

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
December 9, 2015

CALL TO ORDER

Commissioner Tortolano called the meeting of December 9, 2015 to order at 5:10 p.m. Director Seymour 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 Annual Reorganization of the Personnel Commission

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to select Commissioner Tortolano as Chairperson, effective December 9, 2015. The motion passed 3-0.

It was moved by Commissioner Flatebo, seconded by Commissioner Tortolano to select Commissioner Franks as Vice-Chairperson, effective December 9, 2015. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to select Director Seymour as the Secretary to the Personnel Commission for the coming year, effective December 9, 2015. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to establish the first Wednesday of each month at 5:10 p.m. as the regular meeting schedule for the following year, effective December 9, 2015. The motion passed 3-0.

3.2 Director's Report

Director Seymour informed the commissioners that an itinerary for the 2016 Annual CSPCA conference has not yet been made available. Director Seymour will distribute the itinerary to the commissioners as soon as it is ready.

Director Seymour commented that Commissioner Flatebo will be attending the 2016 CSPCA Merit Academy which will be held for five monthly Saturdays beginning January 9, 2016. The Merit Academy will offer two topics per day and will provide in-depth information on the merit system.

Director Seymour provided information to the commissioners in regards to the Technology Assistant salary matter that was brought up at last month's meeting by employee Linda Elliott. Director Seymour stated that at the time of the last classification description revision for Technology Assistant, the district's salary was competitive and in the middle in comparison to the six comparable districts studied. Director Seymour has met with CSEA and her recommendation is to keep with the current classification study schedule and not deviate to study the Technology Assistant classification at this time. Other employees have requested classification studies and have also been asked to wait at this time.

Additionally, Director Seymour stated that there are two significant steps to reviewing a classification. Staff must first study the classification's job description as a whole and make revisions as necessary. Once that is completed, staff must then review and perform a thorough salary study to determine if the

salary is proportionate to the revised job duties. Additionally, Director Seymour stated that the number of hours worked per day is not part of the salary information studied.

Commissioner Tortolano inquired as to how often salaries get reviewed. Director Seymour stated that the goal is to do the entire cycle every five years, which is common among school districts. Director Seymour added that staff will deviate from the schedule to study a particular classification when a job description has been revised, when significant changes have been made, and/or when the district cannot attract enough candidates or a significant number of resignations for a particular classification are being received.

Employee Linda Elliott proceeded to distribute copies of emails to the Commissioners sent to her by fellow Technology Assistants. Ms. Elliott believes that, while Technology Assistants receive a lot of support from Information Systems, they are still undertrained and overworked. Additionally, Ms. Elliott is expected to assist teachers in classrooms along with being a technician. Ms. Elliott believes that Technology Assistants should be offered more hours and/or an increase in salary and benefits. Ms. Elliott stated that the district is losing Technology Assistants to other districts who are offering more hours and a more desirable salary.

Technology Assistant Sean Dennsteadt addressed the commission to request more hours be granted to Technology Assistants. Mr. Dennsteadt's opinion is that technological advancements warrant constant training and monitoring which is difficult to do in only 3.5 hours per day. Lead Technology Assistant Pawandeep Sohal inquired as to the point at which a position is then considered to be working out of class. Commissioner Tortolano reassured employees that they are being heard and staff understands that employees are requesting classification and salary studies along with consideration for more hours.

Director Seymour added that, at the district office level, the Technology Assistant classification is closely being monitored as she has seen a significant increase in resignations from employees seeking more hours. CSEA President Leon stated he has spoken with GGEA representatives who have expressed their desire to have Technology Assistants work more hours per day to better assist teachers and students.

Director Seymour stated she has met with some of the working out of class employees to discuss their assignments. These employees have expressed their concerns and feel they have a right to be placed in the position permanently. However, Director Seymour stated that giving the position to these employees would go against the principals of the merit system. Director Seymour will have an internal goal of more closely monitoring working out of class assignments, especially those that are nearing the 6-month mark. She will be suggesting to all departments that the supervisor and secretary also notify staff when an employee has been in a working out of class assignment for a prolonged period of time. Director Seymour will meet with supervisors to determine the selection process for working out of class assignments and the possibility of rotating employees so as to give more employees the opportunity to gain on the job experience. Additionally, Director Seymour will continue to share recruitment priorities with CSEA during contract maintenance meetings. As of now, there are 16 recruitments waiting to be processed.

Commissioner Tortolano inquired as to how many employees are currently working out of class. Director Seymour stated there are close to 50 employees currently working out of class, but was unsure as to how many of those have been in a working out of class assignment for more than 6 months.

CSEA representative Joe Ragusa addressed the commission in regards to two employees who have been on long term working out of class assignments. Jaime Bahena is currently working out of class as a Painter and Cesar Ruiz as a Tree Trimmer. Mr. Ragusa distributed related materials to the commissioners. Mr. Ragusa's goal is to get both of these employees reclassified to the positions they have been occupying for more than two years. Mr. Ragusa believes it is not right to have employees working out of class for such an extended period of time. Mr. Ragusa made a reference to Long Beach Unified School District which has given positions to employees that have worked out of class for two years or more. According to Mr. Ragusa, Mr. Bahena's position falls under accretion of duties and has gradually worked up to a Painter per the Educational Code.

Painter Helper Jaime Bahena addressed the commission. Mr. Bahena has worked for the district for more than 18 years. Mr. Bahena has been working out of class as a Painter for about two years and was recently advised he would be returning to his regular position at the beginning of December. He participated in the recruitment process for the Painter position last July, but missed moving on to the oral examination portion by three points. Mr. Bahena believes he has the qualifications to perform the job successfully, is responsible, reliable, a teamplayer, cautious and takes great pride in the work he does for the district. Commissioner Tortolano confirmed with Mr. Bahena that he fell short by three points on the written portion of the Painter examination.

Former Painting Supervisor, Tina Franks, commented that if the questions on the examination had been read to him instead of being in writing, he would have performed better on the examination. Mrs. Franks believes Mr. Bahena is an excellent employee.

Groundskeeper-Gardener Cesar Ruiz addressed the commission. Mr. Ruiz has worked for the district for 8 years. Mr. Ruiz has been working out of class as a Tree Trimmer for the past 2 years and 4 months. In the course of this time, Mr. Ruiz has approached his supervisor on several occasions as to the status of the Tree Trimmer position. He has developed great working relationships with school staff and has only received positive feedback on his work performance. Mr. Ruiz was recently informed that this recruitment will soon open.

Director Seymour stated the job description for the Tree Trimmer classification will be getting updated and subsequently staff will be reviewing its salary information as well. Commissioner Tortolano requested confirmation from Director Seymour that the proper procedure to fill regular positions is to conduct a recruitment and test accordingly.

Director Seymour commented that a reclassification of a position occurs when the job has changed. If there is an incumbent in that position, then the employee gets reclassified as well. However, in Mr. Bahena's and Mr. Ruiz's cases, their regular positions remain the same and have not changed. Additionally, while Mr. Ruiz has been working out of class for two years, the position has only been vacant since February 2015. Director Seymour concurs that both gentlemen are great employees, but placing them in their working out of class positions permanently would bypass the merit system. Director Seymour stated that other district employees, who may be interested in the positions, would not have the opportunity to compete for the job.

Commissioner Tortolano concurred with Director Seymour that to give Mr. Bahena and Mr. Ruiz these positions would be unfair to those employees who may be interested and qualified for the positions.

Commissioner Flatebo inquired of Director Seymour that if under these circumstances the recruitments are posted as promotional. Director Seymour stated that for staff to determine whether to go promotional or open we need to determine if there are enough interested and qualified employees. After consulting with the hiring authority, staff deemed it necessary to go open with the last Painter recruitment. As for the Tree Trimmer recruitment, Director Seymour hopes to be able to post it as promotional.

Commissioner Franks inquired of Director Seymour if it would be possible to negotiate a grandfather situation Memorandum of Understanding with CSEA. It is Commissioner Franks' opinion that in Mr. Bahena's and Mr. Ruiz's situation, they would not have been asked to work out of class if the supervisor didn't believe they were qualified to perform the duties of the job. Commissioner Franks commented it would be beneficial for all parties involved if working out of class assignments were rotated among employees.

Director Seymour stated she will obtain a legal opinion on Mr. Bahena's and Mr. Ruiz's situations. Director Seymour will obtain information to determine the district's and the Personnel Commission's legal authority over these matters and potential options. Director Seymour commented that the Personnel Commission can hold special meetings if needed as long as the public is notified at least 72 hours in advance.

Commissioner Tortolano assured both Mr. Bahena and Mr. Ruiz that staff would research available options to remedy their situations.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the November 12, 2015 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

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

Supervisory Unit President Vic Chumley stated the Supervisory Unit dinner will be held on January 30, 2016 at the same location as last year.

Employee Tim Underdown addressed the commission. Mr. Underdown and fellow Grounds Equipment Mechanic, Brent Ritchie, are requesting a classification study. Mr. Underdown believes his position has drastically changed since the retirement of the Electric Motor Mechanic. Mr. Underdown and Mr. Ritchie are now also working on rebuilding golf cart motors along with working on white fleet trucks and pressure washers. Commissioner Franks inquired of Mr. Underdown if purchasing new golf cart motors is an option. Mr. Underdown commented it is far more costly to purchase a new motor than to rebuild.

Commissioner Tortolano requested patience of all employees requesting classification studies due to significant changes in duties. Commissioner Tortolano stated that, while staff would like to remedy everyone's situation quickly, unfortunately there is a backlog of classification studies.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 11/17/15
- Classified Personnel Report – 12/01/15
- CSPCA Newsletter

APPROVAL OF CLASSIFICATION ACTIONS

7.1 None

ORDERING OF EXAMINATIONS

8.1 Campus Safety Assistant	Open
8.2 Public Information Officer	Open
8.3 Translator/Interpreter – Bilingual Vietnamese	Open

Commissioner Franks inquired as to whether Translator/Interpreter – Bilingual Vietnamese was on last month's Agenda as well. Analyst Smith commented that the recent Translator/Interpreter recruitment was for Bilingual Spanish and there was also a recent recruitment for School Community Liaison Worker – Bilingual Vietnamese. Staff has not run a Translator/Interpreter – Bilingual Vietnamese recruitment in quite some time.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo 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

9.1 Accounting Technician I	Open
9.2 Assistant Network Technician	Open
9.3 Instructional Aide II – Special Education	Open
9.4 Intensive Behavioral Instruction Assistant	Open
9.5 Senior Programmer Analyst	Open

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

Commissioners Franks and Tortolano expressed their regrets on not being able to attend the Employee Recognition Program on December 2, 2015. Commissioner Flatebo attended the Employee Recognition Program and expressed her amazement at the number of employees getting recognized for their years of service.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, January 6, 2016 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 6:12 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran