

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
October 7, 2015

CALL TO ORDER

Commissioner Tortolano called the meeting of October 7, 2015 to order at 5:10 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Ms. Joli Armitage
Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour informed the commission that staff administered 24 exams in 21 days during the month of September. Assistant Director Collison's staff hired a tremendous amount of people, which included 56 instructional assistants for the Special Education department. In addition to hiring new employees, staff also processed employees who transferred between sites. Director Seymour expressed her appreciation of the work of the personnel staff.

Director Seymour commented that bargaining with CSEA has resumed after a hiatus over the summer. Director Seymour and the bargaining teams have received budget information from the Office of Business Services. The bargaining teams will soon be negotiating salaries, among other pending matters. Director Seymour anticipates negotiations to be completed in the coming weeks.

- Public Hearing and Appointment of Personnel Commissioner

The Personnel Commission opened a public hearing for comment regarding the intended appointee where no comments were heard.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to appoint the joint appointee, Marilyn Tortolano, to a new term which begins December 1, 2015. The motion passed 2-0.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the September 2, 2015 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

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

Employee Frank Dominick asked how long must an employee work out of class before they are entitled to ownership of that position.

Director Seymour responded by stating there are sections of the California Education Code, Personnel Commission Rules and CSEA contract agreement that speak to the subject of working out of class. In general, there is no time limit on how long an employee can work out of class and every assignment varies in terms of the reason why an employee is being asked to work out of class.

Director Seymour stated that the reason for the working out of class assignment determines the length of the assignment. In certain situations, such as a medical leave, the employee who is out for medical reasons has rights to that position. Director Seymour added there are California Education Code sections that speak to timelines regarding hiring temporary employees for vacant positions. Director Seymour encourages employees to contact CSEA or staff directly to discuss their individual situations as there are varying scenarios.

Employee Joe Ragusa commented that the California Education Code states that an employee should not have to work out of class for more than six months. Mr. Ragusa stated he knows of employees that have worked out of class for two years.

Commissioner Tortolano stated that an employee should contact Director Seymour's office to discuss their assignment if they have been working out of class for more than 6 months.

Director Seymour stated that monthly meetings are being held with CSEA informing them of recruitments that are forthcoming.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 09/15/15
- Classified Personnel Report – 10/06/15
- PCASC Workshop

Director Seymour stated that the Personnel Commissioners Association of Southern California (PCASC) is holding a workshop on Friday, November 13, 2015. A PCASC workshop is generally held at least once a year on Personnel Commission related topics. Staff can register the Commissioners if they wish to attend.

APPROVAL OF CLASSIFICATION ACTIONS

- 7.1 New Positions – Assistant Network Technician (2 positions)
- 7.2 New Positions – Instructional Aide – Pre-School (3 positions)
- 7.3 New Positions – Instructional Aide II – Special Education

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective October 7, 2015. The motion passed 3-0.

ORDERING OF EXAMINATIONS

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| 8.1 | Accounting Technician I | Open |
| 8.2 | Assistant Network Technician | Open |
| 8.3 | Clerical Specialist II | Promotional |
| 8.4 | Instructional Aide II – Special Education | Open |
| 8.5 | Lead Food Service Worker | Promotional |
| 8.6 | Technology Assistant | Open |

It was moved by Commissioner Flatebo, 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

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| 9.1 | Automotive Parts Clerk | Promotional |
| 9.2 | Carpenter I | Open |
| 9.3 | Electronic and Technology Support Technician | Open |
| 9.4 | Painter | Open |
| 9.5 | School Community Liaison Worker – Spanish | Open |
| 9.6 | School Community Liaison Worker – Vietnamese | Open |
| 9.7 | Sprinkler Repair Technician II | Promotional |
| 9.8 | Transportation Dispatcher | Open |
| 9.9 | Vocational Specialist | Open |

Commissioners Franks and Flatebo inquired as to why there was only one candidate on the Sprinkler Repair Technician II eligibility list. Commissioner Flatebo asked if an employee automatically gets hired into the new vacant position if they are the only candidate on the eligibility list.

Director Seymour stated that the only difference between a Sprinkler Repair Technician II and a Sprinkler Repair Technician I is the backflow certification. The hiring authority can select from a list containing less than three ranks, but are not required to make a selection if they don't have three ranks. In such instances where the hiring authority wants three ranks but does not have three ranks available to them, a new open recruitment would be necessary. Director Seymour stated that the Sprinkler Repair Technician II classification is typically filled by a current employee whom we know has been backflow certified. Director Seymour added that the Sprinkler Repair Technician II classification is similar to paying a stipend for a skill requiring a specialized certification.

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

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks commented on all the new white fleet district vehicles he has seen around the city. Commissioner Franks is happy to see that much needed new district vehicles have been added.

Commissioner Tortolano inquired as to how many vehicles are in the white fleet. Commissioner Franks and Director Seymour estimate that, not including district buses, there are about 120 vehicles.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Thursday, November 12, 2015 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:31 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran