. Although recruitments are top priority, staff has the goal of continuing the study. There is no timeframe to complete the study, but staff will work on target dates. There are several job descriptions that have been updated already due to recent recruitments. Job descriptions are carefully reviewed prior to conducting new recruitments.

Commissioner Franks asked if the print shop is still "printing". Director Seymour stated that the print shop still requires employees, but the process and technology used to print large jobs has certainly changed throughout the years. The use of new equipment has contributed to updates of several job descriptions. Technology changes and skills needed to do the job can change over time for many district positions.

##### 9.2 Merit System Workshop Outline – Draft

Director Seymour provided the commission with an outline of the materials to be used in the upcoming merit system workshops. The outline will be more extensive when the portion being worked on by Personnel Analyst, Jenni Smith, gets added. Staff is aware that employees want more information on

the testing process, which will be the bulk of the presentation. Commissioner Donovan asked who the target audience was going to be to receive this information. Director Seymour stated that all employees will be invited to a forty-five to sixty minute presentation. Staff will work with Assistant Superintendent of Business Services, Mr. Rick Nakano, on figuring out a time to capture maintenance employees and two sessions may be offered towards the latter part of the work day. Bus drivers would probably be paid to attend the presentation midday. Due to the many custodians in the district, a few sessions will most likely be offered to them on the non-student days. Director Seymour will work with Director of Food Services, Agnes Lally, to capture food service workers. Staff is still working on a schedule for all other classified employees to attend and staff is figuring out how many sessions will be needed. Presentations will be starting with maintenance staff.

Commissioner Tortolano expressed the necessity of providing this information to all employees in order to improve communication and avoid miscommunication by word of mouth. She inquired as to what the timeframe would be on when the presentations will begin. Director Seymour indicated that the goal is to start presenting at the end of September or beginning of October. Commissioner Tortolano would like to encourage employees to ask questions without the fear of any punitive action.

Assistant Superintendent of Personnel, Joli Armitage, informed the commission that the merit workshop information will also be presented to every administrator in the district. It is also essential for administrators to understand the process. All employees are encouraged to attend a merit workshop session.

CSEA President, Ms. Jan Alls, expressed her appreciation towards the development of the merit workshop. Often times, employees don't understand the testing process, including how rating panels play a role. Ms. Alls welcomes a forum in which employees are given an opportunity to get answers on the screening and testing procedures. Ms. Alls deems it important for administrators to understand employees' standpoint as well. It has been her experience that all employees want to promote. Employees want to know how and what to do in order to become promotable. It would also be insightful to employees to know the role and functions of the personnel commission.

Commissioner Donovan contributed that administrators have asked about her role and function as a personnel commissioner.

Ms. Jana McIver, a district employee, believes the workshop will be beneficial to employees. Some employees don't know that our district is a merit system district and don't know what it is or that we have commissioners. Ms. McIver also believes all employees should be encouraged to attend a workshop to experience how personnel actions and decisions are carried out and why. She suggested employees submit questions in writing to be answered at the end of the session as a way to relieve any anxiety an employee might have about possible, although non-existent, negative repercussions.

Director Seymour liked Ms. McIver's suggestion as that would give the presenter(s) time to research and address the questions being asked. Having the questions ahead of time would also make meetings run more efficiently.

### 9.3 Director's Report

The Lead Technology Assistant recruitment was run as an open recruitment since staff was not certain that existing Technology Assistants would be interested and/or qualified to fill the seven new Lead Technology Assistant positions. Director Seymour informed the commission that six of the seven employees hired for the Lead Technology Assistant positions were promotional hires. Staff members from the information systems department contributed their knowledge and time to review testing materials for the Lead Technology Assistant recruitment. Some existing information systems employees came from school sites and know what it takes to be successful in technology positions at the school sites.

Director Seymour informed the audience that Commissioner Donovan will be resigning from the Personnel Commission after many years as a commissioner. Commissioner Donovan's commission seat is appointed by the school board. The school board plans on announcing the name of the intended appointee at the September 16, 2014 board meeting. A public hearing and the official appointment would be made at the October 21, 2014 board meeting. Director Seymour stated that one commissioner is appointed by the classified employees union (CSEA), and the one commissioner is appointed jointly by the school board and CSEA appointees.. Commissioner Donovan will be resigning from the Personnel Commission effective November 30, 2014. The new Personnel Commissioner will be sworn in at the December commission meeting.

## **OTHER BUSINESS**

### 10.1 Commissioners

Commissioner Franks informed the audience that Mr. Vic Chumley, president of the Supervisory Unit, suffered a heart attack after returning from vacation. Commissioner Franks extended his well wishes to Mr. Chumley as he recovers at home. Mr. Adrian Martinez was in attendance at this commission meeting in Mr. Chumley's place.

### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, October 1, 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 5:28 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran