

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

### **MINUTES**

of the Meeting of  
March 2, 2016

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of March 2, 2016 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  
Ms. Suzy Seymour  
Ms. Jenni Smith

### **ADMINISTRATION AND POLICY**

#### **3.1 Director's Report**

Director Seymour reported that she, Commissioner Flatebo, Assistant Director Collison and Analyst Smith attended the 2016 California School Personnel Commissioners Association (CSPCA) Annual Conference held last week in Anaheim.

Director Seymour asked the commissioners if they would like to be supplied with business cards. Director Seymour will follow up to obtain the contact information they would like to have printed on their business cards.

Director Seymour stated she is running monthly reports to closely monitor and identify all employees who are working out of class. The report will provide her with information such as how long an employee has been working out of class, the reason for the assignment and whether the assignment is being rotated among different employees. Additionally, staff will begin compiling a report to identify the employees who are also working a temporary additional assignment. Director Seymour stated that currently there are about 20 to 22 employees that are working out of class. The constant filling of positions lately has helped in reducing the working out of class assignments.

When Director Seymour receives working out of class personnel requisitions for vacant positions she notifies Analyst Smith. Analyst Smith will indicate this start date on the upcoming recruitments section in order to have a constant visual of how recruitments are to be prioritized.

Commissioner Tortolano stated she was not aware that working out of class assignments required personnel requisitions. Director Seymour stated that principals submit personnel requisitions when recommending employees for working out of class assignments. Personnel requisitions are not submitted in instances where an employee has taken on additional unintentional duties over time.

Commissioner Tortolano also inquired as to how many current working out of class assignments have been active for more than 6 months. Director Seymour stated there are currently 22 working out of class assignments. Director Seymour stated that the bulk of the long-term working out of class assignments are for Lead Food Service Workers and Lead Intensive Behavioral Instruction Assistants. Director Seymour added that both of those recruitments will need to be re-run due to a short eligibility list resulting from the promotional recruitments.

Director Seymour provided an update on the Request for Proposals for a comprehensive classification and compensation study. She has been working with the Business Office to finalize the posting for proposals, but recently halted the process. Director Seymour has spoken with staff from other districts and the consensus has been that hiring an outside vendor to perform this work should be reconsidered. Director Seymour would like to research other districts' experiences before proceeding any further.

Director Seymour doesn't believe it would be beneficial for the district to commit the time, effort and money into a company whose end product may not be as good or as detailed as what staff is already doing in-house. These outside vendors tend to use item banks which often are very generic and not tailored to the district. Using an outside vendor is also time consuming on staff time. Director Seymour is proposing to run a cost benefit analysis to determine if it is worth using an outside vendor compared to continuing these studies in-house. Factors such as cost, timing and staff hours will be used to determine whether using an outside vendor is the best option. Director Seymour plans on speaking with a Personnel Analyst from Long Beach Unified School District who used to be employed by one of these companies to get her input on the process and end product. Director Seymour will also request that CSEA President Leon and CSEA Labor Representative McClean speak with other CSEA representatives to gather any information and perspectives on companies that they may have used for classification and compensation studies. Director Seymour will provide Mr. Leon and Mr. McClean the names of potential vendors. Director Seymour stated that Analyst Smith and Associate Analyst Henderson have been reviewing all classifications to determine their most recent revision and review dates.

Commissioner Flatebo inquired as to whether adding another staff member is an option. Director Seymour responded that she will be looking into adding another staff member as an option to catch up on classification studies. Additionally, Director Seymour will also look into the option of adding interns, which are less costly, but require more supervision. The various options will be considered to determine and suggest a course of action.

Commissioner Franks referenced item #6 of the Compensation Plan section of the Request for Proposals for Classification and Compensation Study of Classified Positions. Commissioner Franks questioned whether this item should be included in the scope of services. Director Seymour stated that the Request for Proposal provided to the commissioners is a standard template proposal that was borrowed from another school district.

Director Seymour added that vendors that provide classification and compensation studies are currently in high demand and it is unknown if they would be able to perform the work within a reasonable time frame. Commissioner Tortolano requested that Director Seymour keep the commission informed of any updates on the Requests for Proposal for Classification and Compensation studies.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the February 11, 2016 Personnel Commission meeting with noted corrections. The motion passed 3-0.

### **AUDIENCE**

Commissioner Tortolano referenced Personnel Commission Rule 4210.2 which specifies the parameters for the length of time allowed for audience comments during a Personnel Commission meeting. Commissioner Tortolano read Personnel Commission Administrative Regulation Rule 4210.2, which states:

"At all regular meetings, the public shall be provided an opportunity to address the Commission on items not on the agenda. A time limit of five (5) minutes shall apply to each individual addressing the Commission, unless waived by a majority vote of the Commission.

- a. The Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights.
- b. The Commission may ask clarifying questions or provide the individual information or direction on how to have their question answered.
- c. The Commission may not discuss, deliberate, nor take action on items brought forth under the public testimony portion of the meeting.

- d. The Commission may direct staff to investigate and report back to the Commission at a subsequent meeting concerning any matter.
- e. The Commission, or any member of the Commission, may direct staff to place a matter of business on a future agenda”.

Commissioner Tortolano requested that all audience members state their name and classification when addressing the commission.

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

CSEA President Leon requested a copy of all of the Personnel Commission rules.

Employee Linda Elliott stated she recently attended a merit system workshop and the consensus from other district representatives was that they would prefer district staff to perform Classification and Compensation studies. The end work product provided by the outside vendors has been generic.

Employee Brent Ritchie requested an update on the status of the classification review of his Grounds Equipment Mechanic position.

Director Seymour reminded the commission that Mr. Ritchie distributed materials to them at the December 2015 commission meeting. The materials contained information pertaining to Mr. Ritchie and Mr. Underwood’s accrued job duties over time. Director Seymour informed Mr. Ritchie that she has met with Director of Maintenance, Operations and Transportation, Javier Rodriguez. Mr. Rodriguez is in the process of reviewing the Grounds Equipment Mechanic classification description. Director Seymour stated she will coordinate a meeting with Mr. Rodriguez, Mr. Ritchie and Mr. Underwood to discuss this classification.

Employee Jana McIver stated she attended an insurance university workshop, co-sponsored by VEBA and CSEA. Ms. McIver obtained materials and knowledge on health and welfare laws that will assist with negotiations and related contract discussions at the upcoming Health and Safety Committee meetings.

#### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 02/16/16
- Classified Personnel Report – 03/01/16

#### **APPROVAL OF CLASSIFICATION ACTIONS**

##### **7.1 Classification Description Revision – Help Desk Support Technician**

Staff has met with the Director of Information Systems, Assistant Director of Information Systems and the incumbent to review the classification description for Help Desk Support Technician. It has been determined that revisions are necessary. The revisions include removing the term “call center” from the class description and no longer requiring that candidates have previous experience in a help desk environment prior to applying for the position.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Help Desk Support Technician, effective March 2, 2016. The motion passed 3-0.

##### **7.2 New Positions – Intensive Behavioral Instruction Assistant (5 positions – Office of Special Education)**

##### **7.3 New Position – Instructional Aide – Bilingual Spanish (Zeyen Elementary)**

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

## **ORDERING OF EXAMINATIONS**

8.1	Health Assistant	Open
8.2	Translator/Interpreter – Bilingual Spanish	Open
8.3	Tree Trimmer	Promotional

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	Delivery Truck Driver (Revised)	Open
9.2	Electrician	Open
9.3	Instructional Aide – Bilingual Spanish (Extension)	Open
9.4	Instructional Aide – Bilingual Vietnamese (Extension)	Open
9.5	Translator/Interpreter – Bilingual Vietnamese	Open

Commissioner Tortolano requested clarification on the extension of the Instructional Aide – Bilingual Spanish and Instructional Aide – Bilingual Vietnamese eligibility lists. Director Seymour stated that the Personnel Commission rules allow for an extension of an eligibility list prior to its expiration date if the list is still viable. Director Seymour added that she is aware of upcoming personnel requisitions to fill Instructional Aide – Bilingual Spanish and Instructional Aide – Bilingual Vietnamese vacancies. A new recruitment for these classifications would not be complete prior to the lists' March 30, 2016 expiration date. In addition, Director Seymour stated that the district is looking into possibly increasing Kindergarten class time to all day which would call for more Instructional Aides.

Director Seymour stated that the Delivery Truck Driver eligibility list was approved at the February 2016 commission meeting. After the list had been approved it was discovered that a candidate on the list qualified for veterans credit which moved him to an existing higher rank. Other candidates' ranks were not affected by the change. Director Seymour brought the corrected Delivery Truck Driver eligibility list to this month's meeting for re-approval.

Commissioner Flatebo inquired of the Electrician recruitment results. This eligibility list states that out of 126 applicants, only eight made it onto the eligibility list.

Analyst Smith stated that applicants for the Electrician classification needed to be at journey level and went through an extensive performance exam. Unfortunately, there were many applicants who were not sufficiently qualified for the level of expertise needed to perform the Electrician duties successfully. Analyst Smith received good feedback on the Electrician exams. Analyst Smith confirmed that the final eight candidates on the Electrician eligibility list are very strong and capable.

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 stated that the district will be hosting the 56<sup>th</sup> Annual OC School Bus Safety Rodeo. The school bus Rodeo consists of a series of tests bus drivers go through which highlight their driving skills and abilities. The district will receive extra points towards trophies for hosting the county wide event. The Rodeo is scheduled to take place on Saturday, March 12, 2016 at the district's maintenance, operations and transportation facility. Food and refreshments will be available for purchase.

Commissioner Flatebo stated she attended the 2016 California School Personnel Commissioners Association (CSPCA) Annual Conference. She thought the conference was a great learning experience and was highly beneficial. The conference consisted of various merit system related sessions on such topics as classification studies, history of the merit system and current state legislation. Commissioner Flatebo added that the speakers were very knowledgeable. Additionally, Commissioner Flatebo had the opportunity to meet other CSEA members and representatives, commissioners, directors and the Chairman of the CSEA Merit Committee.

Commissioner Tortolano stated that she will be retiring from her full time employment at the end of May 2016. Her retirement will allow her to be more available for personnel commission events.

#### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, March 30, 2016 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

#### **ADJOURNMENT**

The meeting was adjourned at 5:43 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran