

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
February 11, 2016

CALL TO ORDER

Commissioner Tortolano called the meeting of February 11, 2016 to order at 5:13 p.m. Commissioner Tortolano 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 reported that she has had discussions with Superintendent Mafi and Assistant Superintendent Armitage along with Personnel counterparts at other districts regarding the use of outside vendors for classification studies. It is the district's recommendation to use the Requests for Proposals (RFP) process. Director Seymour will use the CSPCA website as a resource for suggested vendors and will work with the business office to create parameters for the requested classification work.

Once all of the proposals have been submitted by the interested vendors, approximately three vendors will be invited to do an oral presentation to a committee comprised of representatives from CSEA, GGSU and district management, along with one or all of the Personnel Commissioners if they so choose. Once the classification studies have been completed, staff will determine whether the ongoing maintenance and need for classification studies will warrant an additional position to the Personnel staff.

Director Seymour stated there are pros and cons to using outside vendors for classification studies. Based on a meeting she recently attended with directors from neighboring school districts, about half of those districts are also in the process of conducting classification studies. Other districts are experiencing the same dilemma as our district after having gone through a budget crisis for many years. Director Seymour will also request that CSEA President Leon and CSEA Labor Representative McClean reach out to CSEA Presidents and Labor Representatives in other districts to get their views on vendors they've used for classification study purposes.

Director Seymour's next step is to develop an RFP with the assistance of the business office. The proposals will then be brought back to a Personnel Commission Meeting as an agenda item for review.

Commissioner Franks recalled that requests for classification studies work were made about 35 years ago where the cost was about \$50,000.

Commissioner Flatebo inquired as to whether the costs related to using an outside vendor for classification studies would be incurred by the Personnel Commission or by the district.

Director Seymour stated that ultimately the cost would show on the Personnel Commission budget, but the district would transfer the money, if necessary. The Personnel Commission might need to take action to increase its budget to allow for these costs.

Director Seymour added that a new Central Office Clerk I position is being added to the Office of Personnel Services. This employee will primarily be used as utility player to assist all departments within the Personnel Office.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the January 6, 2016 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. No comments were heard from the audience.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 01/19/16
- Classified Personnel Report – 02/02/16

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Classification Description Revision – Tree Trimmer

Director Seymour stated that the revisions to the Tree Trimmer classification include an upleveling of job requirements to include tree climbing experience. Staff plans on preparing a recruitment for this classification which will be posted as promotional and will therefore limit the field of qualified candidates.

Commissioner Tortolano reconfirmed with Director Seymour that this will be an internal recruitment and only current in district employees will be eligible to apply.

Employee Jana McIver made a request to the commission to not take any action on the Tree Trimmer classification until the next Personnel Commission Meeting.

Director Seymour asked Ms. McIver if she was referring to the Tree Trimmer job description revisions or the recruitment posting. Ms. McIver was unsure as she was passing along a message that was given to her by CSEA.

Director Seymour stated the the posting of the Tree Trimmer recruitment would affect the employee who is currently working out of class, but that the job description revisions would not have an impact on his situation. Director Seymour stated that the job description changes have been discussed with CSEA President Leon and CSEA Labor Representative McClean over the last two months and most recently earlier this week. Director Seymour will contact Mr. Leon to discuss whether he has questions or concerns regarding this classification before preparing the recruitment bulletin.

Commissioner Franks expressed his concern over approving the Tree Trimmer classification description revisions due to Ms. McIver's request. Commissioner Franks requested confirmation from Director Seymour that both Mr. Leon and Mr. McClean seemed in agreement with the proposed classification description changes and salary. Director Seymour confirmed that as of her last conversation with Mr. Leon CSEA was in agreement with the proposed changes.

Commissioner Tortolano did not wish to delay the posting of the Tree Trimmer recruitment which would be the case if the classification description changes are tabled until next month's Personnel Commission Meeting. Commissioner Flatebo was in agreement with Commissioner Tortolano about not postponing these changes.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Tree Trimmer, effective February 11, 2016. The motion passed 2-1.

APPROVAL OF CLASSIFICATION ACTIONS

- 7.2 New Position – Central Office Clerk I (Office of Personnel Services)
- 7.3 New Positions – Instructional Aide II – Special Education
Two (2) positions – Alamos Interim and Woodbury Elementary

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.

ORDERING OF EXAMINATIONS

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| 8.1 Clerical Specialist I | Promotional |
| 8.2 Elementary/Intermediate School Secretary | Open |
| 8.3 Help Desk Support Technician | Promotional |
| 8.4 Intensive Behavioral Instruction Assistant | Open |
| 8.5 Instructional Aide II – Special Education | Open |

Director Seymour referenced the Help Desk Support Technician posting. Director Seymour stated that, in the interest of time, the posting for this classification is being presented first to the Commission and the classification description revision changes will be presented at next month's meeting. Staff has received feedback from the Information Systems Department, which has recommended this recruitment be made promotional. This recruitment will most likely attract our current Technology Assistants, Lead Technology Assistants and possibly Assistant Network Technicians.

Analyst Smith stated that the classification description changes primarily relate to revising the call center experience requirements to help desk environment experience. Analyst Smith provided the commissioners with the updated Help Desk Support Technician recruitment bulletin with the suggested changes. Staff will be presenting the Help Desk Support Technician classification description changes at next month's Personnel Commission meeting. The proposed changes will allow more internal employees to apply. Analyst Smith stated that interested applicants will still have to prove they have customer phone support experience on their supplemental application and would be tested appropriately.

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

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|---|-------------|
| 9.1 Athletic Equipment Attendant – Female | Open |
| 9.2 Campus Safety Assistant | Open |
| 9.3 Clerical Specialist II | Promotional |
| 9.4 Delivery Truck Driver | Open |
| 9.5 Food Service Worker II | Promotional |
| 9.6 Lead Food Service Worker | Promotional |
| 9.7 Lead Intensive Behavioral Instruction Assistant | Promotional |
| 9.8 Public Information Officer | Open |
| 9.9 Special Education Assistant | Open |

Commissioner Flatebo requested confirmation from Analyst Smith that all the applicants who went through the testing process for Public Information Officer made it onto the eligibility list.

Analyst Smith confirmed that there are twelve candidates in the top three ranks for Public Information Officer. The Public Information Officer position is a higher level position for which there were multiple qualified candidates. Superintendent Mafi has a variety of candidates from which to select as the best possible fit for the district.

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 Flatebo stated she attended two of the CSPCA Merit Academy classes. The classes had a variety of people attend which included Personnel Directors, CSEA representatives and Personnel Commissioners from other school districts. The classes provided for a great exchange of ideas and problem solving. Commissioner Flatebo provided Commissioners Franks and Tortolano with a handout listing various Commission and District duties along with corresponding Educational Code sections.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, March 2, 2016 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:34 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran