

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

#### **MINUTES**

of the Meeting of  
December 3, 2014

#### **CALL TO ORDER**

Commissioner Tortolano called the meeting of December 3, 2014 to order at 5:00 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

#### **COMMISSIONERS PRESENT**

Ms. Marilyn Tortolano  
Mr. Jim Franks  
Ms. Teri Rocco

#### **STAFF MEMBERS PRESENT**

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

#### **ADMINISTRATION AND POLICY**

##### **3.1 Annual Reorganization of the Personnel Commission**

New Personnel Commissioner, Teri Rocco, was sworn in by Assistant Superintendent of Personnel Services, Joli Armitage.

Commissioner Rocco expressed her excitement towards her new position in which she plans to serve the district the best she can. She plans to be actively involved with the personnel commission and thanked everyone for their well wishes.

It was moved by Commissioner Franks, seconded by Commissioner Rocco to select Commissioner Tortolano as Chairperson, effective December 3, 2014. The motion passed 3-0.

It was moved by Commissioner Tortolano, seconded by Commissioner Rocco to select Commissioner Franks as Vice-Chairperson, effective December 3, 2014. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Rocco to select Director Seymour as the Secretary to the Personnel Commission for the coming year, effective December 3, 2014. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Rocco to establish the first Wednesday of each month at 5 p.m. as the regular meeting schedule for the following year, effective December 3, 2014. The motion passed 3-0.

##### **3.2 Director's Report**

Director Seymour thanked Commissioner Franks and the Personnel Commission for the holiday treats provided to the Personnel Office staff.

Merit System presentations started and will take place every day the week of December 1, 2014. Approximately 600 employees had already attended by December 3, 2014. Many employees asked questions both in regards to the presentation and individual questions about themselves. Feedback is welcomed and encouraged from employees regarding the presentations.

Personnel Commission meeting audience members said they thought the presentations were great, informative and nicely presented. Director Seymour enjoyed the face time with employees. The presentations have provided an avenue for employees to feel more at ease in coming to the personnel office and asking questions that may not always be related to recruitment and testing. Analyst Smith added that she also believes the presentations have been beneficial to all parties involved.

Analyst Smith is gathering information on test taking skills, such as interview and application writing. She is hoping to provide trainings and/or videos in the future.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Rocco to approve the minutes of the November 5, 2014 Personnel Commission meeting. The motion passed 3-0.

### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda.

Grounds Equipment Operator II, Frank Dominick, addressed the commissioners in regards to the status of staff's findings pertaining to his pest control duties. Director Seymour stated Mr. Dominick holds an applicator license. Currently, Mr. Dominick does all the trapping of non-domesticated animals due to the retirement of a supervisor who used to perform these duties. There is a newly hired supervisor in place and Mr. Dominick continues to do the animal trapping. He feels pulled in different directions as he struggles to do the animal trapping along with his Grounds Equipment Operator II duties.

Analyst Smith has met with Mr. Dominick and has kept him informed of the classification study progress. Analyst Smith is currently reviewing his job duties and the amount of time spent on different tasks. She also plans to look at neighboring school districts to review how they classify this position. She will also be meeting with interim Director of Maintenance, Operations and Transportation, Jeff Rosell, and Grounds Maintenance Supervisor, Tim Sullivan, once she has gathered all her information.

Director Seymour stated Mr. Dominick's classification study is planned to take place after Analyst Smith and her staff finish the fiscal job series study. The fiscal job series study has been in the works for years and is long overdue for completion.

Commissioner Tortolano asked Mr. Dominick if his request is to be put into a different classification. Mr. Dominick responded he would like compensation for the extra duties related to animal trapping since hazardous pay exists for other positions.

Analyst Smith stated that Mr. Dominick's situation enlightened staff as to whether his supplemental duties should be a full time position of its own. The animal trappings certainly take away from Mr. Dominick's regular duties as a grounds equipment operator.

Commissioner Tortolano asked staff for a timeframe to respond to Mr. Dominick's situation. Director Seymour's desire at this time is to finish the fiscal series job study while focusing on recruitments.

Analyst Smith stated the fiscal job series study is taking longer than anticipated due to substantial amount of data collection and meetings with various supervisors. She will continue to work on Mr. Dominick's job study as soon as she finishes the fiscal job series study. Analyst Smith's goal for responding to Mr. Dominick's request is February 2015.

Commissioner Franks added that the trapping of animals such as gophers and coyotes can become quite overwhelming and consequently a full time job. Mr. Dominick added that coyotes are now also getting a hold of domestic animals, pulling traps out of the ground and are known to chase students.

Employee Betty Johnston stated she addressed the commission last month about compensation for duties outside of her normal job responsibilities. Director Seymour reminded her that she was asked to schedule an appointment with her by contacting Ms. Cantoran to discuss the matter further.

Employee Jana McIver informed the commissioners and audience of a retirement party being held for outgoing CSEA President, Jan Alls, on Tuesday, December 6<sup>th</sup> at 5:45 p.m. at GGUSD's maintenance and operations center.

Commissioner Franks stated there is now ample parking at the maintenance and operations center.

### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 11/18/14
- Classified Personnel Report – 12/02/14
- CSPCA Conference

Director Seymour's staff can register any commissioners interested in attending the CSPCA conference. The conference will be held from Thursday, January 22 to Sunday, January 25. Attendees do not need to attend the entire four day period, as the bulk of the information will be presented on Friday and Saturday. The early bird registration deadline has been extended to December 19<sup>th</sup>.

### **APPROVAL OF CLASSIFICATION ACTIONS**

#### 7.1 New Position – Clerical Specialist I Office of Personnel Services

Director Seymour stated approval was granted from the district to add a position to the personnel office. This position will be in addition to the staff who currently process new hires. Many new district positions are consistently being created which has resulted in a heavier workload for existing personnel staff. The Office of Special Education has been adding many positions and a lot more tutors are also being hired. The recently added Clerical Specialist I in the Office of Special Education will be the counterpart of the Clerical Specialist in Personnel. Currently, one person handles the processing of all special education positions in the personnel office and having one person handle this workload is no longer feasible. Eventually the new clerical specialist in Personnel will also handle the processing of new full time classified positions.

It was moved by Commissioner Franks, seconded by Commissioner Rocco to classify the new position in the Office of Personnel Services as a Clerical Specialist I (salary range 25) effective December 4, 2014. The motion passed 3-0.

#### 7.2 New Position – Health Assistant (1 position)

It was moved by Commissioner Franks, seconded by Commissioner Rocco to approve the classification of the new position as listed above. The motion passed 3-0.

#### 7.3 Reclassification – Secretary II CTE/ROP Department

Director Seymour stated this reclassification is due to the level of director for the CTE/ROP department, to whom this position reports. The new director was hired at a higher level than previously thought which warrants the reclassification of the incumbent working at a Secretary II classification. The incumbent secretary brought it to attention of CSEA President, Ms. Alls.

It was moved by Commissioner Franks, seconded by Commissioner Rocco to reclassify the Secretary II (salary range 28) position in the CTE/ROP Department to a Secretary III (salary range 30), and that the incumbent be reclassified with the position, effective December 4, 2014. The motion passed 3-0.

### **ORDERING OF EXAMINATIONS**

None

Personnel staff has been working on numerous recruitments and is unable to start any new recruitments at this time. However, more recruitments are scheduled to open up in the next few days, as other recruitments are completed. Staff is planning to run recruitments for bilingual Instructional Aides, School Community Liaison Workers, Health Assistants and maintenance positions.

### **RATIFICATION OF ELIGIBILITY LISTS**

9.1	Groundskeeper/Gardener	Open
9.2	Health Assistant (Extension)	Open
9.3	Instructional Aide II – Special Education	Open
9.4	Intensive Behavioral Instruction Assistant	Open
9.5	Lead Intensive Behavioral Instruction Assistant	Open
9.6	Translator/Interpreter – Bilingual Spanish	Open

Director Seymour explained that an extension is requested for the expiring Health Assistant list which contains enough names to utilize while a new list is being established.

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

### **OTHER BUSINESS**

#### 10.1 Commissioners

Commissioner Franks attended the Employee Recognition Program on December 2, 2014 which he greatly enjoyed. He was glad to see some new faces and share the presenting of recognition pins with Dr. West. Board Member Bao Nguyen was congratulated at the recognition ceremony for his win as the new mayor elect of Garden Grove. Commissioner Franks thanked Assistant Director Collison for all of his hard work in putting the recognition program together. Assistant Director Collison commended Ms. Cantoran for her efforts in organizing the recognition program as well. Commissioner Franks also extended his gratitude to all staff at Los Amigos High School who contributed their time and efforts to the event. The program had a good turnout of employees despite the rainy weather.

Commissioner Rocco stated she is pleased to be a part of the personnel commission and is looking forward to putting the pieces of the puzzle together. One of her goals is to make sure classified employees know how important they are in assisting students.

#### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, February 4, 2015 at 5:00 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center, contingent on not needing to hold a January 2015 meeting.

### **ADJOURNMENT**

The meeting was adjourned at 5:28 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson  
**Minutes Recorded by:** M. Cantoran